Gibault
A Schlage time and attendance case study

No timecards to create, administer, carry or lose—no more inaccuracy problems

“We reduced our payroll preparation time by 8-12 hours per pay period.”

- Jeremy Dix, Gibault Human Resources Manager

Summary
At its three facilities in Indiana and Ohio, Gibault, a residential treatment facility for wayward youth, installed five HandPunch 3000’s. Each biometric HandPunch collects data from employees and interfaces with TimesheetPlus, a web-based time and attendance system provided by Datamatics.

Business need
For years, Gibault used paper time sheets, which resulted in a multitude of difficulties including payroll inaccuracies, benefits administration tracking problems, and storage issues.

“We had problems with accuracy,” reports Jeremy Dix, Gibault’s Human Resource Manager. Like other organizations that have used manual time sheets, Gibault had significant problems managing discrepancies between time-worked and time-reported. These problems were caused by employee/manager errors, late entry, HR data errors, late/missing time sheets, input errors, and a variety of other problems.

Statistics
Industry: Healthcare
Application: Time and attendance
Biometric: HandPunch® 3000
HandReaders: 5
Users: 290+ employees
Geography: United States
Challenges
Gibault needed a timekeeping system that would reduce payroll errors and preparation time. Ideally, Gibault was looking for a solution that would require very little training and reduce wasteful hours spent correcting discrepancies.

The goal was to improve efficiency and provide employees with more time to work towards their mission of providing life-changing opportunities for children, families, and communities.

Solution
The HandPunch 3000 verifies the identity of each Gibault employee in less than one second and clocks them in or out. The punch is time-stamped and transmitted to TimesheetPlus in real time.

As a biometric device, the HandPunch 3000 also eliminates the need to issue and manage ID badges. There are no paper time sheets to create, administer, carry, or lose. Although it is easy to forget to bring a badge to work, nobody forgets their hands!

Additionally, the HandPunch 3000 prevents buddy punching, the situation where one employee clocks in or out for another. An added benefit is the ability to use the HandPunch for access control. Companies can configure the device to allow or restrict access to the premises.

Results
While Gibault employs about 300 people annually, the nature of the industry results in high turnover and many volunteers. As a result, there are as many as 600 employees in the system at any given time. Thankfully, the HandPunch 3000 and TimesheetPlus are both simple and quick to configure, so administrators can easily activate and deactivate employees in just minutes.

Rather than experiencing the resistance that companies often face when implementing new systems, Dix notes that Gibault’s employees “immediately enjoyed the system because all they had to do was enter their number and present their hand.” Administrators reaped the benefits as well. The combination of the HandPunch 3000 biometric device and TimesheetPlus dramatically reduced payroll preparation time, because data is immediately available in one location for administrators.

Gibault’s employees and HandPunches are located in several remote locations. But, by using the HandPunch 3000 and TimesheetPlus, Gibault IT Specialist Lee Brannon says that, “it’s as seamless as having them all in the same room.”

It’s estimated that Gibault’s payroll preparation time is now reduced by eight to twelve hours per pay period. This saves Gibault approximately 260 hours per year. That’s almost 1.5 work-months – allowing Gibault to focus on a much more important endeavor...improving the lives of children.

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