

# EASYTRAK SHORT TERM SAVINGS

*Savings that contribute to the ROI for your  
EasyTrak Investment*

There are two types of contribution to the return on your EasyTrak investment:

1. **Short term:** specific operational time and dollar savings, captured through automating essential tasks,
2. **Strategic:** access to more timely and accurate management information, leading to more efficient and effective decisions.

In this note we focus on the **Short Term** Automation savings with EasyTrak.

Collecting, validating and entering hourly employee time takes a lot of effort. If you hire people to do it manually it will take them a lot of time. In customer studies over the years, processing paper time cards can take as much 15 minutes per employee per pay period. That time might cost the company \$15 per employee per month.



**Value and Savings...**

<b>Savings Calculation Example</b>				
Operation with 100 hourly, and 10 "billable" office staff, typical				
<u>Activity</u>	<u>Count</u>	<u>Dollars per month</u>		
		<u>Manual</u>	<u>EasyTrak</u>	
Employee time entry	110	1650.00	550.00	
Systematic processing errors	110	2200.00	0.00	
Office Time misdirection	10	500.00	0.00	
Office Timesheet preparation	10	150.00	50.00	
<b>Total</b>	<b>110</b>	<b>4500.00</b>	<b>600.00</b>	
<b>EasyTrak Service Investment</b>		-	400.00	
<b>Net Saving</b>			3500.00	

Engineering and support staff, etc. must often also charge time to specific codes. Completing the "weekly timesheet" is an inaccurate and unreliable process, often reflecting the user's *perception* of time. More time gets charged to large projects while small projects get under-billed, and time is allocated to overhead to fill in unexplained, unremembered gaps. Under-billing of small projects can lead to serious job costing problems. Loss of one percent billable hours to overhead could lead to an additional loss of \$50 per office employee per month. On top of that a typical office

worker may take as much as 30 minutes per month to reconcile weekly timesheets, which is a further \$15-20 per office employee per month.

People are human and make mistakes: manual processing is prone to errors. A common assumption is a 1% total error rate, but it is also a common misconception that these errors cancel out over time. In reality errors in favour of the payee tend to be under-reported, and so studies have identified a loss resulting from systematic errors. A one-third of one percent loss might cost the company a further \$15-20 per employee per month.

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**An easily implemented solution:** A typical EasyTrak deployment for 110 employees is summarized in the sidebar, and illustrates a service investment of 10-20% to capture these savings.

Example reflects a 24 month EasyTrak Service contract. Different terms are also available. Call us to find out!

In Part 2 we focus on the Strategic Operational benefits that come from better access to better information.