



**VIRTUAL  
SOFTWARE**

## The Perfect Candidate for Managing Timecards

*Virtual Timecard's automation of the timecard, payroll, and billing processes enabled a recruiting firm to grow its business while keeping costs low.*

**"Virtual Timecard saves me at least one whole day's worth of work every pay period."**

**Michelle Evans  
Staff Accountant  
Employer Services Corporation**



### SUCCESS STORY

**Employer Services Corporation**

### AT A GLANCE:

**Customer:**

Employer Services Corporation

**Location:**

Reston, Virginia

**Industry:**

Recruiting

**Business Challenge:**

ESC needed to eliminate the manual re-entry and paper-work shuffle of timecards, invoicing, and payroll so the company could grow.

**Solution:**

Virtual Timecard, plus QuickBooks and ADP

**Results:**

With Virtual Timecard, ESC:

- Handles payroll, billing, and receivables with one staff accountant
- Expedites and automates the timecard hassle
- Improved the process for employees and clients

### Customer Profile

For over ten years, Employer Services Corporation (ESC) has been providing outsourced recruiting services to companies and government agencies looking for highly specialized technical candidates. Based in Reston, Virginia, ESC has around 120 employees at any given time, including office staff and contract recruiters.

### Business Challenge

In 2004, ESC used a combination of paper, spreadsheets, and outdated accounting software to manage the payroll and billing process. "Everyone filled out paper timecards, had their managers sign them to approve the hours, and then faxed them to us," remembers staff accountant Michelle Evans. "We'd enter the hours by hand from the timecards into the old accounting software, and then pull reports to create invoices."

Back then, the company wasn't the scale it is now, but it was growing fast. Management knew that the current billing system was holding them back. Project manager Celeste Jones explains, "The meat and potatoes of our company is billing clients and paying employees. Our solution for tracking everyone's hours, and paying and billing based on them, is how our company works." If ESC was going to keep growing, the process had to change.

### Solution Overview

After some investigation, ESC decided that Virtual Timecard, by Virtual Software, would be the key to a more efficient operation. Combined with QuickBooks for more robust accounting and ADP for automated payroll, Virtual Timecard is now the hub of ESC's complete time and billing solution.

Here's how the new system works. ESC's 1099 consultants, third-party contractors, and W-2 salaried employees all submit their timesheets using Virtual Timecard's web interface. They specify which project they worked on, which tasks they performed, and for how long. Then, they simply click a link to submit it for approval. "Having the recruiters be able to enter their timecard information from anywhere, anytime is really convenient," says Evans.

Once the employees submit their hours, Virtual Timecard sends an automatic email notification to all the approving managers. The email includes a link to the online system, where managers see all the timecards waiting for their approval at once. They can approve or reject each one, and click any timecard for more details.

"We love how Virtual Timecard gives us the ability to set up clients as





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approvers on the hours," says Evans. "We aren't really in day-to-day contact with all our recruiters, so having the client approve the time is most appropriate."

Once all the timecards are approved, Virtual Timecard automatically creates invoices based on the submitted data. Evans simply reviews the invoices for accuracy, exports them to QuickBooks, and issues them to clients.

Next, Virtual Timecard automatically calculates payroll based on the approved timecards. Evans exports the data to the company's ADP payroll solution. This makes payroll quick and painless, without any manual calculations or re-typing. "Before, this whole process was like reinventing the wheel in three different places, with errors," says Evans. "Now, I have the security of knowing that all the hours are getting pulled into billing and payroll at the proper rates. No one's time gets missed. It's like magic."

### **Business Benefits**

Virtual Timecard has streamlined the accounting at ESC so much that even with over 100 timecards and paychecks to process every two weeks, Evans is the one and only staff accountant. She handles the payroll, billing, and receivables. "Comparing what I do at ESC to what I've done at other companies," she says, "I'd say that Virtual Timecard saves me at least one whole day's worth of work every pay period. Without it, this company would definitely need additional staff."

"Plus," she says, "I can't put a price tag on the assurance I get that the information is always accurate."

Evans especially likes Virtual Timecard's automated email reminders. She can quickly look online to see which timecards have been submitted and approved. "I can click a button and send an email to all the people who haven't submitted timecards, and then again for managers who haven't yet approved them." It makes collecting the information easier, and clients like the process better too.

Additionally, ESC benefits from several other Virtual Timecard features. One is a reporting feature that allows them to easily calculate sales rep commissions.

Another is accruing and tracking employee sick and vacation time together as paid time off (PTO). According to Evans, "We couldn't get this to work any other way, including using ADP. With Virtual Timecard, employees instantly see their PTO earned and used, and managers know before approving if it's been exceeded. From a compliance standpoint, I also feel good knowing that it mirrors our employee handbook."

### **Service and Support**

Project manager Celeste Jones knows there are a number of time and expense solutions on the market today, but she says, "For the service we get from Virtual Software, and all the functionality we have with Virtual Timecard, it's not even worth the cost to look into them."

Both Jones and Evans know that if they ever have questions, Virtual Software will respond quickly with an answer. "Anytime we've had a question," says Jones, "they've always been able to talk us through doing what we need to do. They're very receptive to our requests, and have even added new features for us."

"I love Virtual Timecard," says Jones. "It's one of the keys to our business. It is such a valuable tool."

Evans adds, "In accounting, accuracy is what you live by. With Virtual Timecard, I know that all the hours are getting billed and paid at the proper rate. I've never used a system like this before, and I don't want to ever have to go back to the old way!"

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**Michelle Evans  
Staff Accountant  
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### **FOR MORE INFORMATION VISIT:**

**Virtual Software Inc.**  
[www.virtualsoftware.net](http://www.virtualsoftware.net)

**Intuit Inc.**  
[www.quickbooks.com](http://www.quickbooks.com)

Virtual Timecard and QuickBooks Financial Software work together to help simplify your business management.

Virtual Software provides web-based solutions that help your business increase productivity, reduce errors and simplify timecard, expense report, and sales management.

QuickBooks Financial Software helps you get more done faster, with a new Home page, simplified Customer and Vendor Centers, and sophisticated business planning tools.

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