

# Shiftboard

## Timesheet Management

### Key Benefits

Work hours tracking is one of the most critical tasks for shift-based operations. Traditional manual processes are time-consuming and error-prone. Delays and mistakes impact the organization's bottom line and negatively affect employee morale.

Shiftboard's Timesheet simplifies your timesheet submission, validation, and approval process. With an easy and integrated online experience, you can:

#### Reduce Business Costs

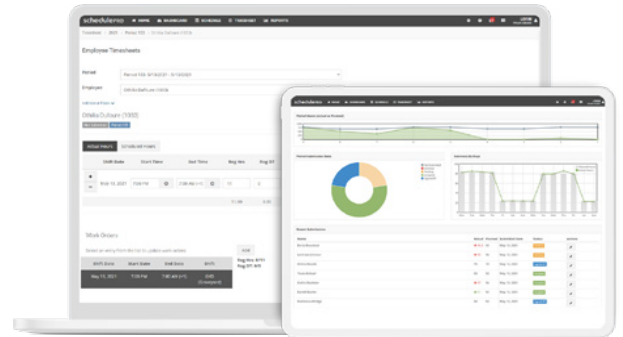
- Lower administrative costs from manual inefficiencies
- Lessen payroll errors due to hours submission and approval

#### Improve Employee Satisfaction

- Incentivize timely submissions with a simplified process
- Get employees paid accurately and on time

#### Drive Operational Excellence

- Unleash insights for better labor utilization planning
- Get accurate audits on work hours compliance issues



### Capabilities

#### Integrated Scheduling and Time Tracking Experience

Shiftboard delivers a fully integrated platform to manage your end-to-end employee scheduling process. From schedule planning to day-of adjustments to time tracking, you can eliminate the hassle of reconciling data across multiple systems for payroll and seamlessly harvest labor utilization data for future planning.

- Plan, view, and track work hours with a single platform
- Update schedules and reports instantly upon timesheet approval
- Compare actual and planned hours in a seamless interface
- Audit time data for labor laws, union agreements, and policy violations



## Matches Your Process and Data Requirements

Managing the varying data requirements and processes among business units is an essential and complex part of time tracking. Shiftboard is highly configurable to adhere to your policy needs.

- Creates timesheet submission periods, permissions, and reminders for multiple groups
- Enforces your timesheet submission, approval, and amendment workflows
- Applies your data requirements and pay code mapping through rich configurations
- Supports overtime banking, shift premiums, regular and OT hours splitting, and other scenarios

Period	Start Date	End Date	Submission Cutoff	Sign Off Managers	Total Hours		Status				
					Actual	Planned	Not Submitted	Pending	Declined	Accepted	Signed Off
9	May 3, 2021	May 16, 2021	May 17, 2021 12:00 AM	Administrator (Thu, May 13, 2021 8:58 AM)	+ 803	794	0	2	0	5	2
8	Apr 19, 2021	May 2, 2021	May 3, 2021 12:00 AM	Administrator (Mon, May 10, 2021 11:04 AM)	- 534	674	2	0	0	4	3
7	Apr 5, 2021	Apr 18, 2021	Apr 19, 2021 12:00 AM	Administrator (Mon, May 10, 2021 11:05 AM)	674	674	0	0	0	0	9

## Automated Timesheet Entry and Approval Process

Your time is better spent engaging employees and managing business performance. Shiftboard alleviates the manual work required for collecting, validating, and approving timesheets so you can drive operations forward.

- Offers employees an option to submit timesheets online
- Prepopulates entries with planned schedule data to minimize data entry
- Calculates total hours, OT multipliers, and pay codes automatically
- Supports bulk timesheet submission, sign-off, and amendment

## Validates Entries for Errors and Deviations

Preventing payroll error is vital to your organization's bottom line and employee satisfaction. Shiftboard incorporates robust, built-in mechanisms to ensure entries are submitted and approved correctly.

- Automatically validates timesheet entry for errors
- Prompts for required supplementary information
- Highlights deviations between planned and actual schedules
- Tracks comments to provide context for approval decisions

Exceptions

**Shift differs from shift pattern**  
 [ Position: FIN, Location: EXTR, Shift: GYD, Shift Date: 5/16/2021, Start Time: 7:00 PM, End Time: 7:00 AM, Reg Hrs: 12.00, Reg OT: 0 ]

**Shift differs from schedules**  
 [ Position: FIN, Location: LN2, Shift: GYD, Shift Date: 5/16/2021, Start Time: 7:00 PM, End Time: 7:00 AM, Reg Hrs: 11.00, Reg OT: 0.00 ]

Actual Hours
Scheduled Hours

Shift Date	Start Time	End Time	Reg Hrs	Reg OT	OT Multiplier	Pay Code	Position	Location	Shift	Work Reasons
May 16, 2021	7:00 PM	7:00 AM (+1)	11.00	1.00	1.5	ABC ()	FIN (Finish)	LN2 (Asset 2)	GYD (Graveyar)	* CALLOUT (Callout)
			11.00	1.00						

**General Timesheet Comments**

Extended my shift to cover a last-minute callout.

Accept
Save changes
Cancel

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