

# PAPERLESS TIME CARDS

## WHAT ARE PAPERLESS TIME CARDS?

Employees can put their time sheets into an excel file and the tool allows the information to be validated and inputted into Sage ERP as time cards for payroll processing.

# **HOW DOES THIS WORK?**

Employees enter their timesheet data into a Excel file, which is placed into a shared folder. An administrator can point the data from this folder and transfer it to the Sage ERP system. Timesheet cards are then produced in a timely manner for Payroll calculations. Alternatively, the payroll administrator can click a button within excel and the timecard will be created in the ERP system.

## FEATURES

- Employees are able to use excel spreadsheet for time sheet data in your ERP without having to reformat the data
- Administrator points to the folder and brings the data in the Payroll module as a time card
- Once the time card is transferred to your ERP, the administrator can continue to run payroll processes

#### BENEFITS

- Reduce the number of licenses needed for Sage ERP
- Lower the amount of time spent on formatting data
- Create payroll time cards in a rapid period of time
- Eliminate the need for physical time cards

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