

Automating payroll frees up time, energy



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 fool-proof way to streamline our payroll process, without costing a fortune.”



CASE STUDY AT A GLANCE...

▶ **INDUSTRY**

Manufacturer – Alternative Energy

▶ **COMPANY PROFILE**

Based in Jaffrey, N.H., New England Wood Pellet LLC is a leading producer and distributor of pellet fuels used in residential, commercial and industrial heating throughout the northeastern United States.

▶ **SITUATION**

The company used mechanical punch clocks to log the hours employees worked at its various locations. Management spent a day and a half each week tabulating time in a cumbersome and error-prone process.

▶ **RESULTS**

With WaspTime time and attendance software and RFID time clocks, New England Wood Pellet needs only two hours per week to tabulate payroll, for a time savings of more than 80 percent. Errors have been eliminated, and it's easier for the company to comply with special provisions in New Hampshire law.

▶ **SOLUTION USED**

- WaspTime Pro software
- Wasp RFID time clock

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.



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Philip Cournoyer
Manager of purchasing and payroll