



A checklist to help you decide **WHEN TIME TRACKING SOFTWARE IS A MUST**

- ✓ Your company has hourly employees
- ✓ You have a mobile workforce
- ✓ Employees work at multiple jobsites or in remote locations
- ✓ Employee accountability and verification of employee location is critical
- ✓ You want your employees to understand and respect the value of company time
- ✓ You need to know who's working, in real time
- ✓ You need to ensure employees are paid accurately for the time they work
- ✓ Paper timesheets or punch cards have become difficult to manage
- ✓ You need a way of measuring the productivity of your organization
- ✓ Accurately measuring the cost of goods or projects is a challenge
- ✓ You need a way to accurately calculate job costing and forecasting numbers
- ✓ You need a way to secure preserve employee data and history
- ✓ You need to ensure overtime, PTO and vacation are calculated correctly, managed and paid properly