

Allegiance Credit Union

Streamlined Operations for Greater Efficiency

Allegiance Credit Union was originally chartered as the Federal Employees Credit Union (FECU) in February 1963 under the Oklahoma State Banking Laws. By April of 1995, the credit union occupied 6,000 square feet of the Alfred P. Murrah Federal Building with 33 employees and assets of \$76 million. On April 19th, 1995, the FECU experienced a tragedy that many of us will never forget. With the help of many, including 22 credit unions that sent 58 volunteer staff to assist, the FECU was restored and functioning within 48 hours at a temporary site, serving their membership and continuing to grow.

In February 2002, the FECU became a community charter that serves the six surrounding counties of the Oklahoma City. As of May 2003, to reflect its heritage, its ability to prevail, and its devotion to its members, the FECU changed its name to Allegiance Credit Union. Almost 10 years after that tragic event, Allegiance Credit Union is thriving, having grown to 70 employees and \$137 million in assets.

Automated Workforce Management

With its continuous evolution and expansion, Allegiance Credit Union knew they needed to simplify their payroll process to reduce the burden on human resources. According to Carol Gill, Director of Human Resources, "Having grown to 4 branches and plans for more growth on the horizon, we knew we were way behind the curve. I was spending at least four hours every two weeks assembling the information and calling our payroll company. When we had promotions and pay increases, more time would be added to make sure the changes were handled properly. We knew we couldn't continue to function this way."

Changing this process was divided into two parts. The first mandatory step was to automate payroll

processing. Once this was in place, the next step was to eliminate paper timecards and automate time and attendance.

"Our first thought was to have our IS project manager develop this solution for us. Our payroll provider sent us information on their timecard solution, which we gave her for review. She then researched other companies to see what was offered," explained Carol. "It was soon obvious that purchasing an existing solution that already had all of the features we needed would be the most cost-effective route."

Save Time, Increase Accuracy

During her research, the IS project manager discovered Legiant, an Austin-based time and attendance solution provider that offered a solution based on ADI Time, that appeared to meet their needs. At the time, Allegiance Credit Union did not realize how important this find would be to them.

The Legiant Timecard solution completely automates time and attendance. Employees record all of their

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Carol Gill, Director of Human Resources

time in an electronic timecard, which eliminates punching a clock or filling out paper timecards. The system calculates the hours based on the various pay rules, including overtime. At the end of the pay period, Legiant Timecard calculates the hours for review by the supervisors followed by HR prior to it being transported to their payroll system.

One feature that is critical to Allegiance Credit Union is Legiant Timecard's ability to determine overtime regardless of which day the pay period ends. They have set their pay period on the 15th and the last day of the month. If an employee does put in overtime during a week that contains the end of the pay period, the overtime hours are still figured correctly.

Another important feature is the communication between Legiant Timecard and their payroll system. Paychex records all the benefit accruals including sick time and vacation time. Once payroll is completed, the Paychex system transfers this accrual information back into the Legiant system so people know what benefits they have available to them. Supervisors no longer have to track benefits manually.

Legiant Timecard also provides employees a Leave of Absence screen on their desktop to make online requests for time off easy and visible to the entire department. Now all the supervisors in the department know who has time off scheduled and if it effects their staffing.

A Valuable Partnership

When it was decided that they would not build the solution, the project manager called Legiant and was amazed with their knowledge of the product. They were doing things the right way and she knew that they were the way to go.

Allegiance Credit Union's implementation was a bit tricky but the Legiant folks were extremely helpful and knowledgeable. The Legiant Timecard software needed some configuration changes on the Credit Union's existing application server in order for it to work. Legiant technical support spent time figuring out how to make their software work with their setup and then helped them get the system to work.

"Legiant worked very patiently with us to collect all of our information and pay rules so that the time and attendance system would be configured accurately," complimented Carol. "They were extremely accommodating to our needs and they have great customer service skills. I can't say enough about their knowledge and willingness to assist us during this

time to make it work. I constantly sing their praises as their support is wonderful."

Benefits of the System Benefits the People

When asked what were the major benefits of selecting Legiant Timecard, Carol did not hesitate with the answer. "The product saves us time and enables us to provide more accurate payroll. We are completely confident that overtime is paid accurately."

With Legiant Timecard, Allegiance Credit Union saves 3.5 hours per pay period because the system eliminates the need to assemble all the information. "I now can review the data in a much shorter period of time, press a button and the information gets sent to Paychex. Then I push another button once payroll is done and get the benefit accrual information back," stated Carol. "This system certainly has freed up my time to spend on other important employee tasks."

About Legiant

Legiant is a privately held company based in Austin, Texas that leads development in the web-based time & attendance tracking industry. In addition to cutting-edge software applications, Legiant offers consulting services, professional services and application hosting. Legiant can be reached at 1.877.760.8463 or via their web site at www.legiant.com.

About ADI Time

ADI Time is a complete time and attendance solution designed for a wide variety of workforce management needs. Our systems offer reliable, innovative features that easily integrate with popular human resource, financial management and payroll software. Our labor management solutions address the most complex workforce challenges in the most labor-intensive industries, resulting in tangible savings and improved productivity.

We devote all our resources to the development of products and services that respond specifically to the needs of each customer. For more information about ADI Time, contact us at 401.438.5500 or visit us on the Web at www.aditime.com.