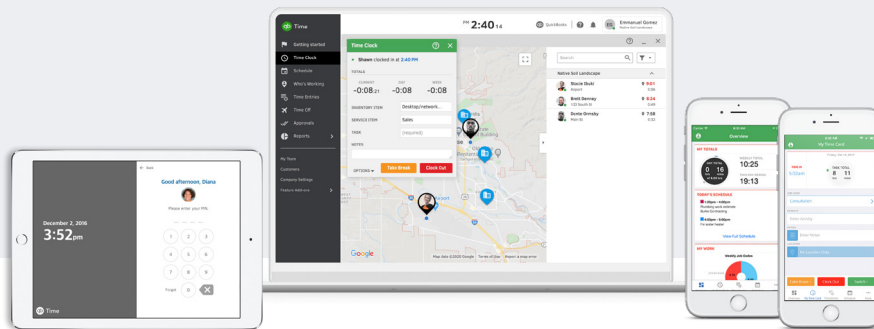




# QuickBooks Time Differentiators

Best-of-breed features that provide time tracking solutions to your clients.



### Mobile and Remote Workforce Solutions

QuickBooks Time allows for 12 Customizable Labor Fields for admins/employees to track against. These fields can be required and assigned to specific employees and formatted in Numeric only, Decimals, Free Form, Pick List.



### In-App Mileage Tracking

Based off GPS location, you can track how many miles were traveled.



### Allocation and Real Time Tracking

The ability for employees to allocate their time / hours to the jobs they are working on after the fact vs. in real time punches.



### Kiosk

Time Tracking via tablet or iPad. The tablet can location track now as well.



### Crew Clock

A Supervisor can clock in crews to jobs, phases, codes and more all from a single device.



### 24-Hour Shifts

QuickBooks Time does NOT clock employees out after 24 hours like other time tracking systems. Employees or supervisors manage time by either clocking themselves and/or their crew in and out or allocating time by entering summary hours at the end of the day. An employee will only be clocked out of QuickBooks Time after 7 full days on the clock. This means the QuickBooks Time's timer can run up to 168 hours.



### GPS Tracking

QuickBooks Time can track employee location in real time throughout their workday, showing as a breadcrumb trail. Geofencing (available with QuickBooks Time Elite for Project Tracking) prompts employees to clock in when they enter a project zone.



### Cascading Fields with Reports

Cascading Fields allow an "if this, then that" approach to data collection--minimizing errors and creating ease of use for employees.



### Jobsite Photos

Take Pictures Live or from camera roll to attach to timesheets.



### Signature Capture via Mobile

Capturing Signatures via Mobile



### Alerts - Overtime and Missed Punches

Alerts Admins/Managers when an employee is approaching daily, weekly overtime or missed a punch.



### Offline Punches

Employees can track time via mobile even with no cellular or WIFI connectivity.



### Who's Working Window

See who's on the clock, where they're working, and what they are working on – all at-a-glance – minimizing errors, creating ease of use for employees, and improves accuracy of information collected in the field.

## Supercharge your ADP® time cards with QuickBooks Time

ADP Workforce Now® clients start your free trial [here](#).

RUN Powered by ADP® clients start your free trial [here](#).



Already use QuickBooks Time & ADP?

Get the QuickBooks Time Connector app on ADP Marketplace [here](#):

**[ADP Workforce Now](#)**  
**[RUN Powered by ADP](#)**

Not yet an ADP client?  
Email us at [Time@intuit.com](mailto:Time@intuit.com)

\*#1 time tracking software for small businesses based on G2, as of June 2021. \*Based on information collected in February 2021 from the Apple App Store, Google play store, Capterra, Software advice, G2Crowd and Q&B Apps.com, in which a total of 76,753 ratings out of 101,487 were 5 stars. \*Based on a survey of 1,408 customers in the U.S. in August 2021. On average, businesses that report gross payroll costs savings save 4.00%. On average, businesses that report an increase in billable time added 9.96%. ADP, the ADP logo, ADP Workforce Now, RUN Powered by ADP, and ADP Vantage HCM are trademarks of ADP, Inc. or its affiliates or licensors. The information in this document was prepared by Intuit and Intuit is solely responsible for its accuracy and completeness. ADP makes no representation as to the accuracy or completeness of any information contained herein.

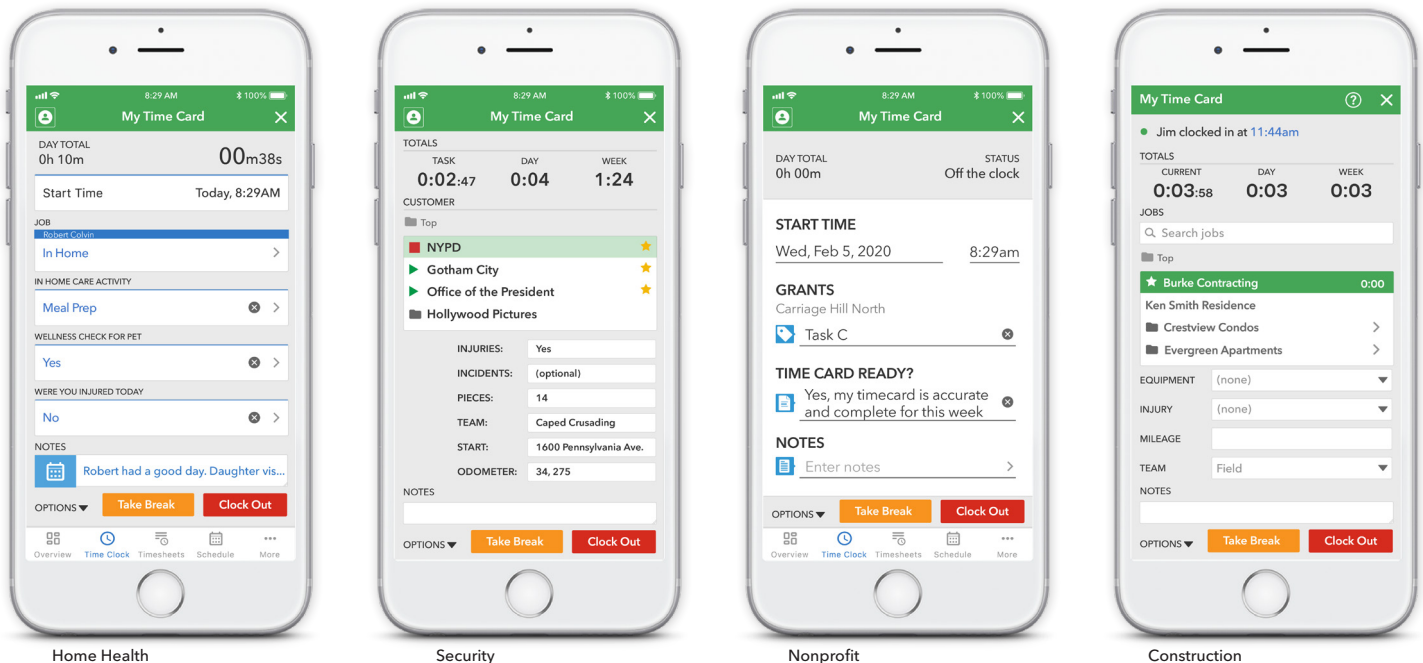


# QuickBooks Time's Robust Mobile App has 12 customizable labor levels for admins/employees to track against.

Spotlight On: *Robust Mobile App with 12 Customizable Labor Levels*

## Robust Mobile App with 12 Customizable Labor Levels

QuickBooks Time allows for 12 Customizable Labor Fields for admins/employees to track against. These fields can be required and assigned to specific employees and formatted in Numeric only, Decimals, Free Form, Pick List.



## Benefits

- Allows clients to get accurate job costing
- Helps with expense tracking
- Makes employee reimbursements easier
- Clients can track anything they need for their business
- Completely customizable to meet each individual client's needs
- Multiple formatting options (text, numbers, list)

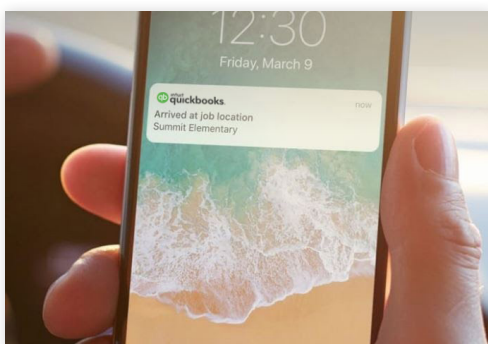
# Mobile Timesheets with GPS Tracking helps easily track time and locations for mobile employees

## Spotlight On: *Breadcrumb Trail & Geofencing*

Thousands of businesses use QuickBooks Time to track and manage employee time for payroll, invoicing, and scheduling. Millions of employees use QuickBooks Time for accurate timesheets and project tracking every day. QuickBooks Time is the #1 Time Tracking Software<sup>1</sup> with more than 75,000 5-star reviews<sup>2</sup> that can save you 4% on payroll costs and increase billable hours by nearly 10%.<sup>3</sup>

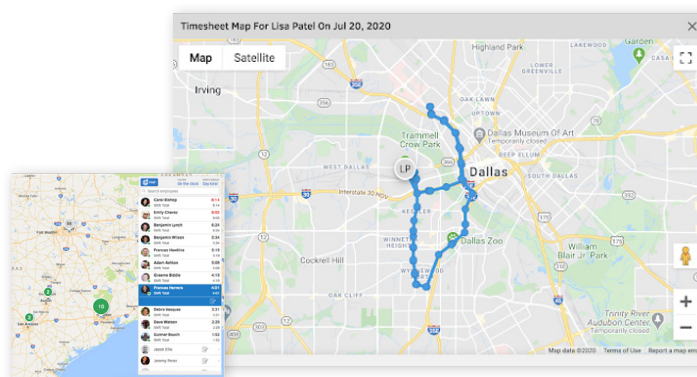
### Breadcrumb Trail

QuickBooks Time can track your employees' location in real time throughout their workday, displayed as a Breadcrumb Trail.



### Features

- Breadcrumb trails and location points show you where each employee is working in real time.
- Managers and admins can see where employees are when they clock in and out, and where they are working throughout the day.
- Use the QuickBooks Time GPS time tracker to verify arrival and departure times at a job site, and time spent at each location.
- Identify employees closest to each job site for more efficient dispatching.



### Geofencing

Available in QuickBooks Time Elite for Project Tracking, geofencing prompts employees to clock in when they enter a project zone.

### Benefits

- Easily track time and locations for mobile employees using any device, in real time, with GPS tracking.
- Manage sick time, vacation time, holidays, and paid time off (PTO).
- Proactively manage overtime.
- Create, edit, and share employee locations in minutes. See who's working, where they're working, and the jobs, phases, and codes they're working on.
- Audit trails to protect you in the unforeseen event of a labor dispute.

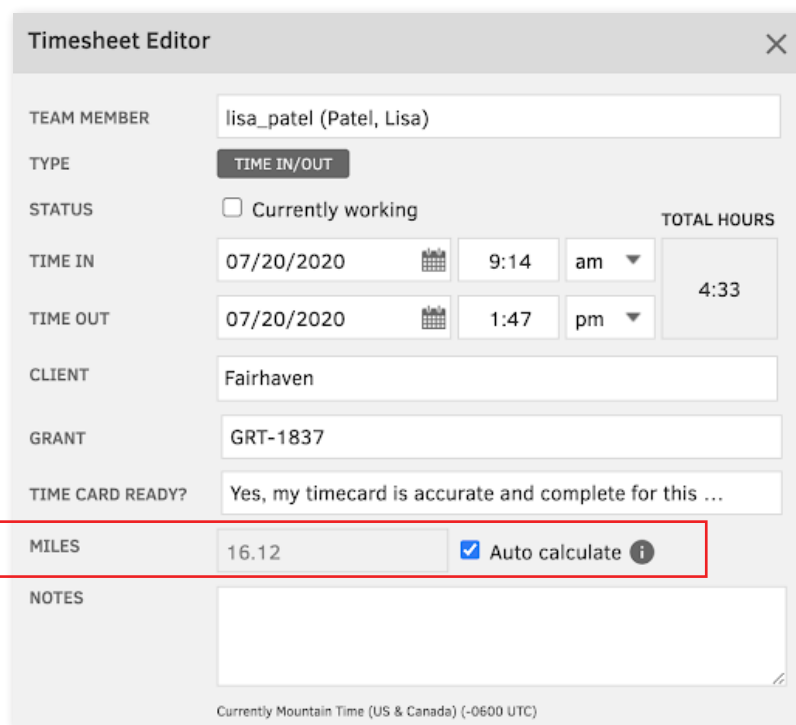


# Mobile Timesheets with In-App Mileage Tracking easily helps track miles traveled by mobile employees based on GPS location.

Spotlight On: *In-App Mileage Tracking*

## In-App Mileage Tracking

Based off GPS Location, QuickBooks Times allows you to automatically track how many miles employees traveled to and from various jobs throughout the day when they are clocked in.



**Timesheet Editor**

TEAM MEMBER: lisa\_patel (Patel, Lisa)

TYPE: TIME IN/OUT

STATUS: ☐ Currently working

TIME IN: 07/20/2020 9:14 am

TIME OUT: 07/20/2020 1:47 pm

CLIENT: Fairhaven

GRANT: GRT-1837

TIME CARD READY?: Yes, my timecard is accurate and complete for this ...

MILES: 16.12 ☒ Auto calculate *i*

NOTES:

TOTAL HOURS: 4:33

Currently Mountain Time (US & Canada) (-0600 UTC)

## Benefits

- Track where employees are in real-time
- Track mileage for employees in real-time
- Ability to bill mileage back to clients
- Eliminates the need for more apps or having to manually enter mileage

# Cascading Fields allow an “if this, then that” approach to data collection minimizing errors and creating ease of use for employees.

## Spotlight On: *Cascading Fields*

### Cascading Fields

QuickBooks Time Cascading Fields allows for an “if this, then that” approach to data collection minimizing errors and creating ease of use for employees. If an employee chooses “yes” to one question, an option can appear to fill out another field. For example: Made a purchase? Y/N. If they choose Yes, a box called “Amount” will appear.

**Equipment**

Equipment	Hours
Crane	14.73
Dozer	8.00
Forklift	9.70
Hoist	5.22
<b>Total</b>	<b>90.10 hrs</b>

**My Time Card**

Jim clocked in at 11:44am

TOTALS

CURRENT	DAY	WEEK
0:03:58	0:03	0:03

JOBS

Search jobs

Top

- ★ Burke Contracting 0:00
  - Ken Smith Residence
    - Crestview Condos >
    - Evergreen Apartments >

EQUIPMENT (none)

INJURY (none)

MILEAGE

TEAM Field

NOTES

OPTIONS Take Break Clock Out

Select Burke Contracting, then select the Lot Number

- ☆ 124
- ☆ 125
- ☆ 126
- ☆ 223
- ☆ 224
- ☆ 228

Select Ken Smith Residence, then select the Phase

- D
  - ☆ Demo
- F
  - ☆ Finishes
- I
  - ☆ Install
- M
  - ☆ Measure

### Benefits

- Allows clients to get accurate job costing
- Helps with expense tracking
- Makes employee reimbursements easier
- Clients can track anything they need for their business
- Completely customizable to meet each individual client's needs
- Multiple formatting options (text, numbers, list)
- Track extra details on timesheets, like mileage, equipment, tasks, and more!
- Assign specific fields to jobs/customers
- Make the fields required or optional
- Allow team members to enter the information as free-form text or select options from a drop-down list

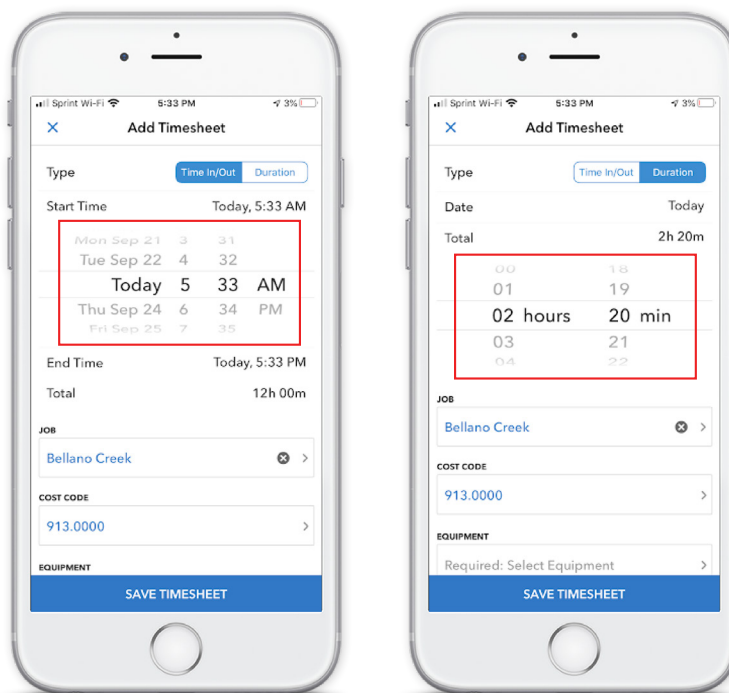


# QuickBooks Time mobile app allows employees to allocate their time by job in real time as well as after the fact.

## Spotlight On: *Allocating Time*

### Allocating Time by Job/After the Fact

QuickBooks Time offers the unique ability for employees to allocate their time / hours to the jobs they are working on after the fact vs. in real time punches.



### Benefits

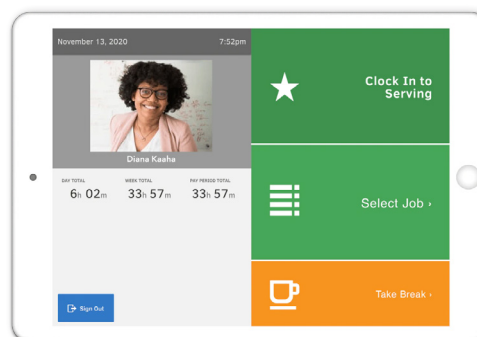
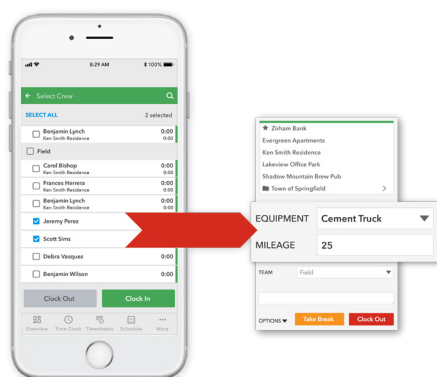
- Accurate Time Tracking on Projects and Jobs
- Better estimates on future projects
- Know critical information in real-time to boost profitability
- Know how much time each worker spends on each project
- Track any task, estimate, etc. on any job, customized to your needs

# QuickBooks Time offers kiosk time tracking for employers in need of a central clock in and out solution as well as crew clock functionality for supervisors.

## Spotlight On: Kiosk and Crew Clock

### Kiosk Time Tracking\*\*

Employees can track time via tablet or iPad. The tablet can location track now as well! This avoids “buddy punching” or time theft.



### Crew Clock

A supervisor can clock in their entire crew to jobs, phases, codes and more all from a single device.

### Benefits

- Easy to set up, our online punch time clock works on any tablet, desktop, or laptop with an internet connection. \*\*
- Employees can track time with a four-digit PIN. Enable photo capture to curb time theft and buddy punching.
- Add a location to each time clock, so admins or managers know exactly where each timesheet is coming from. \*\*

#### \*\* Features

**Track time on any device:** QuickBooks Time can be used on any device that has an internet connection and a web browser. QuickBooks Time is also available in the Apple App Store and Google Play Store.

**Mobile apps:** The QuickBooks Time mobile companion apps work with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Time mobile access is included with your QuickBooks Time subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

- Employees working in one location can track time from one device, clocking in and out in seconds.
- Employees can review and submit timesheets from the kiosk. Time data syncs to your payroll software of choice. \*\*
- Categorize time data by job, task, employee, group, or project for job costing and resource allocation. \*\*

**GPS tracking:** QuickBooks Time mobile app allows users to share their location data while they are on the clock. Cell service required for GPS points accuracy. QuickBooks Time does not save GPS points for users when they are off the clock. Account admins may require users to set their location settings to “Always” in order to clock-in and track time using the QuickBooks Time mobile app.

**Time Clock Kiosk:** QuickBooks Time punch time clock works on any tablet, desktop, or laptop with an internet connection. Not designed to work on mobile devices.

**Streamlined payroll and invoicing:** QuickBooks Time directly integrates with several payroll software platforms. Additional fees apply.

**Project estimates vs actuals reporting:** Available in QuickBooks Time Elite only.



QuickBooks Time

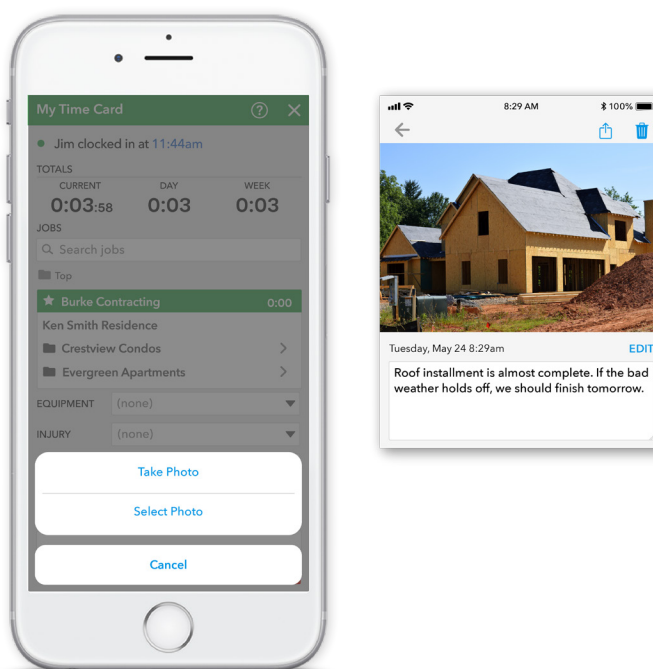


# QuickBooks Time mobile app allows employees to take, upload, and attach jobsite photos to timesheets. Just snap, store, and share.

Spotlight On: *Jobsite Photos*

## Jobsite Photos

QuickBooks Time offers employees the ability to take jobsite photos live or on their camera roll and then upload them via the Mobile App to attach to their timesheets.



## Benefits

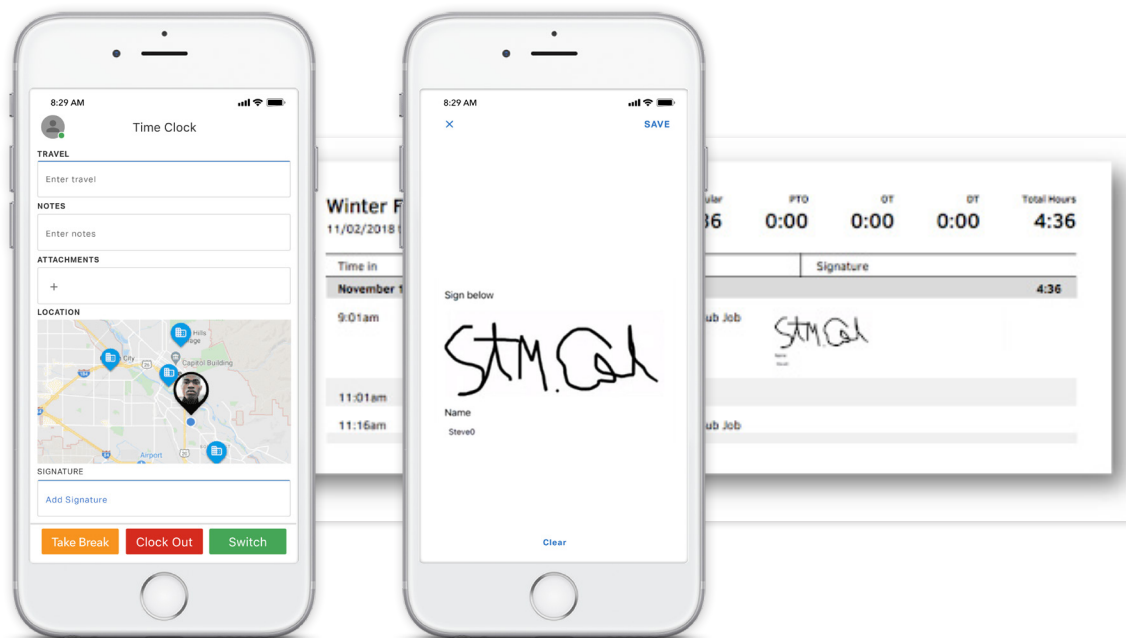
- Minimizes guesswork. Attaching photos can help you track progress and identify issues on a job site in real time. Just snap, attach, and save.
- Increases productivity. If foremen and managers can see what's going on at a job site, then they can resolve issues quickly and make timely decisions that allows the team to perform at its best.
- Keep your workforce informed with well-documented workflows when minutes matter.
- Gain remote visibility. Make progress anywhere with the help of visual updates on employee timesheets.
- Avoids document damage
- Attach Receipts to timesheets
- Available within seconds for admins and managers to view
- Viewable by admins, managers, and in QuickBooks Time reports
- Multiple photos can be added to the same timesheet
- Anyone with "Manage My Timesheets" permissions can add photos to past timesheets when editing a timesheet.

# QuickBooks Time mobile app allows signature capture via the Mobile App to verify signature of a patient, guardian, or delivery made/received.

Spotlight On: *Signature Capture*

## Signature Capture

QuickBooks Time offers the ability for a mobile workforce to capture signatures of a patient in the case of home healthcare, a guardian, or to verify any delivery made or received.



## Benefits

- Get signatures in the field immediately
- See signatures on dashboard within seconds
- No need to carry paper
- Add to the same timesheet as the job, keeping all info crisp
- Signatures viewable by admins, managers and in QuickBooks Time reports



# Overtime Alerts notify admins/managers when an employee is approaching daily or weekly overtime or a missed punch for better budgeting and job costing.

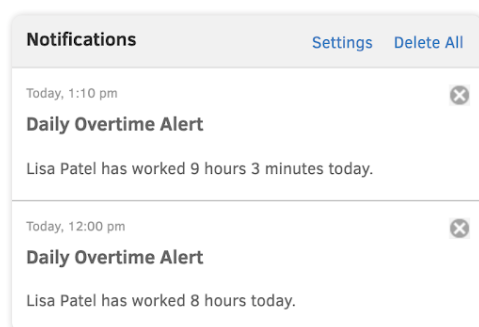
Spotlight On: *Overtime and Missed Punch Alerts*

## Overtime Alerts

QuickBooks Time is more than an overtime tracker. Set up overtime alerts to keep employees from working unintended overtime.\*

## Missed Punch Alert

QuickBooks Time helps businesses receive a notification alert if a punch is missed at the start or end of scheduled shift. As a result, managers know if an employee has not clocked in or out or is a no show.



## Benefits

- Get alerts before expensive overtime begins, for better budgeting and job costing
- The QuickBooks Time pay rate engine automatically tracks overtime and holiday rates for individuals, groups, or the entire company, so you can save time and reduce payroll errors. QuickBooks Time handles the calculations for you.
- Advanced overtime settings include multiple rates by hours of the day, overtime rates by week or pay period, and different pay rates on different days of the week.
- Receive a notification alert via mobile or email of missing punches within minutes at the start or end of scheduled shift. As a result, managers know if an employee has not clocked in or out or is a no show.
- Ability to set daily and weekly notifications for management as well as workers.
- Customize notifications from a worker level up to company level.
- Set reminder emails for OT until worker clocks out.

\* **Overtime Alerts:** Automated overtime identifies potentially incorrect overtime hours based on current laws and regulations; business owners have full control and can decline this suggestion in product. Compliance with application laws is the responsibility of the business. This feature is for information purposes only and should not be considered legal, accounting or tax advice, or a substitute for obtaining such advice specific to your business.



# QuickBooks Time allows employees to track time via their mobile device even when there is no cellphone service or WiFi connectivity.

Spotlight On: *Offline Punches*

## Offline Punches

Employees can track time via mobile even with no cellular or WIFI connectivity. This is especially important for emergency/disaster response crews or field service crews.

## Benefits

- No Wi-Fi or data connection needed to track time from mobile
- Track time in low coverage areas
- Get accurate time tracking as soon as worker's phone syncs
- Time tracking for remote workers





# QuickBooks Time allows employees to stay clocked in for up to 7 full days without clocking out to accommodate for 24-Hour Shifts

## Spotlight On: 24-Hour Shifts

QuickBooks Time does NOT clock employees out after 24 hours like other time tracking systems. Employees or supervisors manage time by either clocking themselves and/or their crews in and out or allocating time by entering summary hours at the end of the day. An employee will only be clocked out of QuickBooks Time after 7 full days on the clock. This means the QuickBooks Time's timer can run up to 168 hours.

### Benefits

- Accurate time tracking for 24+ hour shifts
- No auto clock out for 7 days
- Split timesheet or keep them as one at midnight
- Overtime can cover alternate rates for 24 hour workers

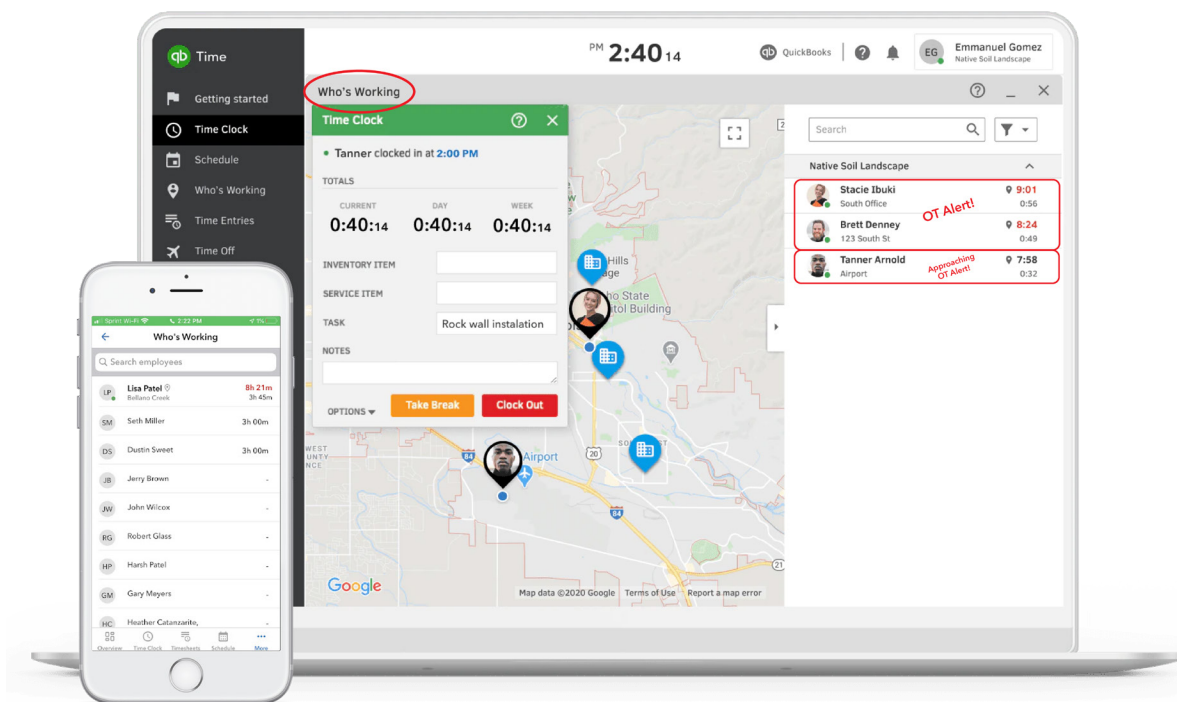


# Who's Working Window helps businesses see who's on the clock, where they're working, and what they are working on—all at a glance.

## Spotlight On: *Who's Working Window*

### Who's Working Window

Based off GPS Location, QuickBooks Times allows you to automatically track how many miles employees traveled to and from various jobs throughout the day when they are clocked in. Employees can be sorted by clock-in time, total hours, location, and jobs, making it easier to locate an employee.



### Benefits

- See who's on the clock and the GPS location of the clocked-in employee if they are being tracked and get a bird's eye view of your workforce in one place.
- Click on an employee's GPS location marker icon to see where they are on the map, which is useful if you need to get mobile employees dispatched fast and let them know where they are being sent
- Track and edit worker's timesheets in same place
- Can be used from Mobile or Dashboard