

AVIONTÉ CONNECT



Payroll & Time Tracking: **Eliminate the Manual Work Slowing You Down**

Learn how to eliminate manual timesheets, automate approval workflows, and unify payroll configuration in BOLD — so your back office runs a cleaner, faster payroll cycle.

Introductions

Welcome to **CONNECT!** Thank you for joining our session.



ADAM MODDRELL
CUSTOMER SUCCESS
MANAGER



MATTIE SILVERMAN
SENIOR PROJECT
MANAGER

Disclaimer

-
- The information in this session is being presented by Avionté as a general informational and educational service to its clients and prospective clients.
 - This information should not be construed as, and does not constitute, legal advice nor accounting, tax, or other professional advice or services on any specific matter.
 - Participants should consult with their legal counsel or other professional advisor before acting on any information contained in this session.
 - Avionté expressly disclaims all liability in respect to actions taken or not taken based on the contents of this session.

The Hidden Cost of Payroll Errors

33% of employers make payroll errors every year

IRS, via fitzsmallbusiness.com

How to Prevent It

Weekly Time Sheet

NAME OF EMPLOYEE: _____ FOR WEEK ENDING: _____
DEPARTMENT: _____ CREDIT/DEBIT: _____

DAY OF WEEK	MORNING		AFTERNOON		EVENING		FOR OFFICE USE ONLY	
	IN	OUT	IN	OUT	IN	OUT	REGULAR HOURS	OVERTIME HOURS
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL HOURS								

* OBT-12001
NO PERSON PERMITTED TO WORK OVERTIME WITHOUT SPECIAL AUTHORIZATION!
THIS TIME SHEET MUST BE PERSONALLY FILLED OUT AND SIGNED BY EMPLOYEE.

AUTHORIZATION OF OVERTIME: _____ EMPLOYEE SIGNATURE: _____

Company Status:
Active

Client Number:

Workers Comp Codes:
Add WC Codes

VMS Fee %:
0

Contract Markup %:
0

Permanent Markup %:
0

Time Capture Method:
Batch Hours
Timesheet
Batch Hours

Group Time
Daily Time
Mobile Punch

AVIONTE myDashboard Jobs Talent Timesheet Invoices Companies Documents **Analyze**

Reports Business Intelligence Insights

analyze

Operational Accounting Sales Marketing and Accounts Receivable Time Payroll

Pinned Reports

Analyze Time Report
View your detailed time captured via time sheet batch hours and group time for a specific date range.
Generate Report Cancel Refresh Accounts

Last Accessed: Apr 6, 2022 4:53:02 PM

The Hidden Cost of Payroll Errors

40%

of SMBs face IRS penalties
Avg penalty: \$845

nawbo.org

How to Prevent It

Timesheet Approvers Must have at least 1

Office/Region	Approver	Type	Email	Timezone	Remove
Austin	zzDaniel zzSmith	Timesheets	User Record Exists	User Record Exists	
+ Add Timesheet Approver					

	A	B	C	D	E	F	G	H	I
1	EmployeeID	SSN	ExternalID	AssignmentID	FirstName	LastName	PayCode	Unit	Earnings
2	123				John	Doe	Reg	40	
3		422-91-6863			John	Doe	OT	5	
4				3532	John	Doe	Training		500
5									
6									

Create Talent Engagement

Notification Title

Timesheet Notification

Notification Trigger

Timesheet Submitted

Job End

Job Start

Last Contacted

Manual Push

Onboarding Assigned

Onboarding Due

Status Update

Talent's Birthday

Timesheet Submitted

*Available for PIXEL
contracted clients

Time Keeping Is Time Consuming



Manual Entry

Slow, repetitive, and error-prone at volume across dozens of placements.



Missing Data

Timesheets and punches get lost before payroll runs, creating costly gaps.



Missing Approval

Unresolved approvals create extra tasks and delay the entire payroll cycle.



Bank Deadlines

Cutoff windows do not move. Every problem adds pressure to your team.

Three Strategies to Streamline Your Payroll

Strategy 1: Match the Method to the Client



BOLD Timesheets

Talent enters and submits time in their portal. Approver reviews and approves in the Contact Portal.

MONTE **mytimesheet** Home | Expense Reports

Back to Timesheet Manager

Week Ending Apr 12 2020 Previous Next Print Timesheet

Consultant: Jamie Lannister Company: Miteo Industries Manager: Keith Moon Job Title: Machinist Job Dates: 4/6/20 - 7/1/20

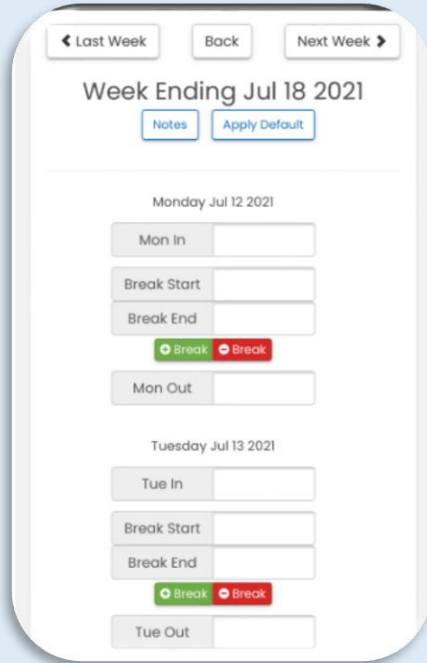
Monday Apr 06 2020		Tuesday Apr 07 2020		Wednesday Apr 08 2020		Thursday Apr 09 2020		Friday Apr 10 2020		Saturday Apr 11 2020		Sunday Apr 12 2020	
Mon In	8:00 AM	Tue In	8:15 AM	Wed In	9:00 AM	Thu In	8:00 AM	Fri In	7:45 AM	Sat In		Sun In	
Break Start	12:00 PM	Break Start	12:00 PM	Break Start	12:30 PM	Break Start	12:45 AM	Break Start	12:00 PM	Break Start		Break Start	
Break End	12:15 PM	Break End	12:45 PM	Break End	1:00 PM	Break End	12:15 PM	Break End	1:00 PM	Break End		Break End	
Mon Out	3:15 PM	Tue Out	4:15 PM	Wed Out	5:00 PM	Thu Out	4:45 PM	Fri Out	4:45 PM	Sat Out		Sun Out	
Report		Report		Report		Report Report		Report					

Regular Hours **37.75** Overtime Hours **0.25**

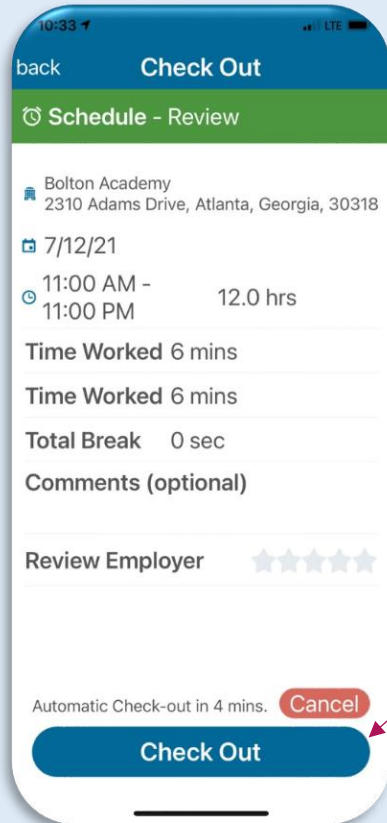
Save Timesheet Save & Submit Timesheet Submit Zero Hours



Strategy 1: Match the Method to the Client



Web-based timesheet interface showing a weekly view for the week ending July 18, 2021. The interface includes navigation buttons for 'Last Week', 'Back', and 'Next Week'. It displays input fields for 'Mon In', 'Break Start', 'Break End', 'Mon Out', 'Tue In', 'Break Start', 'Break End', and 'Tue Out'. There are also buttons for 'Notes' and 'Apply Default'.



Mobile app interface for checking out. The screen shows the location 'Bolton Academy, 2310 Adams Drive, Atlanta, Georgia, 30318' and the date '7/12/21'. It displays the time worked as '11:00 AM - 12:00 PM' for '12.0 hrs'. The interface includes fields for 'Time Worked 6 mins', 'Total Break 0 sec', and 'Comments (optional)'. There is a 'Review Employer' section with a star rating. At the bottom, there is a 'Check Out' button and a 'Cancel' button. A red arrow points to the 'Check Out' button.

Mobile Punch/Mobile Timesheets

Talent checks in and out directly in their Talent Portal or in the Avionté 24/7 mobile app.



Strategy 2: Close the Approval Loop Automatically

1

Talent Entry

Talent fills out and submits timesheet in their portal

2

Approval Reminder

Automated reminder sent daily to designated approver

3

Timesheet Approval

Approver reviews and approves or rejects in Contact Portal

4

Import to Back Office

Batch created by importing all approved timesheets

Automate with Talent Engagements

Create a PIXEL Talent Engagement with a Date trigger. Set conditions for Active and Placed status. Write the reminder message once — it fires automatically every pay period.

10+

hours saved per week
by one hospitality client

Strategy 3: Accurately Manage More from BOLD

Released Q1 2026

Talent Accruals

Manage accrual balances directly in the BOLD talent profile. Talent can view their accrual balances on paycheck stubs. Admin controls remain in place.

Released Q2 2026

Deductions & Contributions

Unified setup for deductions and contributions in BOLD. Eliminates separate back-office configuration. Confirm release date is locked before presenting.

Strategy 3: Accurately Manage More from BOLD

Accruals

+ New Accrual

Plan Name	Rate	Balance	Status	Division	
Paid Time Off	0.5	0.0000	Active	Staffing	+

NEW to
Avionté BOLD

Deductions

← Prev

Q Search deductions...

Filter

Displaying All Deductions for **Staffing**

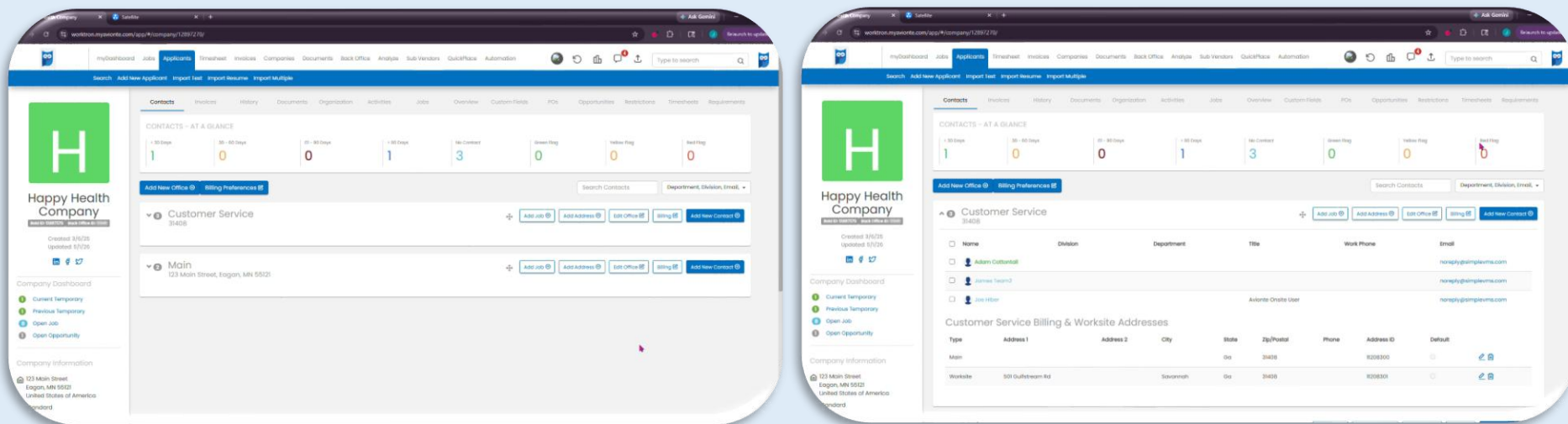
50



Deduction Name	Status	Amount/Percenta...	Sequence	Note
Garnishment	Active	\$62.90	1	

Previously only
available in
Back Office

See It in Action: From Time Capture Setup to Import

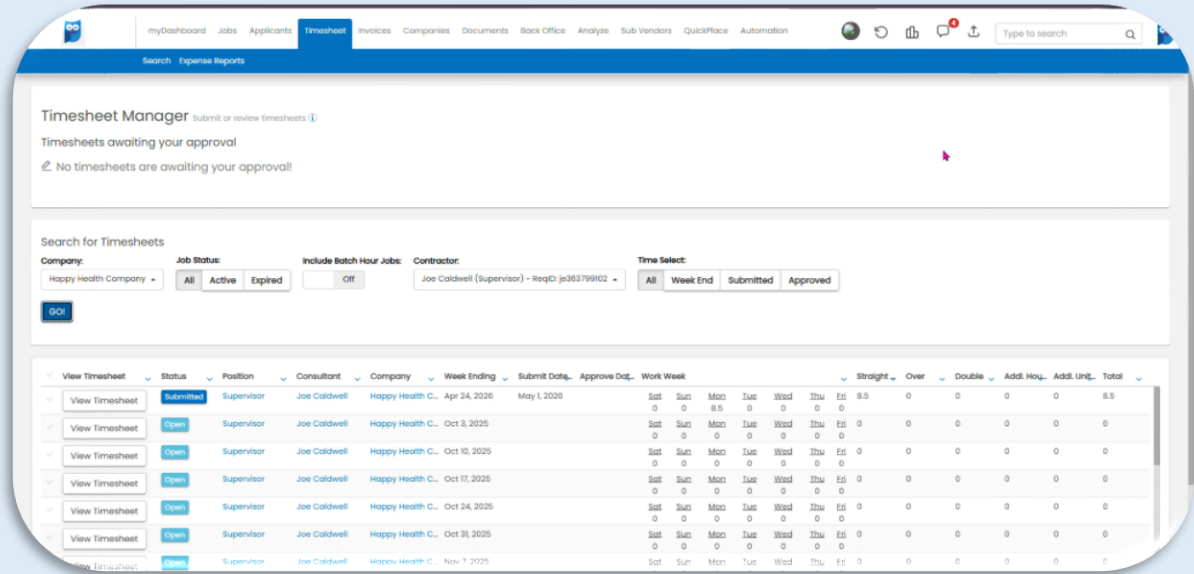
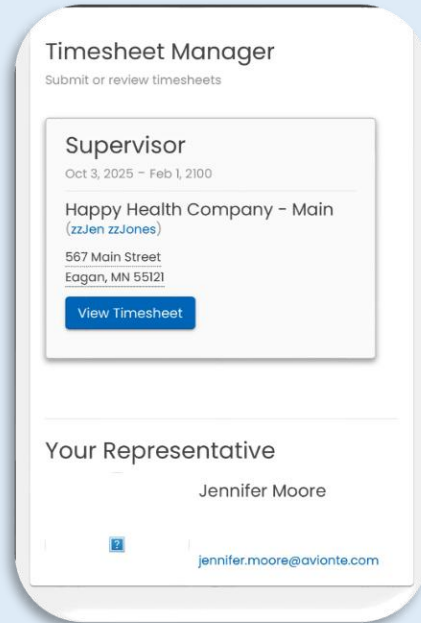


1

Configure

Job record → Operations & Financials widget → Select BOLD Timesheets → Save

See It in Action: From Job Setup to Import

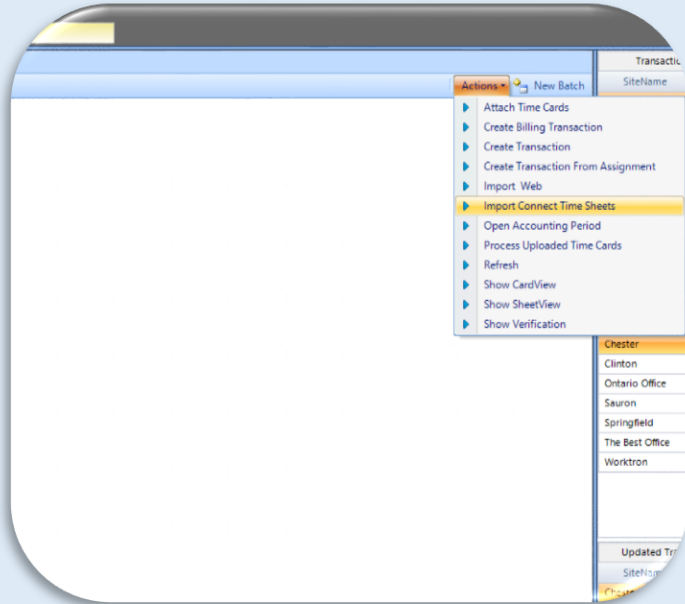


2

Submit & Approve

Talent enters time in portal → Adds notes → Clicks Submit → Approver reviews and approves

See It in Action: From Job Setup to Import



The 'Import Connect Time Sheet' window displays two tabs: 'Available' and 'Collection'. Both tabs show a table with the following data:

Branch Name	Assignment ID	Employee Name	Customer Name	Department Name	WeekWorked	Total Pay Unit	Total Bill Unit	Select
Worktron	2830	Caldwell, Joe	Happy Health Company	Main	02/27/2026	8.50	8.50	☒
Grand Summaries						8.50	8.50	

The 'Delete Reason' form has a text input field and a 'Delete' button. The 'Time Entry Batch Description' form has a text input field containing 'Happy Health Time Batch', an 'Import' button (highlighted with a red arrow), and a 'Pay Code Mapping' button.

3 Import

Back office → Time Entry → Actions menu → Import BOLD Timesheets → Enter Batch Description → Import

Your 90-Day Payroll Streamline Plan

Days 1-30

Audit & Identify

- Pull your top 10 active clients.
- Check Time Capture Method assignments.
- Identify clients still on batch hours.
- Contact your client if they are unconfigured.

Days 31-60

Activate & Automate

- Turn on BOLD Timesheets for one client.
- Assign approvers at job placement level.
- Build your first PIXEL Talent Engagement.
- Use Avionté's customizable manuals for hiring managers and talent to simplify rollout.

Days 61-90

Expand & Unify

- Roll out to all eligible clients.
- Ensure Time Approvers set timesheet reminders in their User Profile.
- Train staff on the Timesheet Manager in BOLD.
- Ensure Back Office staff understands import process.

Rollout Resources: BOLD Timesheets Manuals



Hiring Manager Manual

Customizable guide for your client contacts that covers how to review and approve timesheets in the Contact Portal.

Brand it with your agency name and distribute it to hiring managers when you activate BOLD Timesheets for their account.



Talent Manual

Step-by-step guide for talent on how to enter, review, and submit their timesheets in the Talent Portal.

Customize it for your agency and send it out as part of onboarding or when transitioning a client to electronic time capture.

Ask your CSM for access to both customizable manuals and start using them in your Days 31–60 rollout.

How to Know It's Working

Hours Recovered

from not tracking down and processing
manual timesheets and manual entry
per pay period

Off-Cycle Corrections

Reduction in corrections and reversals month
over month

Submission Rate

BOLD timesheet submissions increase week
over week



How to Know It's Working

Start on the Plane Ride Home

1

Run the Analyze Time report:

- review what time capture method is set for each client
- Confirm it is correct and flag any gaps.

10 min

2

Open PIXEL Talent Engagements:

- plan how you will use them for time tracking
- Build your first automated timesheet reminder.

15 min

3

Open a talent profile in BOLD:

- navigate to the Accrual tab. Confirm it is accessible.
- If you cannot find it, contact your admin today.

5 min

Session Resources

Resource
Setup and Activate Timesheets
Setup Timesheet Time Capture Method
Mobile Talent Experience (Timesheets)
Adding Timesheet Approvers
Approving Time – Hiring Managers
Hiring Manager Manual
Consultant/Talent Manual
Tracking Accruals in BOLD
Importing Connect Timesheets
BOLD Analyze Time Report
Enhanced Analyze Time Report

Session Topic

Strategy 1
Strategy 1
Strategy 2
Strategy 2
Strategy 2
Strategy 2
Strategy 2
Strategy 3
See it in Action
See it in Action
See it in Action

Link

Setup and Activate Timesheets
Set up Timesheet Time Capture Method
Mobile Talent Experience
Add Timesheet Approvers
Approve Time: Hiring Manager/Timesheet Approver
Hiring Manager Timesheet Approval Manual
Consultant Time Entry Manual
Accruals in BOLD Talent Profile
Import Connect Time Sheets
Analyze Time Report
Enhanced Analyze Time Report

CONNECT

Thank You

Help shape future content by rating this session.

1. Open the Bizzabo app and select Agenda
2. Locate session: **Payroll and Time Tracking: Eliminate the Manual Work Slowing You Down**
3. Rate and leave feedback

Rate the session



Leave further feedback...

SEND

Cancel



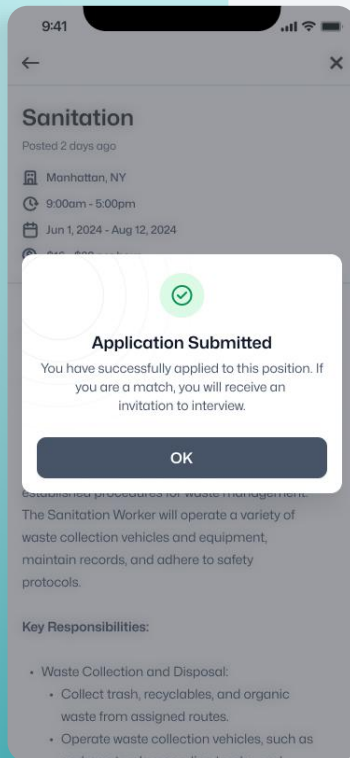
Take your job search to
the next level.



Find Your Next Job



Sign in or Apply



Experience What's Possible

Visit the Experience Center - [2nd Floor](#)

- Test real workflows that deliver results
- Get expert guidance for your specific goals
- Four focused areas aligned with your success
- Leave with strategies you can implement now

Questions?
