Weekly Timesheets

Scenario
ABC Suites (Pty) Ltd

The Challenge:

At his previous company, Finance Director Robin Banks struggled to get staff to submit weekly timesheets accurately and on time. The process relied on emailed Excel spreadsheets—often incomplete, inconsistently formatted, and submitted late. This created delays in client invoicing, reduced billing accuracy, and exposed the business to cash flow and reputational risk.

When Robin joined ABC Suites, he saw the same pattern emerging. With multiple projects underway and billable hours driving revenue, he needed a system that was automated, easy to use, and gave managers real-time visibility into staff submissions.
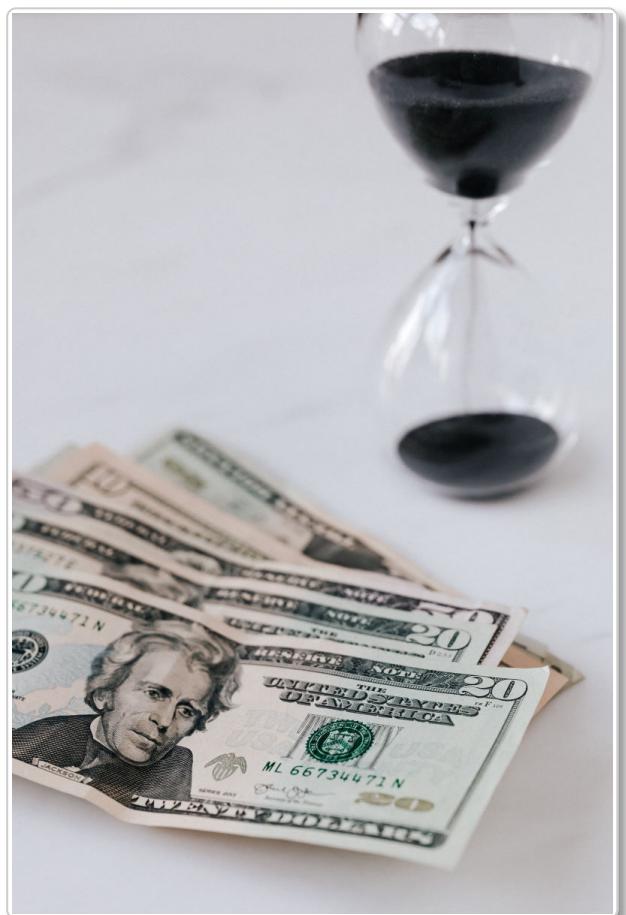
How ABC Suites uses epic:

Epic's **Weekly Timesheets** feature gave ABC Suites the structure, speed, and clarity to manage time tracking with confidence.

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  Paperless & Automated: Staff now log their hours directly into Epic—no spreadsheets, no email chains. The interface is intuitive, with projects and non-billable items clearly listed for easy selection.

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  Flexible Entry Options: Some staff update their timesheets daily, while others prefer to log hours at the end of the week. Either way, submission is fast and frictionless.

- **Manager Oversight**: Managers view a live dashboard showing the status of every team member's timesheet. They can approve or decline submissions instantly and follow up on any delays before they impact billing.

- **Finance-Ready Reporting**: Robin receives a company-wide report exportable to Excel, with tabs for each staff member, project, and non-billable item. Month-end invoicing is now accurate, timely, and backed by clean data.

- **Strategic Insights**: The timesheet data also supports deeper analysis—helping ABC Suites understand where time is being spent, optimise resource allocation, and improve project profitability.

The result? A culture of accountability, improved cash flow, and a timesheet system that works for everyone—from frontline staff to finance leadership.

"From sub-missions to submission precision—Epic's Weekly Timesheets feature helped ABC Suites turn time tracking into a strategic asset."