Timekeeping Survey

1. Company Name:

2. What do you currently use to record your employee's hours worked?
    a. Time Tracker
    b. Xero - timekeeping add ons
    c. Excel spreadsheet
    d. Other(please specify)

3. How well does your time keeping tool perform the following tasks?
    a. Recording employees' daily hours worked: ____
    b. Recording employees time on breaks: ____
    c. Recording leave and holidays: _____
    d. Recording time by tasks on farm (e.g. milking): ____

4. How easy was it to set up your timekeeping tool? (this is actual time you were working on set up)
    a. How long did it take for you to set up your system? __
    b. How long did it take your employees to learn the system? __

5. How well does your system help you comply with minimum wage and holiday pay regulations?
    a. Calculate average daily pay per pay period
    b. Calculate holiday pay owed

6. How easy to use is your system?
    a. How easy is it to use/maintain your system? ____
    b. How easy is it for your staff to use on a daily basis? ____

7. How reliably does your timekeeping tool run on your internet system and connection?
    __Not Well   __Okay   __Good   __Excellent

8. How much did your system cost? (this is total annual cost e.g., monthly fee $10 x 12 = $120 total cost)
    __Free   __$1-20   __$21-50   __$51 – 100   __$101-300   __ $300+

9. Please feel free to make any other comment that you think might be useful. If you would like to be contacted or have any questions about this survey please email payroll@on-timepayroll.com.