

## Keystone Villa Saves Eight Hours of Payroll Processing Time using NOVAtime

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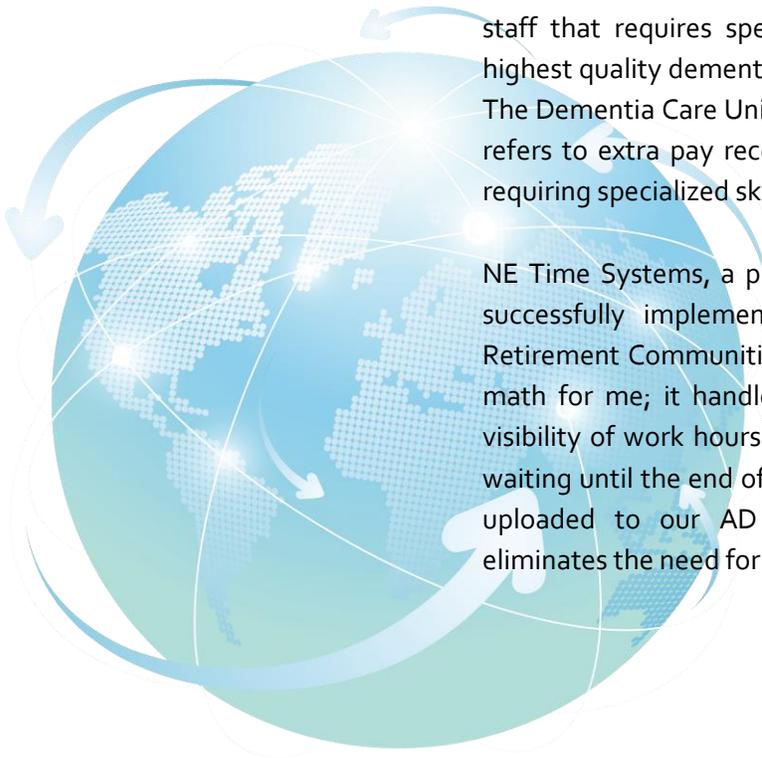
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*Keystone Villa Retirement Communities (<http://www.keystonevilla.com/>), formerly known as Villa at Morlatton, is an elegant and distinctive Retirement Community facility offering affordable, independent living for active seniors. Amenities are abundant at Keystone Villa and promote an active, social lifestyle filled with parties, games, classes, and trips. There are two locations in Pennsylvania: Douglassville and Fleetwood. Both offer independent living and personal care. The Douglassville location also offers memory care for those with Alzheimer's disease or memory impairments.*

Keystone Villa Retirement Communities decided to automate their timekeeping in February 2010 and chose NOVAtime for their Time and Attendance/Workforce Management system. The NOVAtime system is used by Keystone Villa to efficiently manage timekeeping for their staff of caregivers, dining room servers, kitchen staff, housekeeping staff, and administrative staff. Lynn Lotter, Business Office Manager at Keystone Villa says, "We went from paper timecards to NOVAtime's automated system. It gives me back one entire day every time I process payroll - I save 8 hours every week!"

The Dementia Care Unit of Keystone Villa Retirement Communities employs staff that requires specialized knowledge and skills in order to deliver the highest quality dementia care, helping residents to have a better quality of life. The Dementia Care Unit staff is paid with a "shift differential." Shift differential refers to extra pay received by employees working night shift or in positions requiring specialized skills and experience.

NE Time Systems, a premium authorized reseller for the NOVAtime system, successfully implemented and configured the system for Keystone Villa Retirement Communities. Ms. Lotter states, "The NOVAtime system does the math for me; it handles all the shift differentials and our management has visibility of work hours and labor costs at any time – in real-time – instead of waiting until the end of a pay period. In a few mouse clicks, I create a file to be uploaded to our AD Computer payroll system. The NOVAtime system eliminates the need for manual data entry in my payroll system, too."



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To solve an age-old problem of employees clocking in or out for each other, known as "buddy punching", and to reduce their password administration demands, Keystone Villa Retirement Communities uses NT380P fingerprint time clocks that provide fingerprint authentication, enabling strong security and eliminating the pain of using passwords. Jack Reed, Implementation Engineer of NE Time Systems, said, "For employees with security concerns, there are no images of fingerprints stored anywhere in NOVAtime, only the mathematical representation is referenced as templates. Employees' fingerprints can be automatically enrolled without supervisor intervention, and the fingerprint templates can be effortlessly restored to all the NT380P time clocks as needed."

Ms. Lotter comments, "I love the NOVAtime system. It is very intuitive and very user-friendly. Our supervisors now have access to manage their own employees' work hours and can review and approve employee timesheets electronically." Ms. Lotter adds, "The entire team at NE Time Systems is amazing: Jack is an excellent trainer, my sales rep Roger is very knowledgeable, and their support team is always responsive!" Keystone Villa Retirement Communities uses AD Computer for payroll.





**Case Study** Healthcare  
Workforce Management Solutions

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*For more information on NOVAtime and how they can help you streamline your workforce management needs, please email [sales@novatime.net](mailto:sales@novatime.net) or call 877.486.6682.*

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