

HEADQUARTERED IN ATLANTA, Boys & Girls Clubs of America has enabled young people most in need to achieve great futures as productive, caring, responsible citizens for more than 100 years. Today, more than 4,000 Clubs serve nearly four million young people annually through Club membership and community outreach. Clubs are located in cities, towns, public housing and on Native lands throughout the country, and serve military families in BGCA-affiliated Youth Centers on U.S. military installations worldwide. They provide a safe place, caring adult mentors, fun, friendship, and high-impact youth development programs on a daily basis during critical non-school hours. Priority programs emphasize academic success, good character and citizenship, and healthy lifestyles.

RECOGNIZING A NEED FOR CHANGE

At Boys & Girls Clubs of America national office, HRIS Analyst Stan Halyard quickly discovered that the organization's legacy paper time sheet system was seriously outdated and in need of an upgrade.

More than 400 employees who work at the Atlanta office and also travel frequently throughout the United States were required to



BOYS & GIRLS CLUBS OF AMERICA

complete and mail or fax their time sheets each week. When the hundreds of time sheets reached his office, Halyard's team had to confirm the details of each time sheet with appropriate managers. Because of the sheer amount of time it took to process employee time sheets, the organization decided to implement an automated time management system.

THE RESULT

In 2009, Boys & Girls Clubs of America analyzed several time management systems and selected AsureForce® Time & Labor Management software. Halyard said he and his team immediately saw the benefits a web-based time management system provided – both to organizational process and to employees.

Using AsureForce Time, employees at Boys & Girls Clubs can now access and input their hours online using a smartphone, a computer or tablet and electronically submit the information. Employees can also easily see available PTO balances on their devices so they know exactly how much time off they have in addition to tracking their hours worked.

“Because we're a nonprofit, we have many grants that fund our programs and employee hours often must be coded against appropriate grants. The paper time sheet process was difficult to manage, cumbersome and inconvenient for everyone,” said Halyard.



“With the AsureForce solution in place, we’re able to accurately track hours against each grant. Employees also benefit from a user-friendly way to submit and track their time.”

WHY DID BOYS & GIRLS CLUBS CHOOSE ASUREFORCE®?

Halyard said Boys & Girls Clubs chose AsureForce Time & Labor Management because of its user-friendly interface and competitive pricing.

“I was impressed because AsureForce Time offers so many great capabilities and customization options for the price,” he said. “Compared to other solutions, AsureForce stood out because the web interface is completely user-friendly. It was fast to roll out to employees and, with very little training, they found it simple to navigate and use.”

AsureForce support ensured that the implementation with Boys & Girls Clubs IT systems was seamless as well. Halyard said the support team has always been highly accessible, easy to work with and helpful – from rollout through transition and in communicating upgrades for the solution.

Since implementing AsureForce Time, the organization has completed several reviews of the system, looking at its accuracy. Halyard says the solution definitely has its advantages.

“Managing time is much easier and more accurate,” he said. “Today, our payroll department can export files from AsureForce Time and see exact hours worked, PTO used and accruals for each employee – and we no longer have to manually review time sheets to calculate hours. We can also hardcode paid holidays and vacation time up to a year in advance, which streamlines the process. This system has provided a major time savings for our organization.”



ASUREFORCE TIME FEATURES

- Cloud-based, automated features help organizations reduce labor costs by 5%, increase productivity and lower total cost of ownership.
- Employees can instantly enter, review and approve their time data, see accrual balances and submit time-off requests.
- Managers can approve time cards, update schedules and receive alerts on tasks that require their personal attention.
- Easy-to-use tools help administrators track, monitor and optimize labor schedules. By understanding PTO balances, leave requests, overtime hours worked and more, supervisors can craft labor schedules that optimize labor expenditures.
- A wide range of data collection options means time data is easy to capture, track and analyze for reporting purposes and operational efficiency.

