

# Moving from Excel Timesheets to TimeControl®

Employee Timecard Excel 2010

Employee Name: Joe Gardner      E-mail:      Year to date totals:  
 Manager:      Phone:      Regular hrs: 200.00      Overtime hrs: 9.50      Total: 209.50

January, February, March      Employee Timecard: Daily, Weekly, Monthly, Yearly

January      Week 1      Overtime      Week 2      Overtime      Week 3      Overtime      Week 4      Overtime      Week 5      Overtime

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday  
Total weekly hours  
Jan. total: Regular hours

February  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday  
Total weekly hours  
Feb. total: Regular hours

March  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday  
Total weekly hours  
Mar. total: Regular hours

Timesheet Entry - Internet Explorer provided by Dell

http://tc6eval.timecontrol.org/Application/Timesheet/TimesheetEntry.aspx?st=6&mnu=93&ts=ACTIVE&tk=51

TimeControl®      Gail Robinson      Dashboard      My Account      Logout      Help

Home      Timesheet      Reports      Tools      Documentation

List      Entry      Batch release      Drill Down Analyzer      Time Requests

Navigation      Screen Actions      Previous      Next      Timesheet      Debit/Credit      Delete      Release      Reject      Print

Entry

Employee Information      Timesheet Information

Employee: Robinson, Gail      Resource: Gail Robinson      Period: 2/19/2011 - 2/25/2011      Timesheet Header Source: Gail Robinson  
 Timesheet Status: DRAFT      Last Owner: --  
 Timesheet Header Owner: Gail Robinson      releasing to: Tom Logan

Insert      Append      Copy      Delete      Options      Timesheet Notes      Worksheet

+/-		Project Name	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	ETC
+		BOAT SHOW	BOAT SHOW.1.13	Exhibitor services request form	STANDARD	4h	2h30m	2h	4h	0h	0h	0h	12h30m	
+		BOAT SHOW	BOAT SHOW.1.2	Determine tradeshow planning contact	STANDARD	0h	2h	1h30m	0h	0h	0h	0h	3h30m	24
+		BOAT SHOW	BOAT SHOW.1.4	Review booth resource number limitations	STANDARD	0h	1h30m	1h30m	0h	0h	0h	0h	3h	4
+		INTERNAL	INTERNAL.MEETINGS	General Meetings	STANDARD	2h	1h	1h	2h	0h	0h	0h	6h	
+		POLAR	POLAR.3	Review Design	STANDARD	2h	1h	2h	2h	0h	0h	0h	7h	8
+		INTERNAL	INTERNAL.SICK LEAVE	Paid Sick Leave	STANDARD	0h	0h	0h	0h	8h	0h	0h	8h	

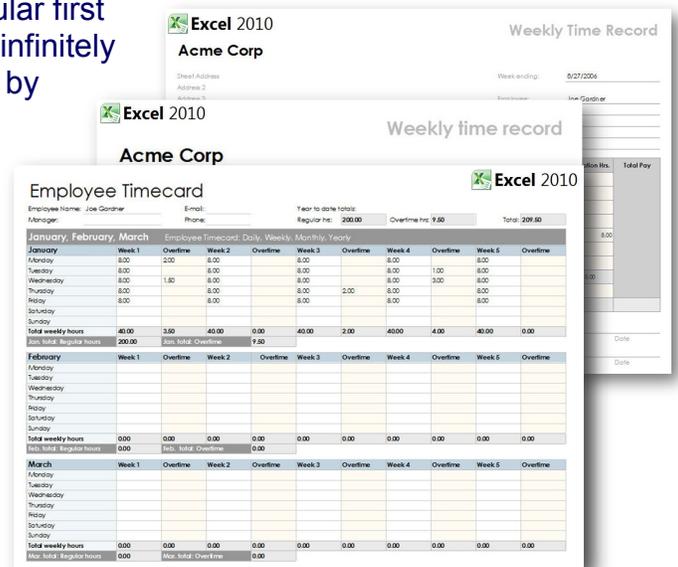
8h      8h      8h      8h      8h      0h      0h      40h

Done      Internet | Protected Mode: Off      100%

# Moving from Excel timesheets

Microsoft's Excel is by far the world's most popular first tool for creating timesheets. And why not? It's infinitely flexible, it's fast to design in and it's understood by the vast majority of financial personnel.

For a first timesheet, it's the obvious choice. Yet as an organization grows, timesheet personnel may find themselves with a deluge of individual timesheet files and no easy way to produce cross-timesheet reports, integration with corporate tools like Payroll, Human Resources, and Project Management tools like Microsoft Project. When these challenges arise, it's time to start thinking of moving from an in-house Excel timesheet and into a full timesheet application like TimeControl.



## The true cost of Excel-based timesheets

As easy as it might be to design a timesheet in Excel, is as expensive an option it might turn out to be. First, it takes time to collect timesheets when they are created as individual files. Each file must be saved and/or transmitted in some way. This is inevitably a time consuming process. Next, if any of these documents are missing, there are no automated tools to inform the supervisors and to automatically advise employees that their timesheets are still missing. Even though the design of an Excel timesheet might seem simple, actually creating the formulas, drop down lists etc. takes time and effort. The maintenance of such a system is minimal for a small group but grows significantly when the size of the organization grows. All of this adds up in hours, frustration and money.

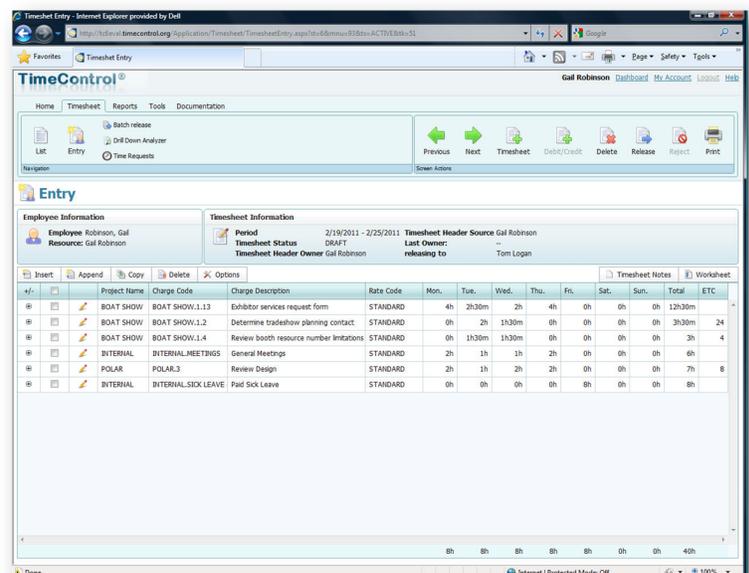
## What's missing with Excel timesheets?

Excel timesheets are, by their nature, not stored in a central data repository for data mining, reporting and other analyses. Also, missing timesheet analysis and automated notices are very unlikely in this format. Finally, the creation of centralized conditional business validation rules is virtually impossible to maintain.

## Moving to TimeControl

TimeControl is a complete timesheet system and includes a range of functionality that wouldn't be expected in a timesheet designed in a spreadsheet.

Here are a few key TimeControl functions you may be of interest in:



[www.timecontrol.com](http://www.timecontrol.com)

# to TimeControl functionality

## Validation Rules

TimeControl includes an entire Business Rule system. Administrators can configure rules as warnings or errors and can apply rules selectively. For example, you can set up one category of rules for contractors and another for employees. Rules can also be defined to look outside of TimeControl into ERP, HR or other legacy systems to determine rule criteria.

## Manage Vacation, Sick Leave, Personal time banks

TimeControl allows time to be managed against Vacation, Sick Leave and Personal time. Administrators can determine the amount of time each employee should have in their bank and then charges can be associated against each bank. When time is taken, the amount of available banked time can be calculated.

## The Matrix Approval Process for Labor Actuals™

HMS Software's unique Matrix Approval Process for Labor Actuals™ allows both the organizational and the project aspect of the organization to approve data before it is transferred to the appropriate external system for further analysis. This process ensures a single source of data is always used for both project management and finance thus removing any requirement for reconciling two systems.

Date	Charge Code	Charge Description	Rate Code	Hours
7/26/2010	INTERNAL VACATION	Paid Vacation	GR-STD	80
7/27/2010	INTERNAL VACATION	Paid Vacation	GR-STD	80
7/28/2010	INTERNAL VACATION	Paid Vacation	GR-STD	80
7/29/2010	INTERNAL VACATION	Paid Vacation	GR-STD	80

Description	Employee Full Name	Total Hours	Status	Owner	Source
Vacation Request	Garner, Joseph	40h	IF DRAFT	Joseph Gardner	Joseph Gardner
Personal Time Request	Robinson, Gal	80h	Released	Tom Logan	Gal Robinson
Request for Time-off	Robinson, Gal	40h	DRAFT	Gal Robinson	3000

## Reporting and Drill-down access

TimeControl includes an extensive reporting system and the Drill Down Analyzer which allows for instant analysis of any timesheet data in the system. Resulting reports or analysis can be saved in Excel format so they're familiar to those who use Excel reports already.

## Integration with external systems

TimeControl can track transaction files created for linking with external systems such as a Payroll or ERP system. TimeControl links to virtually any payroll service or system and ERP/ Finance system. TimeControl links to project management tools like Microsoft Project, Project Server, Primavera, Open Plan and Cobra. Data from external systems can be imported from Excel right into TimeControl.

### Project Management

such as: Microsoft Project,  
Project Server  
Primavera  
Open Plan

### Payroll

Such as ADP and  
In-house payroll systems

### Finance/ERP

Oracle Financials, SAP,  
Microsoft Dynamics and others

### Human Resources

Such as Oracle, SAP or  
PeopleSoft

**TimeControl**



# Moving from Excel timesheets to the TimeControl timesheet system can save thousands by eliminating redundant effort!



## TimeControl functionality

### Vacation Approvals with TimeRequest™

TimeControl includes the TimeRequest module which allows employees to request future approvals for vacation time, personal time off or other exceptions. Once approved, that time will automatically appear in the appropriate timesheet.

### Global timesheet tracking during approvals

TimeControl's Missing Timesheet Report allows Administrators to identify not only timesheets which have not been started but also timesheets which are started but not released for approval, timesheets which have been rejected and timesheets that may be stuck in the approval process.

Change Code	Employee Full Name	Posted Date	Project State Code	Posted Hours	Posted Rate 1	Posted Rate 2	Posted Cost 1	Posted Cost 2
POLAR.2.2	Robman, Gal	6/13/2010	STANDARD	4	1	21	4	84
POLAR.2	Robman, Gal	6/13/2010	STANDARD	16	1	21	16	336
POLAR.4.1	Epington, Robert	7/23/2010	S-ROBERT	38	36	75	1368	2790
POLAR.5	Thompson, Tony	7/20/2010	S-SALLYT	25.5	40	65	1020	2027.5
POLAR.5	Thompson, Tony	7/16/2010	S-SALLYT	27.5	40	65	1100	1812.5
				488.5			\$16,688.75	\$37,967.50
				488.5			\$16,688.75	\$37,967.50
Project Name: SFP								
Field 2: R and D Not Eligible								
SFP 15	Donovan, Barbara	7/23/2010	S-BARBD	6.5	22.5	60	146.25	520 Non-Billable Not CapableRate
SFP 16	Donovan, Barbara	7/23/2010	S-BARBD	3	22.5	60	67.5	240 Non-Billable Not CapableRate
SFP 2	Jacobs, Dana	7/16/2010	S-DANAJ	21	40	65	840	1380 Non-Billable Not CapableRate
SFP 3	Jacobs, Dana	7/16/2010	S-DANAJ	34	40	65	1360	2175 Non-Billable Not CapableRate
SFP 4	Jacobs, Dana	7/23/2010	S-DANAJ	23.5	40	65	940	2175 Non-Billable Not CapableRate
				88			\$1,793.75	\$6,512.50
				88			\$1,793.75	\$6,512.50
Project Name: TODEPLOY								
TODEPLOY.2.1	Donovan, Barbara	7/16/2010	S-BARBD	21	22.5	60	472.5	180 Billable Not CapableRate
				1487.5			\$50,692.50	\$197,262.50

### Email notification

TimeControl includes an ability to automatically schedule email notifications for any timesheets which may be missing or stuck in the approval process. These notifications can also be sent on demand.

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

TimeControl supports tracking of Start/Stop times per day. This function can be used to link TimeControl to a security access system or for establishing different business rules depending on the time of day that work is done.

### Multiple Rates

TimeControl supports an extensive rate system. Each employee can have thousands of possible rates. So, regular time, overtime, double overtime, non-billable time, specific billing rates for different clients are all possible. In addition, for each rate code, TimeControl maintains both an internal and external value so for the same hour of work, Administrators can track both the real cost and the billing or project cost.

### Try it for free

You can try TimeControl right now at [freetrial.timecontrol.com](http://freetrial.timecontrol.com) and see why moving from an Excel timesheet to TimeControl can be the most cost effective decision you've ever made.

### HMS Software

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[www.timecontrol.com](http://www.timecontrol.com)