



# Managing Benefit Accruals with a Time and Attendance System



## Summary

In today's competitive market, the importance of benefits cannot be overstated. Benefits affect the morale of employees, the effectiveness of supervisors and the health of an organization. Complex benefit rules make manual calculations difficult and recordkeeping a time-consuming process. Automating benefit accrual with a time and attendance system offers advantages to employees, supervisors and the organization, lifting the burden of recordkeeping and ensuring benefits are calculated correctly and impartially.

# Why Automate Benefit Management

Benefits play a large and important role in employee satisfaction and retention. As benefit packages grow more sophisticated, companies are challenged to find economical, straightforward ways to manage complicated benefit accrual programs both from the standpoint of the employee and the supervisor.

Employees are understandably protective of benefit accrual. They want ready access to leave balances and time already taken to help plan leave-taking. They want to ensure accrual calculations are correct. Supervisors can be bogged down by complicated benefit accrual rules, especially those that differ based on seniority or department. This can detract from performing daily tasks and other responsibilities. Accidental miscalculations in benefit accrual can strain the relationship between an employee and his or her supervisor—even the organization itself—making accurate benefit management a priority.

## Four Criteria of a Benefit Management Solution

What's the simplest way for an organization to manage its benefit program? The ideal solution meets four important criteria, namely to:

- Provide employees ready access to benefit information
- Simplify or eliminate benefit-related activities for supervisors
- Streamline benefit administration for the organization, lowering overhead
- Be easy to implement but customizable to the company's benefit plan

With these criteria in mind, the ideal solution is to implement a time and attendance system with benefit management capabilities.

## Benefit Management and the Time and Attendance System

Because benefit accruals often directly correlate to time and attendance information, implementing a timekeeping system to streamline benefit management is a natural complement to the system's primary function. The right time and attendance system offers specific advantages to employees, supervisors and the organization overall.

## Why Automate Benefit Management

Employees generally perform two benefit-based activities: (1) check leave balances to verify time available to them, and (2) submit a leave request for approval. A time and attendance system with an employee portal can provide employees ready access to accurate, up-to-date balances in real time. Additionally, the portal gives employees a way to submit leave requests to supervisors through the system, maintaining privacy, and allowing employees to track their supervisor's response. With

access to their own schedule as well as their department, team or group schedule, employees can keep projects, deadlines and colleagues' schedules or time off in mind when planning their own leave, improving chances for approval. Because benefit accrual is automated, employees feel confident that their benefits are being calculated fairly and impartially.

## Conclusion

Because benefits play an important role in the relationship between an organization and its employees, managing a benefit program with a time and attendance system offers significant advantages to all stakeholders, ensuring accurate calculations, eliminating unnecessary manual recordkeeping, and encouraging responsible leave-taking across the organization.

## About Reliable Business Technology, Inc.

Reliable Business Technology, Inc. is headquartered in Fresno, California. We are a privately-owned software solutions company specializing in providing cutting-edge technologies for businesses in time tracking, scheduling, and attendance management.

We are more than a time and attendance company. Our focus is helping your business develop solutions in a way that most effectively helps you reach your goals. Our reliable tools are designed to help you efficiently manage your complex workforce and improve your business goals to increase productivity.

To find out how Reliable Business Technology, Inc. can help your organization, call 559.513.8613 or visit [RBTCompany.com](http://RBTCompany.com).

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