

## OF SMALL BUSINESS

### Automated Timekeeping

(NAPSA)—In today's business climate where "time is money," more and more small businesses are following the lead of their larger-sized counterparts and eliminating manual time cards—in favor of automated timekeeping systems.



**New time clocks use software that allows even the smallest companies to enjoy the same time- and labor-saving advantages as larger businesses.**

The advantages: automated systems help reduce payroll preparation time by up to 80 percent and eliminate many of the inaccuracies associated with manual calculation, saving up to three percent in payroll costs. Also, some even integrate with accounting software, such as QuickBooks® 2002.

For example, Lathem Time, a leading manufacturer of time and attendance products for small business, has introduced a timekeeping system—PayClock® EZ—that shares employee hours with QuickBooks Pro and Premier 2002. Linking timekeeping systems with bookkeeping streamlines the record-keeping process, saving a company time and money in the long run.

PayClock EZ is available at many office supply stores, including Office Depot. To learn more, visit [www.lathem.com](http://www.lathem.com).