



MyTimeCards.com

Your Web-based Employee Timekeeper

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MyTimeCards.com Company Overview

Innovative technology and a commitment to superior customer service have established MyTimeCards.com (MTC) as an exceptional provider of Web-based employee time tracking, scheduling and job tracking solutions.

MyTimeCards.com's suite of online employee management tools enables its customers to maximize efficiency and reduce cost of operations by building Internet accessibility and program customizability into fast, accurate, and simple-to-use records of employee attendance and work times. MTC modules – Timecards/Timekeeping, Scheduling, Time-off Accruals and Job Tracking - are tailored to fit your business needs, whether you manage one employee on site or a thousand workers stationed globally. In fact, MTC is not limited to employee tracking. It is a simple, accurate way to schedule and/or record attendance of anyone – day care students, program attendees, senior residents – you name it!

Since 2005, MTC has provided virtually uninterrupted services to customers via secure servers and Secure Socket Layer (SSL) encryption of data. MTC single-point-of-contact service ensures consistent, personalized response to all their customizing and technical support needs.

MTC tools are accessible around the clock from any Internet-connected device that supports Internet Explorer.

Products and Services

MyTimeCards.com has developed solutions suited to the needs and operations of every business. Each module may be customized based on your company's time management policies and practices to have the greatest impact on staff productivity and cost reduction.

- Timecards – Viewable 24/7 in a simple, traditional looking format, these Web-based timecards automatically track worked hours and maintain accrual and usage of earned time off. Timecard periods are customized for you – whether you track weekly, bi-weekly, monthly, bi-monthly, or otherwise. Each timecard allows one-click supervisor approval and easy entry of pertinent comments by employee or supervisor.
- Timekeeping – The MTC virtual punch clock allows employees to key in with a unique ID from any Internet-connected device, or swipe badges at a conveniently located reader to clock in and out. Customized, automatic rounding of hours lets you decide whether to track time to the nearest second, nearest minute, 5 minutes or any increment you choose.
- Scheduling – The flexibility of the MTC scheduling module allows creation of very simple to very complex schedules viewable by all employees and editable by managers. It provides easy-to-identify alerts when an employee is scheduled for more hours than approved, or when an employee clocks more hours than approved. The MTC scheduling function features a simple, automated process for requesting time off, and one-click supervisor approval.



- Time-off Accruals – Customized accrual calculation automatically and accurately tracks earned time off for multiple employee types based on your company’s policies regarding hour type (sick, vacation, etc.), employee longevity, and more.
- Job Tracking – MTC Jobs module gives you the ability to schedule or charge and track worked hours for an unlimited number of specific jobs you’ve predefined, or you can charge hours to clients, departments, projects, grants or just about any category you can think of.
- Reports – A wide variety of reports may be generated quickly in the MTC modules, but if you have a need we have not anticipated, customized reports may be created. Just a couple of clicks produce records of actual clock in/out times for any or all employees, payable hours listed by employee to input for payroll, and much more.
- Customer Support – MTC takes pride in responding personally and promptly to all our customers’ questions and suggestions, and we offer free technical support and training. We welcome input on our products and services, and work continually for and with you to maximize our product’s benefit to you and reduce the time and money you now spend managing employee work time.

Benefits to Your Business

- Web-based – manage your employees from anywhere
- No software to install or upgrade
- Access is Login/Password-restricted – you decide who views what data
- No paying for time not worked – you can monitor clock in/out times for any or all employees in real time or in report form for later review. You control to what extent the virtual time clock rounds the punched times.
- Quick detection of trends in absenteeism or clock-riding
- Saves the time and expense of handling paper and manually checking and approving time cards
- No costly math errors in calculating payable hours or earned time off
- You don’t pay for services you don’t need. Each MTC module is priced separately.
- One point of contact – Susan Passaro (845) 705-0053