

2017 WFA ACHIEVEMENT AWARDS PROGRAM

Innovations & Management Excellence

FORM FOR DIVISIONS 13 – 27

FAIR NAME: Nevada County Fair

CLASS: 2 (Example: Small Fair = Class 1)

DIVISION: 18

a) What was the goal? Define the challenge/ problem/target audience and explain what you were trying to accomplish.

To implement time clocks at Fair time as a more accurate way to track employee hours and to decrease the amount of time required to process time sheets after Fair.

b) How did you achieve the goal? What steps were taken to solve the problem or accomplish the goal? Who was involved in the project? Include any working relationships with other agencies/groups.

Prior to implementing time clocks, we had been verifying Fair hours on handwritten time sheets. Knowing there had to be a more efficient way to track and verify hours, we ordered five time clocks for the various departments to use during Fair time. The new time clock program calculates hours and then exports them to an Excel spreadsheet to data that we can enter into our payroll system.

Since the time clocks are cloud-based, employees could clock in at one location and clock out at another. This was helpful when an employee worked in multiple locations and different shifts.

The new time clocks also used new badges, which are technologically advanced and have an embedded chip that only requires employees to tap the time clock. To get the employees to return their badges after the Fair, they were told to return their badge to pick up their paycheck.

Department supervisors & employees received training during pre-Fair department safety meetings.

c) What were the results? Include tangible and quantifiable benefits such as financial, public or media awareness and attendance. Use percentages when applicable.

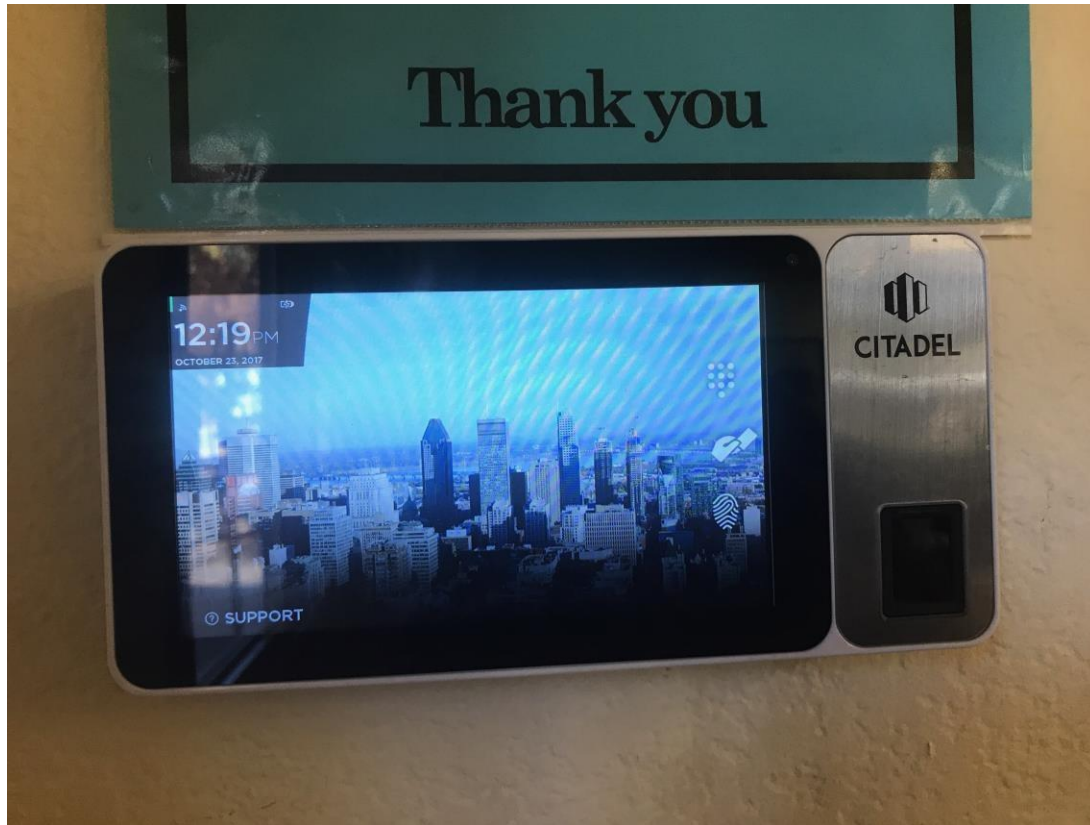
We estimate that the time clocks saved us at least 60 hours of labor hours of adding/verifying the handwritten time sheets. Basically, the time clocks have already paid for themselves! Our former payroll process included the employee adding their hours, then the supervisor checking and adding their employee's hours, then management verified all those hours and signed off on the time sheet, and then the hours were verified a final time before being entered in the payroll system. The new time clock program calculated hours, exported them to an Excel spreadsheet and then converted it to data that we could enter into our payroll system. The new system not only saved us labor hours and money, but it helped prevent fraud in padding time cards, and it forced employees to keep their badges and not share with family and friends (our badges are what allow us free entry into the fair).

Also, because the time clocks are cloud-based and wireless, it saved the Fairgrounds from having to invest in hard-wired network cables, which would have been expensive, required many hours of labor, and would have caused potential damage to our old buildings.

We've ordered two additional time clocks for next year so that employees have more areas to clock in/out. We will continue to train employees and supervisors how to use them correctly; however, we've already used the time clocks for another event and it went a bit smoother than fair since employees are learning how to properly use the time clock system.

Supporting documentation

Time Clock



Badge



PDF Entry Information

Exhibitor Name: Wendy Oaks

WEN: 0B3C0F

Division: Section 2 - Innovation & Management

Class: 18 New Innovative use of Technology

Title: Nevada County Fair

Description:

Notes:

