



Building a Strategy for Your New Time Clock Deployment

Introduction

Congratulations! You're on your way to reaping all the benefits of a complete workforce management solution. With the right time clocks, you can roll out a seamless deployment that ensures your company starts experiencing those benefits from day one.

Every deployment follows the road map shared here. The timeframe to move through all the phases from Blue Print to Ongoing Support can vary depending on the project and goals of your company. To help you take control of your deployment strategy, we're providing this roadmap of what happens during each week of a successful typical deployment.





Questions for You to Consider for Your Business Before Pre-Deployment

Before you deploy your new time clocks, it's important to prepare.

Use these questions to research and document business rules you'll need configured on your system:

- What are the meal restrictions in your state?
- Do you have position and cost transfers that need to be tracked?
- What type of data needs to be captured at the clock?
- What is the expected user experience at the clock?

These next two questions help clarify what kinds of punches your clock choice needs to handle:

- What badge type, if any, will you be using? This could be a barcode, strip badge or proximity badge.
- Do you need to segment your employee population based on location or do you want all employees to use all clocks?
- Is going with biometric sensor capabilities the smart choice for your business? *Biometrics provide the highest security, including reducing time theft. However, some local laws or union contracts may prohibit their use without employees permission or signing a waiver allowing it.*



What Should a Successful Road Map Look Like?

Remember, your roadmap may vary, but most of our time clock deployments look a bit like this.

Blue Print & Design

During this week, we will hold a kick-off meeting with you. In this meeting, we will discuss your time tracking requirements and develop a blueprint that meets the needs of your organization.

Features & Customization

During this phase, your middleware specs will be decided, and we'll work with your team to develop the configurations and integrations.

Planning Clock Delivery & Installation

When the specs are ironed out, we'll build the middleware customized to meet your organization's needs. Then you can plan and prepare for delivery of your new time clocks.

When you receive the clocks, it is important to power them up and connect them to the internet to make sure the integrations and custom components are working properly.

Training

Formal training for your team on how to use the new time clocks will take place. We'll offer materials and support through this process so your employees understand the system and new features.

Testing

Here is the final set of testing to ensure the system is fully operational. Any debugging necessary takes place

Go Live

Your new clocks go live and your team can begin incorporating our new system into your routine.

Ongoing Support

After the clocks have been set up and your organization is up and running, we will provide continuous support.



Conclusion

When you partner with the right vendors, the deployment process runs with the precision of well-oiled machine. Ban-Koe Companies, in conjunction with our time clock partner Accu-Time Systems, has completed hundreds of time clock installations, making us an expert in the field of time and attendance tracking and time clock deployments. Our clients trust us to provide reliable software, durable terminals, 24/7 customer support and seamless integration they require to optimize the advantages made possible through automated time and attendance solutions.

Are you ready to see what a complete workforce management solution can do for you? [Request a demo](#) today to see for yourself what we have to offer.

