

# Employee time tracking and payroll processing

This workflow automatically processes employee time tracking data from field cleaning jobs and generates accurate payroll calculations, eliminating manual timesheet processing and ensuring precise compensation for commercial cleaning staff.

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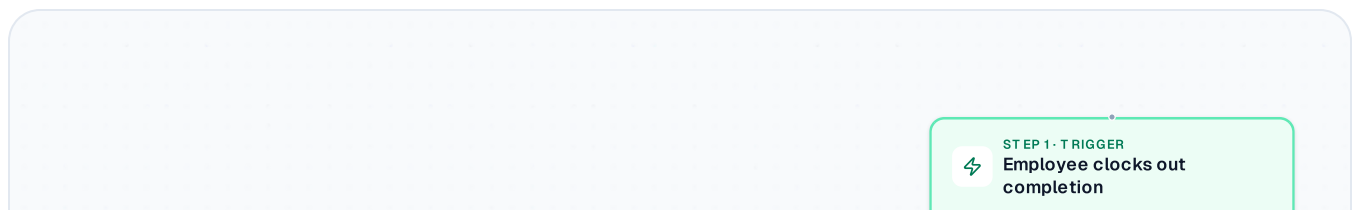


## WORKFLOW TRIGGER

Employee clocks out from a completed cleaning job site using mobile app

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

### Employee clocks out completion

Cleaning staff member clocks out from completed job site through ServiceTitan mobile app. Time tracking data including start time, end time,

location, and job details are captured automatically.

## AI Business OS

ServiceTitan

2

 ACTION

### Validate time entry data

System validates the time entry against scheduled job duration and location coordinates. GPS verification ensures employee was actually at the correct cleaning site during logged hours.

ServiceTitan

CleanGuru

3

 DECISION

### Check for time anomalies

Automated review flags entries with overtime hours, unusually long breaks, or significant deviations from estimated job time. Flagged entries are routed for manager approval while normal entries proceed automatically.

CleanGuru

4

 ACTION

### Calculate pay rates

System applies appropriate hourly rates based on employee classification, job type, and any overtime calculations. Special rates for hazardous cleaning or after-hours work are automatically applied.

CleanGuru

ServiceTitan

5

 ACTION

### Generate payroll records

Validated time entries and calculated pay amounts are formatted into payroll records. System aggregates weekly totals and applies tax withholdings and deductions automatically.

ServiceTitan

6

🎯 OUTPUT

## Export to payroll system

Completed payroll data is exported to accounting system and employee payment notifications are sent. Digital pay stubs are generated and made available through employee portal.

ServiceTitan



## Outputs

- Automated payroll records with accurate hours and pay calculations
- Digital pay stubs delivered to employee portal
- Exception reports for time entries requiring manager review



## Key Metrics

- Payroll processing time reduction

- Time entry accuracy percentage

## AI Business OS



### Tools & Integrations

- ServiceTitan
- CleanGuru

## AI Business OS

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