

Periodic Timesheets

Feature

The Administrator sets up initial Timesheet Period and creates the Shift patterns.

Shift-based tracking with built-in sign-off and secure verification

Epic's **Periodic Timesheets** feature provides a structured, deadline-driven way to manage time tracking for shift-based teams. It replaces manual logs and fragmented records with a centralised system that captures actual hours worked, ensures staff verification, and supports compliance with audit-ready reporting.

Whether you're managing hospitality, healthcare, or site-based operations, this feature keeps timekeeping accurate, secure, and easy to manage.



Key Functions

- **Shift Pattern Setup:** Administrators define the timesheet period and create standard shift patterns—tailored to your operational rhythm.
- **Manager Allocation & Capture:** Managers assign shifts to staff and record actual hours worked per period—ensuring clarity and consistency across teams.
- **Staff Sign-Off with OTP Verification:** Once the period ends, staff review and sign off on their recorded hours. A secure One-Time Password (OTP) is sent via SMS, which the manager enters to confirm the sign-off—adding a layer of verification and accountability.
- **Excel-Based Reporting:** Administrators can export full reports into Excel, including a breakdown of total hours worked per staff member—ideal for payroll, compliance, and performance analysis.
- **Audit-Ready Records:** Every entry is timestamped and verified, creating a transparent trail of attendance and shift fulfilment.
- **Mobile App Enabled:** Managers and staff can review, update, and sign off timesheets on the go—perfect for dynamic, multi-site environments.