

no manual data entry

reduce **costs**

full reporting



- ▶ fully automated timesheet capture
- ▶ paper copies to electronic scanned images
- ▶ processing for faxed timesheets
- ▶ full document management
- ▶ workflow – data checked for integrity and automatically transferred to payroll if accurate
- ▶ full management reporting

Cleardata provides a fully automated timesheet solution. Manual timesheet processing can be expensive, using huge amounts of employee time for data entry and processing.

Our fully automated timesheet system uses data capture technology, extracting information from scanned images and improving the accuracy of your data. Faxed timesheets can be processed with the help of an Open Text Fax Server - Right Fax Edition Solution.

Workflow is automated, the system checks and compares timesheets for integrity against a set of rules and if correct will pass it to payroll for processing.

Payroll staff can easily search and access the electronic timesheets thanks to the document management software. If a captured timesheet is incomplete or needs additional approval, information can be changed, added or e-mailed back to the employee. It can also be directed to another part of the business, or sent to the client for administration.

Full management reporting is available for finance and compliance purposes

For further details about timesheet automation call 0800 046 5724.

- ▶ eliminate manual data capture of timesheet information
- ▶ reallocate staff time for more business critical jobs
- ▶ reduce query handing time
- ▶ deal with exceptions in real time
- ▶ find documents easily
- ▶ precise management reporting information
- ▶ no physical storage costs
- ▶ remove paper costs

Cleardata UK limited

Innovation House, Coniston Court, Riverside Business Park,
Blyth, NE24 4RP

0800 043 5724

sales@cleardata.co.uk

www.document-management-solutions.co.uk