

How to save time on time tracking and data entry

Transitioning from manual to digital and mobile time-tracking can make your job easier in the long run.



Move on from manual

Punch cards and other manual time tracking tools leave too much room for human error. Ridding yourself of manual data entry could save you:¹



6%
average on gross payroll costs



Up to **3 hours** in your payroll process

Enable mobile time tracking

According to the Pew Research Center, 81%² of adults in the U.S. own a smartphone - and many take them nearly everywhere they go. Mobile time tracking gives employees increased familiarity and flexibility.

With mobile time tracking, your employees can:



Accurately clock in and out



Get real-time overtime alerts



Track time on a variety of projects and tasks



Submit and edit timesheets from anywhere

And employers will be able to:



Simplify the payroll process



Have access to continuously updated data

With all of this data in one place, you can ensure payroll is efficient while getting a clear picture of where resources and time are being allocated.

Put time into time tracking training

TSheets surveyed 731 U.S. employers who manage employee timesheets to learn more about time tracking practices and to find out what areas need improvement. It turns out that getting time tracking *right* has a lot to do with training your employees to use the tools correctly.¹



21%

of respondents admit they only provided a little training for employees.



14%

didn't provide any training at all.

Training workers to input and categorize time correctly, as well as how to use your chosen system, is key to time-tracking success.

After you choose the right solution for your team, consult with product experts for advice. Ask questions about best practices, and stay current on employee trainings so you can be ahead of the curve.

Sources:

1. "[Time tracking that accelerates payroll](#)," TSheets by Quickbooks. Based on a survey of 924 businesses that use TSheets for payroll and report savings. On average, they report reducing the time it takes to run payroll by 3 hours and reducing gross payroll costs by 6% by increasing accuracy and reducing overpayments. TSheets conducted an internal survey in January 2018.
2. "[Mobile Fact Sheet](#)," 2019, Pew Research Center

© 2019 Intuit Inc.

INTUIT IS NOT A FINANCIAL PLANNER, BROKER OR TAX ADVISOR. NEITHER INTUIT NOR THE CONTENT AVAILABLE FOR DOWNLOAD ARE INTENDED TO PROVIDE LEGAL, TAX OR FINANCIAL ADVICE. The content and materials are intended only to assist you in your general organization and decision-making for your business or practice. Intuit shall have no liability for errors, omissions or inadequacies in the information contained herein or for interpretations thereof.