



LightWork Time 10 Step Implementation Process

1. SOFTWARE INSTALLATION

Remote installation of LightWork Time will get you up and running quickly. An IT or HR/Payroll representative may be needed to grant access to your server.

2. SET IMPLEMENTATION TIMELINE

We will identify and discuss implementation steps and set a timeline. Deadlines and responsibility will be assigned for each benchmark on the timeline to ensure a timely and complete deployment.

3. DISCUSS FULL PICTURE OF TIME ENTRY PROCESS

An in-depth discussion of the way your time entry process works now and any changes you wish to see in your new system will allow us to tailor LightWork Time to perfectly manage tracking of hours worked/time-off hours.

4. TAILOR LIGHTWORK TIME TO MEET YOUR PROCESS

LightWork has numerous capabilities available to streamline your time entry process and customize to your needs and preferences. We will identify which functions need to be tailored.

5. UNDERSTAND COMPANY CULTURE AND TERMINOLOGY

We can feature your logo in your LightWork Time if you would like the system branded to your company.

6. SYSTEM CONFIGURATION

Your LightWork Time system will be configured based on your company's specifications outlined in steps three through five.

7. REVIEW AND ADJUST SYSTEM CONFIGURATION

We will review together the system configuration that has been created. We will make adjustments as necessary to achieve a personalized fit for your company.

8. PILOT

LightWork Time will be released to a small population in your company to ensure proper configuration and a smooth complete deployment.

9. TRAIN THE TRAINER

Train the trainer education will enable your HR staff to train managers and employees on how to use LightWork Time.

10. GO LIVE

On the go live date, all deliverables are complete, and LightWork Time will be available for release to your company's general population.