PAYPRO
Workforce Management

THE ARC OF WARREN COUNTY SAVES 58 HOURS A MONTH A NEW JERSEY NON-PROFIT REDUCED THEIR OVERALL TIME SPENT ON PAYROLL BY 57% USING PAYPRO WORKFORCEONE®.

At The Arc of Warren County, a nonprofit organization serving persons with intellectual and developmental disabilities, time tracking and payroll were being handled through a combination of paper timesheets and a basic payroll system custom-built in Microsoft Access. Switching to Paypro WorkforceONE allowed the organization to eliminate the paper, errors, and time involved with the process so they could focus on managing major changes the organization was undergoing.

THE CHALLENGE

Time tracking and processing payroll was labor intensive.

Started in 1954, The Arc of Warren County is a non-profit in New Jersey that operates 18 residential programs providing 24/7 care and community living arrangements for people with disabilities. They also provide the local community with recreational activities, an early intervention program, a family support program, and a store. All told, their workforce of 250 employees serves roughly 1,100 people with disabilities and their families.

The Arc
of Warren County

THE ARC OF WARREN COUNTY AT A GLANCE:

LOCATED IN WASHINGTON, NJ

250 EMPLOYEES

MULTIPLE PROGRAMS OFFERED

SERVING MORE THAN 1,100 PEOPLE WITH DISABILITIES

CLIENT SINCE 2013

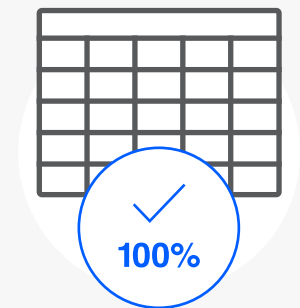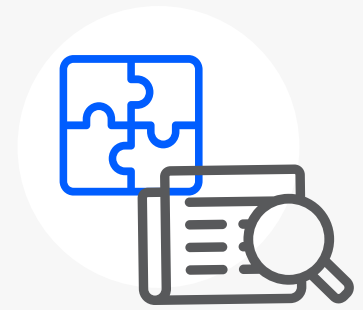## A mountain of paper, tons of time, and no shortage of errors.

All 250 employees used to track their time manually using paper time sheets. After the employees filled out their timesheet (often from memory), they turned them into their program coordinators who then physically drove those timesheets to the main office for processing. The team then checked the paper timesheets for errors or double-entries and then manually keyed that data into the payroll system. The entire process took 134 hours per month. "It was a very paper intensive process with a lot of data entry, which of course involved mistakes when people were keying stuff in," recalls Greg Beben, Administrative Officer for The Arc of Warren County. "That was a hectic process."

Also, since the payroll system was built internally and managed entirely by a single person – Beben himself – they realized the organization was exposed to risk. "What if I got hit by a bus?" joked Beben. Once they began searching for a more robust system backed by a company that they could trust, they realized that they also wanted a system that could adapt easily to new changes, like a recent New Jersey law governing sick leave, for example, and that would allow department heads and employees to view information that was important to them without having to request data from HR.

THE SOLUTION

Paypro streamlines the entire process.

Now tracking happens entirely in the Paypro WorkforceONE system, thus eliminating the need for the team to manually key in hours. Instead of 134 hours per month to process payroll, now it only takes the team of coordinators, supervisors, and payroll staff 76 hours. All told, that's a savings of 58 hours per month. "I would say it eliminated about 50% of the errors in the process, too," added Beben.

100%

"It was certainly stressful meeting the payroll deadlines."

- ADMINISTRATIVE OFFICER, GREG BEBEN

Since the Paypro WorkforceONE interface was somewhat reminiscent of Microsoft Excel, it was already familiar and therefore relatively easy for the team to learn. "As soon as I saw the interface, I knew I'd be able to get exactly what I want out of this pretty easily," said Beben.

More time now to focus on change.

Now that Paypro WorkforceONE has streamlined time tracking and payroll systems and Paypro consultants have helped solve high level process issues, The Arc of Warren County has more time to focus on adapting to a new organizational structure. The organization is also undergoing a fundamental shift in the way they are funded, moving from the state of New Jersey to Medicaid. "There's a whole lot of big change going on right now," said Beben. "We need certain pillars that we can depend on and work with efficiently so that we can devote our time to managing change. In that sense, it (Paypro absolutely supports what we're doing. It's a dependable framework."

THE RESULTS

- 58 Hours saved, 50% of errors reduced.
- The whole system runs better.
- Resources reclaimed. Errors reduced.

According to The Arc of Warren County, the Paypro WorkforceONE management solution has eliminated 58 hours (57% of the time previously spent on payroll) and 50% of the errors. In addition, reports are quicker and easier to create than before, employees and supervisors are far less reliant upon HR for access to PTO, paystubs, and W2's, and the organization has more time to focus on adapting to a rapidly changing landscape.

"Roughly 50% of the errors in the process were eliminated."

- ADMINISTRATIVE OFFICER, GREG BEBEN

HR REPORTING AT THE ARC OF WARREN COUNTY

Employee list

Time worked by program

Timesheet status

Last job change

Termination dates

Hire dates