

## A QUICK AND EASY WAY TO MANAGE EMPLOYEE TIME, WHETHER IN THE OFFICE OR THE FIELD, ONLINE OR OFF

The FX Timecards makes the process of tracking payable time for employees, including those working remotely, simple and more efficient. Transform your paper or spreadsheet-based time management process with an easy-to-use solution that gives your field personnel the ability to track time using a smartphone, with or without an internet connection.

### RECORD TIME

Time is recorded in detail by date, job, role/task, and the numbers of hours worked. The system can be configured to track time on a daily basis instead of hourly if needed. In the case of daily time, the user simply indicates the date and shift for the timecard. A comments box allows the user to enter additional notes about the timecard. Employees can submit time against non-billable charge codes as well, such as Sick, Paid Time Off, and Holiday. The smartphone app remembers their most recently used job and role to make subsequent time entries faster and easier.

### REVIEW AND APPROVE TIMECARDS

The timecard review and approval process can take place in the office or the field, allowing supervisors to review timecards when it's convenient for them, speeding up the workflow. Submissions and approvals can be tracked to capture who made the workflow transition and when they made it. The workflow is highly configurable and designed to fit within your company's review and approval process.



Report and manage time with the FX Timecards application

To learn more call **713-552-9250** or visit us online at [www.liquidframeworks.com](http://www.liquidframeworks.com).

### CREATE REPORTS

The reporting aspect of FX Timecards gives management valuable insight into what was previously a slow and inaccurate process for many companies. Reports can be exported to a variety of formats such as Excel and PDF. The timecard data is securely exposed through the FieldFX API for further integration to the company's payroll systems.

### QUICK, EASY, AND ACCURATE TIME MANAGEMENT

- Create, review, and approve timecards remotely, with or without a network connection.
- Manage crew schedules across single or multiple jobs.
- Record time on an hourly or daily basis.
- Capture specific job-related notes on the actual timecard.
- Review timecards at your convenience, speeding up the review process.
- Submit time against non-billable charge codes, such as Sick, Paid Time Off, and Holiday.
- Create reports, filter, and export for review.
- Configure company-specific timecard workflow to facilitate your review and approval process.

## COMPLETE MOBILE FIELD OPERATIONS MANAGEMENT SOLUTIONS

LiquidFrameworks' FieldFX product suite is a complete mobile field operations management solution, providing companies in the oil and gas, 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 such as safety incidents, inspections and other operational data reports.