W.6 We use an electronic timesheet system.

**Intent**

Electronic timesheet systems reduce the paper waste associated with printing regular paper timesheets. Another benefit is improved legibility.

**Point Value**

2 points

**Instructions**

Creating and implementing electronic timesheet systems can be costly, several or all offices within a center or college may want to pursue this action together.

**How to switch to an electronic timesheet system:**

1. Identify a requirement list.
   a. Start with what would be ideal. Ask end users (those who process payroll) and user groups.
      1. Functional - ex: what information is needed, what level of detail, how many levels of approval are required, user friendliness.
      2. Technical - ex: how will the system operate, what server will it be housed on.
   b. Once you have developed the list of “ideals”, identify which are “musts” and what is doable.

2. Research vendors.
3. Select a vendor you will work with.
4. Implement, test, revise if necessary.

**Resources**

There are many vendors available, but to get you started on your research, the following are vendors currently used by various offices at Penn. This is not an endorsement of any particular vendor or group of vendors.

Kronos: www.kronos.com
Nettime Solutions: www.nettimesolutions.com
Time Clock Plus: www.timeclockplus.com