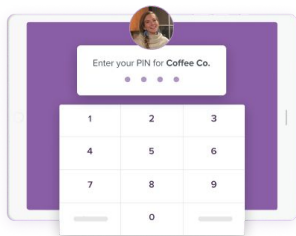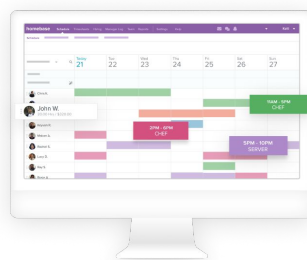# homebase × shopify

Make work easier.

Homebase and Shopify is everything you need to manage an hourly team.
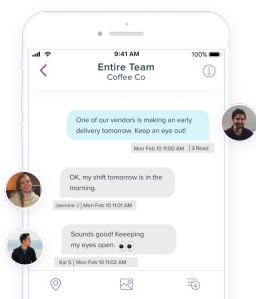
Time tracking

Track time with our integrated time clock, available within the Shopify POS app. Our online timesheets make payroll prep a breeze.

Scheduling

Build schedules in minutes and instantly share them. Make changes on the fly and know your team will always be up to date.

Communication

Get your team aligned with our built-in messenger, real-time alerts, and helpful reminders. Easily share information and track performance.
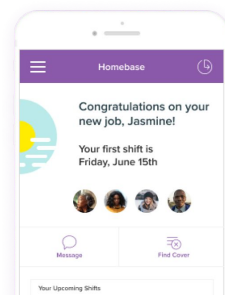
Hiring & onboarding

Post jobs, manage applicants, and build a great team all in one place. Then ditch the paperwork and onboard new hires online.

100k+ businesses love Homebase.
Yours will too.

The Top Rated Time Clock Software

business.com — Best Employee Scheduling Software of 2020

GET IT ON Google Play
★★★★☆
4.5 of 5

Capterra
★★★★☆
4.6 of 5

Download on the App Store
★★★★☆
4.8 of 5

intuit quickbooks.
★★★★☆
4.8 of 5

RATINGS AS OF SEPTEMBER 8, 2020

For the small and mighty.

Employee management designed for retail.

> **"** We needed a system that integrates with alot of other softwares and Homebase does it all. We used to have to input everything manually but now it's all automatic and we can spend our time on more important items. We love that Homebase is committed to continuous improvement just as we are."

FORTH+ NOMAD
Andy Sommer
Owner + Shopify Customer

hollie ray BOUTIQUE   CITIZEN SUPPLY   TEXAS SAKÉ COMPANY   avid BOOKSHOP   The Point Skate Shop   ESPY SPECS   WaltGrace Vintage

homebase

415-951-3830 | www.joinhomebase.com

Everything you need to manage your team,
so you can focus on your business.

GROW YOUR TEAM

Hiring
Post to top job boards and manage applicants all in one place.

Onboarding
Send a welcome packet for new hires to self-onboard and e-sign their forms.

ON THE JOB

Scheduling
Build schedules in minutes and instantly share them with your team.

Time tracking
Turn (almost) any device into a time clock to make payroll prep a breeze.

Communication
Get your team in sync with our messenger, real-time alerts, reminders, and more.

Health & safety
Help keep your business compliant and team safe in a COVID-19 world.

RUN YOUR BUSINESS

Labor cost controls
Track costs, build forecasts, and adapt as demand and budgets change.

HR & compliance
Modern tools, certified HR advisors, and expert guides to help you stay compliant.

Remote & field work
GPS time clocks, built-in messaging, and more for teams at job sites.

What makes Homebase different

HR that's not HR.
Ditch the paperwork. Onboard employees, manage performance, set up policies to work for you.

Real help from real people.
We're available via phone, email, or chat. Or talk live with one of our expert HR advisors to answer your toughest HR questions.

Any device. Anywhere.
On computers, smartphones, tablets, and Shopify POS, Homebase works (almost) everywhere you do.

Integrated with your tools.
Sync with top payroll providers and Shopify POS to track hours, wages, and sales together.

homebase

415-951-3830 | www.joinhomebase.com

Get more and get more done with Homebase.

	BASIC	ESSENTIALS	PLUS	ALL-IN-ONE
	All the basics to simplify your scheduling and time tracking.	The tools your team needs to work better and safer together.	The better way to manage labor costs, budgets, and team operations.	**BEST VALUE** The complete toolkit to manage your team.
	Free for 1 location Unlimited employees	**$19.95/mo** per location	**$49.95/mo** per location	**$99.95/mo** per location
Time tracking, time clocks, breaks and overtime, online timesheets	✓	✓	✓	✓
Scheduling, availability, open shifts, trades, time-off requests, templates	✓	✓	✓	✓
Built-in messenger and free employee app	✓	✓	✓	✓
Team roster and profiles	✓	✓	✓	✓
Hiring, job posts, and applicant management	✓	✓	✓	✓
Integrations with top payroll and POS systems	✓	✓	✓	✓
Live support via phone, chat, email	✓	✓	✓	✓
Health & safety screening, reports, alerts	✓	✓	✓	✓
Productivity, communication, schedule notes and events, reminders		✓	✓	✓
Performance management, late alerts, reports		✓	✓	✓
Remote and field work and GPS tracking		✓	✓	✓
Budgeting & labor cost controls, forecasting, early clock-in prevention, overtime alerts, reports			✓	✓
Departments, permissions, advanced compliance			✓	✓
Time-off restrictions and PTO policies, accruals and balance tracking			✓	✓
Onboarding, document storage, e-signatures, new hire forms				✓
HR Pro advisors, handbook builder, resource library				✓
API access to build your own integrations with Homebase				✓

homebase

homebase ✕ 🛍 shopify

Discovery Questions to Ask Your Customers

Employee Scheduling

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?

Time Tracking

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 often do you think employees are clocking into their shifts early?

Team Communication

How often do your employees ask "When am I working again?"

How do you communicate a new schedule or special event to your employees?

How much time does your team take for a pre-shift meeting?

How do you communicate with employees in different roles?

Compliance Laws

How are you keeping past job applications organized?

How are you managing break laws to prevent audits?

Where are you storing your time cards?

How do you manage discrepancies on timesheets to avoid disputes with employees?

Hiring

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?

Human Resources

How do you onboard newly hired employees?

Where are you storing all your employees documents?

Do you have an updated employee handbook?

What do you do when you are uncertain how to handle an employee discrepancy?

homebase

homebase ✕ 🛍 **shopify**

Getting Started with Shopify & Homebase

With the Homebase and Shopify integration, you'll unlock labor management tools for better insights into your business. Once connected, you will be able to sync locations, employees and net sales.


Adding the Homebase app
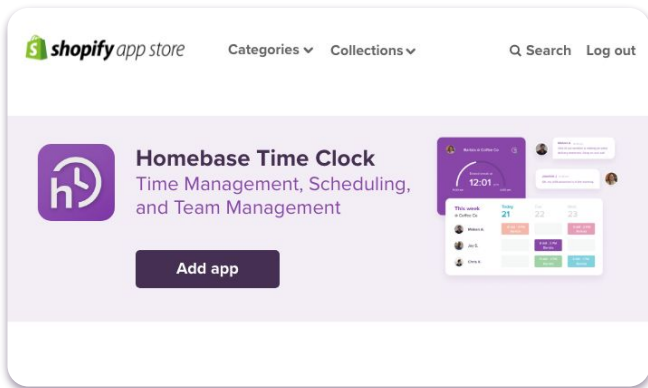
1   Login to your Shopify e-commerce account ➜ Select Apps.

2   Search for Homebase in the app store

3   Select 'Add app' and install Homebase into your e-commerce account

Creating your Homebase account

1   Your Homebase account will be auto-created with your Shopify email once you add the app

2   You will be prompted to create a password and accept terms and conditions

3   Once this completed you will be free to explore your new account.

    *Note: Your account's location name will be your business address - this can be changed under your settings.
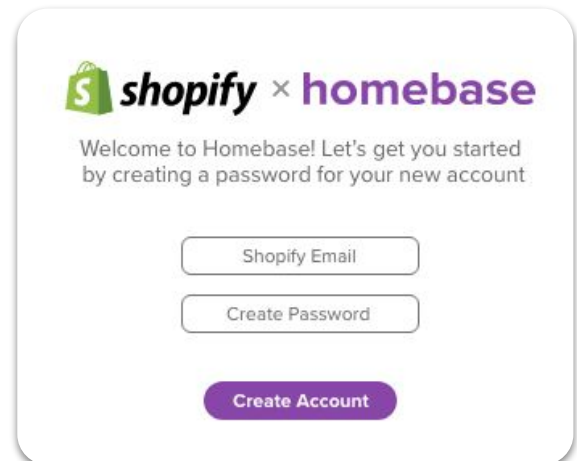
shopify × **homebase**

Link your Homebase account to your Shopify POS

Hello!

Homebase Location ▼

Shopify Location ▼

Connect

If you're an existing Homebase customer

1   You will be prompted to sync your accounts

2   Select the Homebase location and Shopify location you would like to connect

3   If you have more than one location you will have the opportunity to connect all of them

---

Downloading the Homebase time clock

1   Sign-in to your Shopify POS using your Shopify PIN

2   Select 'Add Tile' and add Homebase as an **action** tile

3   Once you open Homebase, you will be prompted to clock in using your assigned Homebase PIN
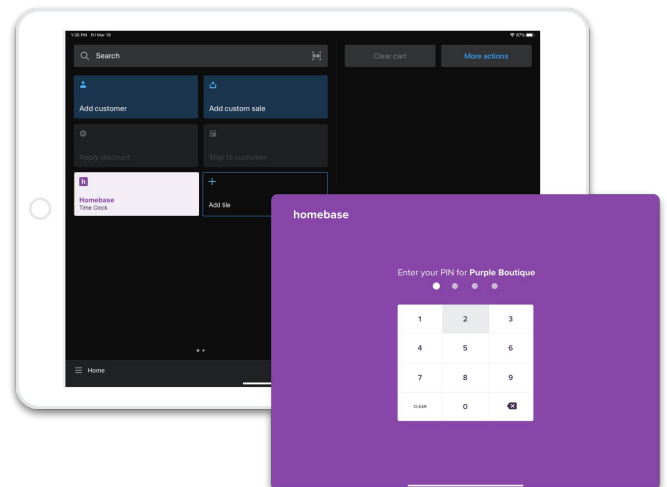
*Note: Homebase PIN's can be found and changed in your Homebase account and are not the same as your Shopify PIN.

Access your Homebase account anytime from the web or mobile app. You can edit settings, create schedules, edit and view timesheets, run payroll, and much more.

Visit joinhomebase.com for more information.

homebase