

# Simplified Timekeeping for Household Employers

## *HomePunch™: A Practical Solution Designed for Busy Families*

HomePunch™ from GTM Payroll Services is a completely automated, easy-to-use timekeeping solution to track your nanny's (or other employee's) hours as well as overtime, time-off requests, and accrual balances. Designed specifically for families with household help, it is fully integrated with GTM's EasyPay payroll and tax service.

Streamline your timekeeping, eliminate errors from paper timesheets and manual data entry, and get the accurate record-keeping you need to stay compliant with wage and labor laws.

HomePunch™ is perfect for a family with a nanny, senior caregiver, housekeeper, or multiple household employees.

Your employee punches in and out and tracks their hours on their mobile phone. You can view the actual location of your employee's mobile punches over an entire pay period or for a specific day and time. And you'll have quick access to records and reports online.

## With GTM's HomePunch™

### Your employees can:

- Clock in or out with just a few taps
- Request time off
- View their work schedule, current hours worked and time-off balances

### As an employer, you can:

- Create employee work schedules
- Set geofencing parameters so employees clock in/out in the proximity of a pre-defined work location
- View employee punches, time worked, leave balances, and next week's schedule
- Leave messages for your employees
- Approve or reject time-off requests and monitor PTO
- Track and customize time-off accruals
- Approve time sheets that flow seamlessly to payroll for processing
- Input additional pay including bonuses and reimbursements
- View attendance, consolidated timesheets, leave, and scheduling reports

## Interested?

**HomePunch™ is just \$10/month**

(for up to two employees, each additional worker beyond the first two is \$5/month)

For more information, contact us at (800) 929-9213 or [CustomerService@GTM.com](mailto:CustomerService@GTM.com)

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