



Simplify Payroll with the Right Time and Attendance System

Keeping accurate time records is essential for Fair Labor Standards Act (FLSA) compliance, as well as for ensuring that your company's payroll process is as simple as possible while also meeting the needs of your workforce.

5 Types of Time & Attendance Solutions

Coastal HR offers five types of time and attendance solutions. Whether you prefer a traditional timekeeping device or if you need a modern, technology-based solution for a mobile workforce, we have exactly what you need.

- **WebClock** – This web-based time clock is designed to allow employees to clock in and out from any authorized workstation via a web browser. It works really well in work environments where everyone has access to a workstation with Internet access. This option can eliminate the need for a wall-mounted time clock, though it can be used in conjunction with our other time & attendance products.
- **TimeClock** – If you like the idea of a traditional time clock updated with the benefits of modern technology, TimeClock is a terrific option for you. This simple-to-use plug-and-play unit doesn't require special software, but it does require a phone or fax line. Employees simply clock in and out using a

PIN number or swipe card. An add-on PrintReader allows for the use of biometric fingerprint scans.

- **FlexClock** – This powerful device allows for with maximum flexibility. Employees can clock in using a PIN code or swipe card, and biometric fingerprint capabilities are built-in to one model and another has HandPunch (biometric hand scanning) capabilities. An add-on PrintReader is also available. All versions work with standard connectivity, and specialized models that allow for connectivity via cell service are available. The cell models are ideal for employees who need to clock in and out from the field.
- **VoiceClock** – This time keeping system allows for employees clock in and out using a telephone. It's an excellent option for companies with remote employees and workers who often perform services out-of-the-office, such as sales professionals or service technicians. Supervisors can view and edit data online. This option is compatible with WebClock.
- **TimeWorks Mobile** – There's an app for just about everything, so it shouldn't surprise you that we offer a mobile time and attendance solution. Employees can use their mobile devices to clock in and out from anywhere – whether they are in the office, attending a trade show or working at a job site. Supervisors have access to view and edit time records directly from their own mobile devices.

Coastal HR's Timekeeping Solutions

If you're still relying on self-report timekeeping or if your time and attendance system is out-of-date, it's a great time to find out how Coastal HR's solutions can simplify your timekeeping and payroll processes. To learn more, contact your Coastal HR representative or visit Coastal-HR.com and select the Time & Attendance menu. When you visit the website, you'll have an opportunity to review each option and you'll even be able to schedule a free 30-day demo.

Client Highlight

Christian Mission Centers, Inc



Christian Mission Centers, Inc. is a faith-based, non-profit charitable organization dedicated to offering emergency assistance to people who are in need in Coffee and Geneva counties in Alabama. Their headquarters are in Enterprise, which is where the shelter is located, as well as a Bargain Center thrift store. They also have Bargain Center locations in Elba, Geneva and Troy. Christian Mission Centers has worked with Coastal HR since 2004. Linda Arledge Office Manager for Christian Mission Centers states, "I work with Coastal HR on a weekly basis. Working with Coastal HR employees is a pleasure. No matter which department I contact, everyone is so nice to me. I appreciate that very much!"

Arledge states, "Christian Mission Centers is pleased to work with Coastal HR" – and that feeling is definitely mutual. We are pleased to be able to provide important human resource management services that allow Christian Mission Centers to focus on their core – and very important – charitable work.

7 Effective Time Management Tips

While it would be nice to have extra days in every week or more hours in each day, this just isn't possible. We all have the same 7 days in every week and each day lasts exactly 24 hours.

The good news is that you aren't destined to feel overwhelmed and rushed for time. You can learn how to manage your time more effectively. These practical strategies are a great place to start!

Practical Strategies

1. Follow a "to-do" list every day: Use a single list that includes all of the tasks you need to get done. Add new tasks to the list as needed and mark off the items you complete. You can use a paper list or a computer-based app like Google Tasks – choose the format that works best for you. Keep your list current and use it consistently. Update it every day.

2. Focus on one task at a time: It's easy to get overwhelmed when you are constantly jumping back and forth from one task to another. Instead of allowing yourself to ping from one item to another – which is very distracting and counterproductive – it's best to focus on one item on your to-do list at a time. This is the only way your task list will shrink.

3. Prioritize your task list: Not only do you need to stay focused on individual tasks, you also need to tackle the highest priority tasks first. On any given day, your highest priority items may be the ones that are nearing a deadline or that are the most important to your boss or a client. Focus on the highest priority tasks before moving on to other to-do items.

4. Schedule time for yourself: Your to-do list doesn't just need to be filled with things that you need to do for other people. Also include time in your schedule for yourself – those things that you really need for your own peace of mind such as break time, meals, exercise, sleep, etc. If you don't take time for yourself, your health and productivity will suffer.

5. Don't over-book yourself: When deciding how to fit the many tasks you need to accomplish into your schedule, it's important to avoid scheduling too many appointments, meetings, tasks, etc. so close together that there is no room to adjust if everything doesn't go as planned. Everyone needs a bit of breathing room.

6. Don't get dragged down by time-wasters: Don't fall victim to the question of, "Are you busy?" Too often, coworkers will ask this question – and then take a "no" mean that you have time to chit-chat about nothing. While you don't want to come across as rude or unwilling to listen, consider responding in a different way. Say "What can I do for you?" This will help minimize off-topic chatter and let you quickly get back to your own to-do list.

7. Realize that it is okay to say "no" in many situations: You don't have to say "yes" to every request. Of course, you need to do your job and meet

The organization provides a variety of services to people in need in the Wiregrass Region of Alabama. Services include:

- Assistance with basic needs such utilities and rent/mortgage costs
- 72-hour emergency shelter
- Assistance with certain medications
- Daily meals prepared in the Mission Kitchen 3 times each day
- Home delivery of hot meals to homebound individuals
- New Life Center Recovery residential program for individuals recovering from drug and alcohol addiction

Christian Mission Centers is a member of the Association of Gospel Rescue Missions. Volunteers are always welcome, and you can also get involved by donating gently used items to the Bargain Centers, where sales generate funds to provide assistance to those in need. Learn more about the organization at ChristianMissions.org.

Continued: 7 Effective Time Management Tips

other important responsibilities and obligations, including what your boss, clients and family members expect of you. However, when other people ask you to take on extra responsibility that you don't have time to tackle or don't even want to do, say "no" – and stick to your word.

You Can Take Control of Your Time

You're not destined to feel overwhelmed. Remember – no one has any more time than you do – even the people who always seem super-organized. The only real difference is how they manage their time. It is within your power to take control of your time.

Following these techniques is a great way to start making the best use of your time and minimizing time wasters. There are additional strategies you can apply, but it's best to begin with a few small changes before you expand your efforts. Start with these basic tips and you'll be on your way to developing positive habits that will allow you to make the most of your time. Before you know it, you'll be a master of the art of time management!

Additional Services

Coastal HR is a certified training provider for the State of Alabama Alcoholic Beverage Control Boards Responsible Vendor Training Program. For those companies that serve alcoholic beverages, responsible vendor training will improve your server/seller knowledge, expand your hiring base to include persons 19 and 20 years of age and possibly reduce your liquor liability insurance premiums.

For information on Responsible Vendor Training, contact Ron Dyess @ 251-544-4141 or contact our main office number.