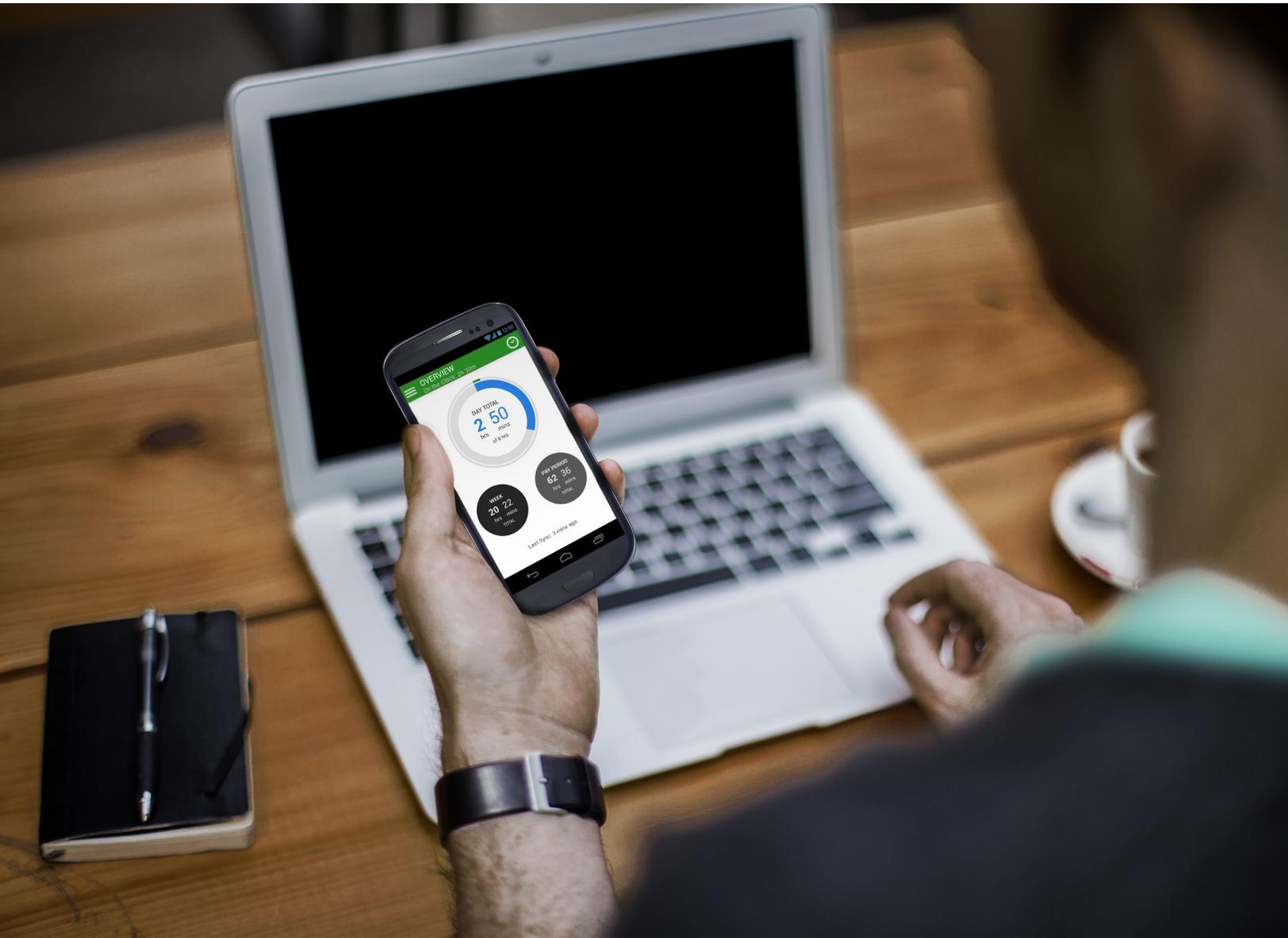


How to choose the
RIGHT
TIME TRACKING SOLUTION
for your business.



TRACK TIME. MANAGE TIME. REPORT TIME.

TSheets.com | 888.836.2720

“If you can’t measure it, you can’t manage it.”

Why is choosing the right time tracker important?



INTRO

As Jack Welch, former CEO of GE, famously remarked, “Your assets go up the elevator in the morning and ride down at night.” It’s all about people and their time.

Whether you run a large organization or manage a small, local business – accurately tracking your employee time is similar to taking the pulse of your business, in both performance and productivity.

So why are so few organizations able to accurately manage their employees’ time?

The answer is surprising, but obvious: too many businesses still associate managing employee time with old-school punch clocks and time cards. They don’t realize it’s possible to easily and accurately track time with what their employees already use on a daily basis: cell phones, laptops, tablets, point-of-sale systems, and more.

“If you can’t measure it, you can’t manage it,” said consultant Peter Drucker. Put another way, if you can’t accurately track time, how can you predict employee hours, determine your staffing needs, or verify employee time is being spent on the highest priority projects first, avoiding unnecessary overtime?

This white paper will help you identify what to look for, and the right questions to ask when choosing a time tracking solution that is right for your business.

Similar to the choices in an ice cream parlor, time tracking solutions come in a variety of flavors. A time tracker that may be right for one business may not be ideal for the next. In fact, a negative experience may leave you with a bad taste in your mouth.

However, there are a few things effective time trackers have in common. Similar to a productivity tool, time trackers are web-based solutions that help employees budget their time, stay organized, build efficiency, and ultimately propel your business forward.

While searching for the time tracking solution that is right for your business, you will discover today’s technology allows employees to:



TRACK HOURS WORKED IN REAL-TIME FROM VIRTUALLY ANYWHERE

EASILY INTEGRATE EMPLOYEE TIME CARDS WITH INVOICING AND PAYROLL SOFTWARE

ACCOMMODATE SHIFT SCHEDULING

JOB CODING REPORTS

INCORPORATE MULTI-LEVEL MANAGEMENT APPROVALS

An effective time tracker should not just appeal to management, but also deliver a positive, user-friendly, experience for employees that will initiate early employee adoption, track job costing more accurately, and jump start your business’ growth potential.

Choosing the right time tracking solution for your business should be deliberate and well researched as it is imperative to the future success of your company. This solution will not only help in tracking and increasing productivity among your employees but will also be a business asset you will not want to live without.

NARROW DOWN YOUR CHOICES

The number of web-based time tracking applications on the market today can be overwhelming, but don't worry, we're here to help narrow down your options.

First, you might consider the business behind the product. No in-depth analysis, just a simple big picture comparison to begin:

Is the product a complete time tracking solution that is backed by an established, well-staffed, business you can contact for unlimited customer support?

Is it a time tracker that was written solely as an App for stores like Apple iTunes or Google Play, which are usually created by a single developer with little to no customer support?

Once you determine the type of business you would like to work with, you can continue to break it down into manageable steps. Please keep the following in mind as you continue your search for the ideal time tracker.

EASE OF USE

What good is a time tracking solution if your employees won't use it?

To avoid implementing a product your employees will resist using, consider the needs of your employees.

- Are they basic cell phone users, smartphone users, or mixed?
- Do they prefer texting or calling a supervisor to check in?
- Do they regularly use tablets in their daily work
- Do they work in the office or out in the field?

Find a solution that will integrate easily with devices they already have access to and are comfortable using in their day-to-day lives.

For your managers, determine what kind of time tracking they need to accomplish.

- Do they need to be able to see who is working and on what project, regardless of their employee locations?
- Do they need employee time broken down by job code and even task?
- Will they need the ability to clock-in groups of employees for different jobs?
- Will those parameters continue to be enough for them in both the short term and the long term?

A good time tracker will be easy to use, provide managers with real-time visibility of employee time spent on various projects, and assist them in managing their teams in order to finish the job on time and on budget.

"...what an amazing experience to call tech support and end up talking to real people who truly care about their product..."

- Scott, home-ology



VERSATILITY

A good time tracker your employees like to use will quickly become a key part of your business strategy. It will not only deliver insight into your staffing levels, but also track daily progress on projects, milestones achieved, project costing, and more. All of which will be recorded and available in real-time.

If a particular time tracking solution does not provide you with a variety of real-time reports to accurately analyze employee hours and easily incorporate the information into your business strategy, look for another time tracker.

Remember, the best time tracking solution is the one **YOU CAN GROW WITH**, not out of.



HOW MUCH WILL A GOOD TIME TRACKING SOLUTION COST?

Software today isn't the same as even a few years ago. It used to be when you purchased software, you had to upgrade and re-license your software as new versions became available. And, there was always the risk of the particular software becoming obsolete, or ****gasp**** no longer supported.

Today, purchasing a SaaS (Software-as-a-Service), has eliminated upgrade costs by doing away with the need to download a static product. SaaS products stay in the Cloud, so users always have the most current software available to them and is accessible via the Web. Users also benefit from a lower total cost of ownership (TCO) along

with peace of mind knowing they are always running the most current version.

The pricing structure for a SaaS time tracker (i.e. stored in the Cloud), is typically based on the number of users - ranging from one user, a company of up to 100 employees, or even an unlimited user package. Costs average around \$10 per employee per month, with costs varying for setup assistance, software installation, or additional training. Thankfully, your business can expect a good return-on-investment (ROI) as well as a high level of data security with a great SaaS time tracker.

Are all timesheet solutions **EQUAL?**

Comparing time trackers feature-for-feature can sometimes feel like you're comparing apples-to-oranges, with varying price structures, different types of time trackers (timers vs. punch clocks vs. real-time trackers), Apps vs. complete solutions, and more.

To help you make the most informed decision, we've

created a checklist to help you match your company needs and wants with products currently on the market.

For this comparison, we are using the features provided by the most employee requested time tracker on the market, TSheets.com

- OTHER** **T** SHEETS **FLEXIBILITY**
- Real-time punch clock
- Manual time entry
- Unlimited multi-level job codes
- PTO, vacation, holiday options
- Custom fields
- Manual time card submissions
- Add-ons for easy tracking
- Employee alerts
- Custom add-ons
- API Integration
- MOBILE**
- iPhone native app w/ GPS
- Android app w/ GPS
- Dial in phone call option
- Cell phone web application
- SMS text messaging
- Twitter integration
- SECURITY**
- SSL encryption
- Login w/ Active Directory
- Daily backups
- Custom permission levels

- OTHER** **T** SHEETS **CUSTOMIZATION OPTIONS**
- Scheduling
- PTO accrual tracking
- Time splitter
- Time slider
- Customizable
- CONTROLS**
- Who's working—In/Out board
- Timesheet approvals
- Overtime alerts
- Custom approval reminders
- Job costing
- INTEGRATED**
- Payroll, accounting, invoicing
- API
- Approvals
- Safe data storage
- FILTERED**
- Powerful reports
- Real-time reporting
- Raw data
- Multiple reporting formats

- OTHER** **T** SHEETS **PAYOFFS**
- Fast payroll
- Job costing
- LABOR RULES**
- DCAA & duty hour compliance
- Shift differentials
- TRAINING & SUPPORT**
- Express setup options
- Video "How-to's"
- Weekly webinars
- Self help and live support
- Unlimited online and phone support

GOING FORWARD



Time tracking is an investment, but few investments pay off as quickly.

The American Payroll Association (APA) has determined that companies can save on gross payroll costs (and payroll taxes) each year if they use accurate, automated time tracking. For example, a company with eight full-time employees making \$15/hr could save close to \$5000 per year, according to the TSheets.com Packback Calculator. tsheets.com/payback

While the right time tracker can help you save money, it should also save you time processing payroll, and win over even the most apprehensive employees as they begin to see the benefits of easily tracking their own time to projects and tasks.

As with all products and solutions, your company will need to evaluate how it's working as time goes on. As your business' needs change, make sure the company behind your solution is willing to help you make adjustments, train your employees, or scale the system to best meet your needs.

CAPITALIZE

In a challenging labor market and a competitive marketplace for goods and services, a good time tracker can deliver several benefits. By improving the process for your employees to track their time, you are establishing healthy expectations for both higher productivity and accountability.

Take advantage of the steps we have provided, including determining your needs and matching them with a time tracker best suited for your business. Making the wrong choice could slow or even halt your ability to build efficiency, productivity, and profitability in your business. Making the right choice will provide your employees with a powerful productivity tool, save your bookkeeper hours when processing payroll, and save your business money.

Take the time to choose the right time tracking solution for your business and it could be one of the best business decisions you'll ever make.

Some additional features you may want to consider, referred to as "Add-Ons", are also available with select time tracking solutions. These Add-ons may also include integrations with other accounting applications such as QuickBooks or ZenPayroll in order to seamlessly run company payroll. Other Add-ons include Zendesk, which is used for recording time to customer service tickets, reminder software like Toodledo, and other integrations to help your business run more efficiently.

Other questions to consider when researching for a solution include:

Does this time tracking solution have an open API that will integrate with my company's existing in-house application?

Is there a well-documented help center or "knowledge base" for you to find answers to commonly asked questions?

Is their support available via email only, or can you speak with a real-live person?

These questions and others can help you in the process as you consider which solution is right for you.



"Our ROI with TSheets could be six to ten times our investment. Using TSheets, we save approximately \$2,000 per month and have better data quality, higher morale and lower frustration"

- Todd, Leak Eliminators



RAISE THE BAR on both employee productivity and accountability.