



DAILY TIME CARDS

ADD-ON MODULE FOR PAYROLL

Employees can view their pertinent payroll history and settings anytime

- Year to date totals for deductions
- Pay history for current year or past years
- Federal exemptions claimed
- Balances for vacation, sick, compensation hours and other user-defined leave types
- Convenient for employees already using computers as part of their jobs
- Employees not using computers as part of their job will find it easy to read and use

Easy for supervisor to read time cards (resulting in quicker review and fast approval)

- Supervisor approval can be required before payroll clerk imports daily timecard information into the payroll timecard system
- Eliminates need for supervisor to check math
- Eliminates legibility problems
- Supervisors may access time cards only for employees for whom they are responsible

Eases pressure on clerk when deadlines are tight

- **DAILY TIME CARDS** import directly into **PAYROLL** (at the payroll clerk's convenience)
- Daily time is automatically summarized to pay period time, eliminating manual calculation
- Paperless archiving of time cards provides the ability to print a copy at any time
- Eliminates maintaining, handling, archiving of paper forms
- Reduces changes and additions made by the payroll clerk

Schools can track substitutes and the employees they work for

- Monitor substitute jobs, hours, and the employee subbed
- Notes are automatically entered in the NOTES field for the day the hours are entered showing the job number, job description, and the employee subbed for
- Reports such as the Substitute Accounting Worksheet and the Substitute Hours by Employee Worksheet assist in monitoring hours and accounting for both substitutes and employees

Ensures privacy and data safety

- Time cards are password protected
- Employees and supervisors do not have access to the payroll system

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