

ELIZABETH HUDSPETH & COLE LONG

Keeping Track of Your Employees with Ease



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Disclaimer

A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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**Elizabeth
Hudspeth**

IMPLEMENTATION SPECIALIST



**Cole
Long**



PROJECT DEVELOPMENT LEAD



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Agenda

HERE'S THE PLAN

- TimeWorksPlus vs.  WorkforceHub
 - WorkForceHub Advanced
 - WorkForceHub Plus
- BambooHR 
- Interface with ActivityHD using bots!



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SwipeClock

OFFICIAL PARTNER SINCE 2013

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SwipeClock

PRODUCTS



Legacy Products

- TimeWorksPlus
- TimeSimplicity
- ApplicantStack

WorkForceHub Advanced

Next Gen Interface

- Timekeeping
- PTO Tracking & Accruing
- Scheduling
- Ideal for Small Businesses

WorkForceHub Plus

Advanced + **PLUS**

- Recruiting
- Hiring
- Onboarding
- HR Management

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TIMWORKSPLUS VS WORKFORCEHUB ADVANCED



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Employees

FILTER

Name	Office Phone	Email	Manager	Location	Department
Christina m Aguilera	(951) 683-1965	cagluinda@efficientoffice.com	Jennifer Caldwell		Customer Success
Jane A Abbott	(909) 556-7431	cabbott@efficientoffice.com	Jennifer Caldwell		Human Resources
Shannon Marie Anderson-Cooper	(707) 222-6211	sanderson@efficientoffice.com	Jennifer Caldwell		Marketing
Eric a Asture	(559) 244-2190	easture@efficientoffice.com	Trent Bell		Operations
Cheryll Barnet		cbarnet@efficientoffice.com	Trent Bell		Finance
Trent Alan Bell	(818) 619-2392	projectdev@accountingware.com	Elizabeth Hudspeth		IT
Jennifer Ann Caldwell	(510) 322-1266	jcaldwell@efficientoffice.com	Trent Bell		Finance
Dorothy Kay Chou	(760) 764-2599	dchou@efficientoffice.com	Haleigh Girard		Operations
Lori Bogart	(209) 563-6133	lbogart@accountingware.com	Elizabeth Hudspeth		Finance
Michael Fernandez	(415) 662-0527	michaelf@efficientoffice.com	Christina Aguilera		Sales
Javier Cruz	(916) 835-1436	javier@efficientoffice.com	Jennifer Caldwell		Marketing
Jared French	(408) 928-0024	nelson@efficientoffice.com	Dorothy Chou		Human Resources

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Barnet, Cheryll

Actions	APPROVAL	S	E	Date	Time	Category	Hours
				Sat, Apr 1			
Week Total (Sun, Mar 26 - Sat, Apr 1)					0.00 hrs		
				Sun, Apr 2			
				Mon, Apr 3	8:15am In 12:15pm Out	Regular	4.00
					1:10pm In 4:59pm Out	Regular	3.82
				Tue, Apr 4	7:45am In 11:25am Out	Regular	3.67
					12:00pm In 4:00pm Out	Regular	4.00
				Wed, Apr 5	9:10am In 6:00pm Out	Regular	8.83
				Thu, Apr 6	8:25am In 12:30pm Out	Regular	4.08
					1:00pm In 5:00pm Out	Regular	4.00
				Fri, Apr 7			
				Sat, Apr 8			
Week Total (Sun, Apr 2 - Sat, Apr 8)					32.40 hrs		
				Sun, Apr 9			
				Mon, Apr 10	8:10am In 2:00pm Out	Regular	5.83
				Tue, Apr 11			
				Wed, Apr 12			
				Thu, Apr 13	9:45am In 3:30pm Out	Regular	5.75
					4:15pm In 9:00pm Out	Regular	4.75
				Fri, Apr 14	6:30am In 11:00am Out	Regular	4.50
					12:15pm In 3:00pm Out	Regular	2.75
				Sat, Apr 15			
Week Total (Sun, Apr 9 - Sat, Apr 15)					23.58 hrs		
Pay Period Totals							
HOURS							
Regular							55.98
Total							55.98

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Date	Edit	In	In Type	Out	Out Type	Deducted Time	Category	Hours	Hrs/day	Amount
Sat 4/1		-	-	-	-	-	-	-	-	-
Total hours clocked for week of 3/26 to 4/1 0.00										
Sun 4/2		-	-	-	-	-	-	-	-	-
Mon 4/3	<input type="button" value="Edit"/> <input type="button" value="Add"/>	8:15a	In	12:15p	Out	-	-	4.00	↓	-
	<input type="button" value="Edit"/> <input type="button" value="Add"/>	1:10p	In	4:59p	Out	-	-	3.82	7.82	-
Tue 4/4	<input type="button" value="Edit"/> <input type="button" value="Add"/>	7:45a	In	11:25a	Out	-	-	3.67	↓	-
	<input type="button" value="Edit"/> <input type="button" value="Add"/>	12:00p	In	4:00p	Out	-	-	4.00	7.67	-
Wed 4/5	<input type="button" value="Edit"/> <input type="button" value="Add"/>	9:10a	In	6:00p	Out	-	-	8.83	8.83	-
Thu 4/6	<input type="button" value="Edit"/> <input type="button" value="Add"/>	8:25a	In	12:30p	Out	-	-	4.08	↓	-
	<input type="button" value="Edit"/> <input type="button" value="Add"/>	1:00p	In	6:00p	Out	-	-	4.00	8.08	-
Fri 4/7	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Sat 4/8	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Total hours clocked for week of 4/2 to 4/8 32.40										
Sun 4/9	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Mon 4/10	<input type="button" value="Edit"/> <input type="button" value="Add"/>	8:10a	In	2:00p	Out	-	-	5.83	5.83	-
Tue 4/11	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Wed 4/12	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Thu 4/13	<input type="button" value="Edit"/> <input type="button" value="Add"/>	9:45a	In	3:30p	Out	-	-	5.75	↓	-
	<input type="button" value="Edit"/> <input type="button" value="Add"/>	4:15p	In	9:00p	Out	-	-	4.75	10.50	-
Fri 4/14	<input type="button" value="Edit"/> <input type="button" value="Add"/>	6:30a	In	11:00a	Out	-	-	4.50	↓	-
	<input type="button" value="Edit"/> <input type="button" value="Add"/>	12:15p	In	3:00p	Out	-	-	2.75	7.25	-
Sat 4/15	<input type="button" value="Add"/>	-	-	-	-	-	-	-	-	-
Total hours clocked for week of 4/9 to 4/15 23.58										



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Employee Setup	
Identity <input type="button" value="Edit"/>	
Employee Code	Sandy123
First Name	Sandy
Middle Name	S.
Last Name	Sample
Designation	
Phone	806-555-5555
E-mail	saven@accountingware.com
Start Date	2013-12-24
Separation Date	
Export Block	Not blocked
Web Clock Enabled	Yes
Enforce Schedule	Enforce
Mobile Punch Enabled	Yes
Add GPS to Mobile Punch (If Available)	Yes
Enforce geofence(s)	Yes
Options	
Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins. <input type="button" value="Edit"/>	
Logins / Numbers	<input type="text" value="Sandy123"/> <input type="text" value="6789"/>
Self-service password	Password has been set and changed by employee
Employee Data <input type="button" value="Expand History"/> <input type="button" value="Edit"/>	
Employee Type	
Title	Supervisor
Department	Deli
Location	Main Office
Supervisor	Sandy Test, Mickey Mouse

TWP VS WFH

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TWP VS WFH

EMPLOYEES LIST
Jane A Abbott
 Employee Code: jabbott
 Email: cabbott@efficientoffice.com
 Office Phone: (909) 556-7431
 Job Title: -
 Manager: Jennifer Caldwell
 Department: Human Resources
 Location: -
 Position: VP of People
 RESET PASSWORD

PERSONAL | EMPLOYMENT | CONTACTS | NOTIFICATIONS | SETTINGS | ROLES

Basic

Name	Jane A Abbott		
Office Phone	(909) 556-7431	Mobile Phone	(714) 476-3260
Email	cabbott@efficientoffice.com		
SSN/Tax ID	***-**-7897		
Gender	Female	Birth Date	Dec 19th, 1963

Location

Address 1	3458 Gordon Street		
Address 2	-		
City	Fullerton	State	California
Zip Code	79423	Country	USA
Time Zone	-		

InterActiv CONFERENCE

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TWP VS WFH

WorkforceHub Advanced | DASHBOARD | TIME | PEOPLE | ADMIN

Employees | (909) 556-7431

Termination Date: [Calendar Icon]

Employee Status: Active - Billable, Access

Job Title: [Text Field]

Employee Type: Full-Time - Exempt

Hours Per Week: [Text Field]

Exempt

Organization

Location: [Dropdown]

Department: Human Resources

- Product
- Sales
- IT
- Finance
- Operations
- Customer Success
- Marketing
- Human Resources

InterActiv CONFERENCE

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WorkforceHub Plus

Activ
ERENCE

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RESPONSES OUTSTANDING	RESPONSES COLLECTED	AVERAGE SCORE
12	1	3.00

SEE THE DIFFERENCES
WorkforceHub Plus

InterActiv
CONFERENCE

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AccountingWare

Dashboard Time HR People History Admin

HR

- DASHBOARD
- APPLICANT TRACKING**
- NEW HIRES
- BENEFITS
- EMPLOYEES
- CUSTOM FIELDS
- WORKFLOWS/TASKS
- ALERTS
- REPORTING

NEW HIRE DASHBOARD

[Add a New Hire](#) [Maintain New Hire Documents](#) [Reports](#)

Lori Hill
Accounting Manager Sample
Hire Date: 03/24/2023
lori.hill@applicantstack.com
Status: Awaiting new hire/employee completion

Mary Elizabeth Hudspeth
Sales Account Manager
Hire Date: 02/23/2023
ehudspeth77@gmail.com
Status: Incomplete setup

+ Add New

Powered by AccountingWare

InterActiv CONFERENCE

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AccountingWare - Sign In

ApplicantStack - Candidate Details

ApplicantStack

Mary Elizabeth Hudspeth
Job: Sales Account Manager [1001]
Stage: Hired

Do Not Pursue Do Not Pursue

- New
- Manager Review
- Phone Screen
- Interview
- Reference Check
- Job Offer
- Hired**
- Withdrawn

Summary Resume Answers Feedback Tasks Interviews History

First Name: Mary Elizabeth
Last Name: Hudspeth
Address 1: 207 S Floydada St
Address 2:
City: Plainview
State: Texas
Zip: 79072
Phone: (806) 928-2887
Email: ehudspeth77@gmail.com

Last Modified: 02/23/2023 12:24 PM
Created: 02/22/2023 04:28 PM
Job: Sales Account Manager [1001]
Source:
Rating:
Disposition:
Referred By:
Score: N/A (placeholder)
Average Feedback:
Current Stage: Hired

Attachments

- Resume [2022 Resume.pdf]

Cover Letter

Dear Sir/Madam,
Please hire me :)
Sincerely,
Elizabeth

Return to List Candidate 2 of 11

- Create Candidate
- Upload Resumes
- Upload Emails
- Add to Job
- Search
- Run Report
- Export
- Email Candidate
- Create Document
- Create Task
- Schedule Event
- Add Note
- Print
- Set Job
- Edit
- Add Attachment(s)
- Delete
- Configure

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ApplicantStack Home **Jobs** Candidates Emails Tasks Events Library Reports Search Candidates

Jobs **Collapse Filters**

-- All Jobs -- -- All Stages -- -- All Location -- -- All Department -- -- All Job Category -- -- All Job Type --

ID	Job Title	Available Positions	Location	Department	Job Category	Job Type	Campaign Start Date	Salary Range	#	Created	Last Modified	Stage	Sponsored	Actions
SAMP-1001	Accounting Manager (Sample)		Atlanta, GA	Finance	1B Middle Management	Exempt (salaried)	07/04/2011	80K - 95K	9	02/13/2023 11:33 AM	03/24/2023 01:28 PM	Filled		
SAMP-1002	Employment Applications (Sample)	1	Houston, TX	Operations					1	02/13/2023 11:34 AM	02/13/2023 11:34 AM	Open		
1001	Sales Account Manager		Lubbock, TX	Security	4.Sales	Non-exempt (hourly)	02/22/2023		1	02/22/2023 04:15 PM	03/24/2023 12:19 PM	Open		

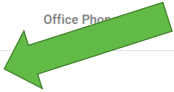

Showing 1 - 3 of 3



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Employees FILTER

Name	Office Phone	Email	Manager	Location	Department
Elizabeth Hudspeth		ehudspeth@accountingware.com	Sandra Aven	Lubbock Office	AccountingWare
Sandra Aven		saven@accountingware.com	Marvin Crossnoe	Lubbock Office	AccountingWare
Marvin Crossnoe	(806) 687-8500	mcrossnoe@accountingware.com		Lubbock Office	Conetrix
Steve Sikes		ssikes@accountingware.com	Sandra Aven	Lubbock Office	AccountingWare
Stefanie Rosales		srosales@accountingware.com	Sandra Aven	Lubbock Office	AccountingWare
Cole Long		clong@accountingware.com			
Shaun Ledbetter		sledbetter@accountingware.com			
API Testing Joe		testing@example.com		Lubbock Office	
Frodo Baggins		shire@baggins.com			

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BambooHR

OFFICIAL PARTNER

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Home My Info People **Hiring** Reports Files Search...


Hiring Job Openings **Candidates** Talent Pools View Careers Website - Get Embed Code

Search by keywords, name, location, etc.

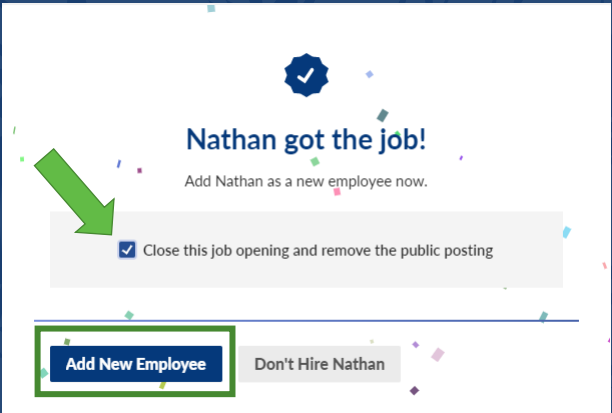
Still in the Running 4 Candidates

Filter Results	Candidate Info	Job Opening	Status ↓	Rating	Last Email
<ul style="list-style-type: none"> 2 Job Statuses Job Openings 11 Candidate Statuses Star Rating Application Dates Sources Job Locations Hiring Leads 	Jodi Edwards paris +44 20 5555 1233	IT Security Engineer	Phone Screened Updated 2 years ago	★ ★ ★ ★	Re: Let's Talk Received 2 years ago Reply Now
	Nathan Rose Glasgow City +44 20 5555 2023	IT Security Engineer	Schedule Interview Updated 2 years ago	★ ★ ★ ★ ★	Interview Sent 2 years ago
	Jacob Parks Llanelli +44 20 5555 9932	IT Security Engineer	Reviewed Updated 2 years ago	★ ★ ★ ★ ★	Re: Let's Talk Received 2 years ago Reply Now
	Fred Hunt Yate, Bristol, City of +44 20 55555 2342	IT Security Engineer	Reviewed Updated 2 years ago	★ ★ ★ ★ ★	Re: Let's Talk Received 2 years ago Reply Now

BambooHR



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Nathan got the job!
Add Nathan as a new employee now.

Close this job opening and remove the public posting

Add New Employee Don't Hire Nathan

BambooHR
Differences

Intel CONFERENCE

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Home My Info **People** Hiring Reports Files

New Employee

hi. Make everyone's life a little bit easier and send a new hire packet.
Your new employee will be able to enter their own personal information, sign paperwork, see their team, and more.

Send this new employee a new hire packet

Personal

Employee #
nrose

Name Preferred Name
 Nathan Middle Rose Nate

Birth Date
07/07/1977

Gender Marital Status
 Male Married

SSN
458-98-5624

BambooHR

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Home My Info **People** Hiring Reports Files Search...

People


[New Employee](#) Quick access to the directory

[List](#) [Directory](#) [Org Chart](#)


All Employees 32 Showing All Settings

Employee Photo	Employee #	Last Name, First Name	Job Title	Location	Employment Status	Hire Date ↓	NIN
	nrose	Rose, Nathan	Accountant	London, Utah	Full-Time - Exempt	04/18/2023	
	jsnow	Snow, Jon	Chief Financial Officer	London, UK	Full-Time - Exempt	02/27/2023	
	jlewis	Lewis, Janet	Account Exec	London, Utah	Full-Time - Exempt	11/09/2022	
	stest	Test, Sally	Accountant	London, Utah	Part-Time	11/08/2022	

BambooHR



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Bots

BAMBOOHR → ACTIVITYHD → WORKFORCEHUB

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The screenshot shows the ActivityHD interface with a list of employees for 'Payroll Demo'. The list includes columns for Code, First, Middle, Last, Last Hired, EmpType Description, Position Desc, Position Unit HR, and Position Unit Sal. A browser window is overlaid on the right, showing the BambooHR 'People' page with a table of employees. The browser window shows the URL 'ahdtestcompany.bamboohr.com/employees/list?pin' and a table with columns: Employee Photo, Employee #, Last Name, First Name, Job Title, Location, and Employment Status. Two employees are visible: Nathan Rose (Accountant, London, Utah) and Jon Snow (Chief Financial Officer, London, UK).

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Bamboo to ActivityHD [mp4]

Activity & BambooHR Status update

no-reply@accountingware.com
To: Elizabeth Hudspeth, Cole Long

ActivityHD + BambooHR

Bot Status update for Payroll Demo

Required Actions

- Review the attributes which have been updated as outlined in this email. Dates on attributes are set to today's date.

Employee Updates

- Jane Abbott**
 - PayRate : 80000.00
- Ashlei Page**
 - PayRate : 35.00
- Christina Agulara**
 - PayRate : 35.00
- Shannon Anderson-Cooper**
 - PayRate : 37.00
- Jennifer Caldwell**
 - PayRate : 19.50
- Javier Cruz**
 - PayRate : 88000.00
- John Quentin**

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ActivityHD

Employees for Payroll Demo

Filters: Current Employees x Lookup: Include Obsolete

Code	First	Middle	Last	Last Hired	EmpType Description	Position Desc	Position Unit Hr...	Position Unit Sal...
labbott	Jane	A	Abbott	10/30/2020	Full-Time - Exempt	VP of People		80,000.00
lagulara	Christina	m	Agulara	3/2/2021	Part-Time	Customer Reten...	35.00	
lsanderson	Shannon	Marie	Anders...	5/2/2021	Part-Time	Director of Mark...	37.00	100,000.00
lbarnet	Cherryl		Barnet	9/30/2018	Full-Time - Exempt	Technical Recru...		90,000.00
lbell	Trent	Alan	Bell	9/30/2018	Full-Time - Exempt	VP of IT		225,000.00
lbogart	Lori		Bogart	9/14/2022	Part-Time	Accountant	29.00	100,000.00
cbuckingham	Charles		Budg...	9/12/2022	Full-Time - Exempt	Cool Guy		75,000.00
scaldwell	Jennifer	Ann	Calldwell	9/30/2018	Part-Time	VP of Sales	19.50	125,000.00
dchou	Dorothy	Kay	Chou	9/30/2018	Full-Time - Exempt	IT Security Engi...		150,000.00
scrutz	Javier		Cruz	7/30/2021	Full-Time - Exempt	Content Marketer	22.00	88,000.00
lsloan	Sarah		Dean	1/30/2021	Full-Time - Exempt	Software Imple...		70,000.00
mfernandez	Michael		Fernan...	3/2/2021	Part-Time	Sales Director	24.00	
lfrench	Jared		French	11/30/2020	Full-Time - Exempt	Senior Developer		55,000.00
hgrand	Haleigh		Grand	8/30/2020	Full-Time - Exempt	Web Designer		65,000.00
dgoodman	Dwight		Goodman	5/2/2021	Full-Time - Exempt	Technical Recru...		68,000.00
grangers	Amanda	C	Grangers	6/30/2021	Part-Time	Customer Reten...	15.00	
ehudspeth	Elizabeth		Hudspeth	6/22/2022	Full-Time - Exempt	Sr. HR Administr...		87,500.00
kcox	Katrina	Ann	James	1/17/2022	Full-Time - Exempt	Sales Trainer		75,000.00
dkristensen	Dallon		Khriste...	3/2/2021	Full-Time - Non-Exempt	Cool Guy	30.00	
mlaker	Madson	R	Laker	6/30/2021	Full-Time - Exempt	Associate HR A...		68,000.00
lewis	Janet		Lewis	11/9/2022	Full-Time - Exempt	Account Exec		50,000.00
mmellon	Marrissa		Mellon	4/1/2021	Full-Time - Exempt	Sales Team Lead		85,000.00
kmiddleton	Katherine		Middleton	9/14/2022	Full-Time - Exempt	Chief Operating...		85,000.00
koakley	Kenneth		Oakley	3/1/2020	Full-Time - Exempt	Account Exec		68,000.00
rsadams	Ashlei	Jane	Page	6/30/2021	Part-Time	HR Specialist	35.00	60,000.00
lpetty	Karin		Petty	11/30/2020	Part-Time	HR Specialist	41.00	
lquentin	John		Quentin	1/30/2021	Part-Time	Customer Reten...	32.00	120,000.00
lrose	Nathan		Rose	4/18/2023	Full-Time - Exempt	Accountant	25.00	
lsnow	Jon		Snow	9/16/2022	Full-Time - Exempt	Chief Financial ...		53,000.00
lstark	Tony		Stark	6/2/2021	Full-Time - Exempt	Customer Care ...		72,000.00
stest	Sally		Test	11/8/2022	Part-Time	Accountant	25.00	75,000.00

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ActivityHD to WFH [mp4]

Workforce Hub Employee Updates

no-reply@accountingware.com
To Elizabeth Hudspeth, Cole Long

Reply Reply All Forward

ActivityHD Workforce Hub Employee Update

Status update for Payroll Demo

Employee Updates

- Ashlei Jane Page**
 - Employee Ashlei Jane Page is now up-to-date in WorkforceHub
- Amanda C Grangers**
 - Employee Amanda C Grangers is now up-to-date in WorkforceHub
- Christina m Agulara**
 - Employee Christina m Agulara is now up-to-date in WorkforceHub
- Cherryl Barnett**
 - Employee Cherryl Barnett is now up-to-date in WorkforceHub
- Charles Buckingham**
 - Employee Charles Buckingham is now up-to-date in WorkforceHub

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THANKS FOR JOINING!

Keeping Track of Your Employees with Ease

Elizabeth Hudspeth & Cole Long

support@accountingware.com
<https://accountingware.com/help>