



## Case Study

# Princeton Property Management

## Property Management

*hh2 Remote Payroll user since Jan. 2008*

Princeton Property Management has been managing properties since 1984 and currently has 10 Property Managers with over 80 years experience between them. They provide a larger manager-to-project ratio than most professional property management firms. This allows Property Managers to spend more "hands on" time on the property. Their portfolio consists of 8,500 multi-family units and a small portfolio of commercial buildings. They chose Digital Business Integration's hh2 Remote Payroll to help them manage the often cumbersome process of managing payroll for over 200 offsite properties, each with between 1-10 onsite employees.

Before implementing hh2 Remote Payroll, employees at each of the properties filled out 4-part timesheets, which would then be collected by the property supervisor and mailed or carpooled to the home office. These timesheets were often incomplete, illegible or simply "messy". After implementing hh2 Remote Payroll, Princeton was successfully able to take a time and paper intensive process and make it quick and paperless. Now, instead of portfolio managers having to come into the office twice a month and spending 4-5 hours reviewing and time stamping timecards for accuracy and completeness, they can view and approve timecards over the Web from the convenience of their own home when it works best for them. **This has saved Princeton between 16-20 hours per payroll cycle.**

"hh2 Remote Payroll has made it so much easier to get time in quickly and correctly," says Colleen Argentine, Princeton's payroll manager. "It saves data entry time, information is easier to lookup and it's much easy to find out what gets paid when."

Due to the nature of the property management business, Princeton must regularly deal with turnover and part time employment. They process nearly 400 checks twice per month. hh2 Remote Payroll had made dealing with these challenges much easier and eliminated many errors that seemed inevitable doing it the old way. Because Princeton's portfolio includes Federal properties, they are routinely audited. Gathering the information for these audits used to be difficult and time consuming. Now the information they need is accessible online using hh2 Remote Payroll's reporting capabilities. They can quickly search and pull needed information at the touch of a button.

**"The best part of hh2 Remote Payroll is I can now go on vacation!"** jokes Colleen. "In all seriousness, it's nice to have made the jump to being more paperless and more efficient. We're saving so much time, it's hard to imagine ever going back to the old way of doing things. **And I have more room in my office because I've rid myself of 4 full filling cabinets of paperwork!"**



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