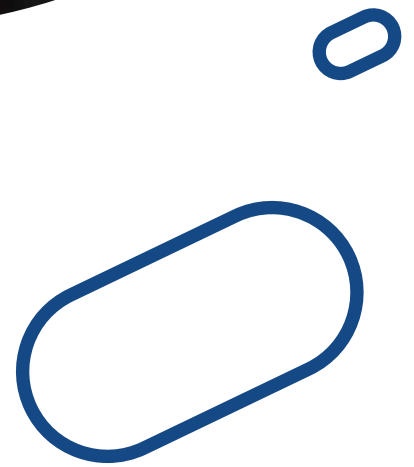


PROHANCE



BUYING GUIDE FOR TIME SHEET



10 Questions To Ask Before You Buy A Timesheet For Your Organization



Time is one of your organization's most valuable resources. It's essential to track your team's work hours to allocate resources efficiently and avoid unnecessary spending of time and money.

By tracking work hours, you can identify which projects require more time and resources, allocate tasks among team members effectively, and optimize the team's productivity.

Additionally, time tracking helps you calculate the team's overtime hours accurately. You can ensure that your team members are paid appropriately for their extra time, which boosts employee morale and establishes trust among the team members.





01 Is It Automated?

We all make mistakes, and not being able to enter the exact time of work/transaction is the biggest drawback of manual timesheets. Manual entry of time also increases the chances of it being misread. According to the American Payroll Association (APA), companies that lack automated time keeping have up to an 8 percent error rate on their payroll. Any form of manual entry into a timesheet makes it less user friendly and has low adoption rates.

02 Does It Support Automated Submission And Approval?

Imagine having to chase down employees for timesheet submission, this would not only be a tremendous loss of productivity but also very costly. Timesheets are time sensitive and must be submitted in an automated manner.

03 Does It Support Scheduling And Analytics?

Timesheets are not just for compliance; they provide you with an unprecedented view of how work happens and can help optimize the teams. Having the ability to not only collect automated timesheets but also run analytics to understand resource utilization, workload distribution, and work effort by the project is a must.

04 Does It Stop Time Theft And Unaccounted Absenteeism?

The greatest downfall of a manual timesheet is that not only do they lend themselves to human error, but they are easy to forge. Time data captured in an automated manner is the most accurate data and cannot be forged. The ideal timesheet tool should also be able to capture unaccounted absenteeism.

05 How Easy Is It To Read And Understand Time Sheet?

Timesheets and their details can be hard to read and understand. Does the timesheet software provide details of the time across multiple projects, activities, billable and non-billable work, time on applications, and online and offline activities? If the intent is to use the timesheet data to drive operational efficiencies, then you need the ability to drill down to get all the breakups to make decisions.

06

How Easy Is It To Access Them?

How easily can you access the timesheet from weeks back and share them with others? Getting answers from the handy spreadsheet is fine, but it will not work when looking for historical data.

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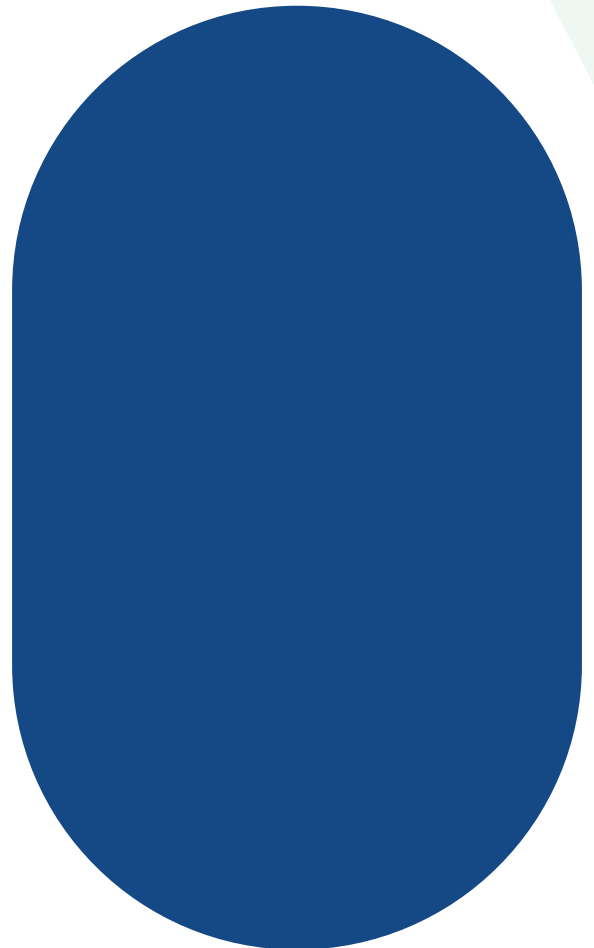
Does It Provide Value To Employees?

Most employees hate filling time sheets since it does not provide any value back to them. It is seen as a chore that is mandated to be done. A timesheet should provide valuable data and insights back to each employee for them to understand their work pattern and behavior. If each employee can change their pattern of work to improve their utilization, then the timesheet will transition from a compliance tool to a transformation tool.

08

Does It Track Time Across Devices?

Today's work environment is mobile; people work on multiple devices and remote machines. Does the timesheet software track accurate automated time across devices? When, where, and how employee work should not matter, and time should get captured automatically.



09 Does It Integrate With Other Enterprise Applications?

Not just payroll, check if the timesheet data integrate with ERP, BI, Project Management, CRM, and other enterprise tools where you capture your employee's output/productivity.

10 Can You Customize The Tool To Your Team's Needs?

Every client, process, team, and work has a different need. Do you just need to capture time at work or need details of time spent on multiple projects, activities, billable and non-billable work, time on applications, and online and offline activities? A simple time capture will not be the solution that you would be looking for in the long run.





About ProHance

ProHance is a cutting-edge, workplace analytics & operations management platform that provides insights for smarter decisions in complex, distributed, and hybrid workforces. Various Fortune 100 companies use ProHance to improve efficiency and productivity within their organizations by unlocking the true potential of their Human Capital.

Our SaaS-based modular product with over 100+ customizable reports enable enterprises to effectively measure work patterns, effort, identify operational bottlenecks, and ensure regulatory compliance.

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