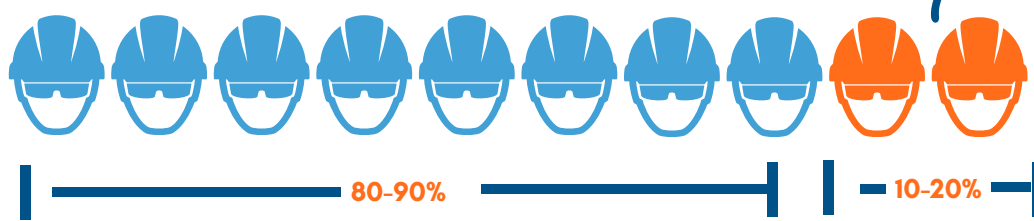


# HOW TO MAKE A PAINLESS SWITCH FROM PAPER TIMESHEETS

WHENEVER YOU INTRODUCE CHANGE

## THERE WILL BE RESISTANCE



But a few will have concerns

THE OLDER A PERSON GETS

## THE HARDER IT IS TO CHANGE BEHAVIOR

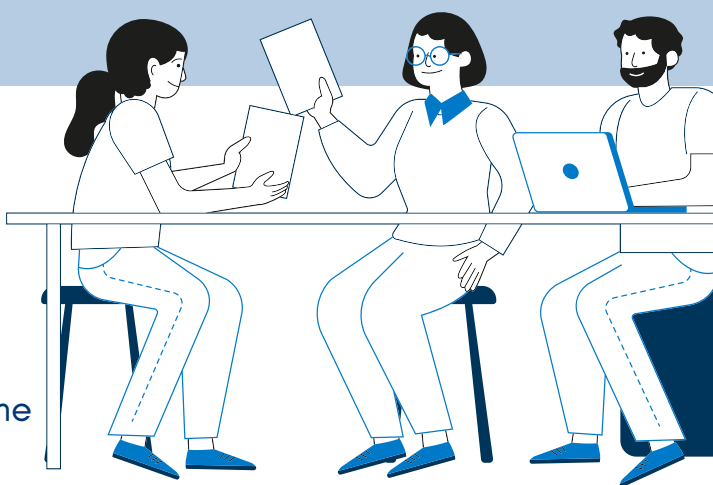


**The human brain is like concrete.** The longer it sits, the harder it gets. We really do get "set" in our ways.

INCREASE YOUR CHANCES OF SUCCESS

## HAVE AN ON-BOARDING MEETING

- Make sure your managers, foreman and lead people support you
- Have all of your employees meet at the same time
- Have each of them install the app
- Have them try it and ask any questions



DON'T MAKE IT HARDER THAN IT NEEDS TO BE

## SHOOT STRAIGHT WITH YOUR PEOPLE

- 1** Tell them what you're doing
- 2** Tell them why you're doing it
- 3** Tell them what they'll need to do

### BE FIRM!

The first two weeks are a test to see if you will stick to your guns. Make sure you do.



- Do not accept paper timesheets
- Do not make exceptions
- Do not make it optional

### BUT BE KIND

Give your people the benefit of the doubt. Make sure to give them the support they need.

- Show them how to use it
- Answer any questions
- Have them try it



## LARGE COMPANIES SHOULD CONSIDER SWITCHING ONE GROUP OVER AT A TIME

Use the **free trial period** to test it out on a few people to see how the transition will go.

## COMPANIES WHO SWITCH FROM PAPER TO ELECTRONIC TIMESHEETS:



On average, spend 50% less time processing payroll



Save between 2-8% on payroll costs by eliminating the rounding errors and misreporting characteristic of paper timesheets

