# Automating payroll frees up time, energy

## BUSINESS CHALLENGE
Mechanical punch clocks logged employee hours at each location, and management spent over one full day each week calculating payroll in a cumbersome and error-prone process.

## SOLUTION
With the WaspTime RFID time & attendance solution, New England Wood Pellet streamlined time & attendance processes. Errors are a thing of the past, and it's easier for the company to comply with special provisions in New Hampshire law.

## BENEFITS

OVER **80%** time saved calculating payroll attendance tracking

**ONE** process for ALL locations

**0** Payroll processing errors

## CUSTOMER PROFILE

- Pellet fuel producer and distributor
- 60 employees
- 4 locations

*When payroll runs well, nobody ever comments on that fact. But if payroll is messed up, you hear about it big-time. We needed a foolproof way to streamline our payroll process, without costing a fortune.*
*- Philip Cournoyer, Purchasing and Payroll Manager, New England Wood Pellet*

### Burning time with manual punch clocks

New England Wood Pellet LLC produces and distributes pellet fuels throughout several states. The company has more than 60 employees spread over four locations, including two manufacturing facilities in New York, a manufacturing facility in New Hampshire and a headquarters office.

For each shift, employees used mechanical punch clocks to log their time. At the end of each week, punch cards were gathered and sent to headquarters, where time was manually entered into a spreadsheet. Calculating employee time required about one and a half work days every week.

"This was a very cumbersome process, and as data was keyed into the spreadsheet, we sometimes had errors from transposing numbers," said Philip Cournoyer, manager of purchasing and payroll for New England Wood Pellet. "Technically, the punch clocks could be used to tabulate hours. But since they could not account for any variances such as overnight shifts or overtime, we never used those capabilities."

The manual process failed to help the company in its efforts to comply with New Hampshire law, which requires employees to sign their weekly time cards. And as the company continued its rapid growth, it needed a more efficient way to track employee time.

"When payroll runs well, nobody ever comments on that fact," Cournoyer said. "But if payroll is messed up, you hear about it big-time. We needed a foolproof way to streamline our payroll process, without costing a fortune."

## Firing up the RFID technology

New England Wood Pellet decided to purchase WaspTime Pro time and attendance software, as well as four Wasp RFID time clocks.

"This was a very affordable option for us," Cournoyer said. "Plus, it automated several activities that before consumed a great deal of time each week for me, as well as managers throughout the business."

The company connected the four RFID time clocks to its wide-area network (WAN). Each day, employees wave their RFID badges next to their time clock's RFID reader to check in and out. From the company's headquarters, WaspTime software automatically collects check-in and check-out times from each time clock. It then accurately tabulates the hours each employee was on the job.

This reduces the time Cournoyer needs to process payroll each week from one and one-half days to two hours – a time savings of more than 80 percent.

"I have so much more time that I can spend on other higher-value work, such as purchasing," Cournoyer

added. "In addition, WaspTime has eliminated errors in the data and ensures we have accurate hours for every employee – every time."

Thanks to its purchase of 10 manager licenses, New England Wood Pellet can give managers access to data for the employees they supervise. That way, managers can review hourly reports and better manage their workforce. Plus, each manager can run a report showing their employees' weekly time. Employees then can quickly review and sign their time cards, making compliance with New Hampshire state law much more efficient. Burning time with manual punch clocks

**WASPTIME HELPED NEW ENGLAND WOOD PELLET LLC**

- Conserve more administrative energy to produce more alternative energy
- Gain confidence in accurate payroll expenditures
- Remain in compliance with state labor regulations

*I have so much more time that I can spend on other higher-value work, such as purchasing. WaspTime has eliminated errors in the data and ensures we have accurate hours for every employee – every time.*
*- Philip Cournoyer, Purchasing and Payroll Manager, New England Wood Pellet*

## MORE CASE STUDIES

Accurately tracking employee time drives big cost savings

Homewood Suites Incorporates Biometric Time and Attendance

Accurately tracking employee time drives big cost savings