

Project Timesheet

Powerful solution with a robust project timesheet engine and built-in approval capabilities to capture indirect cost, record time against project budget, and track billable employee time in real-time and with ease! Experience a timesheet software solution that makes it easy for employees and contractors to input and submit hours efficiently and on time.

Designed for mid-size and enterprise organizations as a standalone solution, or as a seamless out-of-the-box, real-time integration with:

- Microsoft Dynamics GP, AX, NAV, SL
- Sage ERP 100, 100c, 300, 300c, 500
- Blackbaud Financial Edge, Financial Edge NXT
- Intacct, Acumatica, NetSuite

Mobile Entry & Approvals

Capture time on or off-line with your phone or tablet in seconds, anytime, anywhere. Approve, or disapprove timesheets remotely from your mobile device or via e-mail.

- Project Entry Assistant with user specific recently used project lists for convenience and ease of use
- Type-to-Search feature to capture detail project information with ease
- On-the-Go (OTG) web service for secure synchronization
- Add attachment feature to support any policy, budget, and verification requirements



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Sophisticated Audit Capabilities

Experience full visibility of what was changed, who made the change, and when it was made, all in real-time.

- Detailed transaction line and field level audit trail capabilities
- Detailed log of date, time, and users actions throughout the entire transaction lifecycle
- Full compliant with Sarbanes-Oxley auditing requirements
- Track critical user, security and configuration changes with audit detail reporting



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Flexible User Interface

Configure Time entry to business needs and tailor to users' preferences for efficiency and ultimate user experience.

- Project access options ensure users only see their assigned projects
- Define user templates to hide, default or restrict field values
- Dynamic time entry interface based on definable time periods by department

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Dynamic Rule Engine & Approval Workflow

Implement any corporate approval rule you can imagine during the entire project time capture process.

- Unlimited approval rules based on any available field, such as earning codes, labor groups, department, project, user defined list
- Security option for approval override to approve time on behalf of another user in order to process project billing, payroll, etc.
- Position-based approvals, a rapid deployment based on organizational structure and associated approval limits
- Mobile & e-mail approvals capabilities
- Automatic project manager routing capabilities by project, phase, or activity

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Extensive Project & Job Cost Capabilities

Track internal and external labor costs against projects with budget checking throughout the entire time entry process.

- Detailed budgeting and reporting features with budget to actual visibility throughout the entire time entry and approval process
- Robust project approval engine
- Multiple Timesheet integration options with ERP or 3rd party project/job cost solutions

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PROJECT TIMESHEET – KEY FEATURES



Automatic Business Process Enforcement Capabilities

Take advantage of rich project time and security configuration options to meet business needs.

- Minimum billable increments can be defined by project or user
- Defined and enforce minimum and maximum timesheet hours by user
- Detailed daily Time Track option available to allow or enforce start and end times against company defined type codes
- Capture time by hours or time of day



Multi-Currency & Multi-Language

Eliminate language barrier and provide system access to your global teams.

- Personalized interface to each user's language
- Manage your projects in multiple currencies by Project, Phase or Activity
- Use one of our standard language templates (French, Spanish, Swedish, English US, UK, CAN) or even submit your own
- Switch languages on the fly with a single click

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Advanced Time Processing Features

Take advantage of rich project time and security configuration options and seamless project and ERP integrations eliminate dual entry.

- Dashboard interface with status on timesheets, entries and action items at a quick glance
- Secure option for approval override to approve time on behalf of late approvers to expedite project updates, billing, payroll, etc. with full audit trail
- Automatic reminder emails for missing time submission or late approvals



Calendar Dashboard View

View users productivity and project activity for the entire month at a glance, in real-time! You can also drill into timesheet or create new transactions for selected days.

- Filter by employee, project element and/or bill type with the ability to drill into Timesheets with a click of the mouse
- Instantly create new transactions for the selected day's period
- Summary View presents total billable, non-billable and/or non-chargeable time for quick monthly analysis
- Calendar Detail displays all hours by Project and allows users to hover over any project entry to view full detailed information without leaving the calendar



Comprehensive Status Monitoring

Solves the common problem of delays encountered in paper-based, Excel, e-mail submissions, and approval processes.

- Simple and intuitive user dashboard shows employees their "To Do's" at a glance
- Users & Approvers view the status of a transaction in real-time
- Users & Approvers receive e-mail alerts and reminders
- Alternate approvers can be assigned to avoid delays during absences
- Administrators can add custom reports and enable controlled report access by user

