

Secrets to Stress Free & Faster Payroll Processing



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Payroll Challenges

Payroll administrators face many challenges when preparing employee worked time for processing payroll. Calculating hours, auditing time sheets, correcting errors, verifying employee time off, applying regular and overtime pay rules - just to name a few.



For most companies, especially small businesses, processing payroll can be a laborious and time-intensive activity but a very important function of business operations.

Greenshades partnership with Lathem Time Tracking has resulted in a seamless integration with their PayClock software, providing the ability to process payroll faster, more accurately and with less stress.

Here are 5 ways that employee time clock software lets you process payroll faster.

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Automates Payroll Calculations

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Correct Employee Time Card Errors as they Occur

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Manage Employee Paid Time Off and Holidays with Time Clock Software and Mobile Apps

4

Directly Integrate Employee Time Card Data with your Accounting and Payroll Systems

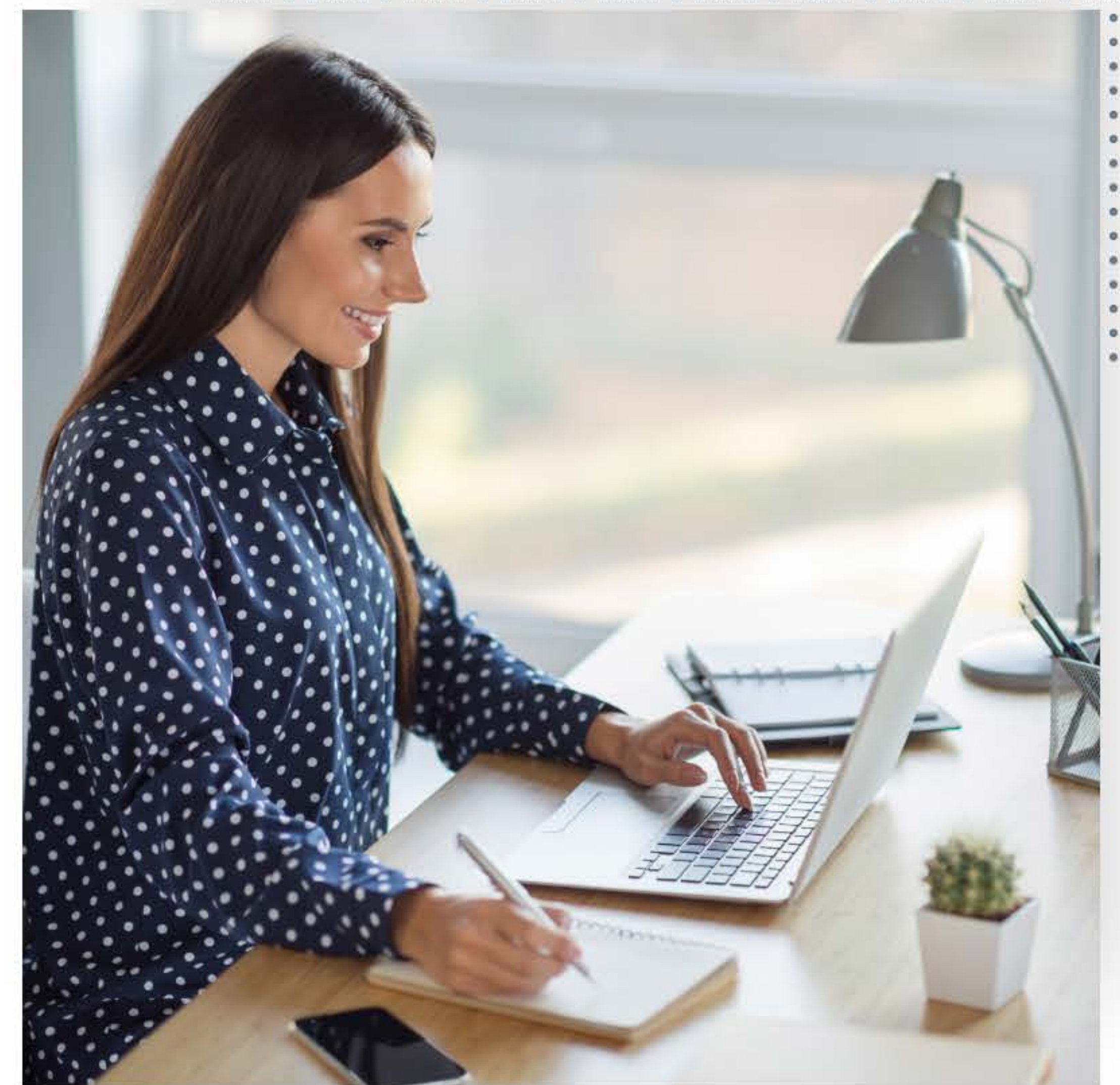
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Prepare Employee Time for Processing Payroll at Anytime, From Anywhere

Automates Payroll Calculations

✓ Automate Payroll Rules for Employee Time

Manually processing employee hours for payroll is not only time consuming it is prone to human errors that cost companies time and money. The American Payroll Association estimates the rate of human error in time card preparation and totaling ranges from 1% to 8%. There is an easier way. Time clock software automatically performs employee time card calculations and will accurately apply your company's payroll rules related to daily or weekly overtime and regular hours.



✓ Preset Rule Calculations for Punch Rounding

Wouldn't you like to eliminate the guesswork around rounding employee punch times? You're in luck. Time clock software lets you choose from a variety of standard rounding rules such as automatically rounding employee hours to the nearest tenth or quarter hour.

Correct Employee Time Card Errors as they Occur

✓ Quickly Find Errors and Make Adjustments

When preparing payroll, big delays happen when you have to correct missed employee punches and verify missing time card information. Eliminate payroll processing delays by setting up managers with custom log-ins and permissions. This lets managers have real-time access to the time clock software, so they can review their employee time cards and quickly make corrections to mistakes as they happen.

Lathem's PayClock Online time clock software includes an Exception Finder feature to easily identify and address employee time card errors and missing information. No more tracking down the employee's manager at the office, or even worse, in the field, to verify punches when it is time to process payroll. This is a huge time and money saver, since PayClock Online doesn't include extra charges for managers or other multi-users to access the software.



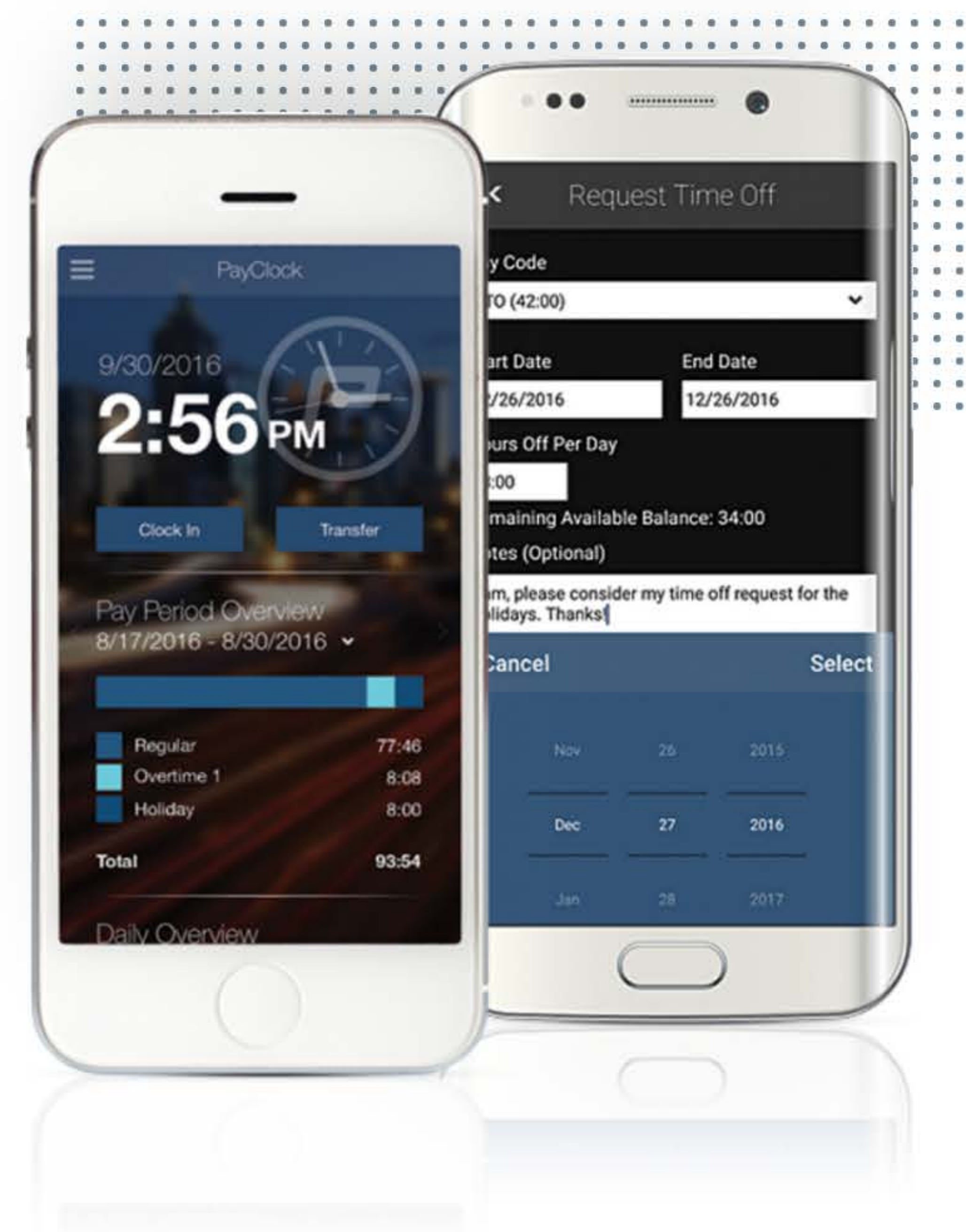
✓ Review Time Card Info in Real Time

No matter if employees clock-in and out using a time clock, or a PC, or mobile smartphone, incorrect data and missed employee punches can be identified as they occur and corrected within PayClock Online before it's time to process payroll.

Manage Employee Paid Time Off and Holidays with Time Clock Software and Mobile Apps

✓ Benefit Time Pay Rules Automatically Applied

More advanced time clock software lets employees see their paid time off (PTO) balances and make time off requests. Employees can even make these requests using a smartphone app. Managers can review and approve employee time-off requests as well and the time clock software automatically updates the information into the employee's time card during the pay period. If employees take paid time off, you save time preparing payroll because the correct PTO payroll codes are applied and calculated for each employee in the payroll period.



✓ Holiday Calendar Customized for Your Business

With time clock software such as PayClock Online Enterprise, you can set up customized calendars of your company's paid holidays. If you do this at the beginning of the year, you can save administration time as paid holidays are populated for the payroll period in which they occur.

Directly Integrate Employee Time Card Data with your Accounting and Payroll Systems

✓ Seamless and Simple Integration

Our cloud-based solutions are built to seamlessly integrate with popular systems such as Dynamics 365, Microsoft Dynamics GP, Sage Intacct, and Bullhorn, amongst others. There's no wasting time re-entering data across systems, making payroll processing easier and simpler. The PayClock Online software will export employee hours and proper pay codes directly into your existing systems - saving you crucial time and energy.



✓ Avoid Entering Data Twice

With PayClock Online time clock software, anytime you make adjustments or edits to employee time cards during the pay period, those changes automatically synchronize and update the employee timesheets in your Payroll solution.

Prepare Employee Time for Processing Payroll at Anytime, From Anywhere

✓ **Get Access on Demand**

Imagine processing payroll when and where it is convenient. Cloud-based time clock software is accessible anywhere there's a web connection. Out of the office, working from home, or at another location of your company, you have access to employee timesheet data, reports, and calculations within the time clock software to complete payroll processing quickly.



✓ **Manage Multiple Employees from Multiple Locations**

Manage and administer employee time tracking for employees that work in the main office, remotely, or at different locations. And there's no need to worry about when you plan to process payroll. With cloud-based software, you are not tied to a desktop computer at one location. It's easy to prepare employee time for processing payroll from a PC, laptop or even a smartphone when it's convenient and from any location.

Conclusion



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Greenshades Software is a leader in payroll, HR, tax, and compliance software. Greenshades delivers a unified, cloud-based platform with personalized support from an experienced team to a diverse range of businesses. With 20 years of experience and over 3,800 clients, Greenshades has experience transforming your payroll, HR, and tax challenges into strategic opportunities.

By partnering with Lathem Time Tracking, Greenshades has empowered businesses with the additional ability to manage employee time and attendance anytime, anywhere with PayClock Online. Payroll administrators can quickly process labor hours for payroll, when it is most convenient.

Powerful online portals and mobile features for both supervisors and employees are included at no additional charge. It's easy to set up office-based or remote workers to clock-in/clock-out from their computers, mobile devices, and even Lathem time clocks, while enabling employees and managers to have unique permissions to view time records and paid time off information on the web.

Take the next step toward better payroll

Explore how modern, real-time payroll solutions from Greenshades can simplify complex payroll calculations and earnings management to ensure the accurate, on-time pay employees expect.



Download our ebook and learn how Greenshades helps simplify and automate stressful payroll taxes.

For more immediate information, request a demo, or contact a sales representative at 888.255.3815 or sales@greenshades.com.