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.

- **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

- **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

- **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

- **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

- **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

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
**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

**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

**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

**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 approves can be assigned to avoid delays during absences
- Administrators can add custom reports and enable controlled report access by user

**Over 131,000 Worldwide Users**

**TRANSFORM SPEND MANAGEMENT**
800-725-4408
Sales@ParamountWorkPlace.com
www.ParamountWorkPlace.com