# Hours

MICROBIZZ
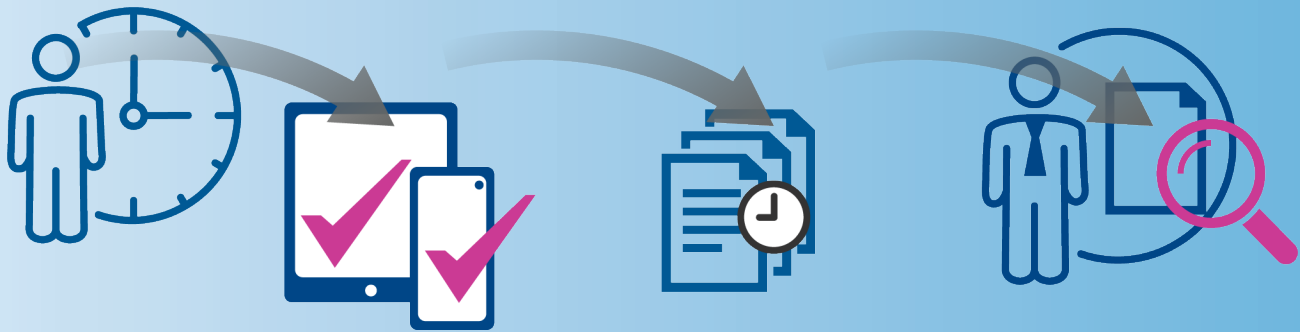
## Do you spend a lot of time managing your hours?

Controlling your business, knowing how hours are spent, assuring you spend your resources right and that you have the resources available to solve your tasks are all crucial elements to optimize your effeciency and profitability.

Equally important, you need to secure all invoicable hours are charged and connected to the right tasks. And not the least, that the hour registration process is lean and easy for your employees to use.

All of this is part of the Hours module in Microbizz. You create the relevant worksheets with the right permissions and data, making it easy to have a structured and user friendly hour recording process in your company. You can define relevant parameters for the hour recording as well as how and who to approve recorded hours.

Employees can register time on the task via PC or app. Either manually or via check-in/check-out.
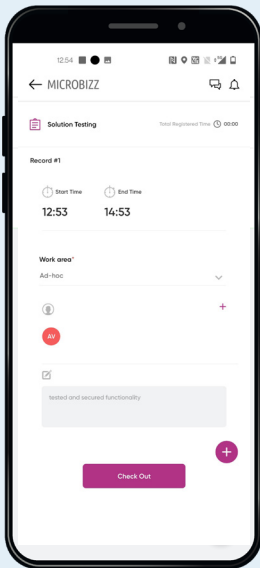
With the hour module you get a complete real time overview of your time recordings, and create the digital data foundation for your invoicing & payroll processes.
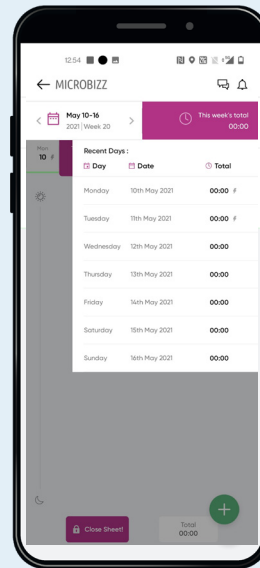
### Functionality
- Record hours either manually or via check-in/check-out on tasks
- Possible to see if recordings are done manually or done via check-in and check-out
- See notes on your recordings
- Approval layer for department heads
- See GPS stamps on recordings

Expand your solution with the Salary Module (Add on) to optimize the payroll process.

# Hours

**MICROBIZZ**

**Hour registration via the app**
Rececordings can be done manually or via check-in/check-out

**App overview of daily worksheets**

## Benefits

**Manage your resources**
Get a clear and transparent overview of all time recordings to help you with your resource management.

**Increase productivity**
Manual time recording and reporting takes time for your staff in the field as well as your administration. With digital hour recording, you can increase your productivity.

**Save administration**
Digital hour recording will mean huge savings in your administration for payroll and invoicing.

**Secure invoicable hours**
No "lost hours" that are not invoiced due to lack of registration.

For more information, please contact:

info@ventu.dk

Visit our knowledge base in **Micropedia** to find detailed information and documentation on functionality and usage of Microbizz modules
**LINK**

12/11/23