

WHITE PAPER ON TIME ENTRY PATTERNS

Time entry patterns play a crucial role in determining how organisations can optimise their workforce and manage their resources effectively.

Time entry patterns are especially important in service-oriented businesses because these typically rely on hourly employees to deliver their services. In such businesses, employees' time is a critical resource that needs to be accurately tracked and managed to ensure that clients are served effectively, and the business remains profitable.

CHALLENGES

Professional services businesses often face unique challenges in managing employee time entry, such as scheduling complexities, time theft, and the need to track employee productivity in real-time. We are going to explore how these organisations can better forecast their labour costs, optimise their resources, and ensure that they are billing clients correctly for the time spent on their projects. Furthermore, many service-oriented businesses bill clients on an hourly basis, which makes time entry even more crucial. Incorrect or incomplete time entries can result in significant revenue losses, missed deadlines, and client dissatisfaction.

[Discover pryme Time](#)

Executive Summary

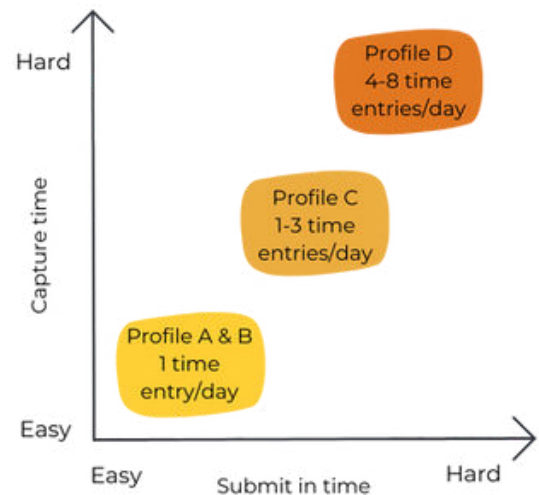
The paper highlights the unique challenges that professional services businesses face in managing employee time entry, including scheduling complexities and the need to track employee productivity in real-time.

It examines the different time entry patterns by **analysing the time registration data of a 250-employee professional services company**. Additionally, this paper explores how technology can help manage resources better. Let's dive in!

Time entry patterns

Although in many professional services companies, we have observed a mixture of different time entry patterns depending on the employees' roles, we have distinguished four main types:

- The **profile A** concerns those employees who do not work on projects. We typically find this pattern in **Finance/HR/Marketing**. They only require **absence & attendance assignments**, that's to say **one time entry per day**.
- The **profile B** refers to those who are assigned to long-term projects, for instance **consultants**. These **long-term assignments** also require **one assignment or time entry per day**.



In both cases, time registration and submission is very easy. A **one-line timesheet per day** is sufficient. Nonetheless, receiving a **briefing email with pre-populated time entry information** would alleviate their work load impression.

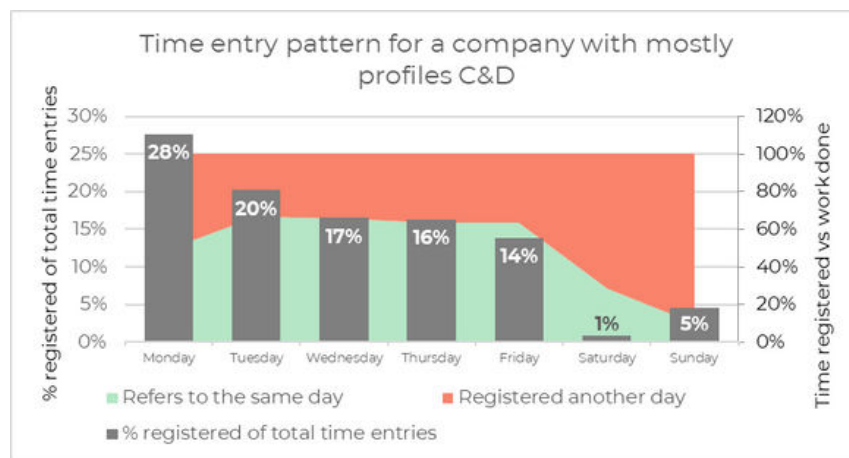
- The **profile C** refers to those employees who **work on a few different projects each day**, that's to say a mix of assignments. They require, thus, a **several-lines timesheet per day**. These could be **consultants** who work with up to 3 customers or up to 3 projects per day. In this case, a system combining **work assignments with the update in Outlook** could significantly improve time keeping.
- And the very last time entry pattern, the **profile D**, occurs when employees have **many parallel assignments every day**. A good example of this one could be someone working with **support tickets or lawyers** since they can even work in 6-minutes intervals. Capturing all these assignments without leaving any minute out is certainly a **challenge for these organisations**. In this case, a **time tracker** becomes high-priority.

Time keeping: a mental burden

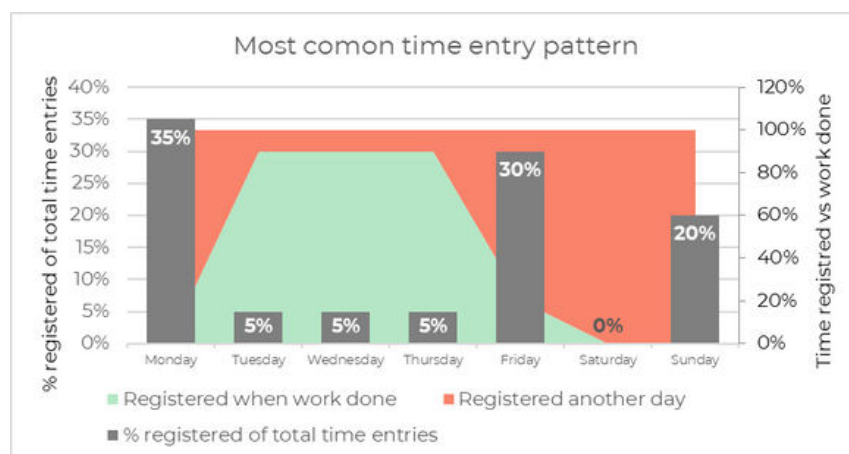
Regardless of the profile, registering and submitting timesheets is always a mental burden. If it wasn't a mental burden, time registration would occur the very same day the work is done, but reality shows something different.

We have had access to the time registration data of a global project-based company with around 250 employees, most of whom follow the profile C&D. Even they didn't expect the lag between when work occurs and when it is actually registered.

As shown on the chart, Monday is the D-day. Almost 30% of the time entries are registered on Monday, but only half of those assignments took place on that day.



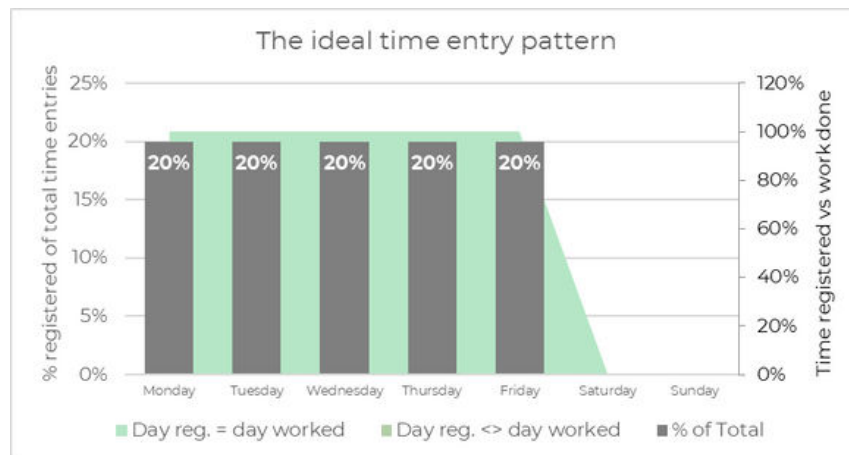
Even if the previous scenario refers to a particular case, and even if each firm has its own time entry culture, our 30-year experience in the professional services industry confirms that most companies follow a time entry pattern similar to the following one.



Where does time registration concentrate? When the deadline is getting close. Some do it on Friday, some on Monday, and some even on Sunday. This way they do not miss the cut-off date for the previous week's timesheets, which the average project-centric company sets on Monday.

The ideal and feasible scenario: time capture when work is done

As we have seen, those who haven't registered their timesheet on Friday, have to hurry up and do it on Sunday, or Monday first thing. How are you supposed to remember what you did last Monday? Not to mention if you work on 6-minute intervals. You might have a prodigious memory, but you're definitely going to miss time entries if you don't capture them once work is done.



An easy-to-use capture and time entry system can help you get rid of this feeling of guilty and stress procrastination comes along with.

Not to mention that all missed time (and consequently not invoiced), all inaccuracies, and the late submission of timesheets lead to a negative impact on your bottom line.



pryme Time: intelligent time tracking

The latest technologies and tools help organisations streamline their time entry processes and improve their overall profitability.

pryme Time helps project-centric businesses enhance and simplify both time entry and resource forecast capabilities so that they can focus on billable work.

- Precise time capture down to the minute
- Painless generation of timesheet entries
- Review and submit timesheets from your email
- Resource forecast & time analysis for better decisions

Wondering how your company's time entry pattern looks like?

Contact us at info@prymeglobal.com and find it out!

Discover pryme Time