

# Mobile Solution Whitepaper

**Construction Series:  
Activity based Time & Attendance**



Managing labour within the contracting industry has its own unique challenges. Trying to accurately control these unavoidable and volatile expenses and costing them correctly is critical for sustainable success of any contracting organisation.

MyMobility™ has solved this problem by being able to match actual labour against allowable or budgeted labour, live and real-time by activity. This allows the organisation to see what they have spent and what they should have spent and why, live without delay.

## Executive Summary

Contracting organisations across the globe are increasingly reliant on access to information in the field, and the ability to gather accurate information on field activities. Accurate information enhances control and provides an overall ability to manage distributed costing activities more effectively.

Providing accurate labour costing information to office based workers from a construction site means the ability to process payroll costing information instantly as an accrual

- ❖ No more recapturing of time sheets
- ❖ One point of capture
- ❖ Data integrity is maintained
- ❖ Daily production is available

This gives contracting organisations a competitive edge.

This document focuses on the proven benefits offered by activity based Time & Attendance Solutions in all disciplines of contracting, and specifically addresses the move towards integrated *Mobile T&A Solutions*.

Key focus areas:

- ❖ What are the traditional methods for time and attendance (T&A) tracking and what are the challenges in the field
- ❖ What systems and processes have been implemented in the past to address these challenges
- ❖ How does the MyMobility activity-based T&A Solution address all of these challenges
- ❖ Exploring the direct benefits gained by T&A solutions in the field
- ❖ Exploring the impact of T&A solutions on administration processes and the back-office
- ❖ Exploring the direct benefits gained by accurate activity-based costing in the field

### The traditional approach to T&A

There are traditionally three ways of capturing time and controlling attendance in the field, and the issues experienced with these traditional approaches is as follows:

#### Paper based time sheets:

- ❖ No control of labour costing or attendance
- ❖ Manual re-capture of paper-based data into the payroll system
- ❖ No active comparison with activity based allowable costs or labour budget
- ❖ Buddy clocking is not controlled
- ❖ Ghost workers cannot be prevented in the system
- ❖ The time delay is the biggest drawback as costing is at best 6 weeks behind and never accurate
- ❖ Data integrity is not easily maintained or controlled

#### Batch capture of data into office based applications or spreadsheets

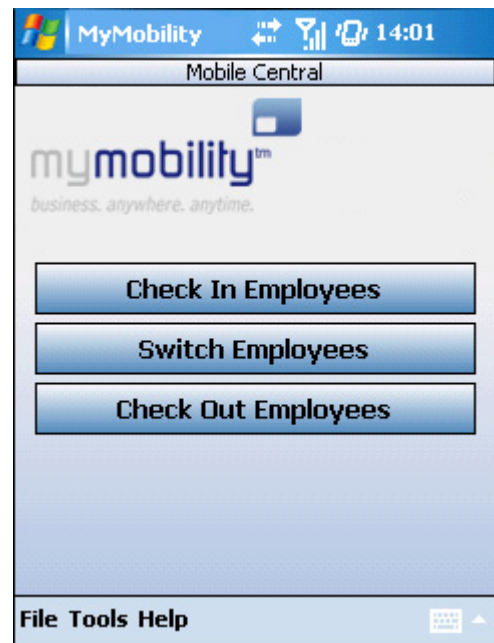
- ❖ Here electronic time-sheets are used as opposed to a paper-based system

- ❖ We see all of the short-comings of a paper-based time sheet except one can import the data into the payroll without re-capturing
- ❖ No real control of activity costing, large expense items, or issues such as buddy-clocking and ghost workers who claim wages

#### Basic Time & Attendance (without activity based costing):

- ❖ Attendance may be controlled by identifying labour via a barcode, smart-card or finger-print reader
- ❖ Data would now be interfaced with the payroll system
- ❖ Activity based costing (which is critical to contracting) is still not catered for
- ❖ No real means to get daily information or reports
- ❖ The solution is not designed with contracting in mind
- ❖ This is still not a viable solution!

### The MyMobility T&A Mobile Solution



- ❖ The MyMobility T&A Solution is the only solution in the contracting industry that can provide real-time activity-based time & attendance information to an organisation
- ❖ The MyMobility Solution integrates directly with your payroll solution to update actual hours from site and avoiding the double-capture of clock-cards

The screenshot shows the MyMobility mobile application interface. At the top, it displays the time 14:03 and various status icons. Below this, there are several dropdown menus and input fields for data entry:

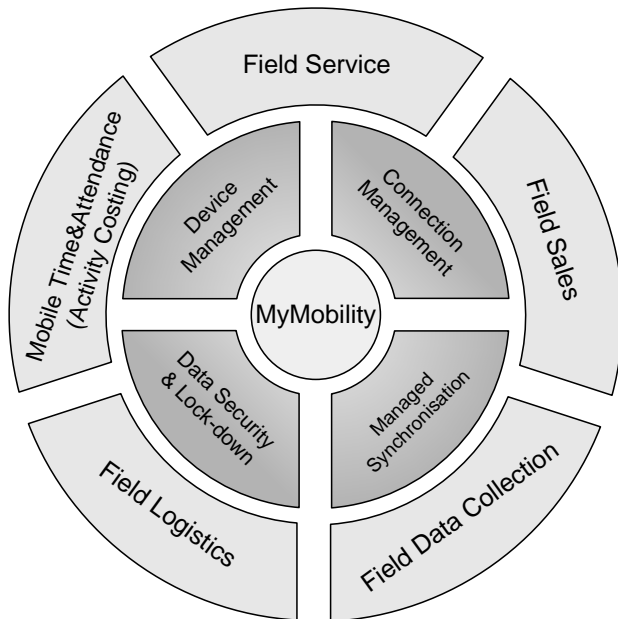
- Day: 1
- Week: 22
- Rate: 1
- Cost To: Contracts
- Contract: [BLA03] NORMANDIE VILLAGE
- Plant: (empty)
- Activity: [0007] ACCRUED INCOME
- Division: (empty)
- Ledger: [60] CONTRACT COSTS
- Emp No: (empty)
- Custom Time: 14:01
- Last employee switched: N/A
- Use Custom Time: (checked)

At the bottom, there are buttons for 'File' and 'Options'.

The MyMobility T&A Solution offers the following benefits:

- ❖ Accurate control of costing and attendance information at the point of activity, wherever this may be onsite
- ❖ All information is gathered electronically in the field by means of a rugged mobile computer, and sent directly into the payroll system in real-time
- ❖ The field worker in control of T&A now has direct access to costing information
- ❖ "Buddy clocking" and "ghost workers" are eliminated from the payroll by the use of double verification of workers
- ❖ Various forms of identification may be used in the field, including PIN codes, RFID tags, Barcoded ID cards and/or fingerprinting
- ❖ Time delays in costing are eliminated due improved flow of information to and from the field, and the back-office processes
- ❖ Data integrity is upheld throughout the value-chain and re-capture of data is eliminated as the information is integrated directly with back-office system
- ❖ Improved visibility of field operations means that exceptions may be reported and managed immediately and expenses may be reconciled with budgets on an ongoing basis
- ❖ The MyMobility Solution used for activity costing onsite may be integrated with data received from selected Access Control Systems. This means that security or access control data, and activity costing data is integrated into one common database and may be used to create alerts or exceptions on suspicious activities in real-time

## What constitutes an always-available Mobile Solution?



At the core of every mobile solution are the following critical components:

### Connection management

- ❖ Mobile solutions should be always-available. In order to achieve this, the mobile worker should not be aware of breaks in network connectivity or changes in network coverage. Connection management ensures that the mobile solution operates whether the device is connected to the network ('live') or 'offline'.
- ❖ This is achieved by means of smart mobile hardware, which allows for the complete Mobile Solution to operate from the mobile device, and all information needed by the field worker is stored in a secure mobile database for instant access.

### Device management

- ❖ The ability to remotely control both the mobile devices hardware and the installed software is paramount
- ❖ This ensures that mobile workers always receive updates and the organisation is alerted of faults, without the worker having to 'return to base'
- ❖ Updated software versions can be deployed to mobile devices over-the-air without bringing devices back to base

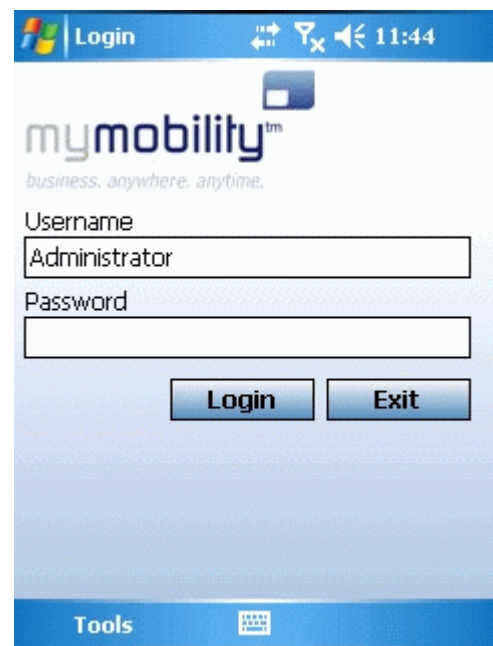
### Data security

- ❖ Mobile devices contain large amounts of sensitive data and company IP, therefore security is critical
- ❖ Lock-down ensures that a device and all its data may be remotely deleted if lost or stolen, ensuring that the information is never compromised

### Managed Synchronisation

- ❖ Information is automatically synchronised between the traditional line-of-business systems (eg. the help-desk or ERP system) and the mobile devices in the field, and the frequency of this communication process may be controlled centrally.
- ❖ The synchronisation process is hidden from the user and takes place by intelligently splitting the information into small packets, thus ensuring that the communication channel is never broken even in areas of poor or intermittent network coverage.
- ❖ The transparent and continuous synchronisation of information between the organisations central systems and the mobile workforce ensures that all processes including individual tasks and events within the workflow are maintained and closely monitored.

It is this rigorous monitoring and control of information flow as it extends seamlessly out to the field and into the back-office that offers a true competitive edge to the modern organisation



## MyMobility™ Profile



## Contact Us

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The fluid nature of business means that many of your key personnel – from executive to field worker – are on the move and away-from-desk attending to day-to-day business issues. This often means that they have to get back to their desk before they can attend to a query. This could take a couple of hours or even days and no organisation can afford to keep its customers waiting that long.

MyMobility™ has solved this problem of getting knowledge to market quickly and effectively by putting your entire office onto a mobile device. Our team has been passionate about Mobile Solutions since 1996.

Our away-from-desk Mobile Solutions ensures that you're always available, allowing you to do business anywhere at anytime.

Proven areas for Mobility:

- ❖ **Field Sales:** A salesperson needs to forecast, plan & report on sales calls. Mobile functionality typically includes the ability to lookup product information and process new sales orders or access customer order history, while in front of the customer, as well as integrate with existing CRM systems.
- ❖ **Field Service:** Service personnel need to forecast, plan & report on service calls. Mobile functionality typically includes the ability to access new tasks and any supporting information in order to close the task, and the ability to send completed tasks, job-cards or other field data back to the office
- ❖ **Mobile T&A Solution:** Manage and control Time and Attendance information better in any contracting or site environment, and ensure that labour is tightly controlled according to activities completed.

We reduce any organisations costs and increase their revenues in the following simple ways:

- ❖ Reduce or remove the paper trail
- ❖ Remove duplication of tasks
- ❖ Speed up administration processes in office
- ❖ Reduce cell phone voice calls
- ❖ Reduce wasted travel for workers
- ❖ Manage the mobile worker remotely
- ❖ Increase sales via mobile intelligence
- ❖ Answer customer queries on time
- ❖ Instant documentation after closing a service or sales call