



VIRTUAL TIMEKEEPING

Time Sheet Software Features

- Interfaces with Time Clock Hardware
- Email notifications and reminders
- Seamless interface to accounting system
- Leave balance management
- Online pay stub information
- Company-wide Bulletin Board
- Employee Scheduling
- Available to employees and management from any Internet site
- Tracking, management, and accounting of employee time on multiple projects
- Online user's guide
- Drop down menus



Security Features

- Password Protected
- Secure Socket Layer (SSL) supported

Benefits of Time Sheet Software

- Saves you money
- Reduces time spent by manager on nonproductive administrative tasks
- Requires minimal training
- No software to buy or install
- Enables management to share time critical information – who is at work at a given time, who was late, etc.
- Provides audit trail of time sheet updates and changes
- Eliminates lost time sheets
- Restricts unauthorized project charging
- Designed to minimize the time employees spend recording their tasks thus increasing productivity
- Reduces lost time from employees not recording actual arrivals, breaks, etc.