

Secrets to Stress Free & Faster Payroll Processing



PayClock

Time & Attendance Simplified

Payroll Challenges

Payroll administrators face many challenges when preparing employee worked time for processing payroll. Calculating hours, auditing time sheets, correcting errors, verifying employee time off, applying regular and overtime pay rules - just to name a few.



For most companies, especially small businesses, processing payroll can be a laborious and time-intensive activity but a very important function of business operations. Cloud-based employee time clock software offers many benefits for businesses, but the biggest benefit is the ability to process payroll faster, more accurately and with less stress.

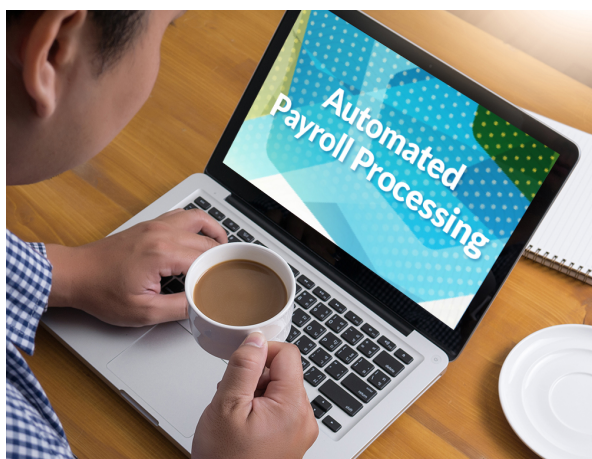
Here are **5 ways** that employee time clock software lets you process payroll faster.

Ready to cut payroll preparation time in half?

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#1 – Automates payroll calculations



Automate payroll rules for employee time.

Manually processing employee hours for payroll is not only time consuming it is prone to human errors that cost companies time and money. The American Payroll Association estimates the rate of human error in time card preparation and totaling ranges from 1% to 8%. There is an easier way. Time clock software automatically performs employee time card calculations and will accurately apply your company's payroll rules related to daily or weekly overtime and regular hours.

Choose from Standard Rounding Rules

- Add New Rounding Rule...
- Not Selected
- 1/10 Hour - 3 min. breakpoint
- 1/4 Hour - 1 min. breakpoint
- 1/4 Hour - 2 min. breakpoint
- 1/4 Hour - 3 min. breakpoint
- 1/4 Hour - 4 min. breakpoint
- 1/4 Hour - 5 min. breakpoint
- 1/4 Hour - 6 min. breakpoint
- 1/4 Hour - 7 min. breakpoint
- 1/4 Hour - 8 min. breakpoint
- 1/4 Hour - 9 min. breakpoint
- 1/4 Hour - 10 min. breakpoint
- 1/4 Hour - 11 min. breakpoint
- 1/4 Hour - 12 min. breakpoint
- 1/4 Hour - 13 min. breakpoint
- 1/4 Hour - 14 min. breakpoint
- 1/12 Hour - 1 min. breakpoint

Preset rule calculations for punch rounding.

Wouldn't you like to eliminate the guesswork around rounding employee punch times? You're in luck. Time clock software lets you choose from a variety of standard rounding rules such as automatically rounding employee hours to the nearest tenth or quarter hour.

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#2 - Correct employee time card errors as they occur

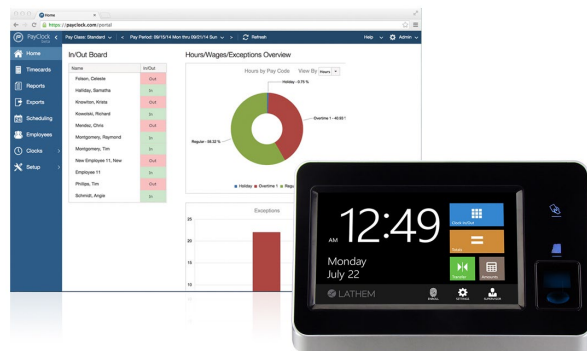
Quickly find errors and make adjustments.

When preparing payroll, big delays happen when you have to correct missed employee punches and verify missing time card information. Eliminate payroll processing delays by setting up managers with custom log-ins and permissions. This lets managers have real-time access to the time clock software, so they can review their employee time cards and quickly make corrections to mistakes as they happen.

Lathem's PayClock Online time clock software includes an **Exception Finder** feature to easily identify and address employee time card errors and missing information. No more tracking down the employee's manager at the office, or even worse, in the field, to verify punches when it is time to process payroll. This is a huge time and money saver, since PayClock Online doesn't include extra charges for managers or other multi-users to access the software.

Review time card info in real time.

No matter if employees clock-in and out using a time clock, or a PC, or mobile smartphone, incorrect data and missed employee punches can be identified as they occur and corrected within PayClock Online before it's time to process payroll.



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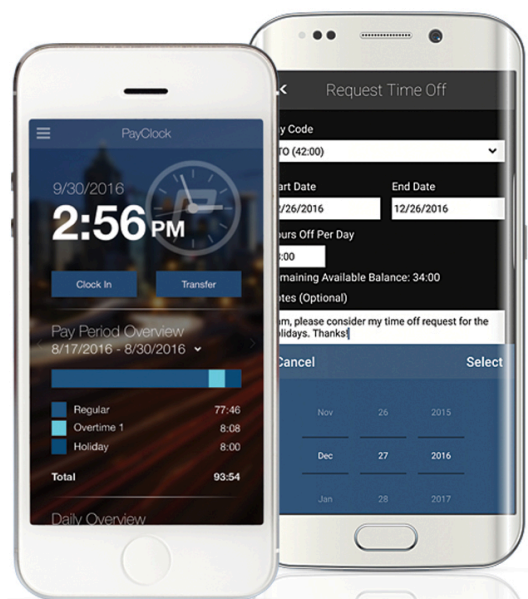
#3 –Manage employee paid time off and holidays with time clock software and mobile apps

Benefit time pay rules automatically applied.

More advanced time clock software lets employees see their paid time off (PTO) balances and make time off requests. Employees can even make these requests using a smartphone app. Managers can review and approve employee time-off requests as well and the time clock software automatically updates the information into the employee's time card during the pay period. If employees take paid time off, you save time preparing payroll because the correct PTO payroll codes are applied and calculated for each employee in the payroll period.

Holiday calendar customized for your business.

With time clock software such as PayClock Online Enterprise, you can set up customized calendars of your company's paid holidays. If you do this at the beginning of the year, you can save administration time as paid holidays are populated for the payroll period in which they occur.



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#4 – Directly integrate employee time card data with your accounting and payroll systems



Integrate and export time sheets into Payroll.

When it comes time to process payroll, don't waste time re-entering employee time card data into your payroll system. Save time and eliminate data entry errors with time clock software that offers direct accounting or payroll systems integration. Time clock software will export employee hours and proper pay codes directly into payroll or accounting software like QuickBooks, Paychex, ADP, and many other popular payroll systems.

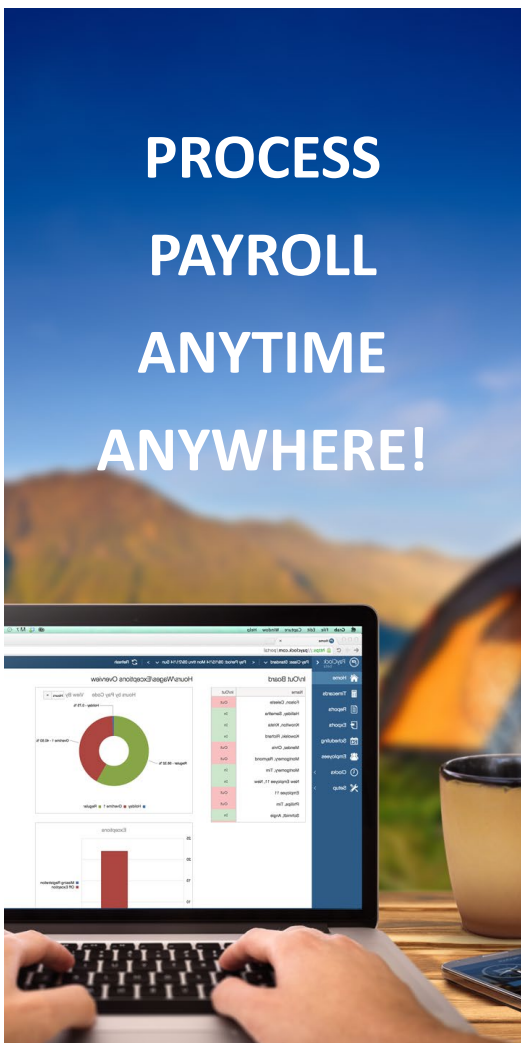
Avoid entering data twice.

With PayClock Online time clock software, anytime you make adjustments or edits to employee time cards during the pay period, those changes automatically synchronize and update the employee timesheets in systems such as QuickBooks Online.

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#5 – Prepare employee time for processing payroll at anytime, from anywhere



Get access on demand.

Imagine processing payroll when and where it is convenient. Cloud-based time clock software is accessible anywhere there's a web connection. Out of the office, working from home, or at another location of your company, you have **access to employee timesheet data, reports, and calculations** within the **time clock software** to complete payroll processing quickly.

Manage multiple employees from multiple locations.

Manage and administer employee time tracking for employees that work in the main office, remotely, or at different locations. And there's no need to worry about when you plan to process payroll. With cloud-based software, you are not tied to a desktop computer at one location. It's easy to prepare employee time for processing payroll from a PC, laptop or even a smartphone when it's convenient and from any location.

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"I'm able to edit missed punches and payroll requests in advance having records easily accessible whether I am at my desk or out of the office. It's much more time efficient on payroll day, cutting the process in half."

Cornerstone Pediatrics
Angela Powell
Office Manager



"PayClock Online is really simple to use and everything is calculated for us. Every two weeks when we do payroll, I'd say we save 50-60 percent in the time it takes to process employee time and attendance information into QuickBooks."

SERVPRO
Belinda Romero
Office Manager



"In the past, if I totaled up the pay period and there were errors, I'd have to track down the employee to rectify it, which was very time-consuming. PayClock Online time clock software has made things so much easier."

Rouse Family Eye Care
Dr. Dave Rouse
Owner



"Before I had someone print the employee time cards then manually enter the time card information. Now, with PayClock Online, I can easily upload employee time data directly into QuickBooks."

Big John's Market
Crystal Avila
Bookkeeper



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PayClock Online empowers businesses to manage employee time and attendance anytime, anywhere with just an Internet connection. Payroll administrators can quickly process labor hours for payroll, when it is most convenient. It is the easiest way to integrate employee time card data with any of the popular payroll systems like QuickBooks, ADP, Paychex, and more..

Powerful online portals and mobile features for both supervisors and employees are included at no additional charge. It's easy to set up office-based or remote workers to clock-in/clock-out from their computers, mobile devices, and even Lathem time clocks, while enabling employees and managers to have unique permissions to view time records and paid time off information on the web.

NEXT STEPS:

If you're ready to find out how easy and cost-effective it is to cut payroll preparation time in half, request a personalized quote today. A PayClock Solutions Consultant will share the available options and prices to fit your specific needs.

Ready to cut payroll preparation time in half?

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