

MyTimesheets Overview and

"Member Benefits" for

Institute of Certified NZ Bookkeepers

Presented by Steve Nathan



Employee Totals for All Days

Name	Hours	Units	Options
Robson, Bob	18.10	3.00	
Robertson, Roberta	17.50	10.00	
Smith, Biz	46.00		

Showing 1 to 7 of 7 entries



Employee Detail Report
Simple No. y Company
18/02/2019 - 24/02/2019
All Departments
All Employees

Department	Date	Pay Code	Break	Hour	Units	Job
Sales - Sales	18/02/2019	Ordinary	07:00			
	18/02/2019	Ordinary		08:00	7.00	Plumbing - Plumbing
	20/02/2019	Ordinary		02:00	8.00	Plumbing - Plumbing
	22/02/2019	HOLIDAY			2.00	Plumbing - Plumbing
Subtotal for : Roberta Robertson						8.00 Windows - Windows
						15.00 10.00
Brydie Nathan						
	21/02/2019	Ordinary	15:35 - 21:00		5.42	Plumbing - Plumbing
	21/02/2019	SICK				3.00
	22/02/2019	Ordinary	08:00		8.00	Plumbing - Plumbing
Subtotal for : Brydie Nathan						13.42 3.00
Subtotal for : Sales - Sales						28.42 13.00
Department : Admin - Admin						
Mary Jones						
	20/02/2019	Ordinary	06:00		6.00	Plumbing - Plumbing
	20/02/2019	Ordinary	01:00		1.00	Smith - This is the Smith

Sunday, 24 Feb 2019 17:02



Every business wants to reduce costs and improve their admin processes, and we imagine your clients are no different. One way they can do this is by improving the way they track and capture employee time.

Thank you for the opportunity to present **MyTimesheets**.

We have been helping employers like you improve the way they manage payroll and answering the age old question: Who Worked When? **for over 25 years (we formerly owned Comacc Payroll, now MYOB Exo, before selling to MYOB)**



The number one issue we have seen during this time is employers struggling to capture and process their employee time data accurately and in a timely manner.

Solving this problem is the key to cost effective management of payroll and job costing. That's why we created **MyTimesheets** - our "**Realtime**", online, digital timeclock and timesheet tool.

MyTimesheets is a simple, mobile optimised, digital tool which allows employees to clock in/out or record and submit their timesheets, in **Real-Time**, including tracking hours, allowances, leave and the jobs they have worked on. Then once approved, have the data feed to any payroll system or job costing system.

Key Concerns we often hear from clienst using manual systems such a paper timesheets and punch clocks include:

- Issues with "Timecreep"
- Issues with Accuracy and Errors in Time Sheet data
- The time it takes to analyse the time data.
- Time sheets are not being completed in a timely fashion
- Potential for Errors in keying data into the payrolls



By reducing or even eliminating Time Creep,
MyTimesheets could save your clients money every
month.*

Below, in addition to a special offer for members of the **Institute of Certified NZ Bookkeepers**, is a breakdown of the savings your clients could make (based on a 10 employee company) along with information about **MyTimesheets**, an introduction to our team and an overview of the implementation process.

We look forward to assisting your clients to take "time" out of managing employee attendance and payroll.

Thank you for your "Time"

Steve Nathan

CEO and Co-Founder

TimeHub - *Know Who Worked When, Where and on What- in Realtime*

***Time Creep** - *The effect of the small, incremental and often hidden costs of incorrect recording of time, tardiness, rounding errors, calculation errors, buddy punching etc plus potential keying errors and the time it takes to key data into your payroll or job costing system*



MyTimesheets has been the best decision we have made! So much time saved from manual approval and spreadsheet entry and double handling of bits of paper.

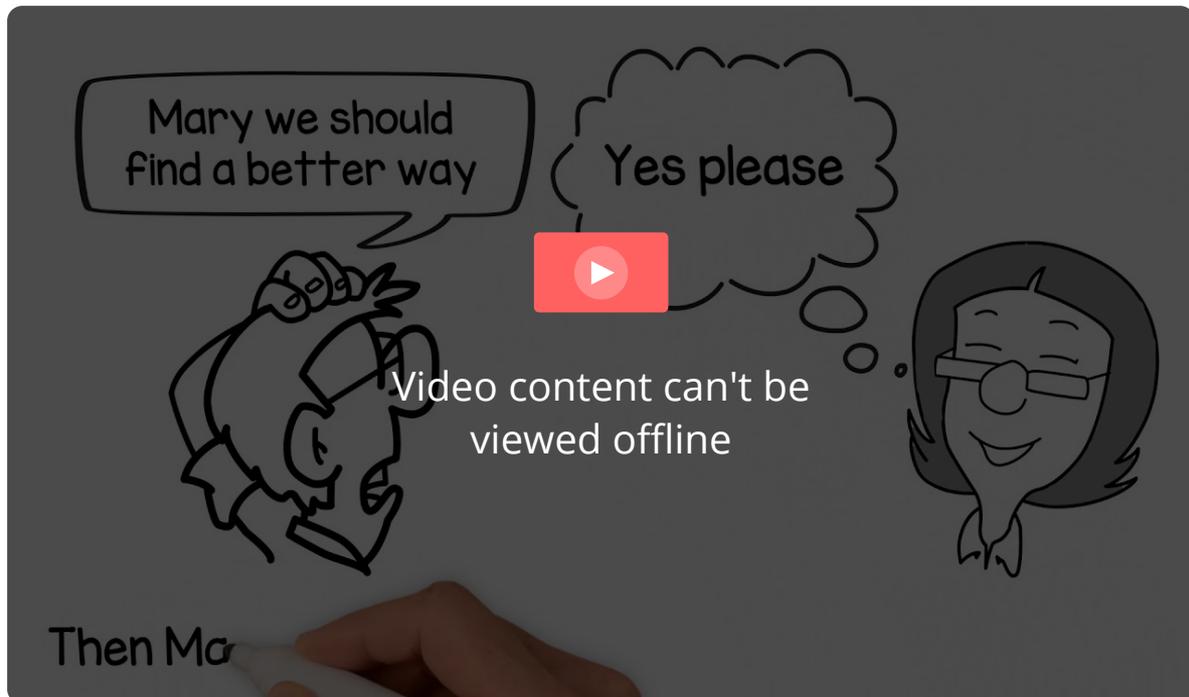
My Timesheets gives us excellent reporting and the upload to IMS is quick and easy. This has easily saved us ten hours a week and we're only a small business. Implementation was well supported and tailormade to suit our needs, so easy.

The team was on-boarded quickly and love their weekly report, straight into their in-box to let them know approved hours. A job well done TimeHub MyTimesheets team!

Silvia Haddock, Finance Manager Woodleys Group

MyTimesheets

Capture Timesheets Anywhere, Anytime on Any Device



Provides simple, fast and accurate data capture of employees hours – this is the key to effective management of employee attendance, payroll and job costing.

- **Imagine** what would happen if your staff could complete their timesheets via a Smartphone, Tablet or PC ready for your review and approve before exporting straight to your payroll system.
- **Imagine** being able to have staff enter timesheets anywhere, with or without an internet or data connection.
- **Imagine** if the same digital timesheet data could be used to track time spent on jobs, tasks or projects and update your job costing system.
- **Imagine** if you could also capture piece/pick rates for staff based on the work they are doing.
- **Imagine** being able to track paid and unpaid breaks.
- **Imagine** if your staff could use their cellphone to track hours worked or start and finish times in near real-time. No more chasing illegible, inaccurate timesheets.
- **Imagine** if your staff could apply for leave and have it approved so that it goes straight into your payroll in the correct week.
- **Imagine** being able to message your staff via their timesheet!
- **Imagine** if you could also manage all this from your Smartphone, Tablet or PC anywhere in the world so long as you have internet.

THINK OF THE TIME AND MONEY YOU'LL SAVE!

- No more late or lost timesheets
- No more lost charges
- The payroll data entry only takes a few seconds
- Staff can submit their timesheets during the day, at the end of the day, weekly or as soon as they finish jobs.
- Works with or without Labour/Job Costing
- No expensive hardware to buy
- Works with any Smartphone, Tablet or PC with an internet connection.
- This (and more) is possible with **MyTimesheets**.

Special Offer for members of the Institute of Certified NZ Bookkeepers

MyTimesheets Monthly Subscription

Our normal RRP is between \$2.99 and \$3.99 per employee per month depending on the functionality needed. We would be happy to *offer your clients a reduced fixed fee of \$2.99* (includes all functionality) and *offer you the first 2 months subscription as a rebate* once the client has paid.

Our monthly subscription is billed based on the number of employees who used the system in a calendar month rather than an annual head count. This way we allow for seasonal fluctuations in staff numbers. Should your client have a fluctuating staff number ie temp staff which varies weekly, we can also accommodate that with a billing based on weekly use.

MyTimesheets Implementation, Training and Support (one off)

This varies depending on the size of the client given the larger the client the more sophisticated their requirements. The fee ranges from \$199 (5-10 staff) - \$599 (100 plus staff) plus GST. We are happy to handle the on-boarding etc on your behalf and we would offer you **25% of the Implementation and Training fee** which you can bill us for or pass on to your clients.

Your Clients Potential Savings

Experience has shown us that automating this mission critical process can save clients time and money every pay period. It would be great if we were able to do the same for you. We have taken a conservative approach to the savings here.

SECTION A

Reduce the Hidden Cost TimeCreep* - What your clients could save each month. Based on an employer with 10 staff.

SUBTOTAL

▼ -\$420.00 ○

Description	Item	Quantity	Price
<p>*TimeCreep - <i>The effect of the small, incremental and often hidden costs of incorrect recording of time, tardiness, rounding errors, calculation errors, buddy punching etc plus potential keying errors into your payroll or job costing system</i></p>			
<p>Reducing "Timesheet Creep"</p> <p><i>Improving the accuracy and recording of staff times.</i></p> <p>Reduce employee "timesheet creep" by just 2 minutes per day</p> <p>Based on an average wage of \$18 per hr and staff working 40 hrs per week.</p>	-\$34.00	10 Per Emp	-\$340.00
<p>Reducing Admin time by just 1 Hr per week (based on \$20 per hr)</p> <p><i>Reduce the time it takes to calculate the timesheets.</i></p> <p><i>Eliminate the need to enter the data into payroll.</i></p> <p><i>Provide current and historical time data for job costing or employment records under the Employment Relations Act.</i></p>	-\$20.00	4 hrs p/m	-\$80.00

Terms Of Trade

Payment for Activation, Implementation, Training and Support fee is due 7 days after the training process is started.

The monthly subscription fee is billed at the end of each month and is due 7 days after invoice .

If an Annual subscription is selected this will be invoiced on the 1st day of the first month in the 12 month cycle.

Acceptance of this proposal is considered acceptance of these terms unless otherwise agreed.

Meet our **TEAM**



Julie
Admin
Manager



Dayna
Customer Success
Manager



Steve
Co Founder



Bev
Co Founder



Zane (Oazane)
Business Development
Manager



Brendan
Sales Support

We are passionate about employee attendance and payroll (weird we know). We have been in the payroll space for over 25 years and we have seen a lot of change in that time.

We offer our TimeHub Employee Time and Attendance system as well as a range of Payslips through our sister company Just Payslips and where appropriate we can also assist with Payroll system advice, all designed to help your company better manage its payroll.

Whether you're looking for a small tweak or complete overhaul, we have you covered. Our services are available a "la carte" so you can get precisely what you need.

When it comes to helping businesses with their "people management" needs, it takes a pretty special team to do this and we think our team is pretty special.



All the staff at Timehub have been extremely helpful and friendly with full training on the system given. Would recommend Timehub to small and large businesses alike. - Tania Hayward. *Stowtec*



We appreciate the level of customer service we receive from you and your team as well as the commitment to resolving any issues that arise, no matter how unusual they might seem - Amber McKay, Company Accountant, Comensa

The Impemenation Process

We utilise a tried and tested methodology.

1.Planning and Setup

Our Customer Success Team will work through an Implementation Plan with you to work out the various stages from Initial SetUp through to Processing a Live Pay Run.

2.Training

Training takes the form of two sessions which are conducted by our Customer Success Team remotely via screen sharing app Zoom (unless you are able to visit out office in Hastings). These sessions are hands on with our team showing you each step and then handing the keyboard for you to follow the same steps. The sessions will cover:

- Setup - Covers Settings and Employees
- Entering Timesheets - Managing the Daily Data
- Processing your Pay Period

3.Ongoing Support

Support is covered by our Customer Success Team who are available week days from 8.30am to 5.00pm. You can also use email by emailing successteam@timehub.co.nz or use our Live Chat app Drift via our Help Portal.