

# Accelerate your time sheet collection process

## HP Manufacturing Time Sheet Collection Accelerator



### What if you could...

- Reduce the labor and costs required to manually process time sheets?
- Eliminate the cost of sending time sheets via courier or analog fax?
- Accelerate time sheet collection and data entry to speed revenue streams?
- Minimize the risk of data entry errors and physically losing time sheets?
- Send time sheets automatically to customized workflows right from an HP multifunction printer (MFP)?

### Decrease collection and processing times

Manufacturing or construction administrative associates will tell you that time sheet processing is one of the most time-consuming tasks they do. It's labor-intensive, requiring physical collection and routing to a central site where other employees manually enter the hand-written time sheet data. Manual data entry introduces errors and ultimately slows payment and invoicing processes at month end. And of course, it represents a large resource investment.

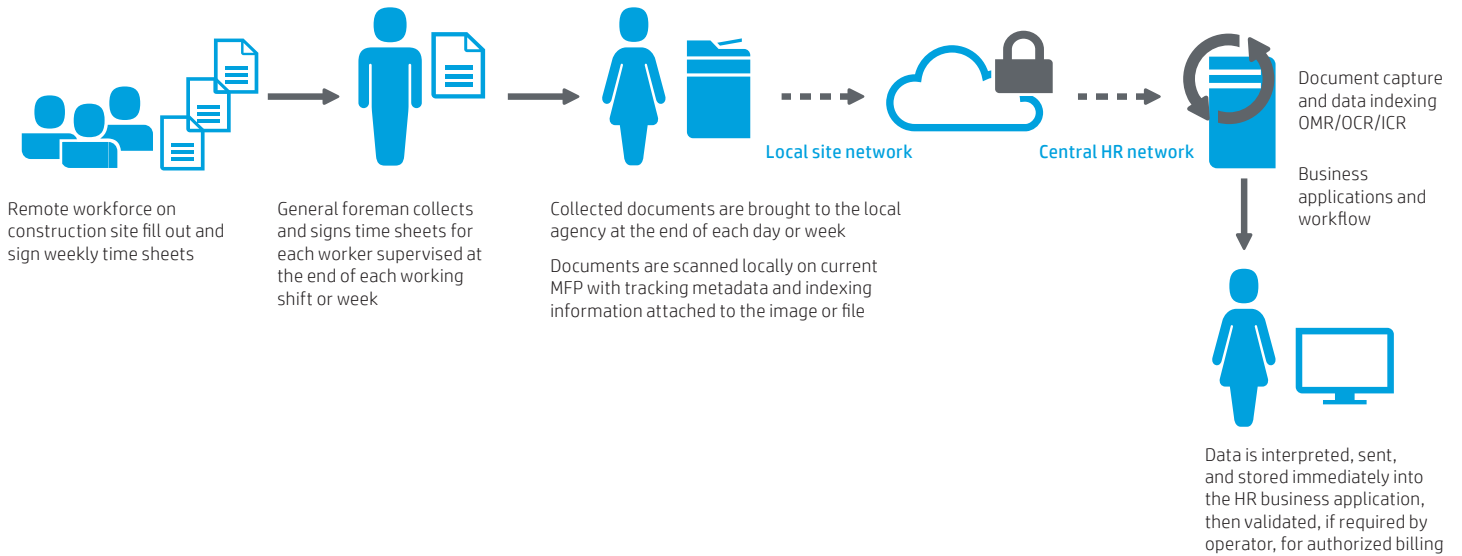
HP Manufacturing Time Sheet Collection Accelerator solution is designed to eliminate many manual processes inherent in time sheet collection, and saves manufacturing and construction organizations considerable time and costs. These solutions allow organizations to consolidate the scanning, routing, data entry, and archiving of time sheet information into an automated, secure, and networked environment.

### Solution at a glance

HP Manufacturing Time Sheet Collection Accelerator significantly improves time sheet collection by automating much of the process. At any manufacturing or construction site, remote or otherwise, a single administrator can collect end-of-week time sheets. From an HP MFP, documents are sent to a scanning, indexing, and routing engine for user-defined workflow distribution. They are digitally sent to a main branch where optical character recognition (OCR), intelligent character recognition (ICR), and optical mark recognition (OMR) software automatically turns written time sheets into data that is processed for collection, payment, invoicing, and archiving.

Time sheet collection and processing that once took days or weeks can now be completed in mere hours with no overtime required. The need to physically ship time sheets to a main branch for processing is eliminated—along with the monetary and environmental cost. Physical data entry resource requirements are decreased, as are the potential errors associated with that data entry.

**Automated process improves employee productivity and can reduce costs, administration time, security risks, and carbon footprint**



Automated time sheet processing can help any manufacturing or construction organization gain a competitive edge. HP Manufacturing Time Sheet Collection Accelerator solutions are IT investments that enable you to spend less time and fewer resources on administrative tasks, and more time on core, business-driving competencies. Plus, faster, more accurate processing of actionable time sheet data helps your business be more agile and speeds revenue streams.

Let HP develop a solution for you. HP Manufacturing Time Sheet Collection Accelerator is customizable and scalable to a multitude of requirements, and the strong HP partner ecosystem means HP can draw from a wide range of compatible third-party providers to tailor your solution even further.

### Why HP?

For more than 50 years, HP has been partnering with leading manufacturing and distribution organizations, supplying the technical expertise and business savvy required to position these companies at the forefront of innovation. Today, industry analysts rank HP as a leading provider of information technology and services to the manufacturing and distribution industry. In fact, 10 of the top 10 automotive manufacturers<sup>1</sup> and 8 of the top 10 oil and gas companies are HP Managed Print Services clients.<sup>2</sup>

We will take the time to understand your specific needs and create a plan to help optimize your fleet, ensure data and document security, and manage your evolving workplace.

### Get started

Contact your local HP representative to:

- Set up a workshop to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your organization save money.

Learn more  
[hp.com/go/mdiworkflow](http://hp.com/go/mdiworkflow)

<sup>1</sup> Based on data from the 2016 Forbes Global 2000.

<sup>2</sup> Based on data from the 2016 Fortune Global 500.

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