INFINITIME

Long-Term Healthcare Facilities

Scheduling

One of the most important considerations a long-term or healthcare facility must take is how labor is scheduled. Last minute callouts can strain the facility's ability to operate efficiently and service its patients. In addition to scheduling shifts for employees, InfiniTime gives them the power to request shift swaps and covers. Managers can also put up shifts to be covered, ensuring that the facility is always properly staffed. With a few clicks, managers can ensure that they are always staffed appropriately no matter the situation.

InfiniTime will help you stay compliant with "Fair Workweek" Laws that are being adopted in more and more states. These laws require that employers end on-call scheduling and replace it with predictive scheduling - that employees are required to be scheduled ahead of time. This can easily be done in a simple and repeatable way with InfiniTime's scheduling engine.

Skill & Qualification Tracking

InfiniTime scheduling does not stop with shift swapping and covering; We also implement skill & qualification tracking. Qualification Tracking eliminates the possibility of scheduling the wrong type of employee for a particular shift & job.

For example, you may need to make sure that a Nurse Practitioner shift is filled with someone who holds a particular license — and not, for example, by a Registered Nurse. InfiniTime will track that qualification in the employees' profile, and only allow that shift to be filled by those qualified.

State Break Law Compliance

Most states have their own unique laws governing when and for how long employees must take breaks. InfiniTime has numerous tools to help you stay compliant with these break laws. For example, under California wage and hour law, non-exempt employees must receive a 30-minute lunch or meal break if they work more than 5-hours in a day. Employees who work more than 10-hours in a day are entitled to a second 30-minute meal break.

Rest breaks under California labor law are required for non-exempt employees who work 3.5 or more hours in a day. Employees are entitled to 10-minutes of rest period for each 4-hours, or a substantial fraction thereof, that they work in a day.

Each state has their own laws about how meal and rest breaks are implemented. InfiniTime can be configured in many ways to help ensure you are compliant with your local labor laws.

Payroll Based Journal

The InfiniTime Workforce Management system can be used to collect all the information needed for the Payroll Based Journal. Payroll Based Journal requires detailed employee and time & attendance data to be gathered with specific job tracking data gathered. There are specific job descriptions that need to have hours tracked by job type to be reported to CMS.

Employees can easily indicate each job they perform via the InfiniTime labor tracking system. They can transfer between job descriptions with a one-step transaction via a timeclock, smartphone application, or web page.

InfiniTime can package the data required for Payroll Based Journal and when it is time to submit the information to CMS it is simply uploaded.

Leave Management

InfiniTime has an accrual engine that tracks all types of paid and unpaid time off. Once an accrual policy is set, the calculations are done automatically, and no manual work is required. InfiniTime tracks how much time off the worker has earned, how much has been used, and how much is remaining. When an employee takes time off, InfiniTime automatically takes them out of the schedule for that day, puts it on the timecard that they are off, and adjusts the accrual balance.

Scalability

InfiniTime can be scaled for organizations of any size. From small doctors' offices to large hospitals, InfiniTime gives management acute control over their entire workforces. InfiniTime can be deployed across organizations with multiple sites, through multiple states, and with multiple levels of security.

Managers can be filtered to only see their own teams at their own locations. Likewise, employees can have multiple managers in their profiles to assist with time-off and scheduling requests. InfiniTime provides flexibility to more efficiently manage labor forces, ensuring a high and immediate return on investment.

InfiniTime automatically adjusts as employee counts change. Thanks to the 360-integration with ADP Payroll, new employees in payroll automatically appear in InfiniTime, and terminated employees disappear. This automation removes dual entry and saves a significant amount of time as organizations grow.

InfiniTime is quick and nimble — with standard implementations taking an average of 2 weeks, including training, and large-scale implementations taking up to 4 weeks.

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