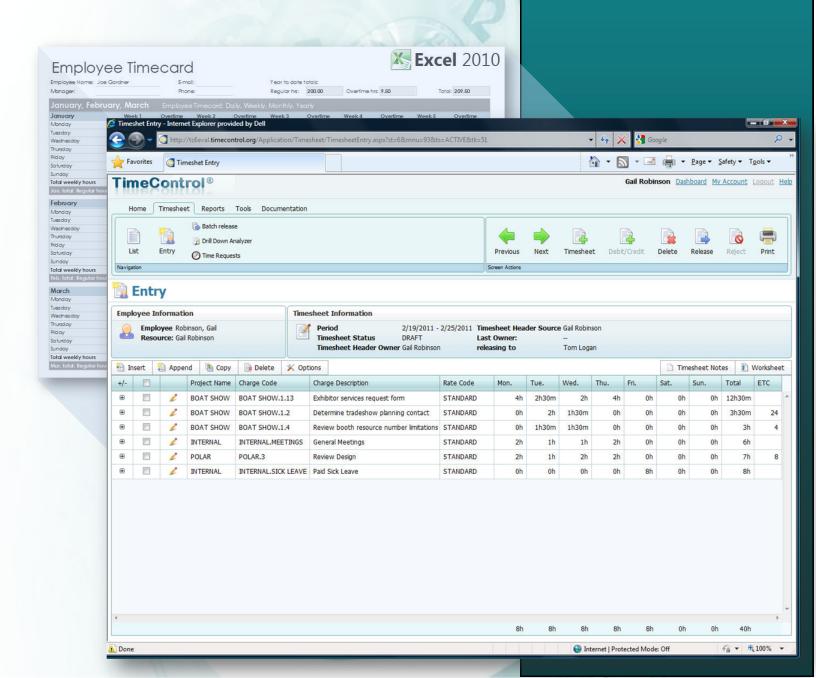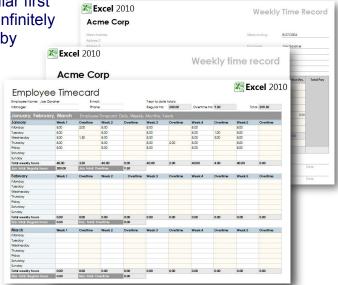# Moving from Excel Timesheets to TimeControl®

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.
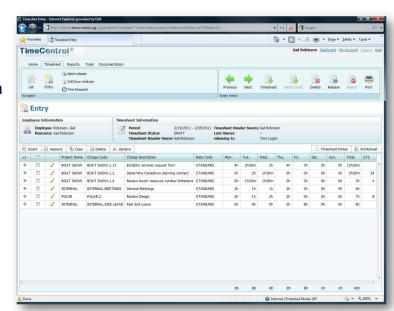
What's missing with Excel timesheets?

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

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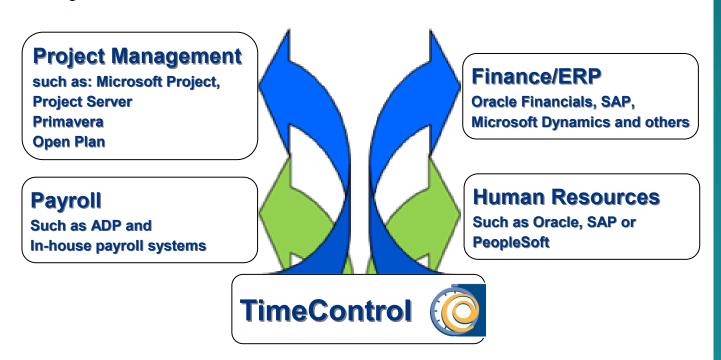
HMS Software's unique Matrix Approval Process for Labor Actuals™ allows both the organizational and the project aspect of the organization to approve data before it is transferred to the appropriate external system for further analysis. This process ensures a single source of data is always used for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

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

Finance/ERP
Oracle Financials, SAP, Microsoft Dynamics and others

Payroll
Such as ADP and In-house payroll systems

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!
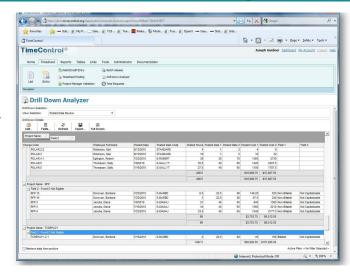
TimeControl functionality

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.

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 and see why moving from an Excel timesheet to TimeControl can be the most cost effective decision you've ever made.

Microsoft® GOLD CERTIFIED Partner

LOGICIEL **HMS** SOFTWARE

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