

Time Management™ puts you in control to ensure your payroll process is fast, easy, and most importantly, accurate.

The Challenge

- Each county department had its own unique way to collect and report working hours to payroll. Leaves, Overtime, and Reimbursements were done via the email system or on paper. Budget distribution and varying shifts further slowed an already very manual process.

Consequences

- This non-standard payroll process increased work time and ultimately, costs. An informal study showed courts and county departments taking up to 3 days to complete payroll hours collection.
- Each department had to enter the same information twice, once by the employee, and then by the payroll representative of the department into the payroll processing system.
- Due to the number of budget and shift differences in 24/7 departments there were transcription errors.

Our Approach

- A uniform, standardized way to collect and report payroll hours was identified leading to the creation of software, Time Management, to allow users to report payroll hours across all county departments.

The Results

- What used to take 4 hours for a payroll representative to process 85 employees, now takes 1.5 hours, a 62.5% reduction in the amount of time spent on payroll per department.
- What used to take the corporate payroll representative 9 minutes to process payroll, now takes 3.25 minutes, a 61.1% reduction in the amount of time spent processing payroll.
- Employees can now track and plan their leaves and management can easily track coverage.
- Eliminated paper from the payroll hours collection process and hence, the manual entry of hours from paper sheets into the financial system.
- Payroll hours collection is now more transparent and easier to manage across subdepartments, departments, and even by Human Resources for the entire county.

Testimonials

“We were using paper and pencil to calculate payroll for 235 employees and since implementing Time Management™ have reduced our workload by 60%-70%.”

Samantha Deford, Administrative Assistant,
Sheriff's Office, Ottawa County, Michigan

“SolidCircle has done a great job of standardizing processes across the organization, and designing software that has streamlined work and increased productivity. Pranay and his team are thorough and committed to excellence. Their efforts have created an excitement for change.”

David Hulst, Director of Information
Technology, Ottawa County, Michigan