

Save yourself a few Bob

The Bobs in your business could be eating away at your profit. Most will be totally unaware of it, while a few will be taking advantage. Just look at the average costs that can be saved each year by implementing a time management system from Kaba.

Punctuality

An average figure of up to 2 hours a week can be lost in lateness, breaks, early departure, cigarette breaks, and so on. *Approximate saving of £500 per employee per year**.

Payroll errors

Between 0.5% and 5% of your payroll cost is accounted for by errors, which could be eliminated with a more efficient system. *Approximate saving (at 1%) of £166 per employee per year**.

Administration

You can lose 1 to 7 minutes per employee in auditing clock cards or time sheets, which can be saved through a streamlined automated system. *Approximate saving £16 per employee per year**.

Manual time sheets

It's natural for people to round their timesheets when they complete them manually. Automation avoids this problem. *Even if just 7.5 minutes is rounded up every day, this could cost you £260 per employee per year**.

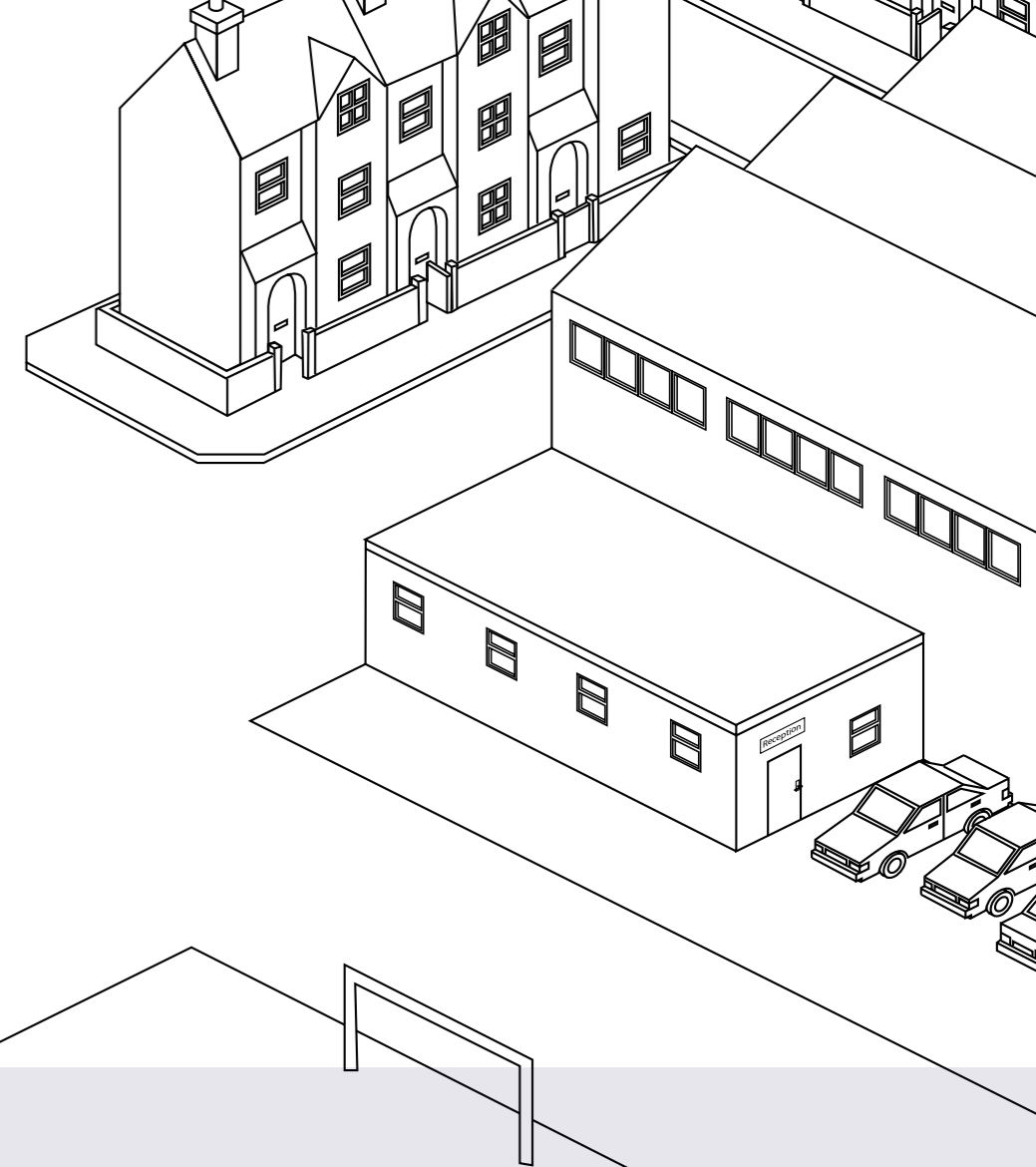
Sick days

40% of workers would 'think again' if they knew their attendance was monitored, which reduces absence from sickness. *How many sick days do you pay for?*

Activity monitoring

Some 640 hours per year are lost to inefficient workplace practices in an average manufacturing business. *The advantage of monitoring, establishing and eliminating such inefficiencies is clear.*

** Based on pay rate of £8 per hour and 35 hour week.*



Kaba Ltd
Lower Moor Way
Tiverton Business Park
Devon
EX16 6SS
Tel: +44 (0)870 000 5625
Fax: +44 (0)870 000 5397
Email: info@kaba.co.uk
www.kaba.co.uk

Where's Bob?

Just how well do you know the Bobs in your organisation?

Where they are, what they're doing, how much they need to be paid... or how much profit you're losing? At any one moment in time, do you have the immediate answers to these questions?

Is Bob in and working?

Was Bob early, on time, or late?

Is Bob sick?

How soon do you know? How often is Bob off sick?

Is Bob on holiday?

Does the relevant supervisor know? Is there cover?

How much time is Bob actually wasting each week?

Does Bob appear on the Fire Roll call report?

How easy is it to know?

What is Bob doing right now?

What's the specific job or project? Is he waiting for materials, or at a meeting that is costing you money?

Is Bob's overtime authorised?

How much will that cost?

Was Bob's pay slip correct?

How easy was it to work out?

Does Bob work more hours than is legal?

How do you manage his breaks?



KABA[®]

If you're unable to answer some of the questions opposite, your profits and competitiveness could be suffering. Wage overpayment, over or under-staffing, production inefficiencies, payroll errors... the costs can be hidden but significant. Just see the guide overleaf to see what could be happening to you.

An efficient solution for your type of business

Every Bob is different, but each and every employee can fit into the integrated Kaba activity and time management solution. It's suitable for all types of manufacturing business, and allows you to efficiently manage the time used by your workforce.

Implementing it will help you save money, but you can use it to manage activity as well. That means you can start to analyse your labour costs against projects, task, and specific orders.

Maximising your efficiency and profit could be more simple than you think - and will pay for itself quickly. For information contact us at info@kaba.co.uk

Manufacturing jobs are being lost all the time to our competitors in other countries where the labour costs are lower. Managing our 'expensive' labour with greater efficiency will help you compete and keep jobs in the UK.

Kaba is one of Europe's leading providers of time and labour management systems. We have been doing it for over one hundred years. It's our business.

If you're losing track of time, you're losing money