TimeControl®

Value Propositions

The advantages of implementing TimeControl are numerous. Hundreds of organizations world-wide have experienced substantial benefits from implementing TimeControl. We have compiled some of the most common ones into categories by role below.

Executives
1. Identify where labor is being spent
2. Better focus benefits the bottom line by focusing resources onto more effective areas
3. Get consolidated reports for all staff
4. Get and track metrics on project progress
5. Save money on the bottom line

Team Members
1. Quick and easy to enter data
2. Web-based access from anywhere
3. Pre-populate timesheet with scheduled tasks
4. TimeControl Mobile allows users to enter time from a smartphone
5. See vacation, sick leave and personal time taken and available

Chief Information Officer
1. Reduce maintenance costs
2. Select from hosted online or installed on-premises
3. Eliminate redundant systems
4. Integrate into legacy corporate systems
5. Leverage your existing IT infrastructure
6. Provide direct access to data for metrics and scorecarding

Project Managers
1. Integrate with project management systems like Microsoft Project and Primavera
2. Use the same source data as Finance
3. Track project costs separate from salary cost
4. Use unlimited rate codes to track overtime
5. and project billing
6. Matrix approvals let project managers approve or redistribute hours before accepting them in the project

Chief Financial Officers
1. Track capitalizable work in an auditable system
2. R&D tax credits
3. Auditable labor results
4. Comply with government standards
5. Use a single source of data for both Project and Finance purposes such as payroll, billing and, job costing

Resource Managers
1. Link directly to corporate ERP systems
2. Comply with HR business rules for flex time, banked time, leave time and holidays
3. Link directly to payroll with business rules
4. appropriate to pay systems
5. Track non-project time for training, and time-off
6. Resource approvals are part of the *Matrix Approval Process for Labor Actuals™*

HR Managers
1. Link directly to corporate HR systems
2. Use TimeRequest to pre-approve time off
3. Easy to keep track of employee records
4. Track vacation time
5. Use TimeRequest to add statutory holidays to all timesheets

Payroll Managers
1. Link to popular payroll systems
2. Track vacation, training and other non-project time
3. Implement unlimited payroll rules
4. Track both salary and wage employees in the same system
5. Unlimited number of rate codes per employee

TimeControl delivers a powerful, flexible, timesheet system specifically designed for project environments

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
- Scaleable user profiles facilitates use for data entry users yet provides full functionality for administrators
- Multilingual
- 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
- **TimeControl Mobile™** web interface for smartphones included

Robust Architecture

- Open database architecture; support for Oracle, Microsoft SQL Server, Sybase and MySQL datazbases
- N-tier architecture makes system scaleable 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 stand alone or integrated directly into SharePoint, Microsoft Project Web Access

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 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, R&D tax credits, FMLA, the California Wage Laws and Sarbanes-Oxley

Purchase or subscribe

- Purchase **TimeControl** for an on-premises installation or;
- Subscribe to **TimeControlOnline™,** our hosted timesheet solution in the cloud

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, Chrome FireFox or Mozilla
- Administrator Workstation
  - Web browsers: Internet Explorer