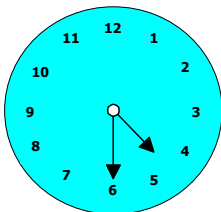
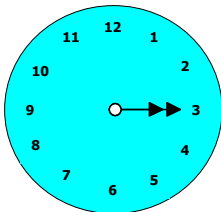
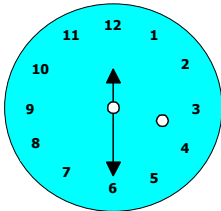
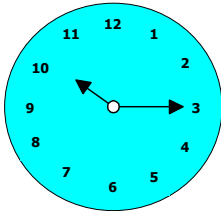
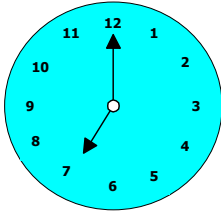


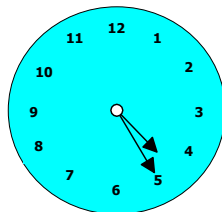
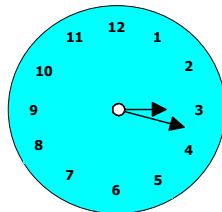
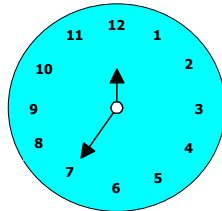
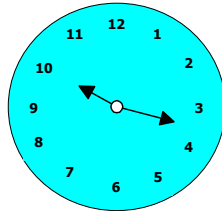
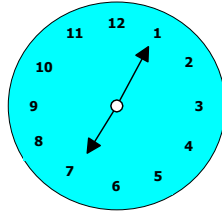
# YOU COULD BE LOSING AS MUCH AS 30 HOURS A WEEK

*WITH ONLY 15 EMPLOYEES*

Employee  
Paid working  
Time



Employee  
Actual working  
Time



8 Break times:  
How much time do  
you lose per break?  
Ave of 2 Min?

Start of work	2
Start of morning tea	2
End of morning tea	2
Start of Lunch	2
End of lunch	2
Start of afternoon tea	2
End of afternoon tea	2
End of Shift	2

-----  
Total Minutes 16

No. of Employees 15

Total minutes lost 240  
= Hours 4  
x 5 Days a week 20

Lost Production ?  
Short time paid as overtime so  
20 hours becomes 30 Hours

With an Instruman Time Management  
system you pay for time productive time  
worked and we make up the  
normal time before we pay OT

**Potential Saving @**  
**R 5-00 /hr = R 150-00 /week**  
**x 4.3 = R 645-00 a month**

No more **hours** spent  
working out wages and no errors  
due to time deadlines

## *Do your own calculation*

Breaks		Minutes	EXAMPLE
1	Start of shift		5
2	Start of morning tea		2
3	End of morning tea		2
4	Start of Lunch		5
5	End of lunch		5
6	Start of afternoon tea		2
7	End of afternoon tea		2
<b>8</b>	End of Shift		8
<b>Total or average @ 2 minutes = 16</b>			<b>31</b>

Time lost		
A	Average minutes lost per break?	2
B	Number of Staff	10
C	Minutes lost (8 x A x B)	160
D	Hours lost (C ÷ 60)	2.7

Cost at Labour Rate		
E	Labour cost per hour (Min wage R 18.00)	R 18.00
F	Lost time paid for per day (D x E)	R 48.00
G	Lost time paid for per week (F x 5)	R 240.00
<b>H</b>	<b>Lost time per month (G x 4.3)</b>	<b>R 1,032.00</b>

Cost at Production rate		
O	Hourly Production cost see calc below if unknown	R 620.16
I	Lost productive time cost per day	R 1,653.75
J	Lost productive time cost per week	R 8,268.73
<b>K</b>	<b>Lost productive time per month</b>	<b>R 35,555.56</b>

How to Calculate your Production cost		
L	Total Monthly Overheads	R 120,000.00
M	Production Hours worked per week	45
N	Weeks per month (52 ÷ 12)	4.3
O	Hourly Cost (L ÷ M ÷ N)	R 620.16