



Accu-Time Systems' TimeCom

An ATS Time Collection Solution

Building a Strategy for Your New
Time Clock Deployment

Introduction

Congratulations! You're about to unlock the full potential of a modern time and attendance system.

With the right Time Clock Vendor by your side, you can achieve a smooth, efficient deployment that delivers real benefits from day one.

This ebook presents a clear roadmap to guide you through every phase of your deployment—from initial Blueprint to ongoing support. While timelines can vary based on project complexity, goals, and your systems integrator's expertise, a large and complex deployment typically should not exceed 12 weeks.

Use this roadmap as your strategic guide to confidently manage your deployment and ensure success at every stage.



Preparing for Your Discovery Meeting with Your Time Clock

Before meeting with your Time Clock Vendor, it's important to do some homework. Researching key details in advance will help you get the most out of your discovery meeting and ensure your system is configured to meet your business needs.

Use these questions to guide your research and document the critical business rules you'll need:

- What are the meal break regulations and restrictions in your state?
- Do you need to track position changes or cost transfers?
- What types of data do you want to capture at the time clock?
- What kind of user experience should employees expect when using the clock?

To help identify the right clock features, consider these additional questions:

- What badge type will employees use, if any? Options may include bar code, magnetic strip, or proximity badges.
- Do employees need to be segmented by location, or should they be able to use any clock across all locations?
- Would biometric sensor capabilities be a smart choice for your business? Biometrics offer top-level security and help reduce time theft, but some local laws or union agreements may require employee consent or waivers before use.

Answering these questions upfront will pave the way for a tailored deployment strategy that fits your organization perfectly.

Pre-Deployment: Setting Your Company Up for Success

Key Questions for Your Discovery Meeting with Your Time Clock Vendor

Before your deployment project officially begins, it's crucial to clarify some key issues to ensure a smooth process.

Where will my data be stored, and how is it secured?

Understand the encryption and security protocols protecting your data. Some vendors store sensitive employee information in overseas data centers, while you may prefer local storage for compliance or control.

How is employee biometric data protected against identity theft?

Verify that biometric data isn't stored as an image. Instead, it should be converted into a highly encrypted mathematical algorithm that cannot be reversed to reconstruct the original biometric.

Can the time clocks handle localization needs?

Look for clocks that can automatically adjust for multiple time zones and daylight saving changes. Also, if relevant, confirm whether the clocks can be configured to display in your employees' native language.

Should we deploy the clocks all at once or in phases?

While some organizations roll out clocks gradually across multiple locations, we recommend deploying all clocks simultaneously. Phased deployment often leads to higher costs, longer timelines, and added complications.

Once you've addressed these preliminaries, you'll be ready to move confidently into the deployment process.

What Should a Successful Road Map Look Like?

Blueprint & Design

In the first week, your TCV will hold a kickoff meeting to discuss your time tracking needs in detail. Together, you'll develop a blueprint tailored specifically to your organization's requirements.

Features & Customization

During this phase, your middleware is developed, and your TCV works closely with your team to configure the system and integrate it with your existing software.

Planning Clock Delivery & Installation

Once specifications are finalized, your vendor builds the customized middleware and you prepare for delivery. Upon receiving the clocks, power them on and connect to the internet to verify that integrations and custom features work as expected.

Training

Your team undergoes formal training to ensure everyone understands how to use the new clocks and their features. Your TCV should provide comprehensive materials and support throughout this process.

Testing

Final system testing is conducted to confirm everything operates smoothly. Any necessary debugging happens here to address last-minute issues.

Go Live

The new time clocks officially go live, and your team begins using the system in their daily routines.

Ongoing Support

With the system fully implemented, your TCV will continue to offer ongoing support to keep your time tracking running efficiently.

The Roadmap to Deployment

We've covered the foundation and overall structure of a successful deployment roadmap. Now, let's take a closer look at how Accu-Time Systems (ATS) delivers a detailed, step-by-step deployment experience designed for your success.

Phase One: Blueprint & Design

This first week focuses on two key tasks. First, you'll participate in a kickoff meeting to review your company's unique installation requirements. Second, you'll test your employee badges to ensure the time clocks read them accurately.

During the kickoff meeting, you will meet with your systems integrator and the ATS team to discuss critical aspects of your deployment, including:

- All inbound and outbound system integrations planned
- Number of clocks and their physical installation locations
- Types of punches needed—such as lunch and break punches, or role and department changes for cost tracking
- Badge types or biometric systems in use
- Any localization needs for the clocks (language, time zones, etc.)
- Network connectivity options for time clocks (hardwired, wireless, Power over Ethernet) and any special network requirements to connect to the ATS Cloud-hosted middleware

Before the meeting, ATS consultants send you a checklist to gather this information, allowing the kickoff to confirm details already discussed. During the session, you'll also finalize purchase orders, confirm deployment timelines, establish a pilot testing plan, and set a projected go-live date.

Companies often send sample badges to the time clock vendor prior to a kick-off meeting, to test compatibility between the badge and clock. This badge testing ensures that the clock can read the badge and capture the digits you want stored. If the badges aren't compatible, this is the opportunity to decide whether the company will get new badges or have employees use the keypad to enter their ID. If test badges aren't delivered to the time clock vendor prior to the kick-off meeting, this is when the vendor will get them from the company.

Phase Two: Features & Customization

The two key deliverables this week are the creation of your company's middleware environment and then customizing it per your specific business rules and needs.

ATS creates a unique instance of its middleware dedicated to your company so there's no risk of mixing data with other clients.

Once the middleware is created, we configure your environment with your company customizations, including specifying time zones, attestations and meal breaks. It also includes setting up the exact verbiage you want on the clock, such as "Punch In" or "Clock In", as per your preference.

Your ATS systems integrator will set up and validate all the necessary inbound and outbound data flows, including:

- Punch data arriving accurately to the back-end system, whether ERP or HCM
- Clocks receiving accurate employee demographic data
- If necessary, this is also the week when any lists, such as department or cost center codes, that need to be hard-coded get uploaded into the clocks.

Phase Three: Planning Clock Delivery & Installation

When the specs are ironed out, ATS begins building the middleware customized to meet your organization's needs. Then we can plan for delivery of time clocks that you take inventory of to confirm your company has received the expected number of clocks.

When you are ready to install the clocks, connect them to the internet and the clocks will receive all of the configurations that were taken into account during the design phase. Accu-Time Systems and your systems integrator will help you test each clock to validate that all integrations are working properly.

ATS time clocks are plug & play, and arrive with easy installation instructions. Most clients have their own facility resources who are able to install the time clocks.

Phase Four: Training

This is the formal training for employees, managers, and IT personnel on how to use and manage the clocks. ATS provides clients with training documentation for the end-users. Depending on the system and a client's Service Level Agreement (SLA), Accu-Time Systems also has webinars for instruction.

You can prepare your team for an effective training session by:

- Providing training documentation to your employees for them to review prior to the demonstration training.

You want to make sure you have some power users who are sufficiently knowledgeable about the clocks to act as a first line for employee questions. It's better to have people able to answer common questions on the spot than have to check with Accu-Time Systems. Having said that, share customer support contact information to key people so they can turn to us when needed.

Phase Five: Testing

In this phase, we run a parallel test to make sure everything the new system is processing punches the same way the old system did, and to ensure data is accurately being captured. Any debugging needed on any of the integrations gets resolved during this phase.

Phase Six: Go-Live

Before the switch is flipped, you'll have one more meeting with your systems integrator and your TimeCom® solutions consultant to ensure all steps and resources are set for launch.

The Clocks Go Live!

Depending on your SLA (Standard or Comprehensive), you may have a web portal from which you can monitor your clocks and integrations. Have key people watching the HCM/ERP with a hyper-vigilance throughout your go-live week so any anomalies can be quickly identified and addressed. Once you're through the go-live week, you can organize a more measured monitoring protocol.

Phase Seven: Ongoing Support

During go-live and the week after, ATS will be available to you with high priority support. From there, customer support remains available according to any SLA between you and the vendor.

ATS provides a 24/7 call center for our customers. They can also submit issues.



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When you partner with the right vendors, the deployment process runs with the precision of a well-oiled machine. Accu-Time Systems has completed hundred's of deployment, making us an expert in the field of time and attendance tracking and cloud-based deployments. Our clients trust us to provide the durable terminals, 24/7 customer support, and seamless integrations they require to optimize the advantages made possible through automated time and attendance solutions.

Are you ready to talk with a time clock vendor that can provide you integration and deployment expertise you can rely on? Click the following link to **[Request a demo today!](#)**

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