



Simple time tracking

Track your team's hours the easy way.

gusto

Learn more at gusto.com/timetools.

- ✓ Track everything in one place
- ✓ Automate the most tedious tasks
- ✓ Don't sweat compliance details

One place for employees to track their hours and get answers.

Ease

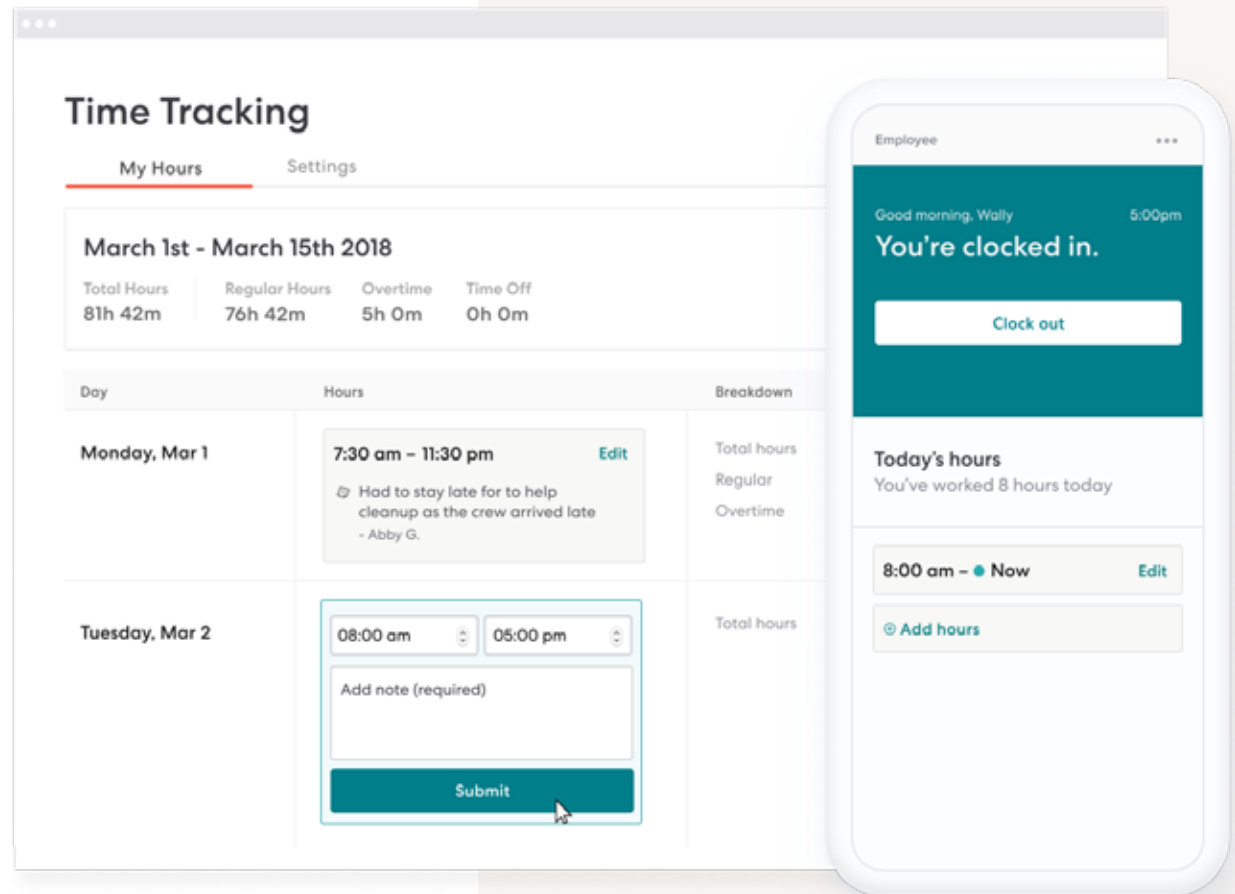
With everything in Gusto, all your team needs is one password. Time tracking, pay stubs, and time off requests are just a click away.

Control

Your employees can clock in and out from their account dashboard in real time, or edit and add hours at a later date — whichever they prefer.

Tracking

Once hours are approved, your employee's timesheet history is automatically saved - complete with easy-to-reference overtime rates.



The simplest way for managers to approve their team's hours.

Accountability

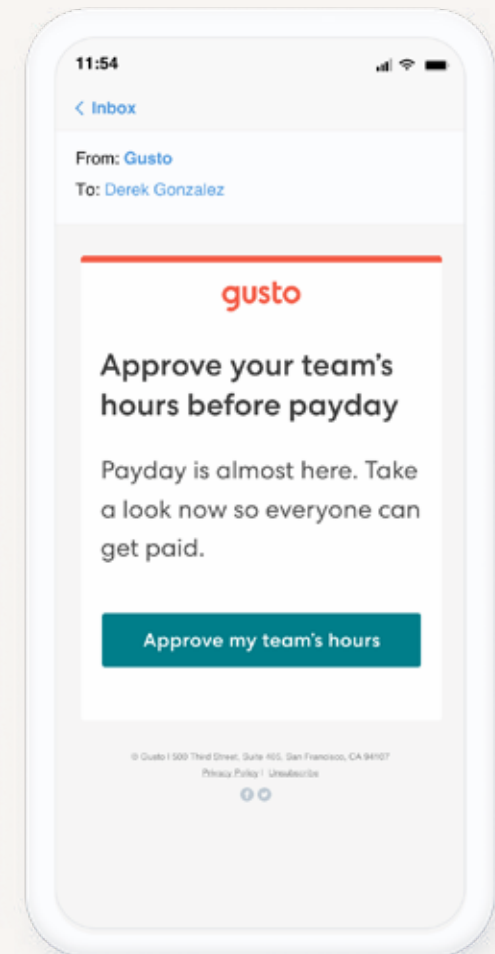
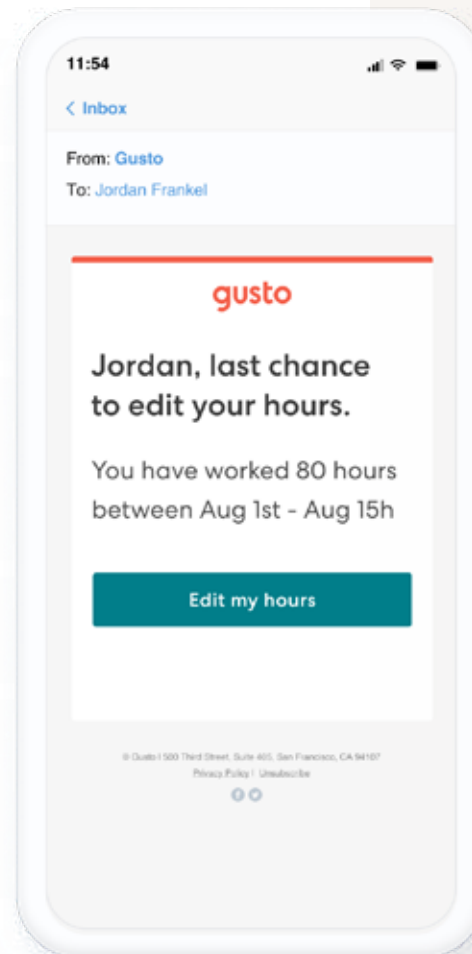
A little teamwork can help a lot. Put managers in charge of approving their team's hours before you submit to payroll.

Ease

No more wrangling spreadsheets. Tracked team hours are all instantly accessible in manager accounts.

Efficiency

No more follow-up or check-in emails. We'll remind employees to enter hours and let managers know when they're ready for review. Your team always stays in sync.



Admins instantly sync approved hours to payroll.

Control

Ready for a final review? Approved hours lock to avoid last minute changes and confusion.

Compliance

Ditch the calculator. We'll automatically calculate overtime and store wage records to help you achieve compliance zen.

Ease

It's no mistake we talk about ease a lot. After all, it doesn't get much easier than syncing everyone's hours to payroll with a single click.

The image displays the Gusto Time Tracking interface. The desktop view shows a 'Time Tracking' dashboard for 'My team' with a 'Settings' tab. It features a summary for the period 'March 1st - March 15th 2018' with the following data:

Total Hours	Regular Hours	Overtime	Time Off
81h 42m	76h 42m	5h 0m	0h 0m

Below this is a table of individual team members with their hours and approval status:

Name	Regular hours	Overtime	Time off	Status
Hannah Abrent Account Manager	70h 13m	10h 10m	-	Approved
Emily Lee Webmaster	70h 13m	-	-	Not approved
Araceli Contreras Accountant	30h 12m	10h 10m	-	Approved

A 'Sync hours to payroll' button is located at the bottom of the desktop view. The mobile view shows a notification: 'Your hours have been approved. If you need to make changes, contact your manager or admin.' It also displays a summary for 'Monday, Mar 1' with a total of 8h 3m (7h 3m regular, 1h overtime) and a time range of 7:30 pm - 5:33 pm.



The time tools you need, all combined with payroll.



Simple time
tracking



Paid-time-off
policies



Time-off
tracker



Time-off
requests



Holiday
pay



Calendar
sync

(415) 930-4532 | gusto.com/timetools

Time tracking is perfect for hourly office employees. If you're new to time tracking, use a complicated spreadsheet, or just need something simple, you're going to love this tool.

A lot of retail shops and restaurants have more specialized time tracking needs like multiple pay rates or job costing. If that's you, [take a look at our integrations](#).