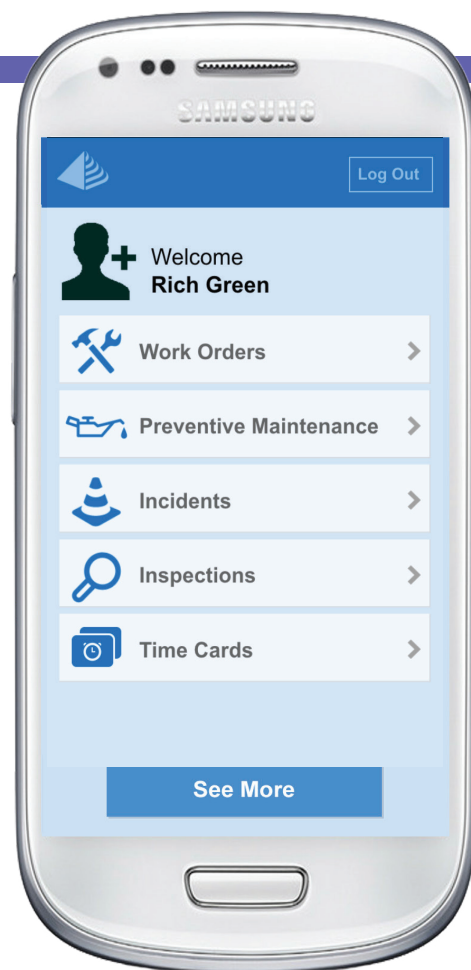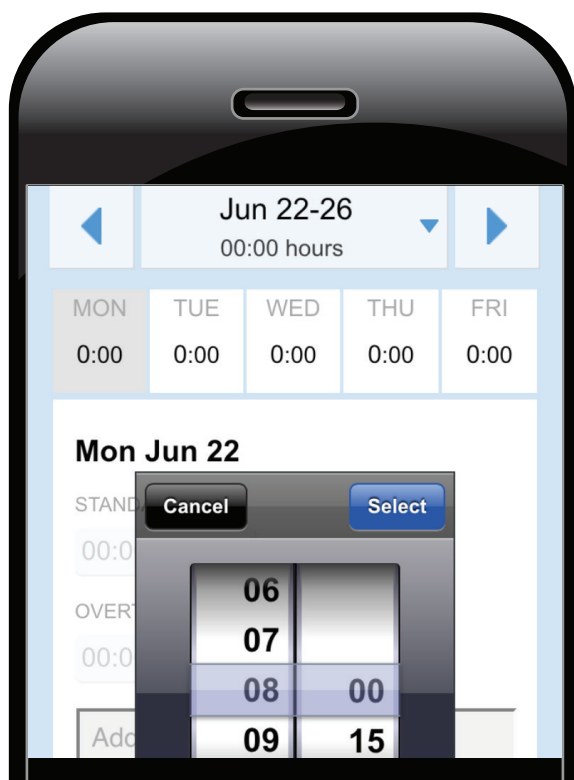# Time Cards

Property Managers and staff have a lot on their plates every day to keep their buildings running efficiently, and tracking employee work schedules can be a tedious and time-consuming task. With Building Engines' new Time Card feature, Property Managers now have an easy way to track labor hours, identify trends, and simplify reporting.
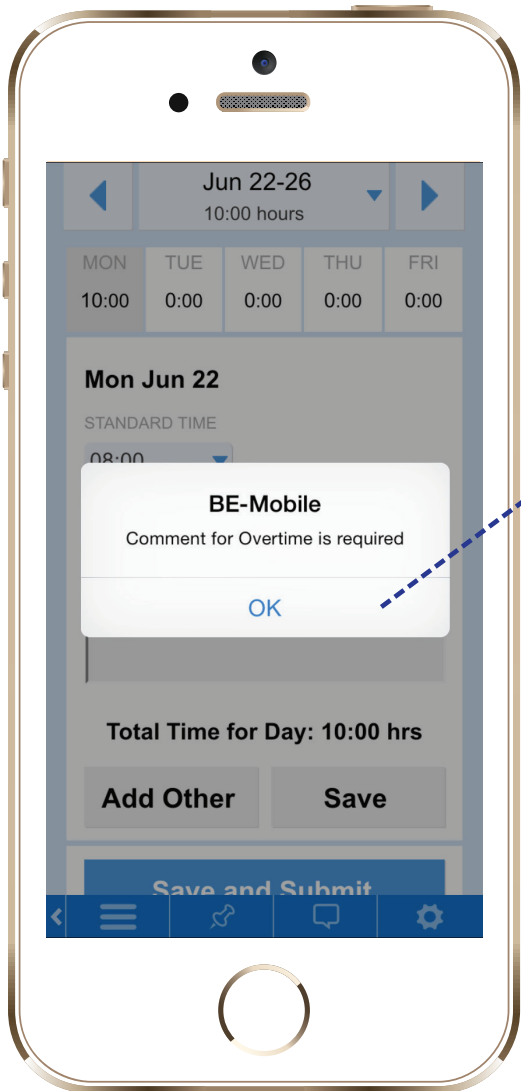
HOW IT WORKS

► Staff can submit time worked from any mobile device; including standard, overtime, vacation, sick, holiday, maternity, military, etc.

► Managers can view, update, approve or reject employee time cards

► Managers and payroll administrators can extract time card data via two easy reports

Time Cards

FEATURES

▶ *Configurable Labor Categories:* You decide what types of time (or labor types) in addition to "Standard Time" that employees can track (i.e. vacation, sick, maternity, etc.)

▶ *Additional Detail:* Comments can be required for certain time types, i.e. Overtime

▶ *Automated Notifications:* The system will notify all relevant parties when time cards have been saved, submitted, and approved by management

For a Demonstration of Time Cards, Call and Ask for Sales at 866.301.5300

BuildingEngines