

QuickBooks Employee Timekeeping Project Outline

Goal: To pull Board and Management reports that show expenses/cost for each facility to assist with locating accurate cost per individual

Goal Deadline: January 1, 2024

- I. Set up all tracking in QuickBooks Online and QuickBooks time to follow desire for cost tracking per customer, per system/facility.
 - a. Split into Collections/Treatment
 - b. Future drill down further, if necessary
- II. Set up Geofencing.
 - a. If EE is working at a Collection site, is it Collections work?
 - b. If EE is how far outside of the Collection site, is it Treatment work?
 - c. Guidelines on what is Collections and what is Treatment? What is the most suitable option to determine what a crew member is working on? Technology Assist?
 - d. Will Geofencing be suitable for field staff?
 - e. Is manual timekeeping more efficient and timely, accuracy?
 - f. Set up process that is most efficient.
- III. Administrative Staff
 - a. Admin staff time will be split based on an annual percentage split determined during the budget process based on total Collection/total Treatment expenses.
 - b. All expenses will be split between Collection/Treatment classes.
 - c. All expenses entered into QB will be entered differently utilizing a new Class system tracking between Collections & Treatment. All expenses will be labeled with general expenses utilizing the Admin split above (i.e., 70%/30%). If an expense is one or the other, this will also be determined at entry point into QB Online and will be driven by AP staff with information from Operations staff.
- IV. Focus on new set up in QuickBooks Online.
 - a. Set up and update current class system to track for Collections versus Treatment.
 - b. Plan for future drill down in future but set up for simplicity and ease of use right now.
 - c. Once QB Online Classes are updated, match to QB Time.
 - d. Determine current percentage for administrative splits. Make plans to include in budget process.
 - e. Set procedures for entering all expenses as Collections/Treatment.
 - f. Focus on area of weakness: Convergence reports. Convergence has issues reporting as we need. Can they payroll and enter into QuickBooks online into correct classes or is it still a JE process for management? Is BCRSD running payroll internally an option to simply print and pay taxes in house through QuickBooks. Find the time to find cost savings, time savings, if any?
- V. Test
 - a. Employees are currently tracking time in QB time. They need to test geofencing set up and fine tune for errors/inefficiencies.
 - b. QuickBooks reports need to be run by Class to identify expenses entered that are missing Classes, inefficiencies in set up.

- VI. Final reports
 - a. Final reports will still be whole for Board presentation but we should be able to pull accurate, timely reports that show the current cost of Collection systems and Treatment facilities within minutes.
 - b. Maintain percentage splits annually.
 - c. Set up procedures to follow the above process for future staff.