

Everything you need
to track and schedule
employee time



Managing employees is full of complexity and hassle

Did you know that 8.9 million workers are currently misclassified?

Determining whether an employee should be exempt or non-exempt is crucial – and complicated. But knowing the difference and avoiding common mistakes is key to *avoiding a lawsuit*.

Did you know, to be compliant with the *Fair Labor Standards Act* (FLSA), you must track time for all non-exempt employees, and keep those records for two years? If the words “organized,” “accurate,” and “easily accessible” don’t apply to your current method of timekeeping, it’s time for a change.

There are so many different ways you can track the time of your employees, including having hours emailed or handed in, specific time tracking applications, manual paper or spreadsheet systems, touch screens and kiosks, a point of sale system, biometrics systems, and punch cards. Some of these are good. Others are either *costly, inefficient, or inaccurate*.

Amazingly, an independent 2017 time tracking survey of 954 employees, commissioned by TSheets, shows 38 percent of employees still track time with manual processes like paper time cards and traditional punch clocks.

Tracking time for employees can be so time-consuming, and the same research shows 18 percent of managers do this themselves. That’s such a waste of valuable time.

Even worse, time is often wasted on paper time cards and spreadsheets.

And when employees track their own time, it often leads to inaccuracies, which are costly to your business.

1 in 2 employees admit to time theft

The time tracking survey also revealed some staggering realities, like timesheets submitted by employees being *incredibly flawed*. Two-thirds of people surveyed said they have to make corrections to timesheet errors occasionally or often. Meanwhile, half of them admit to time theft and a quarter of them admit to working off-the-clock.

And if you're not tracking those off-the-clock working hours, you could be violating the Fair Labor Standards Act (FLSA). FLSA wage and hour lawsuits have increased by a staggering 456 percent since 1995. Not only does a successful FLSA prosecution mean you'll be paying back wages, penalties, and your own legal fees, but you'll also be paying your employee's legal fees.

Then there is the huge cost to small businesses from *buddy punching*...

\$373 million

The time tracking survey suggests a simple timesheet error — *buddy punching* — costs US employers more than \$373 million yearly. This error is well-known and widespread. Another independent 2017 survey, commissioned by TSheets, 1,000 employees found 16 percent admitted to clocking in for a colleague.

Buddy punching is time theft. And for small businesses like yours with tight margins, it's a big deal.

How much of this \$373 million is your business paying?

Small business owners who make the switch to automated time tracking can prevent buddy punching and save up to 8 percent on gross payroll costs each year — not to mention hundreds of hours of precious time.

The \$78,007 solution

One way to keep on top of the administrative side of tracking time, managing employees, and making sure you're on the right side of the law is to employ a full-time human resource (HR) manager. According to Glassdoor, the national average salary in the US for an HR manager is \$78,007.

But for most employers, there is a better solution that won't cost \$78,007...

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Buddy punching is time theft. And for small businesses like yours with tight margins, it's a big deal.

Our recommended *solution*

Most clients who need to track time use TSheets. And they love it. TSheets enables you to easily track time on any device. Here are some of the ways you benefit from TSheets:

- **Time tracking** – Employees can clock in or out with just one click. They can take breaks, change job codes, or add timesheet details instantly. GPS tracking enables you to track people out in the field, too.
- **Mobile** – TSheets works wherever you do. Submit and approve employee time from virtually anywhere.
- **Scheduling** – Build employee schedules by job or shift. You can quickly and easily edit, publish, and share the schedule with your team.
- **Integrations** – Connect to your favorite accounting or payroll software to

automatically sync accurate employee time tracking data for payroll and invoicing.

- **Reports** – Gain valuable business insight with real-time, interactive reports. Predict time needs for job costing, plan for payroll, and increase profitability.
- **Overtime and PTO** – Overtime alerts keep you and your employees aware of weekly overtime limits. Customize PTO accruals to calculate employee time off balances for you.

Simple time sheet options

You can unlock valuable business insight with the *TSheets online time tracker*, enabling you to get real-time reports, customize company settings, and manage employee timesheets in one place. Then you can track, edit, and submit time from the TSheets web dashboard or Chrome app.

Not only that ...

But employees and admins can use the *TSheets mobile time tracking app* to capture, submit, and approve time from their smartphones. Push notifications remind employees to clock in and out, and mobile scheduling makes it easy to update and share employee schedules.

And the thing many of clients love the most...

TSheets Time Clock Kiosk is a simple way for employees to clock in from one device. A cost-effective alternative to traditional punch clocks, the Time Clock Kiosk works on any computer or tablet with an internet connection, is biometric, and is optimized for quick clock in.

Ultimately, *all this means...*

When you automate your time tracking with TSheets, you benefit from:

- **Keeping on the right side of the law** with the right employee classifications and accurate time tracking. This helps you avoid lawsuits and the risk of paying back wages, penalties, and legal fees.
- **Being compliant with the FLSA** with proper record keeping.
- **Not wasting your valuable time** with easy timesheets for each employee.
- **Avoiding the inaccuracies inherent in traditional time tracking**, which means you fully realize your time costs and can increase your sales.
- **Tightening up and reduce time theft and buddy punching**, which costs employers \$373 million each year.
- **Streamlining your payroll and employee management** with mobile

technology, online tracking, and time clock kiosks.

- **Integrating with your accounting software** and other favorite software applications to make your life easier and save you time and money.
- **Significant cost savings:** typically, up to 8 percent on gross payroll costs.

The trouble is...

... change can be tough. Perhaps you're thinking:

- I don't have time to change my internal systems – it sounds like too much effort and time,
- My staff don't want to learn something new,
- It's going to cost me more money, or
- I'm worried about security; what if the cloud fails and I lose my business data?





Certainly, it takes a little time to set up the system. So most of our clients ask us to do that for them.

It also takes a little time to figure out how to use the platform and get the best out of it. But don't worry. We regularly train business owners through our TSheets education process.

We do this because we know your time is precious. It typically takes about five hours to set up TSheets and work through the training resources to learn how to use it. For a busy business owner who values his or her time at \$200 per hour, this is a \$1,000 opportunity cost (i.e. the amount you can earn if you don't have to do this yourself). *Do you really want to waste \$1,000 of your precious time?*

We can educate you and your entire team on how to use and get the best out of TSheets, saving you time and hassle.

Or we can even do the whole thing for you. Most of our clients just don't want the

hassle, and they certainly *don't want to pay up to \$78,007* to hire an HR manager.

We can help you avoid wage and hour lawsuits and save you time and money by ensuring you avoid the most common business mistakes.

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Because everything syncs seamlessly with your accounting system, as soon as payments are sent or received, everything is reconciled automatically.

What is your *investment*?

An unfair way to price

Most accounting and bookkeeping firms will quote you an hourly rate for the work they do.

The trouble with an hourly rate is you have absolutely no idea what the cost will be until after the work is complete. You have to trust they are keeping an accurate record of how much time they're spending. And you have no way to budget for the cost. That doesn't seem right to us ... it's certainly not fair.

What we do is present a *fixed price* for your particular circumstances and what you want. That way, you can budget and plan. You'll know, with certainty, what the work is going to cost.

We also know there is no such thing as a one-size-fits-all solution. Every business is different. Your business is unique, so we

give you a choice of different packages. You can choose the one that best meets your needs. And each of those packages can be further tailored, so you get exactly what you want.

Note: In addition to our fee for setting up your TSheets account, you will need to subscribe to their service. However, that's a tiny investment of \$4 per user (up to 99 users) plus a \$16 base fee per month, with an annual subscription. Add TSheets Scheduling, which we recommend, for only \$1 more per user per month. However, with our *Lifetime Support* package, we pay the software fees, so you don't have to.

So let's look at those 3 options...



Your options at a glance

The table on the next page summarizes what's included in each of our packages. To help you identify the best option for you, here is a quick overview:

Lifetime Support – This is the best option if you want ongoing support. It contains everything in our TSheets Setup service and a 30-day education program. It's the most popular option among our clients who do their own payroll, because it enables them to *spread the cost in small monthly payments*, making it very affordable. Our clients also love this option because *we pay for the software* on their behalf.

TSheets Training – This option is best for business owners who are happy to run their own payroll but want help to set up everything, as well as our TSheets 30-day education program. As a result, they get up and running fast, which saves them time and helps them get the most out of TSheets.

TSheets Setup – If you are on a tight budget or simply happy to run your entire payroll function yourself, then our TSheets Setup package is your best option. We will save you time by getting everything set up for you. This is what we will do for you.

Your options in detail

	Lifetime Support	TSheets Training	TSheets Setup
Configuration of your company settings	●	●	●
Setting up your employees and job codes	●	●	●
Setting up your reporting needs	●	●	○
TSheets education programme	●	●	○
Easy on boarding	●	●	○
Unlimited email and telephone support	●	○	○
Full training library and knowledge base	●	○	○
Ongoing management and maintenance	●	○	○
Subscription to TSheets included	Free	○	○

- Included within the bundle
- Not included within the bundle

Note: The price of this service is fully deductible for tax purposes, which means, in effect, IRS will refund you a portion of the cost (subject to the rate of tax you pay).

How you benefit from our *employee tracking and scheduling services*

If you are on a tight budget or simply happy to run your entire payroll function yourself, then our TSheets set up is your best option. We will save you time by getting everything set up for you. This is what we will do for you.

We'll configure your company settings on TSheets

Setting up a business on any software system is tedious and time-consuming. We will do the setup for you, which will save you time so you can get on running your business. This will include:

- **Enter your company details** and each employee's information in the system.
- **Set up your time zone** and week start day options.

- **Enter your overtime settings** and tracking options.
- **Configure your pay period** and payroll closing date.

Setting up your employees and job codes

This is where we set up everything and get your employees ready to start tracking time.

- **Enter each employee**, how they record their hours, and their paid time off (PTO) and vacation settings.
- **Grant employee permissions.**
- **Configure any groups** or crews.
- **Set any employee alerts**, timesheet notifications, and reminders.

- **Set up the TSheets mobile app** to enable time tracking on the go, including GPS tracking.
- **Set up schedules** for each employee (optional).
- **Create your job codes** and customers and assign them to the appropriate employees.

Optional integration and synchronisation

The TSheets time tracking integrates with other payroll software giving you the benefit of a fully integrated system. Because setting up the integrations can be tricky, most of our clients ask us to do this for them for a very small additional price. There are several integrations we can do.

- **Accounting** – Integrating TSheets with your accounting system will simplify your payroll and help with billing and invoicing, so you can charge for your employees' time and make recording employee costs a breeze. We can integrate your TSheets account with QuickBooks Online, QuickBooks Desktop, Xero, or Sage 50.
- **Payroll** – If you do your own payroll, we can integrate TSheets with systems like ADP RUN, Gusto and Namely. You automatically have accurate employee time cards for your payroll, and the integration will streamline and simplify your payroll.
- **Employees paychecks** – Integrating TSheets with apps like Flint is the fastest way for you and your team to get paid. Or use Activehours to unlock paychecks and get paid on your own terms.
- **Expense management** – We can integrate with Expensify, adding accurate timesheets to your expense reports.
- **Full business management** – Integrating TSheets with apps like Breezeworks and Results allows for more advanced team management, scheduling, and customer relationship management (CRM) automation.



Additional benefits of our *TSheets Training package*

This option is best for business owners who are happy to run their own payroll but want help to set everything up, as well as our TSheets 30-day education program. As a result, they get up and running fast, which saves them time and helps them get the most out of TSheets.

In addition to all the benefits of setting you up (listed above), we'll also help you get the best out of your system.

We'll help you set up your reporting needs

We'll show you how to set up your payroll reports so you can report hours by date, job, and more. We'll also take you through the process of reporting on projects for job costing purposes. This training will include how to set up standard reports and your formatting preferences.

We'll enroll you in our TSheets 30-day education program

Learning new software is not easy. You can waste hours figuring out how to do something, which can be frustrating. That's why we provide training and education as part of our TSheets options. We want to help you get your time tracking and employee management under control quickly and accurately.

Our training is customized to best meet your needs. The default option is a two-hour training session at our office, followed by four weekly 45-minute online sessions.

However, you can extend training to a full-day workshop or a program of workshops. And if you prefer, we can train online in smaller, bite-size chunks to save you and

your team traveling time. Or we can come to you and train in your office. It's your choice.

We'll make the onboarding process easy

You and any other appropriate members of your management team will receive our drip-fed emails for step-by-step guidance for navigating the platform. Each email explores a key feature of TSheets and builds your understanding in a structured way.

Additional benefits of our *Lifetime Support package*

This is the best option if you want ongoing support. It contains everything in our TSheets Setup service and 30-day education program. It's the most popular option among our clients who do their own payroll, because it enables them to spread the cost in small monthly payments, making it very affordable.

Our clients also love this option because we pay for the software on their behalf. There are additional benefits in this package.

Unlimited email and telephone support

Even with training, there will be times when you are not sure how best to do something. As part of our TSheets Lifetime Support package, you get unlimited email and telephone support. This means you can come to us anytime you need help with TSheets, knowing you will never be charged anything extra.

Full training library and knowledge base

You get permanent access to our comprehensive knowledge base, including video training and help sheets. Not only will this library of resources and videos help you find the answers to your questions about TSheets, they will be a useful training tool for when you hire new employees who need to understand how to track their time and get the best out of the system.

Ongoing management and maintenance

We fix things for you. For example, when you take on new employees, we will set them up for you. When employees leave we will remove them from the system. (In fact, we'll archive them, so we can add them back if they are later re-hired.)

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This is the most popular option among our clients who do their own payroll because it enables them to spread the cost in small monthly payments.

And, of course, if anything ever goes wrong, just call us and we'll get it fixed.

Software subscription

We pay for your TSheets subscription on your behalf. It's built into our fixed fee, so you don't have to worry about it. But if you prefer, you can pay for the software yourself (but nobody does because we get preferential rates!).

Important note:

Our Lifetime Support package is a minimum 12-month commitment. After the end of the first year, you can terminate this service whenever you want. You are in full control.

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We pay for your TSheets subscription on your behalf. It's built into our fixed fee, so you don't have to worry about it.



The complete **“done for you”** option most of our clients choose

Running a payroll is a hassle... we can do this for you

This is the best option for busy business owners who want to save time and get payroll done right first time and every time. This is for you if you don't want to do it yourself and don't want to pay to hire someone in your finance team to run the payroll. Remember, research shows the national average salary in the US for an HR Manager is \$78,007.

Most of our clients who have employees choose to let us run the weekly or monthly payroll. And as part of our payroll package, you can add TSheets to it. Here are some of the benefits you get when we do your payroll:

- **Letting us deal with your payroll** takes away the headaches and frees up your time to focus on running your business.

- **You can sleep at night** knowing you are complying with current legislation.
- **You will know your payroll** is submitted on time.
- **Professional payroll advice** is just a phone call away.
- **Less stress** as we take care of the complicated parts.
- **Enhanced data confidentiality.**
- **Improved record retention.**
- **No internal payroll software** and reduced IT costs.
- **Real time information** to support business decisions.
- **Maximum 48-hour turn around**, within an agreed payroll timetable and subject to provision of full payroll information.

Your investment in our payroll service is tailored to your precise needs with a range of options. This means you can choose a package that best meets your needs and budget. Let us know if you'd like us to take away your payroll hassles.

On the next page are some the other popular things business owners ask for in addition to managing payroll:

Other popular *add-ons*

Doing your books for you

Every business owner hates bookkeeping and paperwork. Unfortunately, it must be done. And it must be done in a prescribed format ... otherwise, the tax man will be on your back. And when done accurately, bookkeeping provides critical financial information and key performance indicators and aids decision-making.

And because everyone hates bookkeeping — you'd much rather be out making money for your business — most people end up doing it in the evening or on weekends. But aren't evenings and weekends for playing with the kids, being with your friends and loved ones, or relaxing on the golf course?

Why not let us take away all that hassle, so you can *spend your time with the people you love* and do the things you love?

Keeping on top of – and understanding – your numbers

Management reports, forecasting, and budgeting help you plan and give you an early-warning signal if you are likely to face cash shortages. Our management reporting service is broken down into three packages so you can choose the one that works best for you.

This service will give you an up-to-date complete picture of what your business might look like in the future. In fact, it's such a powerful business planning tool, banks recommend it for raising finance.

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To find out more about TSheets

You can find out more here, www.tsheets.com



To find out more about brochures for accountants and bookkeepers

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