



**100K+**

Local Businesses

**\$10B+**

In Payroll Managed

**5 Stars**

5000+ Reviews

## Discovery Questions to Ask Your Merchants

### Employee Scheduling

The average business owner spends 4-6 hours per week creating & managing a paper schedule. We make it easy for merchants to copy schedules in advance, create templates, manage all of their employees' time-off/availability, and publish the schedule via text & our mobile app. We also allow merchants to forecast labor against sales and weather.

- **How long does it take you to create a weekly schedule?**
- **How do you manage time-off requests & employee availability?**
- **How do you ensure that your employees aren't going into overtime?**
- **Do you have departments that need separate labor management?**

### Payroll

On average, merchants spend 4 hours per week on payroll. Homebase can bring that down to minutes by working with the top payroll providers including ADP Run, Gusto, and QuickBooks Online to create a streamlined payroll process for your merchant. We also have payroll exports in Excel friendly format for the do-it-yourself payroll merchants.

- **How long does it take for you to run payroll?**
- **Do you/your accountant often have to correct your payroll mistakes?**
- **What do you pay your accountant per hour?**
- **If your accountant could streamline payroll, how much money would you save?**

### Time Clock and Timesheets

Did you know that the average business spends \$200 per month due to employees clocking in early? With Homebase, they can prevent these early clock-ins to put money back in their pockets. With sophisticated features like photo capture at clock in, break tracking & compliance, and a mobile GPS feature, Homebase will replace the Clover Shifts app and make time tracking easy for your merchants.

- **How much time do you spend correcting time cards?**
- **Do you find that you go over budget on labor costs?**
- **How are you making sure that your employees are only clocking in for themselves?**
- **How many dollars per month do you think you waste from early clock-ins?**

### Compliance Laws

Homebase helps businesses stay compliant and protected from lawsuits. We keep time card records up to 4 years, store job applications up to a year and ensure that state break and overtime laws are abided by. If merchants do not abide by these laws, the average cost in expenses and penalties of settling a time & wage lawsuit is \$20,000. Ask them how they stay compliant with these questions.

- **How are you keeping past job applications organized?**
- **How do you manage discrepancies on timesheets to avoid disputes with employees?**
- **How are you managing break laws to prevent audits?**
- **Where are you storing your time cards?**

### Team Communication

Keeping teams on the same page can be time-consuming. Homebase offers many team communication tools to help share information quickly. Team members can message each other for free on our mobile app, and managers can send their teams app messages or emails. Managers can also track guests and any requests in our log book to keep everyone on the same page.

- **How do you currently communicate a new schedule, special event or black out day to your employees?**
- **How often do your employees ask "When am I working again?"**
- **How much time does your team take for a pre-shift meeting?**
- **How do you communicate with employees in different roles?**

### Hiring

Integrated hiring tools make it easy for merchants to find quality candidates faster. They can post jobs to the top job boards (Zip Recruiter, Indeed, Google, etc.) in under a minute and view all their candidates in one place. Homebase offers pre-written job descriptions to make it even easier to get the right candidates and help merchants spend less time on building a great team.

- **How many separate logins do you have for job sites to find employees?**
- **How long does it take you to create a job post?**
- **How do you manage your applicants?**
- **What does it cost for you to post to job sites?**

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## Basic

**FREE**

One Location

Scheduling  
Timesheets  
Time Clock  
Team Communication  
Hiring  
Reporting  
Mobile Apps

## Essentials

**\$19.95**

Per Month Per Location

Scheduling  
Timesheets  
Time Clock  
Team Communication  
Hiring  
Reporting  
Mobile Apps  
+  
SMS Notifications  
Mobile GPS Timeclock

## Plus

**\$49.95**

Per Month Per Location

Scheduling  
Timesheets  
Time Clock  
Team Communication  
Hiring  
Reporting  
Mobile Apps  
SMS Notifications  
Mobile GPS Timeclock  
+  
Manager Logbook  
Early Clock In Prevention  
Multi-Location Support  
Multi-Wage Types  
Timesheet Approvals  
Departmental Scheduling