

Periodic Timesheets

Scenario

ABC Suites (Pty) Ltd

The Challenge:

At ABC Suites, managing shift-based timesheets was a logistical headache. Each cycle period required stacks of printed forms, manual entries, and in-person sign-offs—often involving offsite staff who couldn't easily access the office. HR teams spent hours chasing paperwork, verifying signatures, and compiling reports for payroll. The process wasn't just time-consuming—it was costly, inefficient, and environmentally unsustainable.

Security Manager Chris saw the strain firsthand. With multiple staff working across locations, capturing accurate shift data and obtaining timely approvals felt like a constant race against the clock.

How ABC Suites uses epic

Epic's **Periodic Timesheets** feature gave ABC Suites the automation, visibility, and sustainability they needed to modernise shift tracking—without compromising control.



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Digital Shift Logging: Chris now enters shift times per staff member directly into Epic, with automated cycle periods that align with payroll timelines. No more printing, scanning, or chasing signatures.

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Secure Staff Sign-Off: Each staff member receives a One-Time Password (OTP) to digitally confirm their hours for the period—ensuring accuracy and accountability, even for offsite teams.

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Instant Report Generation: Once signed off, Epic generates a clean, branded report that can be sent directly to HR or Payroll—saving time, reducing errors, and supporting audit readiness.

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Eco-Friendly Operations: By eliminating paper-based forms and unnecessary travel, ABC Suites advances its goal of becoming a more environmentally conscious organisation.

The result? A smoother, smarter timesheet process that supports operational efficiency, staff accountability, and sustainability—all in one elegant solution.

“From paper piles to digital precision—Epic’s Periodic Timesheets feature helped ABC Suites save time, cut costs, and go green with confidence.”