Managing Contract Labor in Hotel Effectiveness

More and more hotels are using contract labor when existing staff is not enough to fill all the shifts on the schedule. While it's convenient to find coverage through a staffing agency, every dollar spent will impact your profit margin. It's just as important to track the cost and productivity of contractors as your own employees.

There are four methods of keeping tabs on your contract labor in Hotel Effectiveness.

1 PERFECTTIME

PerfectTime™ is a time & attendance service provided by Hotel Effectiveness. It's easy to set up contractors in our system and have them clock in and out on our physical time clock or virtual webclock. Here are some helpful links if your property uses our time clock:

▶ **Setting up contract labor to use our time clock**

▶ **Using webclock for contract labor**

2 OTHER TIMEKEEPING SYSTEM

If you have been or will be tracking contract labor within your existing timekeeping system (e.g., ADP, UKG, Netchex, Paychex, M3), we can work with you and your vendor as how to distinguish the hours between regular employees and contractors when the data is imported into Hotel Effectiveness. Please contact us to discuss next steps.

3 A DEDICATED TIMEKEEPING SYSTEM FOR CONTRACTORS

We have worked with a number of hotels using a dedicated timekeeping system, such as WorkRecords, to manage contract labor. Once the data integration is set up with WorkRecords, it is critical that your Account Administrator should map the position codes in WorkRecords to your hotel positions in our system. Click here to learn more about position mapping.

Please contact us if you use another contract labor tracking system and would like to set up automated data integration.

4 MANUAL ENTRY OF CONTRACTOR HOURS

If your existing timekeeping system does not support contract labor or can't transmit data to us, you can enter contractor hours manually in Hotel Effectiveness. Learn more here.