

Convenient employee access to their payroll history and settings

- Year-to-date totals for deductions
- Pay history for current year or past years
- Federal exemptions claimed
- Balances for vacation, sick, compensation hours and other user-defined leave types
- Convenient for employees already using computers as part of their jobs
- Employees not using computers as part of their job will find it easy to read and use

Easy, quicker supervisor review for faster time card approval

- Supervisor approval can be required before payroll clerk imports daily time card information into the payroll time card system
- Eliminates need for supervisor to check math
- Eliminates legibility problems
- Supervisors may access time cards only for employees for whom they are responsible

Eases stress and pressure on clerks when deadlines are tight

- **DAILY TIME CARDS** import directly into **PAYROLL**
- Daily time is automatically summarized to pay period time, eliminating manual calculation
- Paperless archiving of time cards provides the ability to print a copy at any time
- Eliminates maintaining, handling, archiving of paper forms
- Reduces changes and additions made by the payroll clerk

Ensures privacy and data safety

- Time cards are password protected
- Employees and supervisors do not have access to the payroll system

eAccess* Daily Time Cards

Go beyond your desktop with eAccess. Utilize your laptop for easy, convenient access via BMS Cloud Hosting to Daily Time Cards software. There's no RDP to set up or application to install. BMS simply provides you a website link that delivers instantaneous access anytime and anywhere you have internet connection. It's safe, secure, and delivers added capabilities and efficiencies.

* eAccess is only available with BMS Cloud Hosting. Variations of some mobile internet devices may affect software compatibility and limit functions.

REPORTS

- Daily Time Card Summary Report
- Daily Time Card Entry Log
- Substitute Accounting Worksheet
- Substitute Hours by Employee Worksheet
- Daily Time Card Employee Hours Listing
- Daily Time Card Employee Hours Export
- Daily Time Card Approval Setup Report