



The 14-day switch from paper timecards

Pilot first, paper backup, then retire paper. Reviewed August 2026.

[] Days 1 to 2

Pick the app. Confirm it exports the file your payroll expects, and set up your jobs and worksites.

[] Days 3 to 4

Add the crew. Short names they recognize, payroll IDs if your payroll matches on them.

[] Day 5

Pilot with two people, one office-friendly and one skeptic. Keep paper running for everyone.

[] Days 6 to 9

Whole crew clocks in on the app AND on paper. Compare both at the end of each day; fix confusion the same day.

[] Day 10

First payroll from the app's export, checked against the paper backup line by line.

[] Days 11 to 13

Paper becomes the backup nobody uses. Managers approve hours in the app.

[] Day 14

Retire paper. Tell the crew what changed and who to ask when a punch needs fixing.