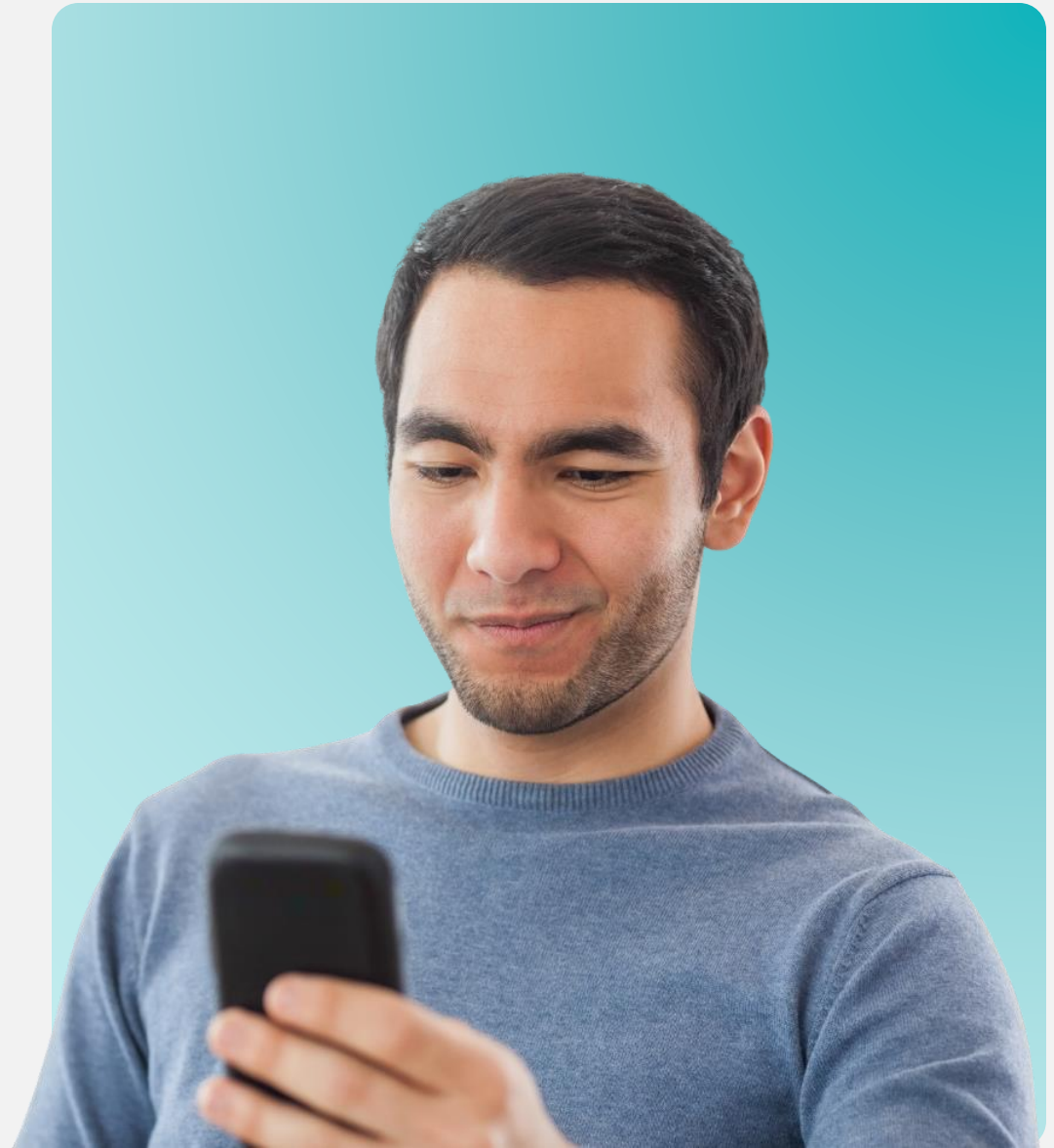


AVIONTÉ  
CONNECT

# Mobile Time

Streamlining Timesheet Management

Time Tracking



FRONT OFFICE

BACK OFFICE

MOBILE

AI & AUTOMATION

VMS

INTEGRATIONS

ANALYTICS

# Introductions

Welcome to **CONNECT** and thank you for joining our session!



**Mattie Silverman**

SENIOR PROJECT  
MANAGER

**IMPLEMENTATION**



**Jennifer Moore**

CUSTOMER SUCCESS  
TRAINING SPECIALIST

**TRAINING**

# Time keeping is Time consuming

Handling time can be an arduous and lengthy process with ideal conditions, and unexpected hurdles can add further complexity and delays.



## Manual Entry

Time consuming and error-prone



## Missing Data

Timesheets and punches can get lost



## Missing Approval

Timesheets without approval add another task and take more time



## Deadlines

Meeting bank deadlines while staying on track adds pressure

# Why are we here?

With openings for missing punches, sketchy paperwork and approval scrambles, timesheet handling can be a mess that delays payroll and frustrates everyone. Mobile time tracking can cut the chaos and bring clarity, speed and accuracy back to the process.



## BY THE END OF THE SESSION

You'll be ready to

- Ditch manual tracking
- Set up time tracking workflows
- Focus on what matters most



### Weekly Time Sheet

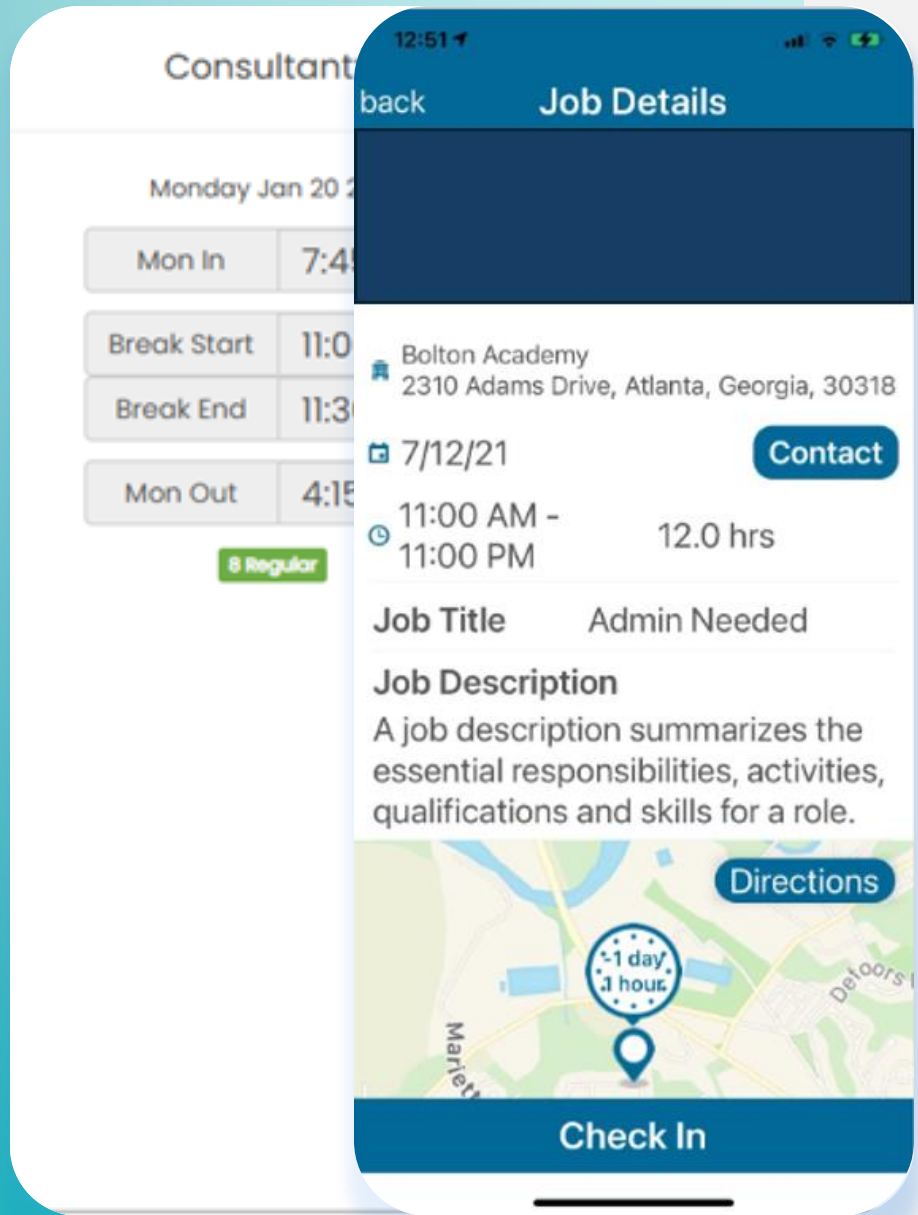
NAME OF EMPLOYEE	John Smith				FOR WEEK ENDING	31/01/16		
DEPARTMENT					EXEMPTIONS			
DAY OF WEEK	MORNING		AFTERNOON		OVERTIME		FOR OFFICE USE ONLY	
	IN	OUT	IN	OUT	IN	OUT	REGULAR HOURS	OVERTIME HOURS
MONDAY	9	12	1	6				
TUESDAY	<del>10</del> 9	2	—					
WEDNESDAY	<del>10</del> 10	1	—					
THURSDAY	11	3	5	8				
FRIDAY	—		—					
SATURDAY	10	2	—					
SUNDAY	—		—					
TOTAL HOURS	2.0		8					

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 \_\_\_\_\_

# What's wrong with paper?

- Manual data entry is time consuming
- Missing hours or approval add tasks and time
- Legibility concerns with handwriting



# Staffing With Mobile Time Tracking

- Streamlined data entry saves time
- Easy to read electronic timesheets
- All hours are accounted for and approved

Company Office: Flex Office Manager: Joe Sm

Wednesday Jan 22 2025 Thursday Jan 23 2025 Friday Jan 24 2025

8:00 AM	Thu In 7:45 AM	Fri In
12:00 PM	Break Start 11:00 AM	Break Start
12:30 PM	Break End 11:30 AM	Break End
2:00 PM	Thu Out 5:15 PM	Fri Out


Regular 8 Regular 1 Over

Regular Hours

29.50

Overtime Hours

1.00

 This timesheet has been submitted on 1/29/25 3:49 PM and no further updates are allowed.

Reject Timesheet ✕

Approve Timesheet ✓

# Staffing With Mobile Time Tracking

- Streamlined data entry saves time
- Easy to read electronic timesheets
- All hours are accounted for and approved

# Simplifying Timesheet Handling

Advanced mobile features in BOLD and 24/7WORK cut through chaos and delays



## Mobile Time in 24/7 App

Talent can check in &  
out using mobile app



## BOLD Timesheets

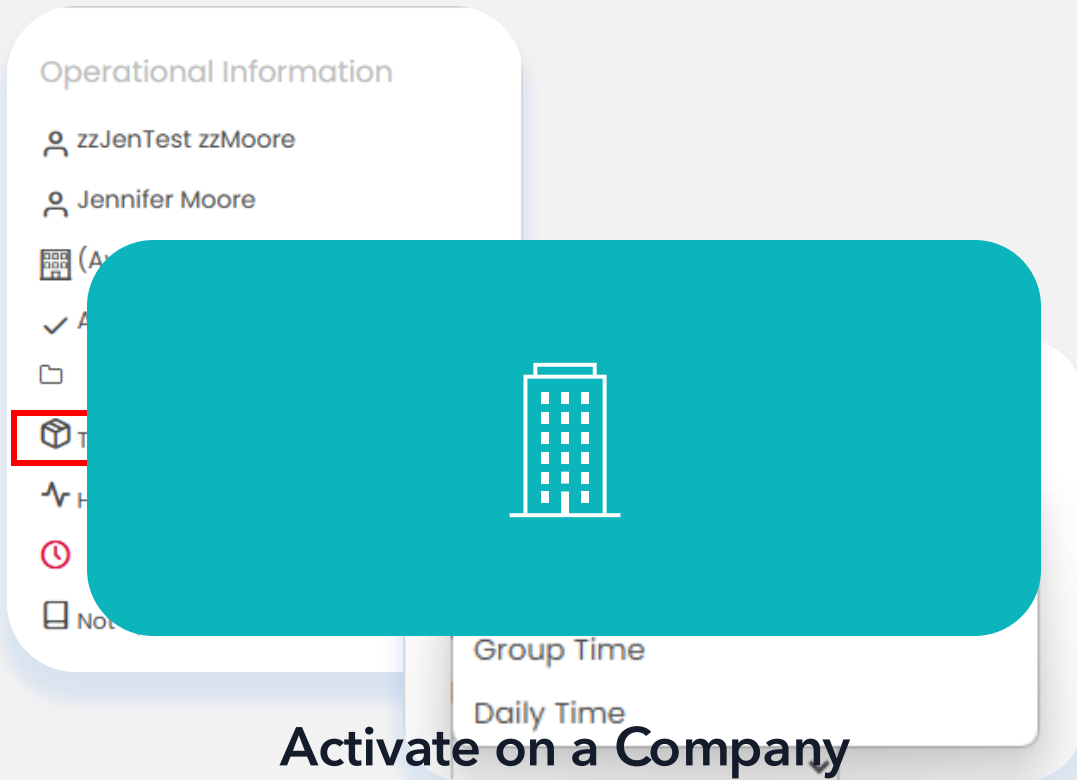
Talent enter their own  
hours worked, and  
managers can approve time



## Mishap Prevention

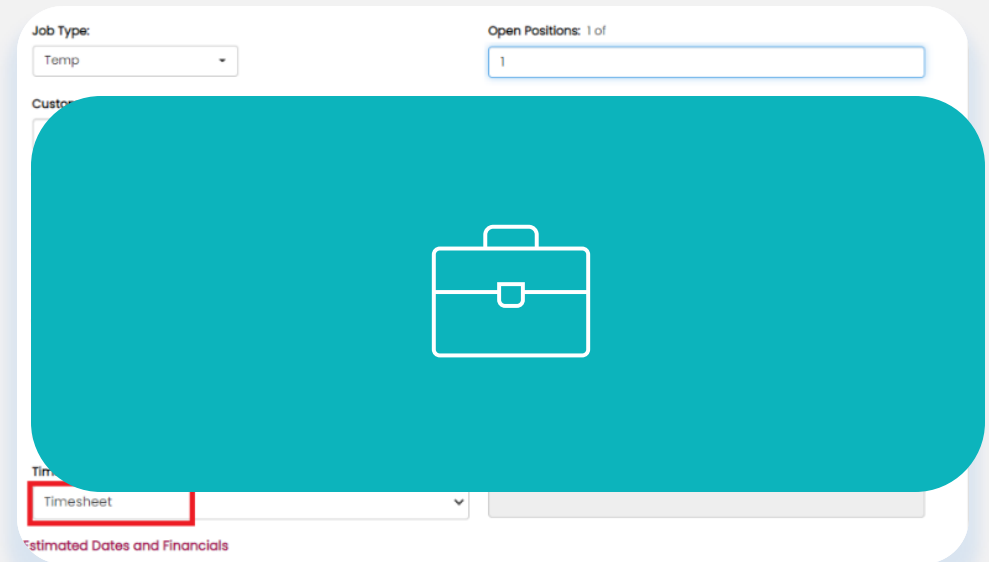
More sophisticated time  
entry reduces room for  
error

# Setup and Activation



## Operational Information Widget

On a Company record, you can set which Time Capture Method is used



## Operations & Financials Widget

Time Capture Method can also be set on individual job, overriding any company default

# Click, Track, Submit

Mastering Electronic Timesheets



## Batch Hours

Imported CSV file or  
active placements  
manually entered



## Timesheet

**Talent** enters time  
and submits for  
approval



## Group Time

**Company contact**  
enters time for  
contract employees

# Timesheets

## *Talent Entry Workflow*



### **Talent Entry**

The Talent fills out and submits timesheet in their employee portal



### **Approval Reminder**

Timesheet reminders are sent once per day after submission to designated approver



### **Timesheet Approval**

Approver reviews and approves/rejects timesheets in Contact Portal



### **Import Timesheets**

In Back Office, a new batch is created by importing the BOLD timesheets

# Timesheets

## Talent Entry

AVIONTÉ myDashboard **Timesheets** Profile Pay History

### Timesheet Manager

submit or review timesheets ⓘ

#### Assembly

Jan 1, 2021 – Nov 30, 2021

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**Frank's Frames** (Frank Johnson)

123 Glass St  
Eagan, MN 55121

**View Timesheet**

**Back to Timesheet Manager**

Week Ending May 18 2025 **Notes** **Apply Default**

Donnie's Books Company Office: Assembly Manager: Colleen Hoover J

Wednesday May 14 2025	Thursday May 15 2025	Friday May 16 2025
Wed In <input type="text"/>	Thu In <input type="text"/>	Fri In <input type="text"/>
Break Start <input type="text"/>	Break Start <input type="text"/>	Break Start <input type="text"/>
Break End <input type="text"/>	Break End <input type="text"/>	Break End <input type="text"/>
<b>+ Break</b> <b>- Break</b>	<b>+ Break</b> <b>- Break</b>	<b>+ Break</b> <b>- Break</b>
Wed Out <input type="text"/>	Thu Out <input type="text"/>	Fri Out <input type="text"/>

Regular Hours

# 0.00

**Save Timesheet** **Save & Submit Timesheet** **Submit Zero Hours**

# Group Time

## Company Contact Entry

The screenshot shows the AVIONTE Group Time interface. At the top, there is a navigation bar with the AVIONTE logo, 'myDashboard', 'Jobs', and 'Timesheet' tabs. Below this is a search bar with 'Group Time' entered. The main content area is divided into two steps:

**Group Time** This process will allow you to manually enter hours for active contracts marked as "Group Time"

**Step 1:** Select the week-ending date.

**Week Ending:**

**Step 2:** Allocate hours per day, or enter a total in the REG textbox to automatically distribute hours through the week.

Job ID	Consultant	Position	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Reg
DS934145331	Anil Doddi	Data Entry	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40.00"/>

- Contact set for **Group Time**
- Login to **Contact** portal
- **Insert** time
- **Process** batch

# Mobile Time in 24/7 App



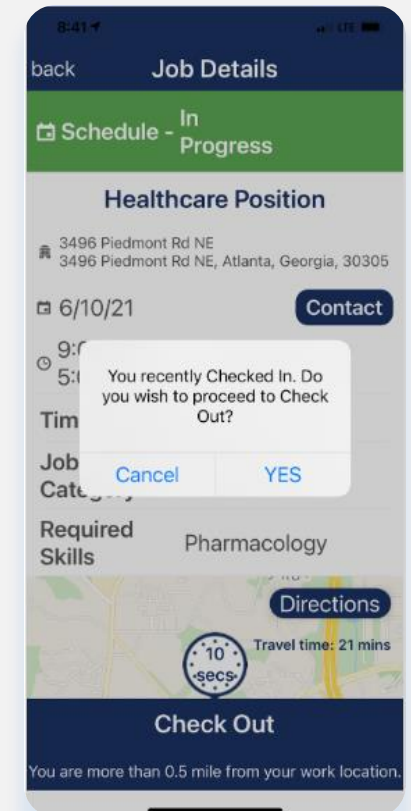
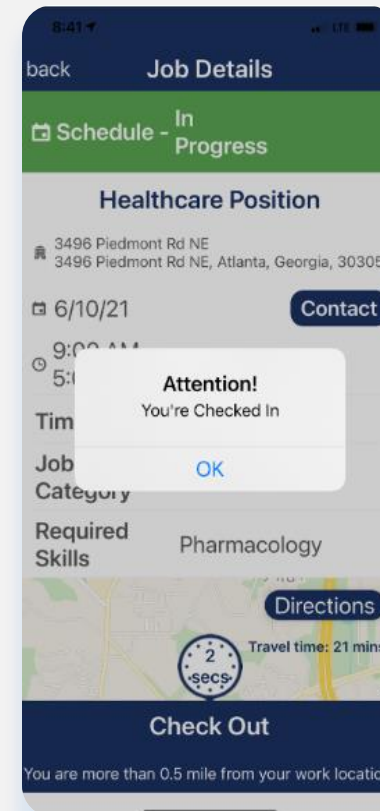
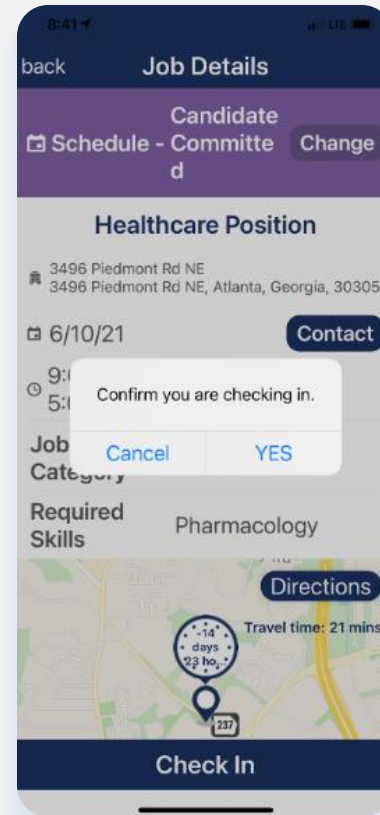
Enabled for entire staffing company



Enabled for specific customers

# Mobile Timekeeping Configuration

- Talent can be allowed to check in and out of their shift, as well as for unpaid breaks
- Prompts can be configured to remind Talent to check in/out of their shifts



# Mobile Timekeeping **Manual Time**

**Manual Time Entry**  
We would rather you check in, but record your time lets you manually enter your time.

**Check-In** 10:20 AM  
The time is in the job's time zone!

**Break Start** 9:54 AM

**Break End** 10:05 AM

[delete break](#)

**+ Add Break**

**Check-Out** 5:00 PM

**Time Worked** 00:00

## What is it?

Talent manually enters in time for breaks and hours worked

## Why?

We know things happen, so manual entry can be helpful

## How?

Manual time entry is available on the shift level for Talent on the mobile app

# Mobile Timekeeping Verification

Admins can verify Talent time in the WorkN portal:

The screenshot displays the WorkN Time Keeping interface. At the top, there is a navigation bar with the WorkN logo and menu items: SCHEDULE, JOBS, WORKERS, DASHBOARD, TIME KEEPING (highlighted), ADMIN, SUPPORT, and SIGN OUT. Below the navigation bar, the page title is "Time Keeping" with a sub-header "Working as Enterprise A Great Client". The current date and time are shown as "July 13, 2021 13:01:14".

There are two dropdown menus for "Branch": "test branch" and "Enterprise A Great Client". Below these are tabs for "Time Verification", "Analytics", "Overview", "Map Views", and "Time Verification (Original)".

The main content area features a "Job Order" dropdown set to "Time Period" and a filter for "First Shift Warehouse 05/20/2021-12/31/2021 14456-3 30 Shifts". There are also checkboxes for "Show Verified Jobs" and "Show Cancelled Shifts".

The data is presented in a table with the following columns: Visit ID, Caregiver, Skill needed, Status, Start Date, Check-In, Check-Out, Break, Scheduled For, Time Worked, Rating, and Verification. The Verification column contains "Verify All" and "Verify" buttons for each row. A red box highlights the "Verify All" and "Verify" buttons in the Verification column.

Visit ID	Caregiver	Skill needed	Status	Start Date	Check-In	Check-Out	Break	Scheduled For	Time Worked	Rating	Verification
1852660	Parker Kelly Workflows	Warehouse Distribution	Committed	Tue Jul 13, 2021	10:00 AM	6:00 PM	30 mins	8 hrs : 0 mins	7 hrs : 30 mins	★★★★★	Verify
1852660	Parker Kelly Workflows	Warehouse Distribution	Committed	Mon Jul 12, 2021	10:00 AM	6:00 PM		8 hrs : 0 mins	8 hrs : 0 mins	★★★★★	Verify
18526607	Parker Kelly Workflows	Warehouse Distribution	Committed	Fri Jul 09, 2021	10:00 AM	6:00 PM		8 hrs : 0 mins	8 hrs : 0 mins	★★★★★	Verify
1852666	Parker Kelly Workflows	Warehouse Distribution	Committed	Thu Jul 08, 2021	10:00 AM	6:00 PM	15 mins	8 hrs : 0 mins	7 hrs : 45 mins	★★★★★	Verify
18526625	Parker Kelly Workflows	Warehouse Distribution	Committed	Wed Jul 07, 2021	10:00 AM	6:00 PM		8 hrs : 0 mins	8 hrs : 0 mins	★★★★★	Verify
18526604	Parker Kelly Workflows	Warehouse Distribution	Committed	Tue Jul 06, 2021	10:00 AM	6:00 PM	22 mins	8 hrs : 0 mins	7 hrs : 38 mins	★★★★★	Verify
18526683	Parker Kelly Workflows	Warehouse Distribution	Committed	Mon Jul 05, 2021	10:00 AM	6:00 PM		8 hrs : 0 mins	8 hrs : 0 mins	★★★★★	Verify

# Mobile Timekeeping File Export

SessionID	Check-in Time	Provider Time	Provider Time Units	Estimated Duration	Estimated Check-in Date & Time	Max ETA	ETA	Request Date & Time
72044	2017-09-07 12:24:09.009608+00:00	48	Minutes	40	2017-09-07 12:40:00+00:00	141400		2017-08-14 20:00:11.497206+00:00
76447	2017-09-07 07:25:00+00:00	225	Minutes	60	2017-09-07 07:25:00+00:00	10080		2017-09-08 14:40:49.515454+00:00
77024	2017-09-14 14:45:19.844484+00:00	12	Minutes	120	2017-09-14 14:00:00+00:00	10080		2017-09-14 11:40:11.001991+00:00
77140	2017-09-08 02:50:00+00:00	410	Minutes	60	2017-09-08 02:50:00+00:00	10080		2017-09-14 15:06:55.485901+00:00
77015	2017-09-15 15:51:47.084419+00:00	66	Minutes	45	2017-09-15 15:45:00+00:00	141400		2017-09-14 22:18:40.725014+00:00
16788	None	0	Minutes	60	2017-09-01 17:00:00+00:00	500		2016-08-11 16:48:42.854409+00:00
75740	2017-09-08 14:26:49.849290+00:00	77	Minutes	60	2017-09-08 14:00:00+00:00	10080		2017-09-05 20:44:20.808506+00:00
77141	2017-09-08 04:45:00+00:00	172	Minutes	60	2017-09-08 04:45:00+00:00	10080		2017-09-14 15:09:51.580745+00:00
77142	2017-09-08 04:15:00+00:00	276	Minutes	60	2017-09-08 04:15:00+00:00	10080		2017-09-14 15:11:54.448987+00:00
76444	2017-09-07 15:10:00+00:00	29	Minutes	60	2017-09-07 15:10:00+00:00	10080		2017-09-08 14:44:26.500446+00:00
77144	2017-09-15 12:46:46.545565+00:00	270	Minutes	240	2017-09-15 14:00:00+00:00	141400		2017-09-14 15:15:56.004091+00:00
75492	2017-09-04 15:10:00+00:00	50	Minutes	60	2017-09-04 15:10:00+00:00	10080		2017-09-05 14:04:18.522725+00:00
75121	2017-09-04 11:41:29.594107+00:00	559	Minutes	600	2017-09-04 11:00:00+00:00	10080		2017-08-41 19:04:47.972418+00:00
76447	2017-09-07 15:40:00+00:00	140	Minutes	60	2017-09-07 15:40:00+00:00	10080		2017-09-08 14:47:44.984196+00:00
77128	2017-09-14 15:07:55.706447+00:00	42	Minutes	15	2017-09-14 15:00:00+00:00	141400		2017-09-14 14:55:54.214046+00:00
72144	None	0	Minutes	60	2017-09-05 14:00:00+00:00	141400		2017-09-05 12:12:14.525760+00:00
75084	None	0	Minutes	40	2017-09-14 19:00:00+00:00	141400		2017-09-08 21:49:45.749904+00:00
76450	2017-09-07 18:00:00+00:00	75	Minutes	60	2017-09-07 18:00:00+00:00	10080		2017-09-08 14:49:55.706457+00:00
75515	2017-09-04 24:45:00+00:00	145	Minutes	60	2017-09-04 24:45:00+00:00	10080		2017-09-05 14:28:20.654264+00:00
76451	2017-09-07 18:00:00+00:00	120	Minutes	60	2017-09-07 18:00:00+00:00	10080		2017-09-08 14:52:22.589560+00:00
77150	2017-09-14 14:15:00+00:00	150	Minutes	105	2017-09-14 19:00:00+00:00	10080		2017-09-14 16:48:54.494974+00:00
75497	2017-09-04 17:40:00+00:00	42	Minutes	60	2017-09-04 17:40:00+00:00	10080		2017-09-05 14:08:16.895416+00:00
76175	2017-09-08 14:29:46.782457+00:00	120	Minutes	90	2017-09-08 14:40:00+00:00	141400		2017-09-08 12:01:10.641876+00:00

- Once the time is verified an auto-generated file will be emailed to the **billing contact**
- That file includes a unique time file which will be generated for **each branch**
- This file is generated as a **CSV** by default, but can also be emailed in XLS format



# Timesheets

## *Talent Entry - Timesheet Reminders*

Click to Dial Options  On Protocol / Service

Talent Apply Emails

Job Emails

Timesheet Reminders

### Timesheet Reminders for Approvers

Account & Settings dropdown > click your name  
Bottom of User Profile

Timesheet Approvers Must have at least 1

Office/Region	Approver	Type
<input type="text" value="Austin"/>	<input type="text" value="zzDaniel zzSmith"/>	<input type="text" value="Timesheets"/>

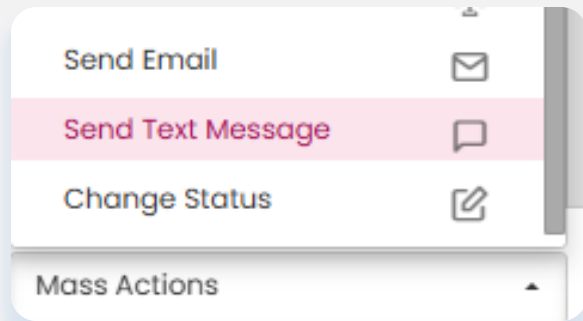
[+ Add Timesheet Approver](#)

### Reminders are sent to Timesheet Approvers

Approvers are selected on the  
individual placements

# Timesheets

## Talent Entry - Timesheet Reminders



### Timesheet Reminders for Talent

Send customized mass emails and/or text messages (if enabled)

- Advanced Talent Search > Mass Actions

**Message type:**

Send Simple Text

**Message:** (Max 1000 characters)

Hello! This is the Staffing Agency. Please remember to submit your timesheets for the current pay period in your Talent Portal by midnight tonight! Thank you!

**Email Subject:**

Timesheet reminder! [Include Jobs](#)

**Enter the Email Below:**

Hi [NAME],

Hello! Please remember to submit your timesheet for approval for the current pay period by midnight tonight in the Talent Portal!

If you have no hours to submit, please submit a zero hours timesheet for approval.

Thank you!

Please choose up to 3 Files to Include: (Maximum 5 MB)

[Upload Documents](#)

# Client Quotes



## Hospitality Staffing Client

“We spend hours every day entering time manually – there has to be an easier way!”



## Solution:

Adopted daily time import method and now have no manual entry – saving 10+ hours per week!

# Timesheets

## *Talent Reminders*

The screenshot shows the AVIONTÉ interface for creating a new talent notification. The navigation bar includes 'myDashboard', 'Jobs', 'Talent', 'Timesheet', 'Invoices', 'Companies', 'Documents', 'Back Office', 'Analyze', 'QuickPlace', and 'Automation'. A secondary bar contains 'Live Chat', 'Talent Engagement', 'Pixel Bots', 'Pixel Interviews', 'Genai Studio', 'Calendar', 'Workflows', and 'Automation Rules'. The main content area is titled 'Talent Engagement > Create New Talent Notification' and 'Create Talent Engagement'. It features a 'Notification Title' field with 'Timesheet Reminder'. The 'Notification Trigger' is set to 'Date', 'Applicant Status' is 'Active', and 'Placement Status' is 'Active Contractor'. The 'Schedule' is 'Every Weekday (M-F)' at '6:00 PM'. There is a '+ New' button and an 'Insert' field with a variable selector and an 'Emoji' button. The message content area contains the text: 'Please complete your timesheet for the day, thank you.'

- Talent Engagements allow for automated notifications based on specific events and criteria
- Using **Date** as the event allows the message to be sent every day, week, month or year, so long as the talent meets the conditions
- Consider using specific statuses to limit the scope to a particular set of people
- Use Variables and emoji to personalize the message

# Benefits

**Manual Timekeeping and  
Paper Timesheets**

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**BOLD Timesheets and  
Mobile Timekeeping**

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# Mobile Time Magic

Value of Adoption



## Reclaimed Time

Payroll is kept on schedule while recruiters gain time to dedicate to other tasks



## Reduced Pressure

No more manual time entry or worries about payroll accuracy



## Mistake Prevention

Eliminate payroll headaches and off cycle checks for corrections



## Next Steps

Scan the QR code to access Avionté Knowledge Base Resources

Contact the Training Team or your Account Manager for further support



## Not sure who your Account Manager is?

Connect with us after this session to see how we can help!

Or, open a Support Ticket to request your Account Manager reach out to you by sending an email to [support@avionte.com](mailto:support@avionte.com)

# Questions

## Rate the session



Leave further feedback...

**SEND**

Cancel

# Thank You

Help shape future **CONNECT** content  
by rating this session.

1. Open the Bizzabo app and select Agenda
2. Locate ***“Mobile Time: Streamlining Timesheet Management”***
3. Rate and leave feedback



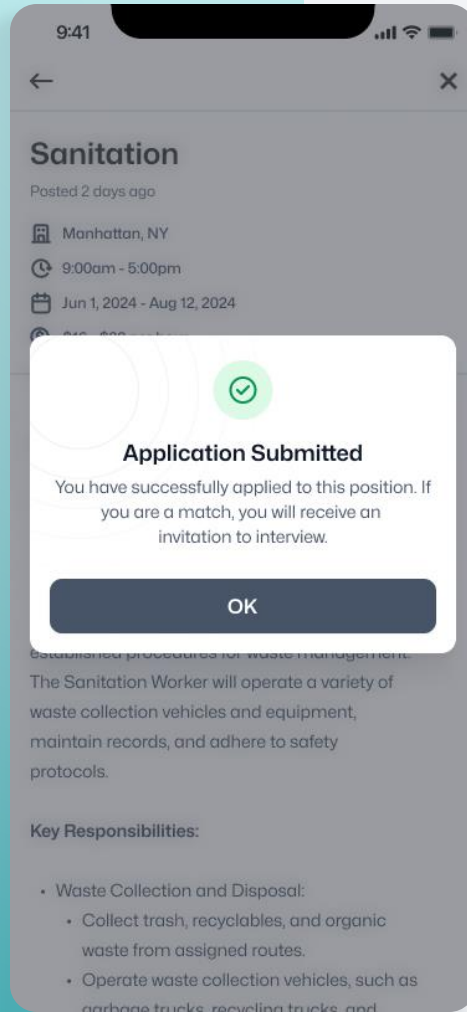
Take your job search to  
the next level.



Find Your Next Job



Sign in or Apply



# Experience What's Possible

Visit the Experience Center – 2<sup>nd</sup> 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

# DesignLab

Step into the future of staffing technology. Preview upcoming innovations, share your feedback, and help shape what comes next.

The screenshot displays the AVIONTE Back Office interface. The top navigation bar includes the AVIONTE logo, a search bar, and various menu items: myDashboard, Jobs, Talent, Timesheet, Companies, Documents, Back Office (highlighted), Analyze, Sub Vendors, QuickPlace, and Automation. On the right side of the navigation bar are icons for search, notifications, chat, settings, and a user profile.

The main content area is titled "Payment Batch ID: 10513". Below the title are several action buttons: "Select Transactions", "Process", "Print Checks", "Post", "Discard Batch", "View Paychecks", and "Email Paychecks".

The "Payment Batch Summary" section provides the following details:

Check Count	0	Transaction Count	5
Batch ID	10513	Description	
Status	Processed	Check Date	08/08/25
Batch Type	Check Run	Created By	avi.next1
Accounting Period Date	08/03/25	Bank ID	1
Bank Name	Bank of Avionte	Bank Description	Bank of Avionte
ACH Generated Date		Generate Original Pay Units	No

The "Transactions" section contains a table with the following data:

Talent Name	SSN	Company Name ↓	Department Name	Total Pay	Total Bill
<a href="#">Ethan Campbell</a>	XXX-XX-XXXX	<a href="#">Williamson &amp; Harris Co.</a>	Corporate	\$1000.00	\$1250.00
<a href="#">Orlando Diggs</a>	XXX-XX-XXXX	<a href="#">Pinnacle Solutions</a>	Accounting	\$600.00	\$750.00
<a href="#">Demi Wilkinson</a>	XXX-XX-XXXX	<a href="#">FedExpress</a>	Corporate	\$640.00	\$800.00
<a href="#">Kate Morrison</a>	XXX-XX-XXXX	<a href="#">Coca Cola</a>	Corporate	\$800.00	\$1000.00