

## SCHOOL ERP PRO

# Employee Daily Time Entry



### REDUCE COSTS

Manage employee time without the need to invest in a full-feature time and attendance solution.



### INCREASE HR EFFICIENCY

Quickly and easily audit and approve employee time for payroll processing.



### EMPOWER EMPLOYEES

Enable employees to submit hours worked with a 100% digital process.

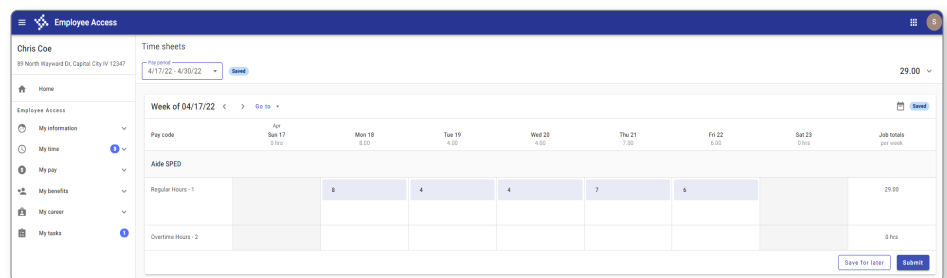
Many school districts need a more efficient way to submit and process time for their hourly employees but are not ready to invest in a full-feature time and attendance system. School ERP Pro Daily Time Entry addresses this need by enabling employees to electronically submit their hours worked 24/7/365.

Once an employee submits their time, their request flows through the district-defined approval process and can be audited by their supervisor before it is processed through payroll.

## STREAMLINE HR PROCESSES

Daily Time Entry takes the paperwork out of adding and maintaining employee time, helping increase efficiency in your district's human resources and payroll departments.

- Manage time entered per pay period
- Post approved hours into payroll journals
- Return time requests to employees for editing
- Send employee notifications



Pay code	Apr 17 0 hrs	Mon 18 8.00	Tue 19 4.00	Wed 20 6.00	Thu 21 7.00	Fri 22 6.00	Sat 23 0 hrs	JOB TOTALS per week
Alide SPED								
Regular Hours - 1		8	4	4	7	6		29.00
Overtime Hours - 2								0 hrs

Employees can quickly and easily submit hours worked from a single screen.

## DIGITIZE EMPLOYEE ENTRY

Entering and submitting employee time sheets has never been easier with Daily Time Entry.

- Submit time worked for approval
- Add accompanying comments and information

*Note: To utilize Daily Time Entry, School ERP Pro clients must be running Employee Access.*