



## Features of easyTIMESHEET for Timekeepers

- Easy Group Data Entry
- **Timekeepers can be designated to enter time for a group of employees**
- **Hours and charge codes can be defaulted with preferences**
- **Managers can enter time from the field for employees without web access**
- Eliminates re-keying of time for easier processing of payroll
- Timekeepers can also record Notes and Units

Employee	Company	Activity	Pay Type	Department	Mon 11/07	Tue 11/08
Barrera,Carlos	NetBase	Disney	Regular	AppSpt		
Bolen,Katherine	Boston	Amex	Regular	HR		
Brockel,Tom	N2Tech	FSA BUD	BPR	Exec		
Carmack,Karen	SD	Disney	Regular	HR		
				Total:		

**Timekeeper Entry Edit**

Row Details

Employee:  Location:

Date	Hours	Units	Notes
Mon 11/20	<input type="text" value="8.00"/>	<input type="text" value="0"/>	
Tue 11/21	<input type="text" value="8.00"/>	<input type="text" value="0"/>	
Wed 11/22	<input type="text" value="8.00"/>	<input type="text" value="0"/>	
Thu 11/23	<input type="text" value="8.00"/>	<input type="text" value="0"/>	
Fri 11/24	<input type="text" value="7.50"/>	<input type="text" value="0"/>	
Sat 11/25	<input type="text" value="0"/>	<input type="text" value="0"/>	
Sun 11/26	<input type="text" value="0"/>	<input type="text" value="0"/>	

[www.easyTIMESHEET.com](http://www.easyTIMESHEET.com)

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