

# TimeControl<sup>®</sup> 6 and the Deltek EPM Suite

Multi-purpose timesheet software  
serving Project Management,  
Payroll, HR, Billing and Finance

The screenshot displays the TimeControl 6 web application interface. The browser address bar shows the URL: <http://docs.timecontrol.org/Application/Timesheet/Tir>. The user is logged in as Gail Robinson, with navigation links for Dashboard, My Account, Logout, and Help.

The interface includes a navigation menu (Home, Timesheet, Reports, Tools, Documentation) and a toolbar with icons for List, Entry, Batch release, Drill Down Analyzer, and TimeRequest. Action buttons include Previous, Next, Add, Delete, Release, Reject, and Print.

The main content area is titled "Entry" and is divided into two sections:

- Employee Information:**
  - Employee: Robinson, Gail
  - Resource Description: Gail Robinson
- Timesheet Information:**
  - Period: 1/28/2012 - 2/3/2012
  - Timesheet Source: Gail Robinson
  - Timesheet Status: DRAFT
  - releasing to: Tom Logan
  - Timesheet Owner: Gail Robinson

Below the information sections is a table for entering timesheet data. The table has columns for Project Name, Project Description, Charge Code, Charge Description, Rate Code, and days of the week (Mon-Fri), along with Total, ETC, and Complete columns. The data rows are as follows:

	<input type="checkbox"/>		Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Total	ETC	Complete
<input type="checkbox"/>	<input type="checkbox"/>		INTERNAL	Internal charge codes	INTERNAL.MEETINGS	General Meetings	S-GAILR	2h	4h	2h	2h		10h		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		INTERNAL	Internal charge codes	INTERNAL.TRAVEL	Travel for company business	S-GAILR					6h	6h		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		BOAT SHOW	Boat Show	BOAT SHOW.1.13	Exhibitor services request form	S-GAILR	2h	2h				4h	0h	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		BOAT SHOW	Boat Show	BOAT SHOW.1.2	Determine tradeshow planning contact	S-GAILR	4h		4h			8h	0h	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		BOAT SHOW	Boat Show	BOAT SHOW.1.4	Review booth resource number limitations	S-GAILR		2h		4h		6h	16h	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		POLAR	Polar Development	POLAR.3	Review Design	S-GAILR			2h	2h	2h	6h	8h	<input type="checkbox"/>

At the bottom of the table, a summary row shows: 8h 8h 8h 8h 8h 40h. The interface also includes a footer with a 100% zoom level.

# TimeControl and Deltek EPM

Collecting labor hours is challenging enough but when you need to collect timesheet information for both Finance and project management, that challenge can become daunting. HMS Software and Oracle-Primavera have teamed up to help make timesheet collection as easy as possible.

HMS Software's TimeControl is a multi-function timesheet specifically designed to collect labor actuals and project progress for project-oriented businesses. Now, a single timesheet interface can be used for project and non-project tasks and serve the needs of both Finance and Project Management.

TimeControl provides an easy-to-use web timesheet interface. Users enter their hours and progress on both project and non-project tasks directly in the web-based timesheet screen. Once entered, automated validation immediately let the users know if their timesheets comply with any business or payroll rules that apply to them. Timesheets can then be passed through as few or as many levels of approval as required and then sent to HR, Payroll or other internal systems.

When integrated with Open Plan, TimeControl enables project progress data to be seamlessly transferred between the two systems. TimeControl timesheets can be pre-loaded with Open Plan activities the employee was scheduled on and once all timesheets are collected, TimeControl sends the hours, costs and activity progress data back to Open Plan. The transfer also supports updating Primavera Steps and Financial periods.

TimeControl is available both for purchase for an on-premises installation and as an online hosted subscription service in the Cloud.

The screenshot displays the 'Open Plan Professional - [Activity/Resource Crosstable [CLEAN]]' window. The main window shows a grid with columns for weeks (09, Week of Mar 16, Week of Mar 23, Week of Mar 30, Week of Apr 06, Week of Apr 13, Week of Apr 20) and rows for activities. The activity '1.02.01 Engineering Field Testing' is highlighted with a red box. An 'Activity Progress [CLEAN]' dialog box is open, showing details for activity ID '1.02.01' and description 'Engineering Field Testing'. The dialog includes a table with the following data:

Resource	Qty	Actual	Remaining	Previous	Budget
RES.EQUIP.TEST (Testing Equipment)	0.00	104.00	0.00	104.00	20800.00
RES.LAB.ENG.DV.MIKE (Mike Holmes)	0.00	104.00	0.00	104.00	4680.00
RES.LAB.ENG.DV.SUE (Sue Johnson)	80.00	35.00	21.00	164.00	5720.00

The dialog also shows 'Activity Physical % Complete: 13.04', 'Start Date: 16Mar14', and 'End Date: 24Jan14'. The background grid shows various activities with colored bars representing progress over time.

# Link with Open Plan & Cobra

## Easy to use timesheet entry

Link TimeControl to Open Plan and the hours, costs and estimate to complete information can be collected from each resource. TimeControl can even pre-load the user's assignments into their timesheet for the week.

## Cost tracking

TimeControl supports an unlimited number of rates per resource which allows rates to differ per project and even per task. The rates can change over time and TimeControl will keep an auditable record of what was charged at any time. TimeControl can track both internal and external costs and transfer back totals per task or detailed Financial Period information.

## HR Tracking of vacation, sick leave, personal time

TimeControl maintains records of not just project time but also non-project time such as vacations, sick leave and personal time off. TimeControl can manage business rules such as ensuring that people don't take vacation their not entitled to. The resulting information can be transferred directly back to virtually any HR system. TimeControl's TimeRequest™ system allows you to implement approvals for vacation, personal time or other future time entries.

## Integrate with Open Plan, Cobra or both Open Plan and Cobra at the same time

TimeControl includes links not only to Deltek Open Plan but also to Cobra. If you are using Cobra for Earned Value, you can load your Actual Labor costs (AC/ACWP) directly from TimeControl. Load just the hours or both hours and actual costs. TimeControl also allows non labor expenses to be tracked and transferred.

## TimeControl links to Oracle Project/Financials, your ERP/Finance, Payroll, HR and more

TimeControl is designed to support timesheet requirements for more than just Project Management. Link your auditable timesheet data to your Finance/ERP, Payroll, Job costing and HR system. You can use one timesheet for many purposes when you integrate TimeControl with Deltek EPM.

The screenshot displays the TimeControl web application interface within a Windows Internet Explorer browser. The page title is "Timesheet Entry - Windows Internet Explorer". The address bar shows the URL: <http://localhost:82/Application/Timesheet/TimesheetEntry.aspx?st=68nnu=61>. The user is identified as Sue Johnson, with links for Dashboard, My Account, Logout, and Help.

The interface includes a navigation menu with Home, Timesheet, Reports, Tools, and Documentation. Below this is a "TimeRequest" section with "List" and "Entry" buttons, and a set of action buttons: Previous, Next, Add, Delete, Release, Reject, and Print.

The main content area is titled "Entry" and is divided into two sections: "Employee Information" and "Timesheet Information".

**Employee Information:**

- Employee: Johnson, Sue
- Resource Description: Sue Johnson

**Timesheet Information:**

- Period: 3/15/2014 - 3/21/2014
- Timesheet Source: Sue Johnson
- Timesheet Status: DRAFT
- releasing to: Gardner, Joseph
- Timesheet Owner: Sue Johnson

Below the information sections is a table for entering timesheet data. The table has columns for Project Name, Project Descri, Charge Code, Charge Description, Rate C, Mon., Tue., Wed., Thu., Fri., Sat., Sun., Total, ETC, and Complete. The first row is highlighted with a red box and contains the following data:

Project Name	Project Descri	Charge Code	Charge Description	Rate C	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	ETC	Complete	
CLEAN	Clean Project	CLEAN.1.02.01	Engineering Field Testing	\$	7h	7h	7h	7h	7h			35h	21h		
CLEAN	Clean Project	CLEAN.1.04.02	Environmental Package Design	\$									480h		
CLEAN	Clean Project	CLEAN.1.09.01	Operational & Engineering	\$									400h		
CLEAN	Clean Project	CLEAN.1.13.01	Flow & Transportation	\$									32h		
CLEAN	Clean Project	CLEAN.1.16.01	System Performance	\$									24h		

At the bottom of the table, there is a summary row showing: 7h 7h 7h 7h 7h 0h 0h 35h.

# TimeControl delivers a powerful, flexible, timesheet system designed specifically for your Deltek EPM environment



## The TimeControl Advantage

### Purchase or Subscribe

TimeControl is available for purchase for an on-premises installation or as an online hosted subscription in the Cloud.

### Business Validation Rules

TimeControl includes an entire business rules validation system. Administrators can configure as many rules and warnings as they wish.

### Extensive Rate management

TimeControl's extensive rates make an unlimited number of rate codes available per employee and multiple values per code.

### Manage Vacation, Sick Leave banks

TimeControl allows time to be managed banks of Vacation, Sick Leave, Personal time and any other definition of non-project time. You can even use TimeControl's TimeRequest™ module to request vacation or time-off approval.

### Managed banked overtime

TimeControl supports managing banked overtime with our Validation Rules.

### The Matrix Approval Process for Labor Actuals™

HMS Software's unique *Matrix Approval Process for Labor Actuals™* allows both the organizational and project aspects of the organization to approve timesheet data.

### Integration with external systems

TimeControl links to virtually any HR, Payroll, Finance and ERP system. Use a single source of timesheet data to serve multiple purposes and avoid implementing multiple timesheets.

### TimeControlMobile™ included

Enter your timesheet or do timesheet approvals with TimeControlMobile. It's included with TimeControl!

### Email notification

TimeControl includes an ability to automatically schedule email notifications for missing timesheets.

### Manage Start/Stop per day or per item

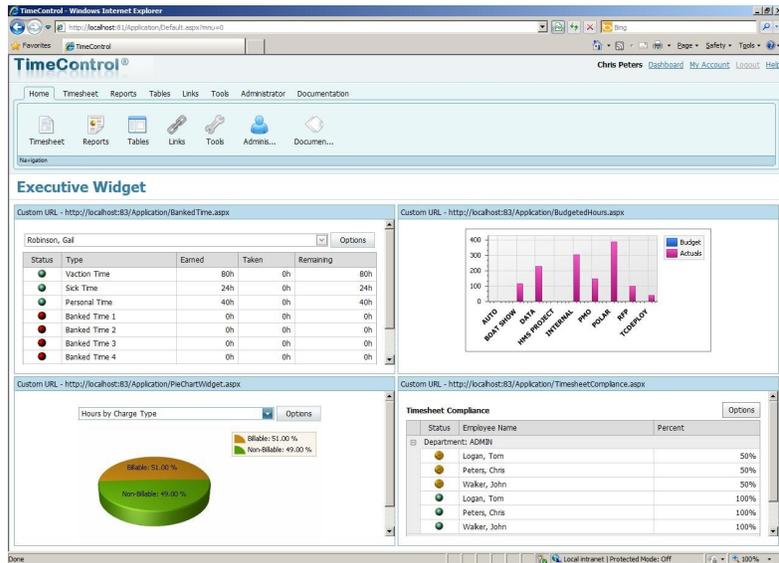
TimeControl supports tracking of multiple Start/Stop times per day.

### Multiple Currency

You can identify certain rates as being associated with a specific currency.

### Government Compliance

TimeControl is designed to conform with numerous government directives such as the DCAA, ARRA Reporting, Sarbanes-Oxley, R&D Tax credits,



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