

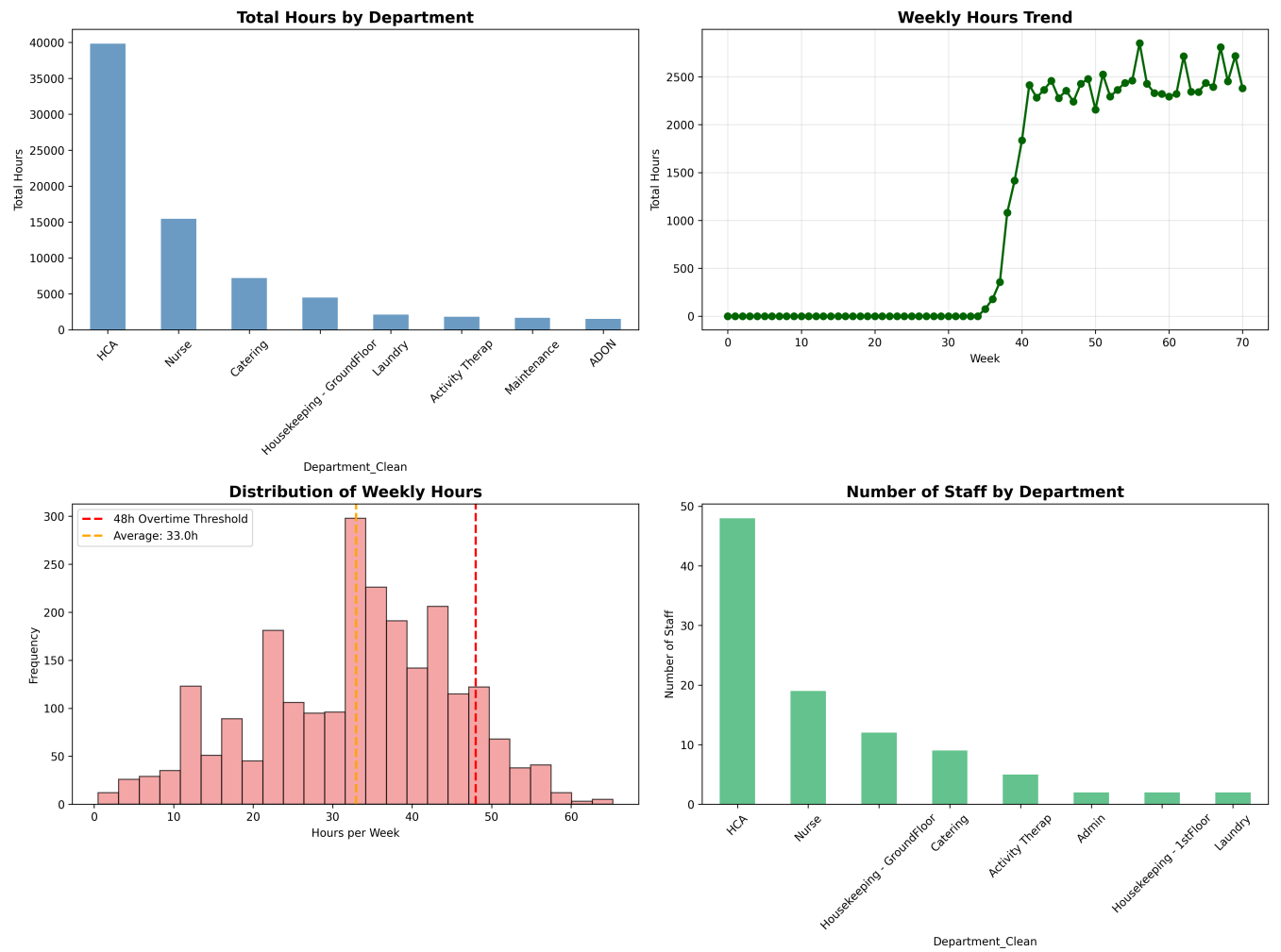
ESKER LODGE NURSING HOME

Timesheet Analysis Report

Analysis Period: 2024-W01 to 2025-W20
Report Generated: May 24, 2025

EXECUTIVE SUMMARY

This comprehensive analysis of Esker Lodge timesheet data covers 5,745 records spanning 104 staff members across 12 departments from 2024-W01 to 2025-W20. **Key Findings:** • Total Hours Worked: 77,616 hours • Records with Hours: 2,355 (41.0%) • Average Hours per Staff: 14.4 hours/week • Highest Activity Department: HCA **Compliance Concerns:** • Overtime Records (>48h/week): 217 (9.2%) • Excessive Hours (>60h/week): 8 cases • Missing Pay Rate Records: 69 instances

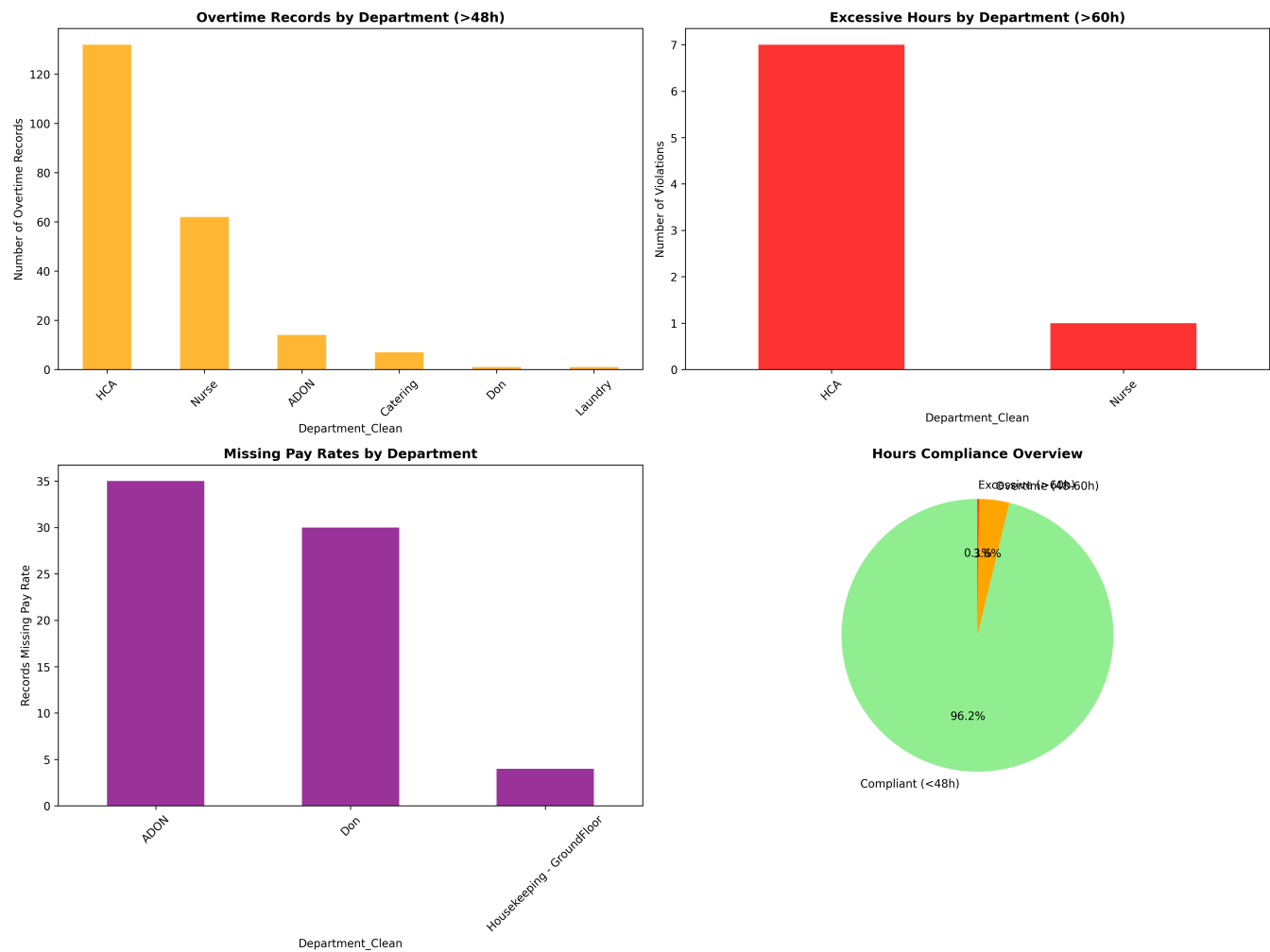


DEPARTMENT ANALYSIS

Department	Total Hours	Avg Hours/Record	Staff Count
HCA	39,829	13.2	48.0
Nurse	15,448	16.5	19.0
Catering	7,216	14.5	9.0
Housekeeping - GroundFloor	4,496	9.1	12.0
Laundry	2,097	14.8	2.0
Activity Therap	1,798	6.5	5.0
Maintenance	1,644	15.1	2.0
ADON	1,522	21.4	1.0
Chef	1,239	17.5	1.0
Admin	1,229	19.5	2.0
Don	1,082	15.2	1.0
Housekeeping - 1stFloor	16	4.1	2.0

COMPLIANCE ANALYSIS

EU Working Time Directive Compliance Assessment: The analysis reveals several areas of concern regarding working time compliance: • **Overtime Frequency:** 217 records show staff working more than 48 hours per week • **Excessive Hours:** 8 instances of staff working more than 60 hours per week • **Data Quality:** 69 records with hours worked but missing pay rates **Risk Assessment:** • **HIGH RISK:** Excessive hours violations may breach Working Time Directive limits • **MEDIUM RISK:** High overtime frequency suggests potential understaffing • **LOW RISK:** Missing pay rate data affects payroll accuracy



RECOMMENDATIONS

IMMEDIATE ACTIONS REQUIRED: 1. **Address Excessive Hours:** • Review all cases where staff worked >60 hours/week • Implement controls to prevent Working Time Directive violations • Consider disciplinary action for unauthorized overtime 2. **Fix Data Quality Issues:** • Update missing pay rates immediately • Implement validation checks in timesheet system • Train staff on proper data entry procedures **SHORT-TERM IMPROVEMENTS (1-4 weeks):** 3. **Staffing Review:** • Analyze overtime patterns to identify understaffed departments • Consider additional hiring for departments with consistent overtime • Review shift patterns and workload distribution 4. **Policy Updates:** • Establish clear overtime authorization procedures • Implement weekly hour monitoring and alerts • Create compliance reporting dashboard **LONG-TERM STRATEGIES (1-3 months):** 5. **System Improvements:** • Implement automated compliance checking • Set up real-time monitoring alerts • Regular data quality audits 6. **Staff Wellness:** • Monitor staff fatigue and burnout indicators • Ensure adequate rest periods between shifts • Regular health and safety assessments

CONCLUSION

The timesheet analysis reveals a generally well-functioning workforce management system with some areas requiring immediate attention. With 77,616 total hours worked across 104 staff members, Esker Lodge demonstrates significant operational capacity. However, the 217 overtime instances and 8 cases of excessive hours require immediate management attention to ensure compliance with employment legislation and staff welfare standards. Implementation of the recommended actions will improve compliance, enhance data quality, and support better workforce planning decisions. **Next Steps:** • Schedule immediate review meeting with HR leadership • Prioritize high-risk compliance issues • Implement monitoring systems for ongoing oversight • Plan quarterly reviews of timesheet data quality This analysis provides a foundation for evidence-based workforce management decisions and regulatory compliance monitoring.