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## INTEGRATING TIME & ATTENDANCE WITH ACCESS CONTROL CAN SAVE COSTS, STREAMLINE OPERATIONS

A white paper presented by InFront  
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### I. Introduction/ Executive Summary

Many businesses and other organizations have recognized the important operational benefits that access control and time & attendance systems can provide. Increasingly, enterprises also are recognizing that additional benefits accrue when the two systems are integrated, enabling them to function as a single, seamless system.

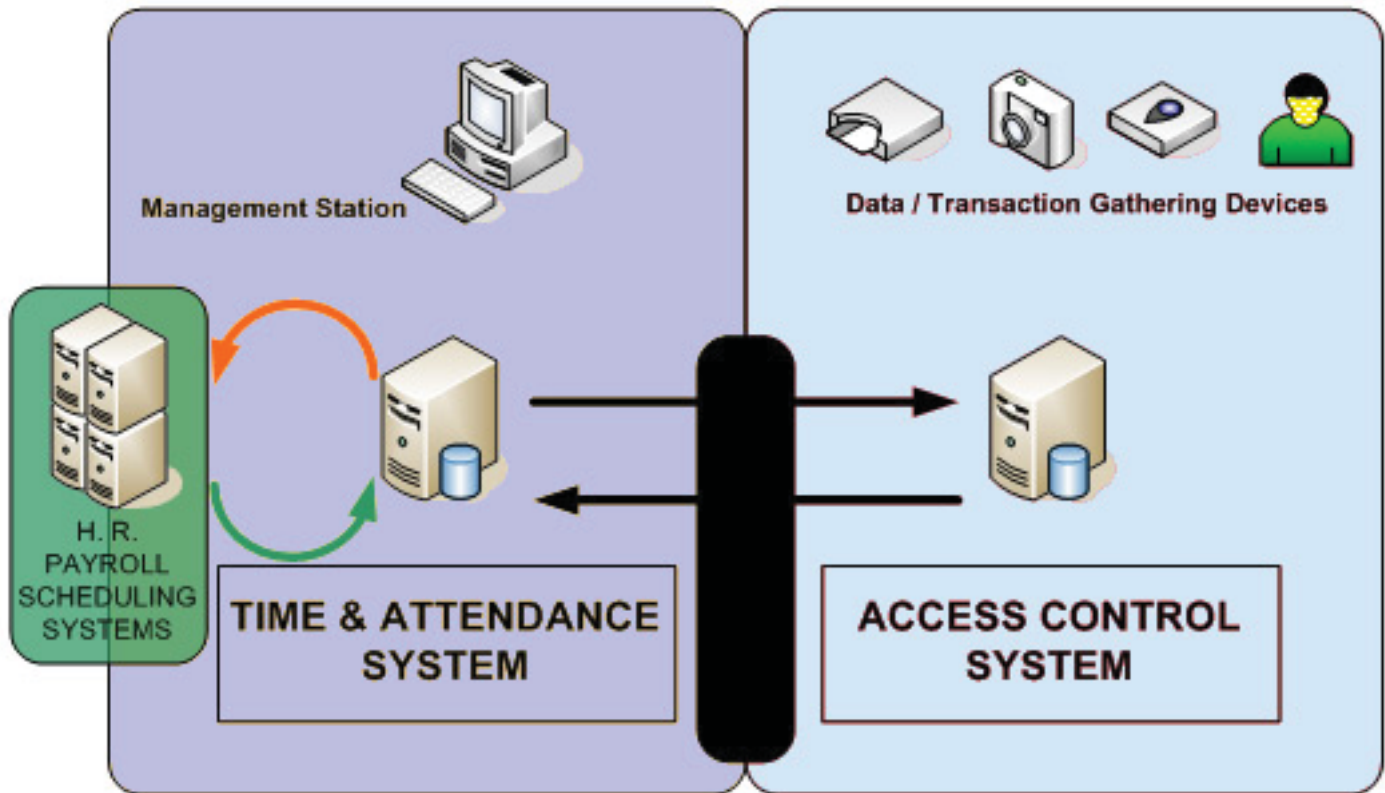
This white paper outlines those benefits, which include increased payroll system accuracy, efficiencies in payroll processing, and substantial cost savings through tighter cost and error control. Additionally, we explain what types of organizations can benefit from an integrated access control/ time & attendance system. We also explore what is entailed in integrating access control with time & attendance, including specific requirements for organizations that already have an access control system in place. Finally, the white paper also reviews the strengths of InFront, a well-respected developer of time & attendance systems that has taken the lead in integrating those systems with access control.

### II. Benefits of integrating time and attendance with access control

Time & attendance systems have evolved over many decades and vary widely in terms of their sophistication and ability to interface with human resource and payroll systems. The most basic systems require employees to manually track the time they arrive at and leave a workplace each day, either by completing a written time card or using a time clock that stamps the current date and time on a card. Not only are these manual systems prone to human error; they also require considerable management time to compile information about the hours employees have worked into a spreadsheet or other form that can be used to generate payroll and maintain human resource records.

Some time & attendance systems are a bit more advanced, enabling such spreadsheet reports to be maintained automatically as workers clock in and out. Typically such systems require that employees enter their employee number on a keypad or present an identification card to a reader so that hours worked can be attributed appropriately. Although this approach eliminates the need for manual compilation of time cards, it is still prone to error. Employees can forget to clock out, for example. Another concern is that such systems may not support business rules that can simplify the payroll process. Without business rule support, management and human resource personnel still must spend consid-

## CONVERGED SYSTEMS



erable time determining, for example, how many hours of over-time pay an employee should receive.

The most sophisticated time & attendance systems today support business rules that can be customized, depending on the needs of the employer. For example, TimeSentry, a time & attendance application from InFront, can be programmed to prevent the entry of more than a certain number of contract workers at a time, thereby containing costs. Employee hours can be allocated to different projects or cost centers. And management can even “reverse invoice” contractors based on their records of contract employee hours worked.

The greatest efficiencies can be gained when an advanced time & attendance system is tied into an access control system. Today’s access control systems typically use either proximity card or biometric (fingerprint or iris) readers to enable authorized users to enter a secured area, while keeping unauthorized users out. By integrating the access control system with time & attendance, organizations can virtually ensure that em-

ployees do not forget to clock in or out. Using a single credential for access control and time & attendance also eliminates the need for employees to carry separate cards—and biometric readers can eliminate that need altogether. Biometric readers also provide the additional benefit of preventing “buddy punching,” where one employee uses another’s credential to clock in and out for him.

Clearly, the state of the art in time & attendance today is a system integrated with access control that supports sophisticated business rules and enables a single credential to simultaneously control an employee or contractor’s entry into the workplace and track his or her arrival and departure times. Many employers already have made the investment in access control, which can help minimize the time and investment required to obtain a state-of-the-art time & attendance system.

By guarding against errors and ensuring that business rules involving employee payroll and contractors are followed, such a system can generate an impressive

return on investment. InFront offers an on-line calculator to help organizations estimate the potential ROI they can experience by integrating time & attendance with access control.

ONLINE ROI CALCULATOR:  
[www.timesentryforlenel.com/cgi-bin/roi.cgi](http://www.timesentryforlenel.com/cgi-bin/roi.cgi)

### III. Organizations that can benefit from an integrated system.

Organizations with large hourly workforces or that use hourly contractors often can benefit immensely from an integrated time and attendance/ access control system. InFront's experience has shown that organizations are most likely to benefit if they meet any of the following criteria:

*More than 200 employees, with a significant wage-roll component*

*Moderate to large security requirements, including but not limited to organizations which must comply with any of the following regulations:*

- Homeland Security regulations such as MTSA
- Industry-specific requirements created by trade groups or councils
- HIPPA
- Patient security and privacy
- Information security and privacy

*Have fairly complicated pay rules, such as*

- a combination of salaried and hourly workers
- complex hourly pay rules
- union requirements
- civil service pay rules
- limits on how many or how few employees can work
- requirements for a certain number of people per shift
- requirements for certain types of people per shift

*Have pools of outside contractors on site with requirements to*

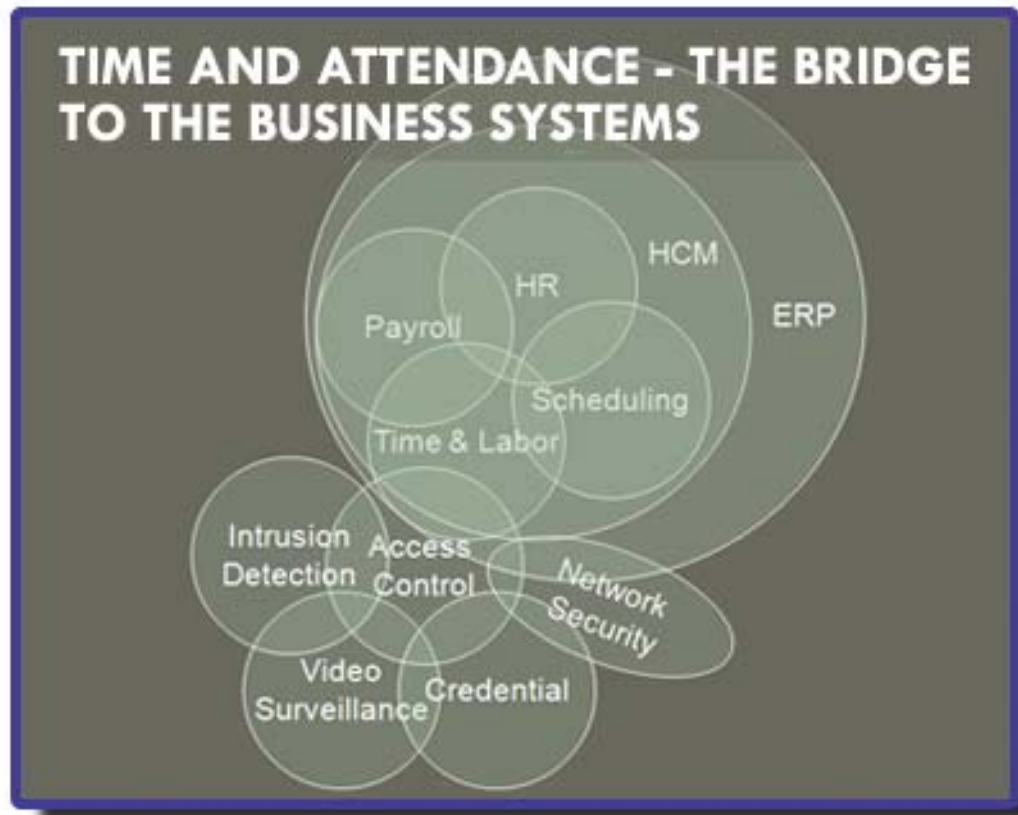
- manage their security access
- track their hours worked
- reconcile hours to work orders and projects
- reconcile contractor billing to contract terms
- manage cost overruns by limiting or restricting facility access

### IV. What's involved in integrating time & attendance with access control

When an access control and a time & attendance system are integrated, each continues to have its own management interface. Authorized users see only the interface pertinent to their job functions—with human resources and accounting accessing the time & attendance system, while the security department interfaces with the access control system. Typically each system has its own database, with triggers into the other system's database to enable the two systems to share information and updates.

Companies that already have access control can leverage their investment in card or biometric readers which can now serve a dual-purpose—although additional readers may need to be added at egress points to support time & attendance functions. And by generating measurable monetary savings in human resources and payroll processes, organizations may be able to more easily cost-justify system upgrades through enhanced return on investment.

Integrating time & attendance with access control typically requires customized software development to enable the two systems to communicate. As more and more access control manufacturers have begun to support open interfaces, the task has been made simpler, but still requires the work of on-staff or third-party computer programmers. Alternatively, some access control and time & attendance vendors have programmers who will work with the users of their systems on integration projects. The advantage of that approach



is that those programmers have a tight focus on and detailed knowledge of their own product that can expedite the integration process and help ensure quality results.

To maximize the investment in software development and to help ensure system longevity, organizations with time & attendance systems that do not support sophisticated business rules also should seriously consider upgrading to a time & attendance system that supports that capability.

## V. About InFront and TimeSentry

InFront is particularly well equipped to handle integration projects involving access control and time & attendance. For more than 30 years, the company has focused exclusively on the development of time & attendance systems and has taken the lead in integrating time & attendance with access control. InFront has worked with numerous end user organizations to integrate specific access control systems with InFront's TimeSentry time & attendance module.

The TimeSentry module is software that runs on a small server computer that easily connects to an organization's access control system. No changes to the access control system's existing network connections are required.

Features of the TimeSentry time & attendance module include:

- A Pay Profile Wizard enables business rules to be easily customized
- Adapts to your pay rules
- All data is available in real time through a dashboard interface, enabling proactive management of workforce expenses
- Reports can be generated in multiple formats for printing or output to other applications
- Labor distribution capability provides granular data on your labor force to drive process improvements with business intelligence
- Software design and InFront's expertise ensure data safety and integrity, as well as reliable interface with payroll, planning and other legacy systems



By working with InFront, enterprises can have the confidence that critical payroll and contractor payment processing will be handled efficiently and with an unparalleled level of accuracy and reliability.

## **VI. Conclusion**

More and more enterprises are realizing significant operational savings from integrating their access control systems with time & attendance, enabling the two systems to function as a single, seamless system. Benefits include more accurate and efficient payroll processing, and substantial cost savings through tighter error and cost control. By combining access control with time and attendance, enterprises can maximize their security investment and generate impressive returns, enabling them to rapidly recoup their investment.

### **CONTACT INFORMATION**

e-mail: [info@infrontUSA.com](mailto:info@infrontUSA.com)  
phone: 800.256.2003  
fax: 985.801.9201

#### **new orleans**

106 park place  
suite 303  
covington, la 70433

#### **chicago**

203 n. lasalle  
suite 2100  
chicago, il 60601

#### **california**

88 finger ave.  
redwood city, ca 94062