



Unlock the power of easy time and expense management

Introducing Clock, the new end-to-end time and expense management solution from KEY2ACT. Clock lets users create time and expense entries linked to service calls, jobs and unbilled transactions. With Clock, time and expenses are easily logged through a simple user interface accessible via any internet browser.

Clock can help you:

- Reduce billing and payroll processing time
- Improve back-office visibility
- Make it easy for payroll administrator to correct entries
- Manage time and expense for multiple companies

Individual and crew time entry

With Clock, time and expense info can be entered by project managers, team members and team leaders in the field or by back-office staff. Team leaders and field supervisors can easily create time entries for their whole crew, or for individual or multiple crew members.

Robust reporting

Clock lets you easily create web-based reports based on time, project or cost information. Data is updated in real time, which means you're able to quickly view and analyze up-to-the-minute transaction entries, project hours or expenses by job or employee, and more.

Date	User	Cost Code	Pay Code	Equipment	Activity	Comment	Hours
Monday, March 5, 2018	Alan Flint	00-2000-001-1 (1001 - Project Management - Labor)	HOUR - Hourly Pay Code	* None Selected	JC - 1001	None	8.00
Monday, March 5, 2018	Alan Flint	00-2000-001-1 (1001 - Project Management - Labor)	OVER - Overtime Pay	* None Selected	JC - 1001	None	1.00
Subtotal 03/05/2018							9.00
Tuesday, March 6, 2018	Alan Flint	10 - BOILER/CHILLER LABOR	HOUR - Hourly Pay Code	0000000004 - AIR CONDITIONING UNIT [56]	SV - 171221-0002	SV test	8.00
Subtotal 03/06/2018							8.00
Wednesday, March 7, 2018	Alan Flint	10 - BOILER/CHILLER LABOR	HOUR - Hourly Pay Code	0000000004 - AIR CONDITIONING UNIT [56]	SV - 171221-0002	SV test	8.00
Subtotal 03/07/2018							8.00
Thursday, March 8, 2018	Alan Flint	10 - BOILER/CHILLER LABOR	HOUR - Hourly Pay Code	0000000004 - AIR CONDITIONING UNIT [56]	SV - 171221-0002	SV test	8.00
Subtotal 03/08/2018							8.00
Friday, March 9, 2018	Alan Flint	00-1000-001-1 (1001 - Engineering - Labor)	HOUR - Hourly Pay Code	* None Selected	JC - 1001	JC test	8.00
Subtotal 03/09/2018							8.00
Grand Total							41.00

Signature: _____

Features:

- Manager and project manager approvals
 - Private cloud implementation*
 - Multiple options for time entry including standard and time-in/time-out methods
 - Approval workflows with email notifications
 - Overtime rules engine for manual overtime warnings
 - Role-based permissions
 - Template options for frequent time entry
 - Visibility into leave balances and time off requests
 - Shift premium in pay code settings supported
- *On-premises implementation available by request

Building Confidence. Building Visibility. Building a Better Business.

