

CASE STUDY

Insperity™ TimeStar® Helps Company Reduce Paperwork

Company: PCI Education

Industry: Education, publishing, software

Number of Employees: 70

The challenge

A manual paid time off (PTO) system that made the process hard for employees and managers

PCI Education is a 70-employee print and software education publishing firm based in San Antonio, Texas. The company creates and publishes printed curriculum, educational games and software for educators and individuals who serve adult students, special needs students and others with a variety of learning differences.

Eunice Arrambide, director, human resources, explains: “PCI is building real-world solutions. We put together products that help individuals learn skills for handling life situations. We provide an environment that allows employees to achieve their (career) goals, be productive and effect change. There is a real passion within our employees for what they do.”

PCI was using a paper tracking system for its PTO that involved submitting a three-part form and a massive amount of processing time.

“It took a lot of time to go through all of that paperwork,” Arrambide says. “We wanted an electronic system that would make it easy for employees to use and easy for managers to track PTO and employee time-off requests.”

The company also wanted to cut its in-house payroll costs, so linking timekeeping and payroll information together was ideal.

“We wanted a tool that could more efficiently use the time we needed to spend on payroll,” Arrambide says. “We have two pay groups that we pay on different cycles, but on the same pay dates.”

The solution

The Insperity™ TimeStar® online electronic request system gives employees around-the-clock access to the system, which has given remote employees greater support.

“TimeStar makes it easy to import timekeeping information into payroll and cuts down on administrative time spent on timekeeping and payroll tasks,” Arrambide says.

How Insperity helped

- Advised leaders as they revamped their entire payroll system
- Cut payroll processing time
- Eliminated the need for a paper PTO tracking system

The value

Before implementing TimeStar, it took PCI an entire day to run payroll. Now it takes 30 minutes.

“TimeStar works for us,” says Arrambide. “This was a big change from the way we used to track information. After TimeStar was set up, we decided to change our entire PTO system, and TimeStar efficiently and patiently helped us through that.”

Arrambide says the company used to track PTO on a spreadsheet, which took a long time to deal with.

“On top of that, phone calls from employees inquiring about their PTO had to be fielded, because employees didn’t have insight into their accrual balances,” Arrambide says. “TimeStar provides that insight – employees can log in to the system, check their balances or make a time-off request.”

“TimeStar has been very effective. I am very, very pleased.”



