

# TimeControl®

## Linking TimeControl timesheets with corporate ERP/Finance

The screenshot shows the TimeControl Timesheet List application running in Internet Explorer. The browser address bar displays the URL: <http://192.168.0.80/Application/Timesheet/TimesheetList.aspx>. The application interface includes a navigation menu with options like Home, Timesheet, Reports, Tables, Links, Tools, and Administrator. A toolbar contains icons for various actions: Add, Delete, Release, Reject, Print, Options, and Filter. Below the navigation and toolbar, there is a section titled "TimeControl - Timesheet List" which contains a table of timesheet entries.

<input type="checkbox"/>	Employee Full Name	Period Start Date	Week Ending Date	Total Hours	Timesheet Status	Owner	
<input type="checkbox"/>	Vandersluis, Chris	7/3/2010	7/9/2010	37h30m	DRAFT	Chris Vandersluis	<a href="#">View</a>
<input type="checkbox"/>	Vandersluis, Chris	7/10/2010	7/16/2010	0h	DRAFT	Chris Vandersluis	<a href="#">View</a>

# TimeControl timesheets for ERP..

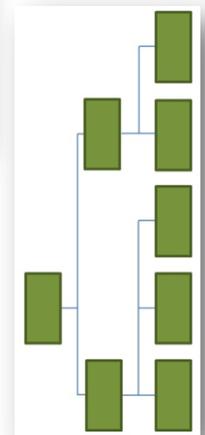
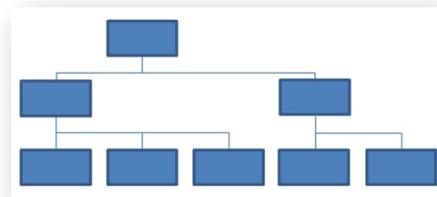
Every ERP and Finance System comes with its own timesheet that is available straight out of the box. Yet, in some organizations these timesheets are never deployed. In other organizations these timesheet systems are deployed and become only one of *several* timesheets that are maintained. The reason for this is often the single-minded purpose of the typical ERP timesheet as a time and attendance tool designed to enable payroll.

Most modern organizations have multiple requirements for a timesheet system. Data from timesheets may be used not just for payroll but also part of a project management system. Timesheets could also be used to support activity-based costing for government compliance reporting such as R&D tax credits, Defense Contract Audit (DCAA) agency tracking or American Recovery and Restoration Act (ARRA ) reporting. Timesheet data may be part of Sarbanes-Oxley compliance or billing information and timesheets might be used by Human Resources to track vacation, sick leave or other types of non-working time.

The most common and worst case scenario is that organizations end up deploying multiple timesheet systems to meet these diverse needs.

TimeControl is a multi-function timesheet designed to serve the needs of the ERP/Finance system but also other requirements such as HR, Project Management, Billing and government compliance at the same time.

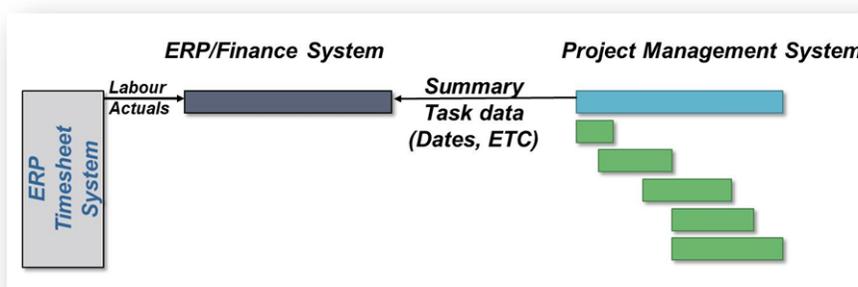
In a time and attendance timesheet such as we'd most commonly find in an ERP or Finance system, data is collected along organizational structures such as by department supervisor and then division. This is true also for HR and Payroll.



Yet, in a billing, project management or activity-based costing system, we most commonly look at data along project lines by client, project and task. TimeControl supports both of these structures simultaneously and allows approvals through our trademarked “Matrix Approval Process for Labor Actuals™”.

Even when ERP timesheet systems allow project-based entries, the depth of data required makes it very common to implement an ERP timesheet only for summary data. When data must be collected at a much more detailed level of resolution for project management, there is a disconnect. The summary timesheet data can't be sent to the project system with more detail because there isn't any more detail to send. Yet, configuring the ERP timesheet to work at such the project management level means imposing all the other data that is more financially relevant down to every activity.

TimeControl was designed to also work with project management environments like Microsoft Project, Project Server, Oracle-Primavera and Deltek and in the background carry all the financial controls to ensure that the timesheet data is auditable and appropriate for immediate integration into corporate Finance/ERP processes such as Job-Costing, Human Resources tracking, Payroll, Billing, Sub-contract management, R&D tax credit claims, and capitalization for Sarbanes-Oxley compliance.

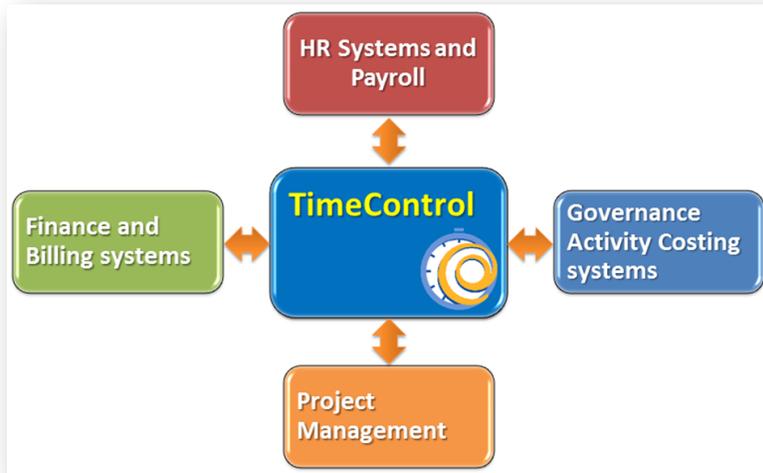


# ...HR, Payroll and Project Management

Every modern day ERP system has some accommodation for interacting with data from external systems. And, the type of external data that is most commonly integrated is timesheet data.

TimeControl takes advantage of this by leveraging the integration capabilities of the ERP, Finance, HR and Payroll systems with which we link.

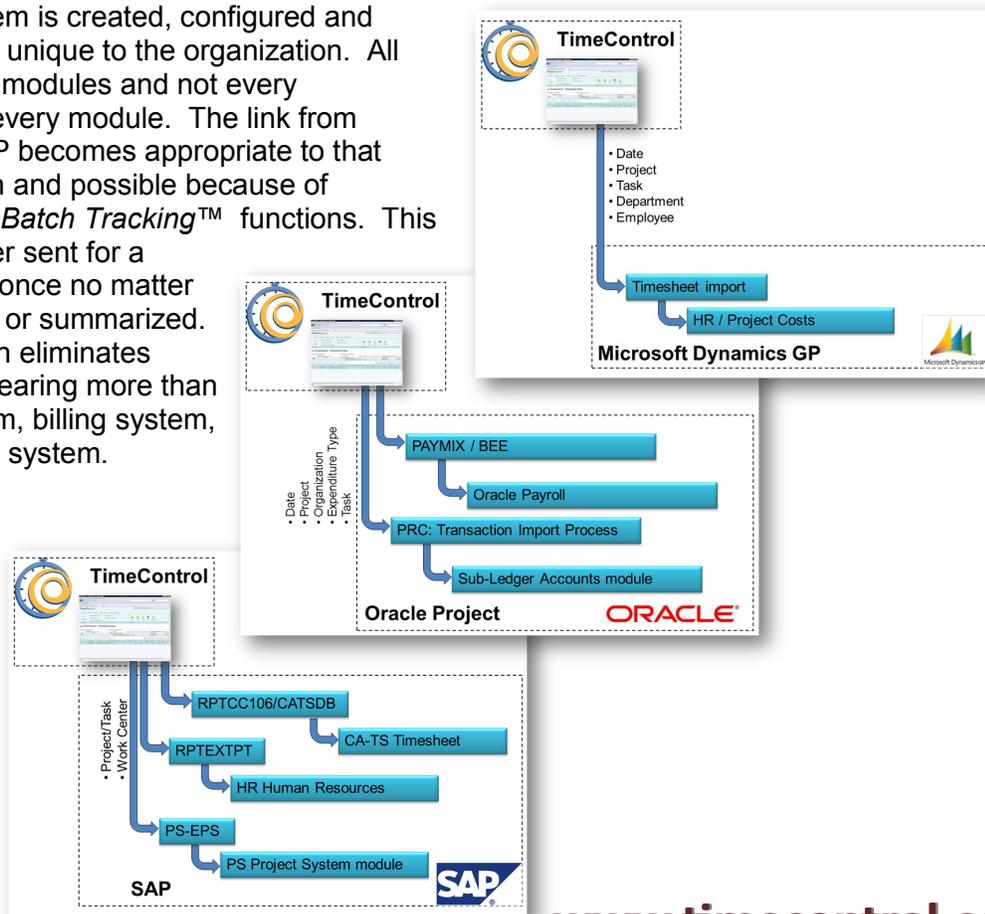
The result is a single source of timesheet data that can be used for multiple purposes. The same data can be grouped, sorted and summarized in the way that each system requires and approved through TimeControl's *Matrix Approval Process for Labor Actuals™* which allows for both organization and project approvals. Data can be validated through TimeControl's Validation rules which ensures that each timesheet complies with the internal policies for HR, Payroll, Project Job Costing and more.



Having a single source of timesheet data means that reconciliation of data from Payroll, Billing, Sub-contracting and project management can be a thing of the past. The auditable TimeControl data will not require reconciliation as it all comes from one place. The quality of timesheet data from TimeControl when it is linked to corporate ERP systems makes it ideal for R&D Tax Credits, reporting for the DCAA, ARRA or for highly stringent requirements such as Sarbanes-Oxley.

The link to the ERP/Finance systems is designed to be flexible. Each ERP system is created, configured and deployed in a way that is unique to the organization. All ERPs consist of multiple modules and not every organization will deploy every module. The link from TimeControl to each ERP becomes appropriate to that particular implementation and possible because of TimeControl's *Multi-Link Batch Tracking™* functions. This ensures that data is never sent for a particular link more than once no matter how it is sorted, grouped or summarized. This TimeControl function eliminates timesheet lines from appearing more than once in the payroll system, billing system, HR system or the project system.

TimeControl's robust functionality is delivered in layers so that end users only need to worry about filling in a simple timesheet in an easy-to-use web-based interface. Once the data is collected, it is validated and sent to the systems that need it.



# TimeControl delivers a powerful, flexible, timekeeping system designed to link to ERP/ Finance, HR, Payroll and project systems



## Features

### Easy to use Interface

- Full web-based browser interface with multiple browsers supported
- TimeControl can be implemented within a SharePoint interface or a Microsoft Project Web Access interface
- Scalable user profiles facilitates use for data entry users yet provides full functionality for administrators
- Multilingual with multiple languages included
- Unlimited charge codes displayed in simple, hierarchical drop-down lists
- Unlimited free-form notes for each line item and each timesheet
- E-mail-enabled. E-mail messages sent for system notices such as rejected timesheets or missing timesheets
- Scheduleable E-mail notification for missing or unapproved timesheets.
- Predefined timesheets based on resource assignments from the project management system or by user input

### Robust Architecture

- Open database architecture; support for Oracle, Microsoft SQL Server, Sybase and MySQL databases
- N-tier architecture makes system scalable for 10 to 100,000 users
- Unlimited rate codes per employee
- Field-level security. Make any field visible, value read-only, or invisible
- Complete redefinition of every field label
- Complete auditability of timesheet data
- User-defined fields on every table
- Add pop-up data validation for each user-defined field
- Allows charges to be linked to a specific project or project-independent
- Multiple overhead charge types
- Filter charge codes, projects and rates visible to any employee

### Web Interface

- MyTimeControl™ home page dashboard gives extensive and customizable dashboard information to employees

### Approval Process

- HMS's unique *Matrix Approval Process for Labor Actuals™*
- Unlimited automatic Validation Rules are user defineable, flexible and can be applied globally or to any group or even an individual
- Unlimited manual validation levels in which each employee can have a unique approval routing
- Project Managers or Account Managers can preview and redistribute hours prior to linking with a project management system or exporting to Finance

### Links to Project Management

- Direct integration with popular project management systems such as Microsoft Project and Project Server, Primavera and Deltek's Open Plan and Cobra
- Supports multiple project management systems and multiple versions simultaneously
- Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle, PeopleSoft and Microsoft Dynamics
- Interface can be integrated directly into SharePoint, Microsoft Project Web Access or stand alone

### Time-off Request

- **TimeRequest™** module allows vacation, personal or other leave time to be requested
- TimeRequest allows multiple levels of approval
- TimeRequest automatically populates future timesheets with approved time off

### Flexible Reporting

- Excel-like reporting format allows output to any Windows-compliant printer or reports can be saved as Excel, XML or HTML files
- Reporting Wizards allow an unlimited number of reports to be created and saved for later use
- Unlimited levels of data selection, filtering and sorting
- Drill Down Analyzer provides instant ad-hoc analysis of data at any level

### Expense Reports

- Users can enter non-labor costs on their timesheet
- Unlimited number of expense items per timesheet line item
- Expenses can be tracked back to a project management and/or finance system

### Government Compliance

- Complies with requirements for DCAA, European Time Directives, ARRA Reporting, FMLA, the California Wage Laws and Sarbanes-Oxley

### Hardware Requirements

- Server:
  - Windows Server 32 or 64 bit
  - .Net 3.5
  - Internet Information Services
  - MS SQL Server, Oracle, Sybase or MySQL database
- End-user Workstation
  - Web browsers: Internet Explorer, Safari, FireFox, Mozilla
- Administrator Workstation
  - Web browsers: Internet Explorer

#### HMS Software

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for project environments

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