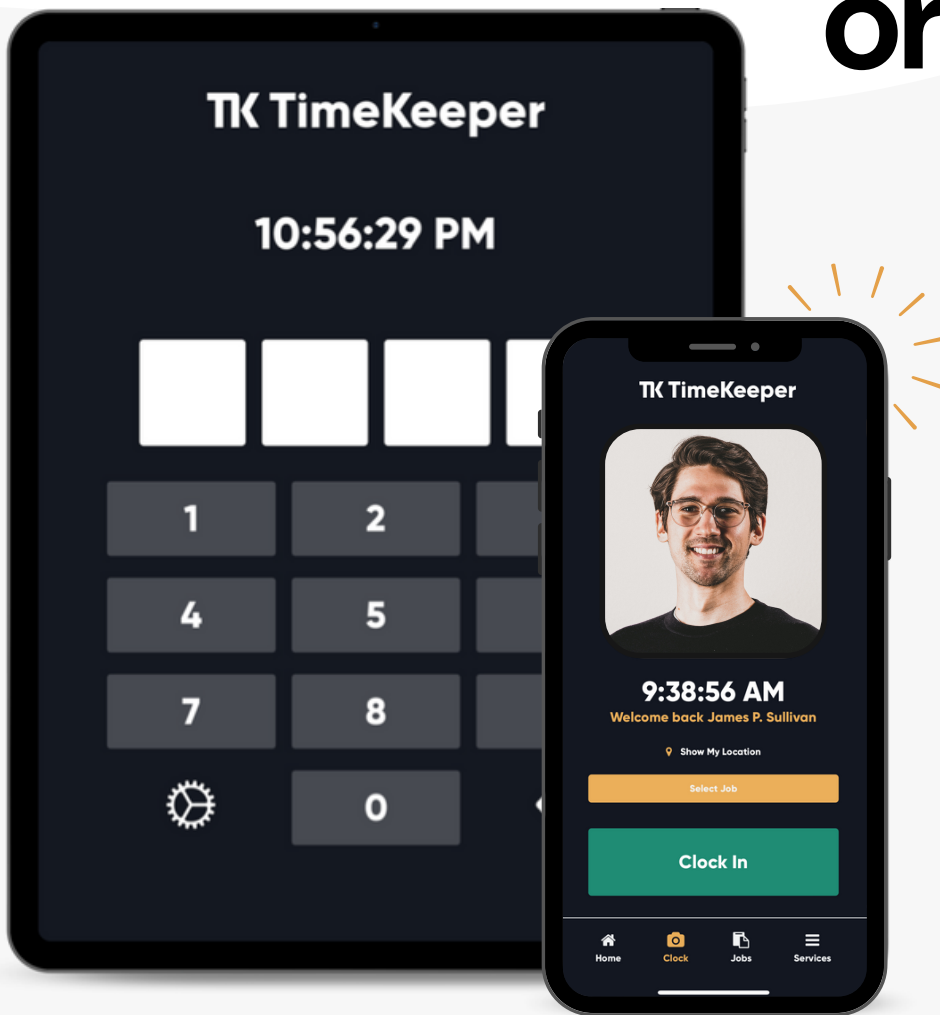


The **Simple** Employee Timesheet App for your Business



TK TimeKeeper

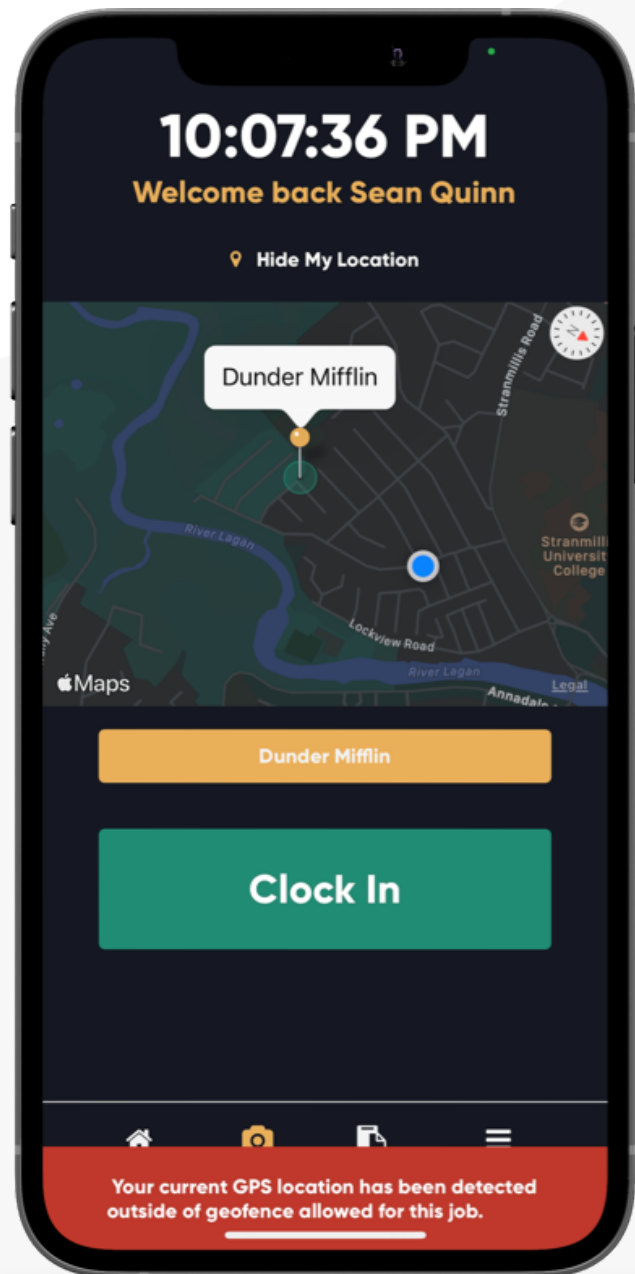
Clock in on mobile or tablet



Allow employees to clock in on their own mobile, or through a central tablet on your site using their unique 4 digit pin.

If enabled, employees can also clock in via the web portal, or submit manual timesheets via the app.

Added security, with GPS geofences and biometrics



If enabled, employees will be prompted to select a Job on clock in. To prevent unauthorised clock ins, you can enable a geofence around each Job - the device must be within the GPS boundary before the employee can clock in.

On clock in, the app will capture a photo through the front facing camera, and perform a facial recognition check. This check can be disabled if not required.

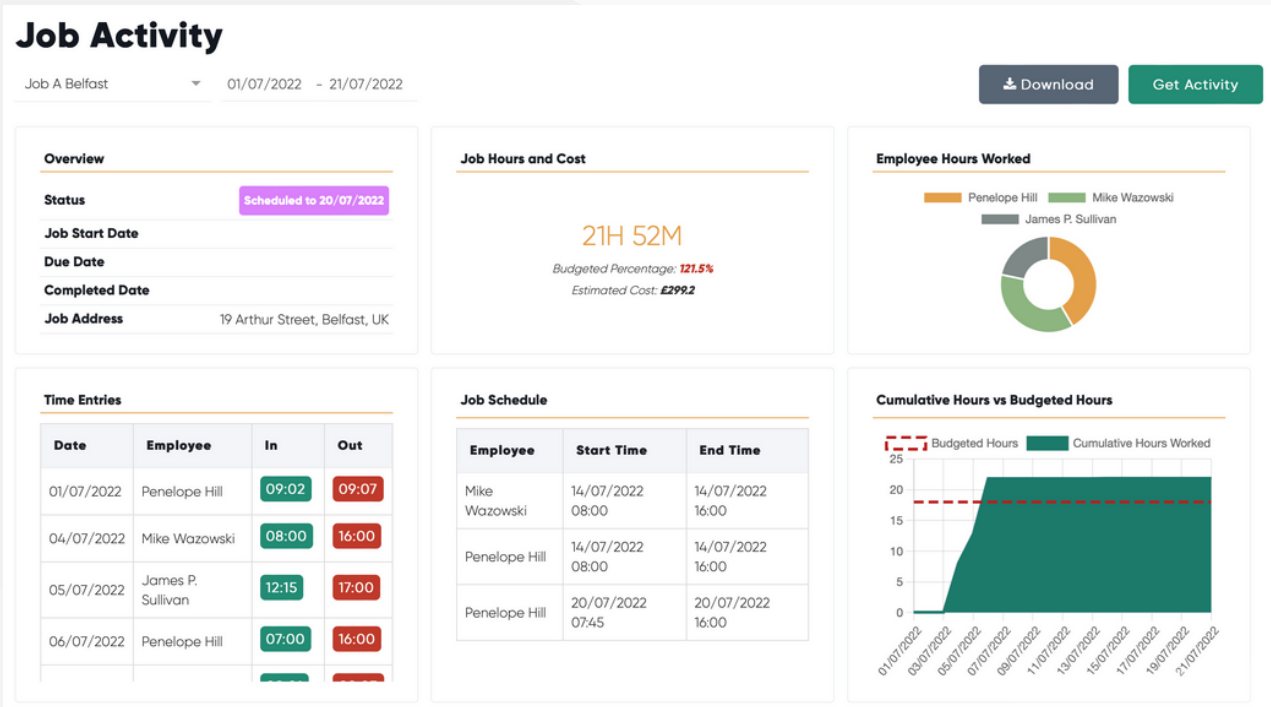
Job tracking and reporting



Each Job can be configured in the system with a name, number, start and end dates, budgeted hours and a description. Jobs can also be allocated to a client.

Notes, documents, photos and signatures can be added and viewed by employees in the app.

Reports can be generated which detail time spent on each job over a specified time period, including time per employee. If pay rates are entered for each employee, labour cost for each job can also be reported on



Job Activity report

Jobs Snapshot

Showing snapshot for dates June 1, 2022 to September 30, 2022

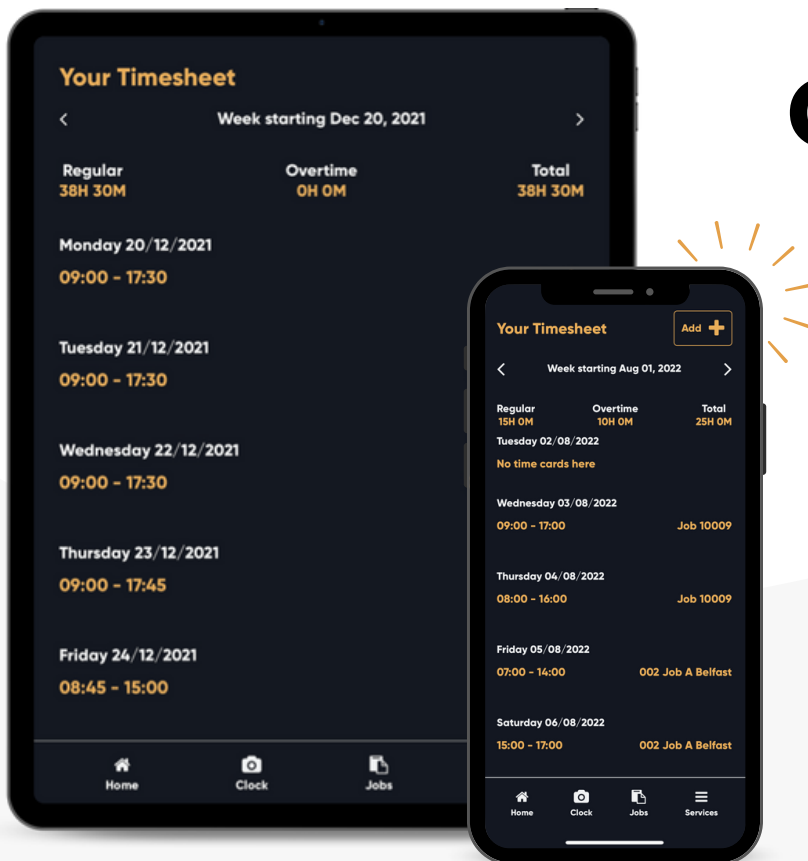
< 01/06/2022 - 30/09/2022 >

[Export Job Snapshot](#)

Job	Job Number	Total Hours Worked	Estimated Job Cost
002 Job A Belfast		123H 5M	1712.14
00 Office Job		7H 43M	115.8
0657 Accounts		32H 31M	4579.4
Job 10009	J10009	21H 13M	297.27
Job A001		12H 36M	183.5
Job A002		14H 25M	201.41
Job B 90210		99H 55M	879.39

Job Snapshot report for all active jobs

Timesheets and overtime



Each employee's working pattern can be set to determine their normal working schedule and contracted hours.

Overtime rules can be set for weekly or daily overtime, with a different rate for each day of the week if required.

Timesheet reports can be generated for individual employees, for teams or for all employees at once.

Employee Timesheet Report

Mike Wazowski

01/07/2022 - 31/07/2022

Run Timesheet

Overview Timesheets Job Summary Time Entries Location Entries Location Summary Warnings

Export Timesheet Summary

Total Hours Worked

16H 1M

Regular Hours Worked

16H 1M

Overtime Hours Worked

0H 0M

Number of Lates

2

Total Work Days

21

Number of Early Leaves

4

Missed Days

16

Days On Leave

0

Individual employee timesheet overview (including overtime and leave hours)

Timesheets

Download Employee Timesheet PDF

Export Timesheet History

Date	Day	Time Card	Job	Note	Location	Leave	Addition	Scheduled Hours	Total Hours	Break Hours	Actual Hours	Variance
01/07/2022	FRI	10:03 10:03	Job B		HQ - HQ			8H 0M	0H 0M	0H 0M	0H 0M	-8H 0M
02/07/2022	SAT							0H 0M	0H 0M	0H 0M	0H 0M	0H 0M
03/07/2022	SUN							0H 0M	0H 0M	0H 0M	0H 0M	0H 0M
04/07/2022	MON	09:00 18:00	Job A		System - Belfast			8H 0M	9H 0M	0H 0M	9H 0M	1H 0M
05/07/2022	TUE	09:00 14:00	Job A002		System - System			8H 0M	5H 0M	0H 0M	5H 0M	-3H 0M
06/07/2022	WED	07:00 09:00	Job B		System - System			8H 0M	2H 0M	0H 0M	2H 0M	-6H 0M

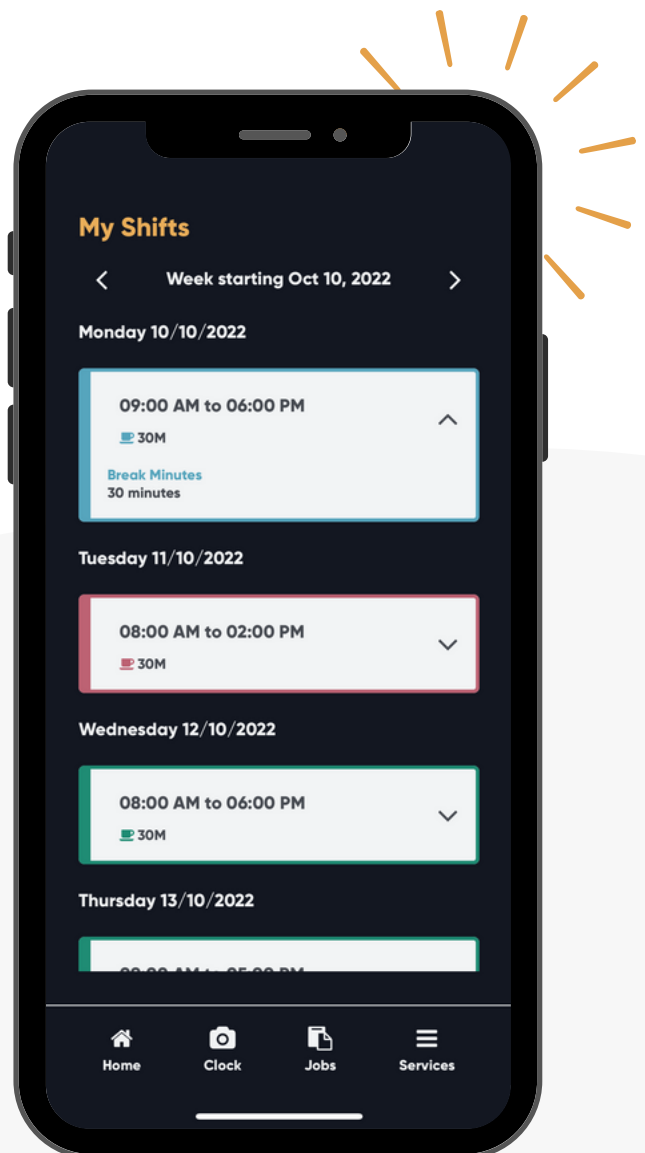
Time card history for an individual employee

Individual employee timesheet reports include warnings whenever the employee arrived late or left early, as well as GPS and facial recognition logs for each clock in.

Planning your shift rota


For shift workers, you can assign shifts in the rota planner along with setting break duration and adding notes.

Employees receive a push notification when you publish your rota, and can view their assigned shifts in the app.



Rota Planner

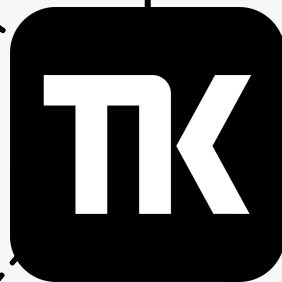
A Team

Employees	Mon Oct 10, 2022	Tue Oct 11, 2022	Wed Oct 12, 2022	Thu Oct 13, 2022
 Shift Worker 31.5h/35h	09:00 AM to 06:00 PM 30M	08:00 AM to 02:00 PM 30M	08:00 AM to 06:00 PM 30M	09:00 AM to 05:00 PM

Drag and drop shift scheduling

Integrates with your accounting software

 brightpay



Sage



Managing your holidays

Select...	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
Angela Richardson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Charlie Quinn	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Jack Allan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
James Quinn	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Joan Fee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Joe Swanson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
John McGee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
John Quinn	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Jonathan Clesy	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Joseph McKay	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Killian O'Connor	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Configure your own custom leave types, and set whether these are paid or unpaid, or deduct from leave entitlement.

Set rules on how many employees can be off at once from a team, to automatically prevent new clashing requests.

Employees can make a request for leave through the app, which is then approved or denied by a manager or administrator. Employees are notified via email on the status of their leave request, and can view their booked leave (and remaining entitlement) in the app.



Expense requests

Configure your request types and allow employees to make expense or mileage requests through the app. Approved requests are added to the employees timesheet for that date range.



Timesheet addition requests

Employees can request to add time entries, or to modify an existing clock in or out time entry through the app. Admins and team managers can also manually edit time entries to correct any errors.

Pricing



£3 ex VAT per employee per month
for the first 50 employees

£2.70 ex VAT per employee per month
for employees 51-250

+£29 ex VAT per month for Visitor Book add on

+£19 ex VAT per month for Personalisation add on
(add your own logo and brand colour)

TimeKeeper is provided on a monthly rolling contract, which can be cancelled at any time without penalty.

Charges are for active employee accounts only - you can archive an employee at any time, and we'll stop charging for them from that point (their data will be retained for future reference and archived accounts can be reactivated at any time).

Start your 14 day **free trial**

See how TimeKeeper can save your business time and money, with a no commitment 14 day trial

timekeeper.co.uk



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