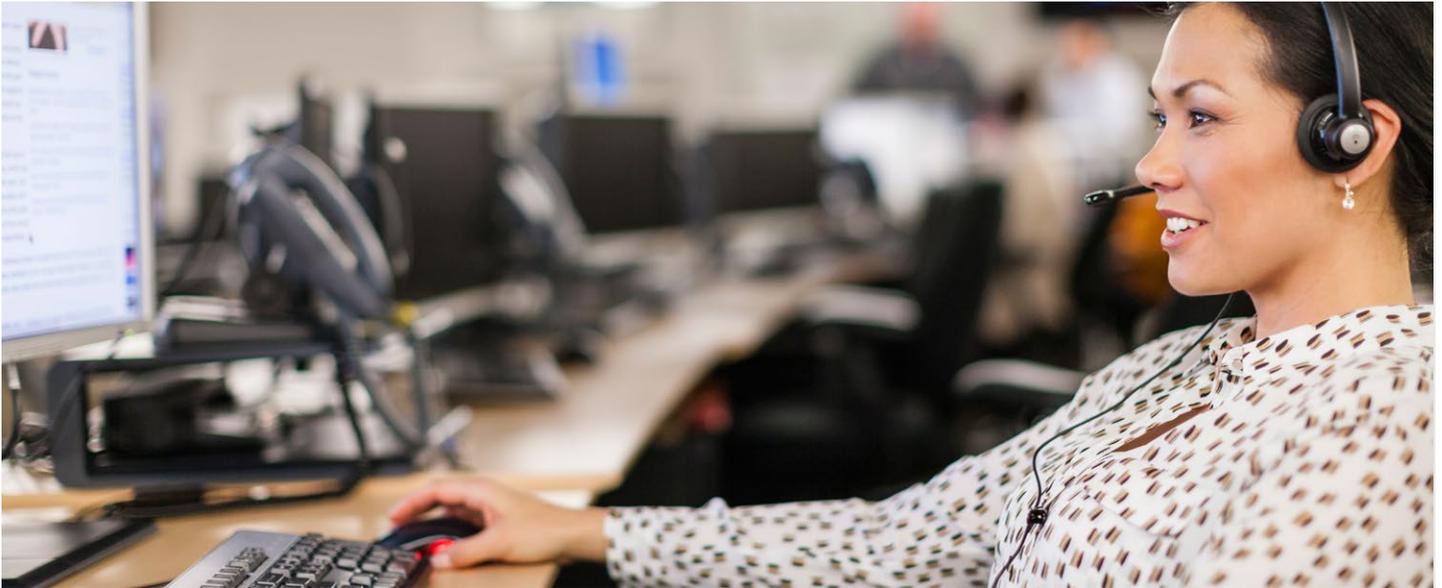


# Accelerate your time sheet collection process

## HP 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

Across many industries, 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.

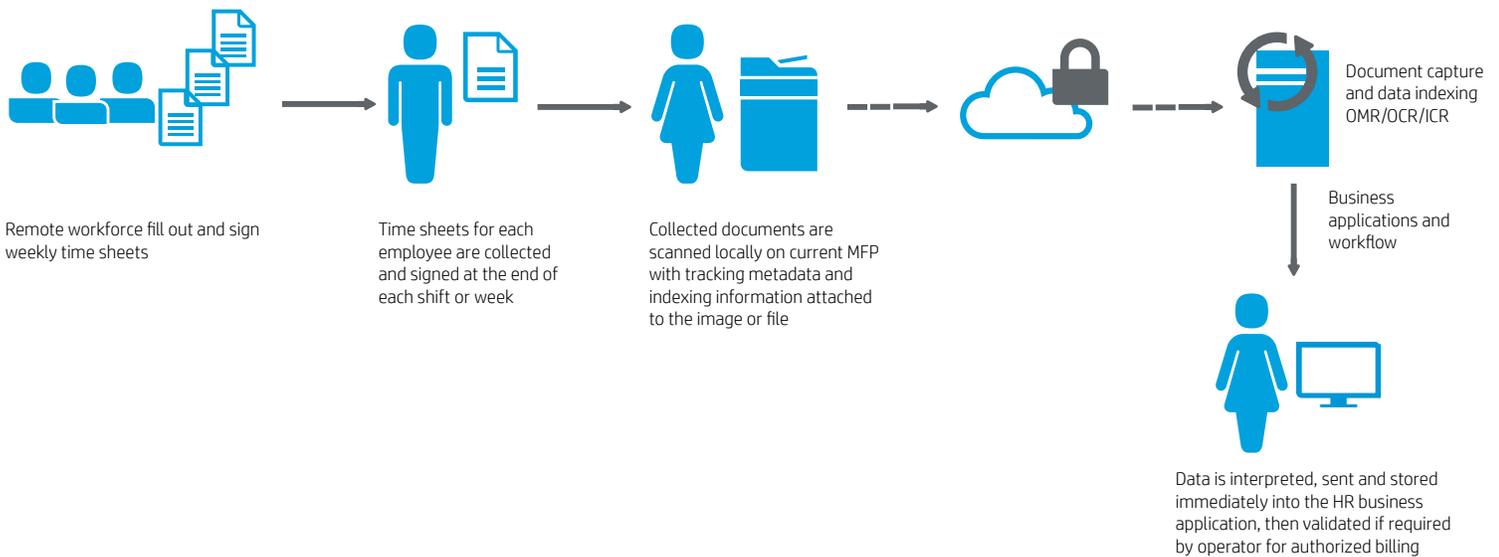
HP Time Sheet Collection Accelerator solution is designed to eliminate many manual processes inherent in time sheet collection, and saves considerable time and costs. These solutions allow organizations to consolidate the scanning, routing, data entry and archiving of time sheet information into an automated,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

### Solution at a glance

HP Time Sheet Collection Accelerator significantly improves time sheet collection by automating much of the process. At any branch office, retail store or remote site, 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 OCR (optical character recognition), ICR (intelligent character recognition) and OMR (optical mark recognition) 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 your enterprise organization gain a competitive edge. HP 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 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?**

HP is recognized as the global leader in imaging and printing solutions for large organizations. HP offers technical expertise, and reliable products and solution sets that allow customers to benefit from:

- Consulting services, including procurement, installation, management and support that can be customized to enhance your organization's effectiveness
- Relationships with industry-leading solution providers
- Powerful solutions to optimize your environment, improve the bottom line and help the planet

**Get started**

Contact your local HP representative to:

- Set up a workshop with us to assess your specific business needs
- Establish a plan to implement the best solution for today and into the future
- Identify an effective approach that can help you meet your business goals

**Learn more at**  
[hp.com/go/enterpriseprinting](http://hp.com/go/enterpriseprinting)

**HP three-part approach**

HP helps you better serve your customers by accelerating business processes, improving the flow and use of information, and reducing costs. Working together, we assess, deploy, and manage your imaging and printing system—tailoring it for where and when business happens.

**Optimize infrastructure**

Balance your total digital and hardcopy communication costs with your need for convenient user access and productivity.

**Manage environment**

Maintain end-to-end visibility and control of devices, content and workflows.

**Improve workflow**

Capture, connect, and communicate information with smart process automation and dynamic content personalization.

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