

### Retiring a Manual Problem

At first sight, Incarnate Word Retirement Community is noticeably different. In this fast-paced world, Incarnate Word is a welcome change, offering a secure, peaceful and comfortable lifestyle. At the heart of this retirement community is the caring and warmth of the staff as they focus on making life easier and more pleasant for their residents.

Smooth operations are essential in retirement communities because of the nature of the work that employees perform. In 1998, Incarnate Word realized that their manual time and attendance system had become cumbersome. They also realized it was costing thousands of dollars in non-productive time spent juggling paperwork and small mistakes in calculating hours.

Letty Arrowwood, Business Manager, comments on their old time and attendance system, "When I started working here I knew our timecard punch clock was not going to work. It had a paper timecard and it was just too time consuming." The Incarnate Word management team decided to provide a better solution for their staff.

#### Revisiting Time and Attendance

Ms. Arrowwood began searching for a company that fit their needs. "I started off with a local provider, the company that owned our old time clocks. They sent us paperwork and brochures, but I didn't like it that they didn't talk with me about it. So I started looking elsewhere and only found a few places. I talked to a large company first, but ended up at [Legiant] because they took the time to explain things to me."

**"The switch to Legiant Time and Attendance was great. We save time and money with the automated solution."**

**Letty Arrowwood  
Business Manager**

Legiant strives to improve the lives of business users everywhere through the integration, automation, and "mobilization" of labor-related activities. Each Legiant team member makes it a priority to understand the needs of the client and mold the system to fit those needs.

In May 2000, The Incarnate Word Retirement Community joined the Legiant family. The Legiant Timecard system calculates hours based on the various pay rules, including overtime, premium (shift differentials), holiday and leave pay. At the end of the pay period, Legiant Timecard provides for approvals by the supervisors. The data is then interfaced to the payroll system.

Incarnate Word employees use Legiant-provided custom identification cards to clock in and out. The cards double as name badges worn in the facility so residents can recognize the staff members by name.

#### Reporting Success

Ease of use was the most important aspect when it came to their system. With a team only a call away, Legiant fit the criteria and offered even more. When

asked what the most important part of the system was to her, Ms. Arrowwood replied, "The reports definitely." She continues, "Just the capability of having the reporting is great, but I also like that the system makes it easy to get in and make edits and corrections. Things are easy

to change and modify to our needs."

"We haven't had any problems ... The switch to Legiant Time and Attendance was great. We save time and money with the automated solution."





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## **Incarnate Word Retirement Community**

### **About Incarnate Word**

Incarnate Word Retirement Community, a not-for-profit corporation, was established by the Sisters of Charity of the Incarnate Word of San Antonio in 1988. We provide a spiritually enriched home for retired people of all faiths. A secure, peaceful and comfortable lifestyle free from the worries of running a household, Incarnate Word Retirement Community provides you with a professional, responsive staff to ensure that your life is as carefree as possible. Its exceptional location in Alamo Heights is near churches, shopping, banks, restaurants, and major thoroughfares.

### **About Legiant**

Legiant is a privately held company based in Austin, Texas that leads development in the web-based time and attendance tracking industry. The Legiant product suite is comprised of Legiant Timecard, Legiant Timesheet, Legiant Touch Data and Legiant Web Timecard. They offer consulting services, professional services and application hosting and can be reached at (877) 760-8463 or via their web site at [www.legiant.com](http://www.legiant.com)