



The “Unverified Hours” Checklist

A practical, step-by-step guide from Sense Workplace for shift leaders, HR and operations managers who want accurate, fair time verification across their frontline teams.

Identify the problem	☐ Review how shift times are recorded	Tip
	☐ Record how often timesheets need manual edits	Look for gaps between HR, payroll, and on-site systems. Even 2-3% of unverified time can cost thousands annually.
	☐ Audit one month of payroll for unverified entries	
	☐ Compare HR and site data for mismatches	
	☐ Note recurring issues (missed check-outs, late starts)	
Build the foundation	☐ Define what counts as a “verified hour”	Tip
	☐ Map work zones (entrances, break areas, production lines)	Ensure Presence reads cover 97%+ of all shift movements before automation goes live.
	☐ Assign Sense Badges and test all gateways	
Three easy workflows	☐ 1: “Late or missed check-out”	Tip
	☐ 2: “No-show at shift start”	Depending on what you found during “Identify The Problem” stage, you may find some of these automations more effective than others.
	☐ 3: “Repeated mis-matches”	
	☐ Route verified data to Payroll	
Privacy & culture	☐ Use badges and gateways, not phones and cameras	Tip
	☐ Track defined workplace zones only	Have a simple written process that explains how you handle missing reads, lost badges, or shift changes
	☐ Maintain GDPR audit logs	
	☐ Limit data access and retention periods	
Measure results	☐ Record baseline unverified hours %	Target
	☐ Review the exception dashboard weekly	15% reduction in unverified hours, 5% increase in payroll accuracy, and 50% less supervisor admin.
	☐ Monitor Payroll accuracy and admin time saved	
	☐ Share improvements with team	