

# Time Management Pro ●

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Save time spent calculating worked hours and planning schedules.

Nethris makes time management easier



### **Choose digital timesheets**

Allow your employees to enter their worked hours on timesheets available on their computer or cell phone. With one click, you can validate them online to automatically process the payroll.



### **Adopt an advanced punch system**

Allow your employees to punch in on a time clock installed in your company or on their phone, if they are on the move. Thanks to geolocation, you will know if they are at work.



### **Plan work schedules quickly**

Save time by viewing at a glance, in a digital calendar, your workforce requirements and staff availabilities for each shift of the week.

## Features

### Employee scheduling ● PRO

To simplify employee shift attribution, each one's position, skills, seniority, and availabilities are displayed on the schedule template.

### Shift exchange ● PRO

If something unexpected comes up, your employees can exchange shifts with colleagues directly on the mobile app. No more time wasted managing absence requests. Simply approve the exchange.

### Posting of work schedule ● PRO

Each team member instantaneously receives a notification on their mobile once the schedules are ready. All will appreciate being able to view them promptly, at any time, on their mobile app.

### Availabilities ● PRO

Is managing the ever-changing availabilities of your personnel giving you headache? Our solution allows your team members to update their availabilities at any time, according to their schedule. No more calls and endless email exchanges.

### Labour costs ● PRO

Employee salaries are also indicated so that you can take remuneration expenses into account when scheduling. The weekly total appears as you assign work shifts.

### Data analysis ● PRO

Keep an eye on your business's time data with key indicators that tell you how your organization is performing. Get a broad or detailed overview of your employees' data, allowing you to build a realistic picture of what is happening in your organization.

### Professional chat ● PRO

You wish to communicate more effectively with your employees? Send announcements to your teams and centralize communications with instant messaging via the mobile app or the Web. Activate notifications and let no discussions slip through the cracks.

### Advanced punch system ● PRO

Your employees can punch in and out via a time clock or a mobile punch system using their mobile phone with GPS location identification.

### COVID-19 self-evaluation questionnaire ● PRO

Simplify the gathering of health data via the self-evaluation questionnaire. Available on your time clock or via the mobile application, your employees can access it at all times. Transmit the information to government authorities, by date.

### Payroll processing

At your signal, payroll transactions are automatically generated from the data entered using a punch system or digital timesheets.

### Timesheet Approval

Is there just not enough time to ensure a careful monitoring of worked hours? Delegate to your managers the approval of timesheets filled out by your employees or generated by a punch system.

### Management Rules

Define rules for managing overtime, bonuses and time tracking that automatically apply to wage calculations. These rules may vary according to each category of employees.

### Hour Types

Create various categories of hours (vacation, sick leave, training, etc.) according to your needs or your projects. Your employees indicate on their timesheets the number of hours for each type.

### Absence Requests

You have a hard time managing your employees' multiple absence requests? Have them submit their requests via their self-service access. The ones you approve are automatically saved in their timesheets.

### History

All timesheets completed by your employees or automatically generated by a punch system are kept for an indefinite period. If needed, you may view hours entered in previous weeks.

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### What is Nethris?

We are a Canadian company that has been helping SME owners across the country manage their businesses more effectively for almost 45 years. We offer all-in-one cloud-based solutions for payroll, human resources, time and benefits management. Over 17,000 businesses of all sizes use our secure services.

**Choose Nethris today**

Talk to an expert at **1-888-650-6291**  
Send an email to **payroll@nethris.com**  
Visit **nethris.com/business-solution**

Already a client? Dial 1-877-244-2324.