

# easy Log

## eLog+: Implementing easyLog's attendance management and payroll analysis system at a residential care home

In spite of working in IT before purchasing his first residential care home, John Tillisch did not see an immediate need to introduce a computerised system to monitor and analyse staff hours. Although John was aware of the availability of solutions that could provide assistance in staff scheduling and payroll analysis, none he had viewed had inspired him sufficiently to make the investment and spend the time and effort to move away from an established manual system.

“My staff turnover was very low for this industry and I trusted their honesty over timekeeping. I therefore saw little reason to introduce any form of electronic attendance recording if it was only going to replace manual timesheets,” he recalls from his current business, Park House Nursing Care Centre, in Sandy, Bedfordshire.

At the time he had a total full-time, part-time and bank staff workforce of around 65 and operated with a sizeable range of pay rates. These identified work performed across daytime, evening and night time hours and also between hours worked on week days and at weekends. Manual calculation of these payments, using a spreadsheet analysis and cross checking with the staff rota, was taking on average around 16 hours per month and could be prone to error.

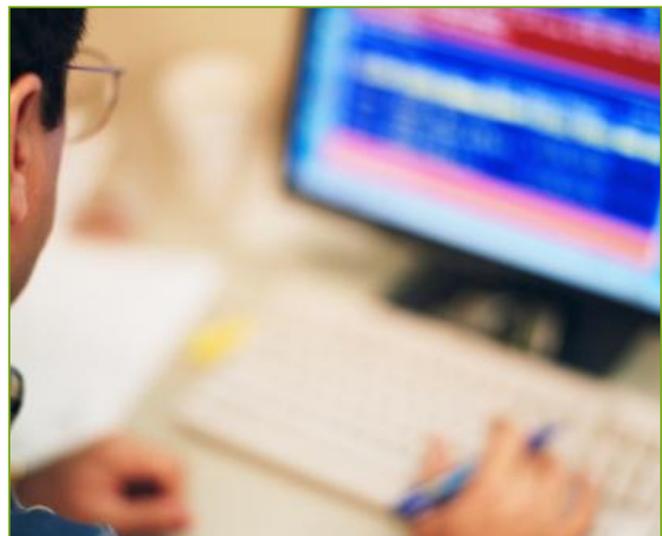
### A chance encounter with a software demo

So it was by chance that John came across easyLog at a National Care Association event. With his background in IT, natural curiosity took him to the company's stand during one of the break periods where he viewed the e-Log+ attendance management and payroll analysis system.

“I asked specific questions about the functionality of the software in relation to the calculation of my home's payroll analysis,” he says. “Refreshingly, I received clear answers that were visibly demonstrated on screen. I thought the price was

reasonable for a complete system including staff clocking hardware and moreover it just seemed to provide an easier and more accurate option for calculating the wages.”

The e-Log+ system that John saw is designed to enable the automated production of payroll analysis information. It does this by comparing the attendance data of staff against a list of definable 'standard' shift times. If a match is found – within definable criteria – the software assumes that these hours should be paid at the relevant rate for the time and day combination during which the hours were worked. If no match is found the user is presented with a number of





options to pay, part pay or disallow the hours of attendance. The software also provides the functionality to define the number of anticipated or budgeted hours per job function per week and the weekly contracted hours of any employee. Reports automatically compare these figures against the hours to be paid data and show a variance. This provides a check and control against the automatic payment of attended hours.

### **Praise for the easyLog support desk**

A month or so later John bought the e-Log+ software and a hand scanner for clocking in staff. Although easyLog provides all necessary training and support, John decided that he had sufficient computer knowledge and experience to implement the system largely himself knowing that he could seek assistance when necessary from our telephone support desk.

“The support staff responded quickly and were very helpful in getting things set up, especially in relation to the staff clocking hardware and then subsequently regarding the specifics of configuring the software to fit with the pay analysis I required,” he comments.

### **A company that cares about its products and its clients**



At one stage a copy of the software data was e-mailed to easyLog so that a member of the support team could run the analysis routine in parallel with the care home. This enabled the support team to have an exact understanding of the specific pay hours information that was expected and how, correspondingly, any required parameters needed to be adjusted or implemented to deliver this. As John says, “My dealings with easyLog have always shown that the company cares about its products and its clients and they want to make sure that I am a happy customer.”

Although the software is designed to automate the process of wage calculation, it also contains sufficient flexibility to allow for inevitable human error, John explains.

“Of course there are odd occasions when an employee forgets to record their attendance at the terminal. I found the ‘analyse clockings’ function very useful in reviewing the electronic timesheet data prior to running the analysis. It highlights any attendance anomalies within a period and suggests a ‘best guess’ clocking time, which I can then accept or insert an alternative.”

### **Useful data that inspires complete confidence**

The integration of e-log+ into the administration processes at the home meant that the calculation of the monthly payroll could be moved in-house from being outsourced to a bureau. The payroll

hours data from the e-Log+ software is exported into an Microsoft Excel spreadsheet and then transferred into the Sage payroll software application. easyLog provides an additional module to automate this process, if required.

“There is no question about the integrity of the data that the application produces and I am happy to rely on the reports I’m getting. I receive the odd query from staff about their paid hours but I am able to quickly show reports and prove that the hours on any payslip are correct,” John says when asked how he found working with the e-Log+ software.

He added that he also soon discovered he could produce his monthly payroll in half the time it previously took as a manual task.

“It’s both saving time and reporting very useful data in which I have complete confidence,” he enthuses. “It has taken time, as I expected, to reach this point but the effort has been worthwhile.”

