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From the [SwipeClock.com](#) blog.

Employee tardiness can chip away at your profitability. Here are 3 easy steps to reduce employee tardiness with an automated employee attendance tracker.

First, let's look at the top reasons why employee tardiness will hurt your small business time and attendance:

Late employees...

1. are less productive,

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critical-path processes and cause more mistakes.

Your small business can't afford more mistakes. Inefficiency is money down the drain. You need an employee attendance tracker.

Customers are less satisfied when they wait longer for service. Late employees hold up a check out line, keep customers on hold, or miss service opportunities. Employee morale suffers, too, when others have to pick up the slack.

Your company will suffer the consequences in the form of lower repeat business.

Employees are the face of your brand. Brand suffers when employees miss opportunities to serve. Chronic tardiness will hurt your business, and tarnish your brand.

Your business will have a hard time gaining momentum.

## Three Steps To Reduce Employee Tardiness

Here are three easy steps to reduce employee tardiness with an automated attendance tracker. These steps will also help reduce early punch-ins and buddy punching.

Follow these steps as a best practice for improving your time and attendance:

### 1. Instruct

The first step is to instruct your employees. You can't expect them to play by the rules if they don't know the rules.

# Onboarding Policies and Procedures

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Set deadlines and follow up to make sure employees know you care about procedure. WorkforceHUB will help you confirm employee understanding of policy.

## Software Training

Make sure employees understand how to use the employee attendance tracker software. A quick orientation will assure that employees have no excuse when it comes to clock-in.

Make sure employees understand break regulations and scheduling. Walk them through the process of clocking in to reduce mistakes. Show them how to interact with [scheduling](#) and the virtual swap board. Empower them to take part in self-service scheduling.

WorkforceHUB makes it easy for employees to track time and attendance and scheduling. Help them learn to use the software to ensure your business is running with efficiency.

## Employee Accountability

Make sure employees understand that you hold them accountable.

Set deadlines for completing the employee handbook and other onboarding documents. Define the rules for clocking-in, breaks, and clocking out.

Define the consequences of late clock-ins or missed punches. Be clear that your workforce management system will track and report problems. Outline the basic steps for solving these problems.

WorkforceHUB will help you manage employee time and attendance tracking. It can also confirm employee engagement with your online employee manual.

Hold employees accountable with WorkforceHUB. Managers see progress reports on

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performance.

## **Time Tracking With Software Makes It Easy**

If you aren't already tracking time and attendance with software, it's time to get on that train. WorkforceHUB from SwipeClock includes a wide range of employee time and attendance tracking options.

Tracking employee time has never been easier or more effective.

There are several options for tracking employee time with punch clocks. Biometric clocks offer personalized security. Card-based clocks are convenient and inexpensive. WorkforceHUB includes web-based clocks and mobile solutions, too.

Regardless of which clock strategy you choose, measurement is your goal. Tracking employee time and attendance is the foundation of your workforce strategy.

## **What To Watch For**

WorkforceHUB will allow you to watch and track employee clocking. You'll be able to see early punches, late punches, and missed punches.

Everyone makes forgivable mistakes; you want to watch for chronic problems.

Watch your WorkforceHUB reports and pay attention to automated alerts. Look for outliers and address employees early in the process. Catching problems early means following up and correcting action before a problem begins.

## **Streamlining and Optimization**

You can't improve what you don't measure, either. Tracking time and attendance will reveal potential optimizations. You'll be able to see which employees are performing

better. This will help you determine who is eligible for advancements.

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WorkforceHUB provides management oversight that translates into actionable results.

## 3. Enforce

Enforcement of rules will streamline performance and optimize efficiency. As you learn more about workforce behavior, make adjustments to enforcement. Automated restrictions like punch lockout will ensure employees are working to plan.

...and you never thought of Human Resources (HR) as a profit center.

### Schedule Enforcement Reduces Tardiness

With WorkforceHUB you can set schedule enforcement that prohibits early or late clock-in. It doesn't take long for employees to realize they are on a schedule with punch lockout.

Punch lockout means that employees have a narrow window during which they can clock in or clock out. Missed punches result in consultation with HR, and an opportunity to reinforce rules.

Intelligent clock helps reduce errors by presenting only the options that are relevant. For example, when an employee is out on a break, their only option is to clock in.

With [Intelligent Clock](#), you will better enforce your work schedule. Together with punch lockout, you'll operate at peak efficiency.

### Focus On Chronic Tardiness

Reports will alert you to employees with chronic tardiness. Enforcement means focussing on the bigger problems first. Based on your company protocol, confront chronic offenders as early as possible.

Set goals for correction, and set timelines. This will help you steer chronic offenders

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## **Consistent Enforcement**

Apply rules and consequences with consistency; stick to the policies and procedures. Fairness provides a solid legal footing and removes the politics of favoritism.

WorkforceHUB provides a single sign-on portal for employees. They can log in and view time and attendance records. They can also see historical payroll information, benefits participation, and documentation.

With document tracking, you can see if they have reviewed the employee handbook. Employees who have access to policies and procedures are more likely to follow them. Employers who track engagement are more proficient, and less likely to have problems.

Payroll

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