



# 5 TIPS TO IMPROVE TIME & ATTENDANCE AT LONG-TERM CARE FACILITIES

Streamlining time & attendance issues at long-term care facilities is critical - a breakdown in established processes can not only mean negative experiences for staff, but can have serious and damaging repercussions for patients. Try these five tips to improve employee attendance, morale, communication, and regulatory compliance.



## COMMUNICATION

Clear, consistent, two-way communication between staff and management will keep everyone informed and open up a channel that allows employees to bring new ideas or concerns to management.



## SELF SCHEDULING

Trusting employees to self-monitor schedules and adjust shifts due to scheduling conflicts is a great perk. It can show that management trusts their employees to be responsible as long as the patient's care is never sacrificed.



## TRAINING & CERTIFICATION

Institute training and certification reminders - this will give employees time to prepare for mandatory recertifications and open new opportunities to complete new trainings for career development and upward career mobility.



## ADEQUATE COMPENSATION

LTC facilities often struggle with high turnover. One way to combat this is competitive and adequate compensation. If employees feel they are paid fairly, morale will stay high and employees will stick around.



## TECHNOLOGY

Leveraging a contactless biometric for time and attendance is great way to better manage your workforce, reduce time theft, and maintain quality time & attendance records. It can bring new efficiencies and higher security with truly unique credentials that cannot be passed off - eliminating timeclock manipulation like "buddy punching".