TIMEKEEPING SELF-CHECK · MMM TRAINING

The Timesheet Nobody Trusts

90 SECONDS

Tick what's true about the path from clock-in to paycheck.

Every person who touches a timesheet is a place a number can change.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **Hours go from clock-in to payroll without manual re-entry.**
  If not: every retype is a chance for an error nobody will catch until someone complains.
- ☐ **Corrections are logged, with who made them and why.**
  If not: numbers change and nobody can reconstruct how, which is the harder problem.
- ☐ **Managers review hours before payroll, not after.**
  If not: review means correction, and correction after payment means an off-cycle fix.
- ☐ **Missed punches have a documented process, not a workaround.**
  If not: someone is estimating, in good faith, and estimates always drift one direction.
- ☐ **I know roughly what percentage of timesheets need correcting.**
  If not: your error rate is unknown, so its cost is unknown too.
- ☐ **Nobody has quietly built their own tracking spreadsheet.**
  If not: someone doesn't trust the official system, and they're usually right to.

Now count the boxes you left empty.

A three-person manual chain produces a predictable error rate. The question isn't whether it happens — it's what it adds up to.

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0–1 blank
You have visibility
You can see your labor. Most owners at your size cannot.

2–3 blanks
You're paying for guesses
Some of this is recoverable within a quarter, without cutting a single person.

4–6 blanks
Your largest cost is unmanaged
Labor is usually the biggest controllable number in the business. This one is running itself.

WHAT THIS USUALLY COSTS

A 2% timekeeping error is 2% of payroll.

On a $600,000 payroll that's $12,000 a year, and it rarely rounds in your favour. The People Operations Review maps every handoff and quantifies the leak.

People Operations Review
From $1,500
Book at mmmtraining.org

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