

SERVICEMAX

FIELDFX

FIELDFX TIMECARDS MODULE

**SIMPLY AND
EFFICIENTLY TRACK
BILLABLE AND NON-
BILLABLE TIME
FOR EMPLOYEES
WITH FIELDFX
TIMECARDS**

INTRODUCTION

The FieldFX FX Timecards module makes the process of tracking billable and non-billable time for employees simple and more efficient. With the easy-to-use native application on a smartphone, FX Timecards makes it easy to create, review and approve timecards. No more relying on paper or Excel-based time management processes.

FX Timecards brings great value for multiple roles, including executives, billing/payroll admins and the field technicians. The module helps them be more efficient and effective by digitizing and streamlining processes that were once tedious and complex to complete.

The FX Timecards module provides insight for companies via analytics that highlight crew utilization and billable/ non-billable time-based reports. It also empowers technicians with the full visibility of the approval process of their own time. With the integration of other FieldFX modules, FX Timecards can capture time and send triggers to other modules to provide seamless communication within a streamlined system.

Manual World of Timecards

Traditionally, a technician enters their time on a paper timesheet. His or her supervisor is also tracking the billable time on a paper field ticket. After the job completion, all of the information is sent in to the office. Billing admins have to reconcile between the technician's timesheet and the supervisor's field ticket before the end of each pay period. This cumbersome process can take hours to complete since it has to be done for every technician that submits a timesheet.

With manual processes of inputting, tracking and reviewing timecards, issues that can cost companies time and resources are created:

- Payroll inaccuracy
- Laborious reconciliation between timesheets and tickets
- High risk of human errors
- Fractured communication flow
- Inefficient management of billable and non-billable time

FIELDFX TIMECARDS FOR EVERY ROLE

For Executives

With the FX Timecards module, executives are able to run reports in dashboards. These reports can provide insight to make strategic business decisions. Information that was once only on paper and Excel spreadsheets now can be leveraged within FieldFX to provide powerful analytics. With a click of a button, reports such as hours worked, employee cost, certification expirations, NPT (non-productive time) and many others can be created with ease. For instance, executives can run reports to see crew utilization comparison by location. With this information, companies can enhance the efficiency of their staffing.

For Billing/ Payroll Admin

The end of the month or a pay period can be very hectic for admins. They have to consolidate all the timesheets of all the technicians and make sure the billable time from the tickets matches the timesheets that were submitted. They also have to make sure the payable time matches the billable and non-billable time. Having to sort through all of this paper can be an administrative nightmare.

With FX Timecards, there is a single source of truth ensuring the billable time on tickets matches all timesheets. All the information can be automatically rolled up against the tickets and timesheets ensuring accurate payable time. Other analytics that are provided by reports and dashboards can provide valuable information like which technician should get paid how much for the hours worked. The task that would usually take hours can now be completed quickly and effectively.

For Technicians

The FX Timecards application is a one stop shop for technicians when it comes to their billable and non-billable time. With the new easy to use native mobile application, technicians can record, track and manage their time.

The FX Timecards module makes it easy for technicians to manage and track the approval process of the submitted timecards. With a click of a button, technicians are able to view previous and current timecards and their statuses. Features such as copying hours between days, allow technicians to copy and paste a timesheet from one day to another making submitting timecards effortless. If they see time has been submitted incorrectly, he or she is able to flag it to their supervisor to double check the error and mitigate it. Paid time off for a specific time and date can also be submitted for approval. Technicians will receive a notification when their time off has been approved. The full visibility of the approval process for all things time is now at the technician's fingertips.

FX Timecards Inherent Integration with FieldFX Product Suite

FieldFX is highly customizable based on the needs of the company. Organizations are able to implement one module or all of them at once. With the FieldFX integrated suite, billable time is added by a supervisor in FX E-Ticketing on the field ticket and is funneled on to a timesheet seamlessly making sure they both are equivalent. FieldFX makes sure the time that you are billing and paying your employees is as accurate as possible.

When a technician's paid time off is approved in the FX Timecards module, that person is then unavailable to be scheduled for a job in the FX Schedule and Dispatch module and a maintenance job in the FX EAM module. Simultaneously, schedulers automatically receive a notification saying the technician is unavailable for work in both of the modules eliminating the double booking of technicians.

The combined impact of the FX Timecards features can significantly impact an organization's bottom line. A centralized and digitized platform creates a series of business values to empower enterprises.

Single Source of Truth for Employee Payable Time

Organizations today are carefully managing and tracking data that is collected on and off the field. Rather than maintaining the same data in separate systems and workflows, FX Timecards provides a single point of data entry for billable time from the field ticket and non-billable time that the technician submits on a timesheet via the mobile app. With the simplification of the point of data entry, FX Timecards eliminates a series of steps while being the hub of digitalized information on payable time.

Increase Payroll Accuracy and Efficiency

A fundamental goal for payroll is accuracy. Paper and manual timesheets create copious amounts of work and many errors to the payroll process. In the FX Timecards module, you trade in the influx of paper timesheets for a centralized platform that provides you with information to easily and effectively finish payroll. Within FieldFX, the billable time from the ticket flows seamlessly on to a timesheet. When it is time to start payroll, simply run reports to see if the time matches the timesheet and tickets. Human errors from the manual reconciliation of paper tickets and timesheets are eliminated since the process is digitized within FieldFX.

Maximize Crew Utilization

Through the powerful central platform that is FX Timecards, you can generate reports to compare the utilization between crews. You can drill down and see at a granular level the differences between payable time, versus non-billable time, versus time off. Another very valuable report you can run is on-time versus off-time which provides another granular view of your business. You can also generate reports on historical pay cycles to measure against budgets and resource surges. Being able to have reporting on these factors empowers organizations to make strategic business decisions.

Efficiency of people and processes can significantly improve an organization's profitability. FX Timecards streamlines processes to maximize efficiency, which significantly impacts the bottom-line of an organization. Visibility with analytics also empowers organizations with information that provided the broad view of the business like no other.

FX Timecards is a real game changer when it comes to the recording, managing and tracking of payable time.

Complete Mobile Field Operations Management Solutions

The FieldFX product suite is a complete mobile field operations management solution, providing companies in the oilfield, industrial and environmental services industries with the ability to organize and manage jobs, quotes, field tickets, equipment, contracts, price books and labor along with customer-specific electronic forms.



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