

TimeControl®

Using TimeControl to empower Human Resources



For more information contact:

HMS Software

189 Hymus, Suite 402

Pointe-Claire, Quebec H9R 1E9

Tel: 514-695-8122

Fax: 514-695-8121

Email: info@hms.ca

Web: TimeControl.com

Table of Contents

Table of Contents	ii
TimeControl – a Multi-function timesheet	1
TimeRequest to Manage Vacations, Sick Leave and Personal Time	2
On the web.....	2
On a mobile device	3
Accruals to calculate time earned.....	4
Calendar Accrual Based on Static Values.....	4
Calendar Accrual Based on Posted Time Values	4
Timesheet Accrual Based on Rate Codes	5
Timesheet Accrual Based on Timesheet Hours	5
Managing Banked Time.....	6
Start/Stop.....	7
Individualized Dashboards.....	8
Missing Timesheet notifications and reports.....	9
Creating exception only timesheets for non-project employees.....	10
Fixing timesheets after they are submitted	11
Customized interface for different types of employees	12
Links to Human Resources Systems.....	13
TimeControl resources for HR	14
TimeControl Feature List	15
About HMS Software and TimeControl.....	16
HMS Software.....	16

TimeRequest to Manage Vacations, Sick Leave and Personal Time

TimeControl includes an easy to use system for requesting approval for time in the future. TimeRequest is most popularly used for vacation requests, but its design allows it to do much more. The approval path on TimeControl Mobile can be one or multiple levels and can follow the users' timesheet approval path or be unique for specific types of requests.

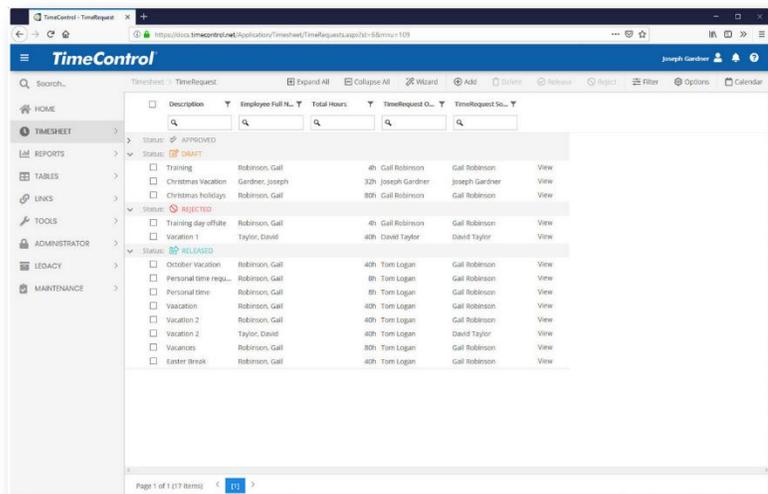
Just like a timesheet can have automated Validations Rules to catch incorrect data before it is even submitted. Perhaps vacation requests should not include weekend days. This is easily defined as a TimeRequest Validation Rule. Once the TimeRequest is successfully submitted, supervisors who enter the TimeRequest module will see the requests sent to them and a simple click will release the request for approval along the standard pre-defined release path or reject it back to the employee.

Once a TimeRequest is approved, it will automatically appear as a pre-loaded entry in the future timesheet for which it was created. A simple TimeControl validation rule can determine that this type of time is only taken if it has been approved in advanced through a TimeRequest.

On the web

When users open the TimeRequest module, they are presented with a list of requests they have already created. The can instantly see what has been approved in the past and the status of requests made for the future.

Entering a new TimeRequest is very simple. The user enters a description, a range of dates and then selects from the possible choices the administrator has defined of time to request. Vacation or personal time off are common choices but other choices might include training time, travel time or even overtime. The rate code can then define if the time to be taken should come from a special bank or from the regular time allocated per employee. The employee can even define how many hours should be taken per day.



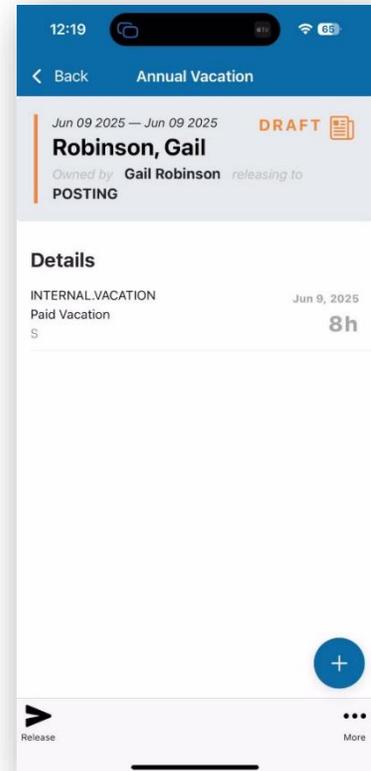
Description	Employee Full Name	Total Hours	Time Requested On	Timesheet To
APPROVED				
<input type="checkbox"/> Training	Robinson, Gail	4h	Gail Robinson	Gail Robinson
<input type="checkbox"/> Christmas Vacation	Gardner, Joseph	32h	Joseph Gardner	Joseph Gardner
<input type="checkbox"/> Christmas holidays	Robinson, Gail	80h	Gail Robinson	Gail Robinson
REJECTED				
<input type="checkbox"/> Training day off/late	Robinson, Gail	4h	Gail Robinson	Gail Robinson
<input type="checkbox"/> Vacation 1	Taylor, David	40h	David Taylor	David Taylor
RELEASED				
<input type="checkbox"/> October vacation	Robinson, Gail	40h	Tom Logan	Gail Robinson
<input type="checkbox"/> Personal time request	Robinson, Gail	8h	Tom Logan	Gail Robinson
<input type="checkbox"/> Personal time	Robinson, Gail	8h	Tom Logan	Gail Robinson
<input type="checkbox"/> Vacation	Robinson, Gail	40h	Tom Logan	Gail Robinson
<input type="checkbox"/> Vacation 2	Robinson, Gail	40h	Tom Logan	Gail Robinson
<input type="checkbox"/> Vacation 2	Taylor, David	40h	Tom Logan	David Taylor
<input type="checkbox"/> Vacations	Robinson, Gail	80h	Tom Logan	Gail Robinson
<input type="checkbox"/> Easter break	Robinson, Gail	40h	Tom Logan	Gail Robinson

On a mobile device

The free TimeControl Mobile App supports creating and approvals of TimeRequests right on a mobile device. Users can create a TimeRequest for vacation or time off and submit it to either their timesheet supervisor or the person responsible for approving vacation requests. The TimeRequest will change statuses just like a timesheet does, starting in Draft, then being Released for approval then either Accepted or Rejected.

Supervisors can approve or reject TimeRequests right inside the app or through the web interface.

Once accepted, the TimeRequest will appear automatically in the appropriate timesheet in the future which can be viewed either through the web interface or on the app.



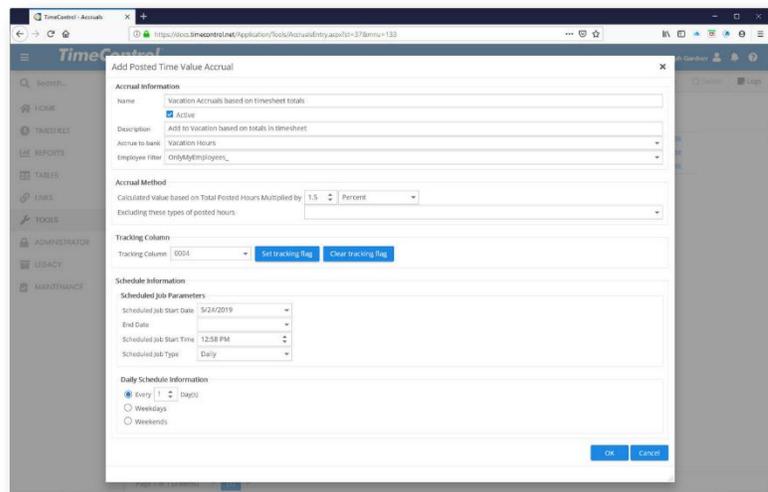
Accruals to calculate time earned

TimeControl does not just track entitlement time taken, it includes functionality to determine how those entitlements were earned. They can be entered manually as banks of time or earned through time or activity through the TimeControl Accruals module.

TimeControl's Accruals Module allows HR and Payroll departments to manage overtime, vacations, banked time, personal time off and other banks of employee time automatically in TimeControl with a powerful Accruals Rules Generator.

The Accrual Module is usually where TimeControl Administrators define how employees will earn time that they will take off later such as vacation time or sick leave or where the Payroll Department will define how employees are paid for extra time.

The Accruals interface allows for multiple types of accruals to handle different situations. Each of these accrual types can be defined with filters to accommodate only certain employees. There is no limit to the number of accrual rules so this allows rules to be created differently for different types of employees or for employees in different locations or to differentiate between salaried and wage employees.



The four main accrual types that can be defined are:

Calendar Accrual Based on Static Values

In some organizations, your vacation time or personal time off is earned at a standard value. For example, let's say you get 3 weeks of vacation and a standard week is 40 hours long. Each month you might earn 10 hours. The calculation is 40 hours times 3 weeks for 120 total hours per year of vacation and divide that 120 by 12 months and we get 10 hours per month. TimeControl can automatically do the storage of those hours into each employee's vacation bank.

Calendar Accrual Based on Posted Time Values

Imagine that we need to calculate a set number of hours per employee each month based on the total number of hours accumulated during this period to their personal time off bank. The calculation might be particularly well suited to people who are on part time or hourly pay as opposed to salaried staff.

Timesheet Accrual Based on Rate Codes

Some organizations may configure TimeControl to accrue time into a bank based on the value found in the rate code. For example, it is quite common in TimeControl to identify a rate as an overtime rate with specific values for internal cost vs. external billing value. The TimeControl Accruals module can look at these lines and determine if the overtime values should be treated as time to go into a particular employee's bank such as banked overtime over a certain value.

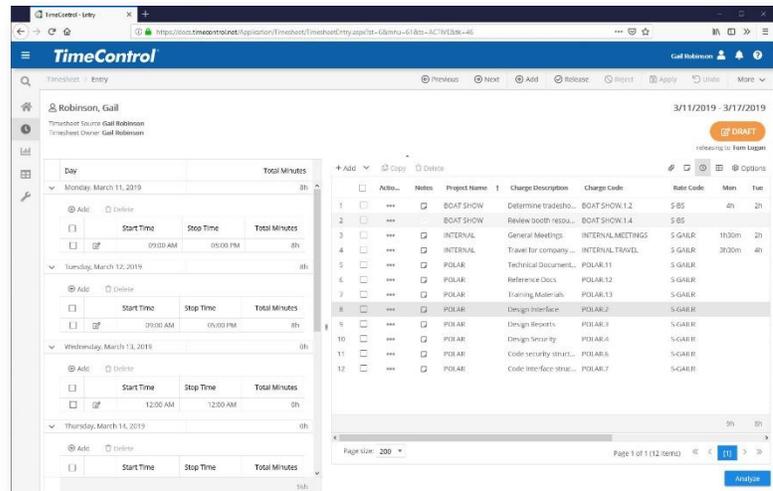
Timesheet Accrual Based on Timesheet Hours

In some organizations, there are rules for the amount of overtime that can be accumulated based on the number of hours in a timesheet. Let's say, for example, we want to add to the employee's overtime bank an amount calculated at 1.5 times the hours for any time spent over 40 total hours but below 50 total hours and 2 times the hours for any hours above 50.

Managing Banked Time

Banked time is a common request of HR departments. It is not a universal privilege. In some organizations employees are allowed to bank overtime for use later. The banked time is then used according whatever rules the organization has determined.

For example, instead of being paid time and a half for overtime, an organization might say that an employee can bank that time for use at a rate of 1x or 1.5x. Once earned, the organization's policies determine how it can be redeemed and this is typically done in the timesheet with TimeControl's Automated Validation Rules determining if it has been taken properly or not.



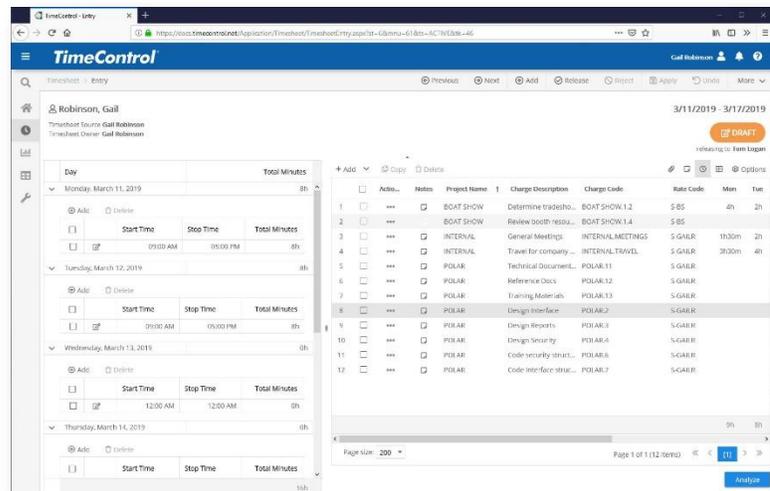
There are many possible banks that can be defined with each bank maintaining its own audit trail of earned hours in and taken hours out tracked. At any time, the Detailed Banked Report can show for all employees or any group of employees an audit of the totals.

In TimeControl's customized Dashboards, employees can see the status of their own banks of time, knowing immediately if they have enough banked time to take extra time off.

For some organizations, knowing just the duration of each line item is not enough. They also need to track the start and end time of each person's day. TimeControl includes a Start/Stop panel and an optional timer clock to start and stop a period of time.

This panel can be entered manually by the employee or can be loaded from a security or access system. The Start/Stop panel can be defined by the Administrators to be a single start/stop entry or multiple start/stop entries per day.

The availability of this Start/Stop panel is controlled by the Administrator and individual users can turn it on or off while in the timesheet view.

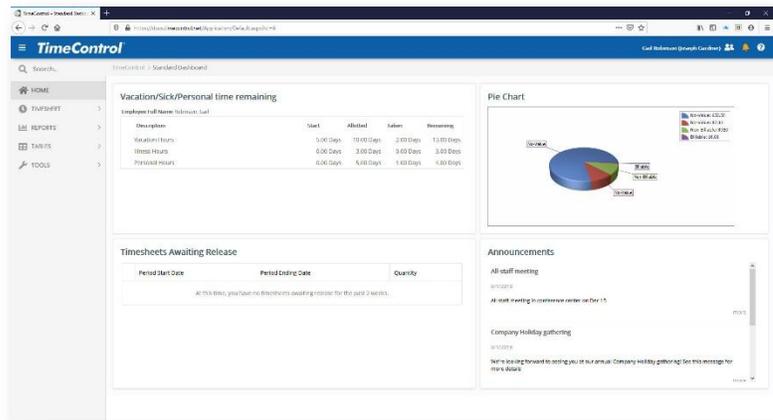


Individualized Dashboards

A common request of the Human Resources department is from employees asking to know how much time they have remaining for vacation or for sick leave.

TimeControl's customized dashboards can provide this information on the TimeControl home page. This is a standard block to insert in a dashboard and it is personalized by ensuring that only the logged-in employee's data is displayed. There are 30 banks of possible entitlement time and the three most common are Vacation, Sick Leave and Personal Time but there might be banks for Banked Overtime, Training Time Completed or other banks of time that are important for HR to track.

Having this information in the dashboard keeps the employee from having to wonder, having to track it themselves or having to contact the HR department for these answers.



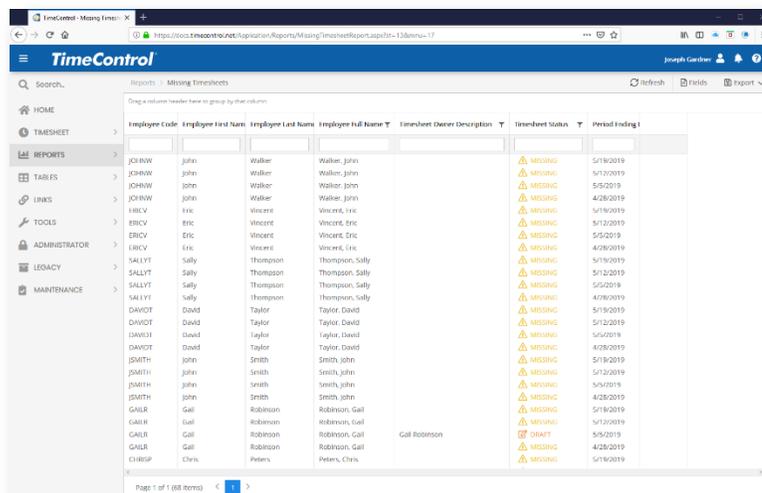
Missing Timesheet notifications and reports

One of TimeControl's most popular features is tracking what isn't even there. TimeControl keeps track of everyone who is supposed to fill in a timesheet for a particular period and then can automatically send emails to those people at a specified time if the timesheets have not been submitted.

The Missing Timesheet Notification can also tell if a timesheet has been submitted but not yet approved and determine where in the approval process it might be stuck.

For Human Resources, knowing that all timesheets with vacation time, personal time or sick leave identified have been submitted is a key part of the HR process.

There is also a Missing Timesheet Report which can be run by HR on demand or scheduled and delivered by email. This can also be defined to only occur when there are exceptions.



Employee Code	Employee First Name	Employee Last Name	Employee Full Name	Timesheet Class Description	Timesheet Status	Period Ending
JCHRW	John	Walker	Walker, John		MISSING	5/19/2019
JCHRW	John	Walker	Walker, John		MISSING	5/5/2019
JCHRW	John	Walker	Walker, John		MISSING	4/28/2019
ERICV	Eric	Vincent	Vincent, Eric		MISSING	5/19/2019
ERICV	Eric	Vincent	Vincent, Eric		MISSING	5/12/2019
ERICV	Eric	Vincent	Vincent, Eric		MISSING	5/5/2019
ERICV	Eric	Vincent	Vincent, Eric		MISSING	4/28/2019
SALLYT	Sally	Thompson	Thompson, Sally		MISSING	5/19/2019
SALLYT	Sally	Thompson	Thompson, Sally		MISSING	5/12/2019
SALLYT	Sally	Thompson	Thompson, Sally		MISSING	5/5/2019
SALLYT	Sally	Thompson	Thompson, Sally		MISSING	4/28/2019
DAVIDT	David	Taylor	Taylor, David		MISSING	5/19/2019
DAVIDT	David	Taylor	Taylor, David		MISSING	5/12/2019
DAVIDT	David	Taylor	Taylor, David		MISSING	5/5/2019
DAVIDT	David	Taylor	Taylor, David		MISSING	4/28/2019
JSMITH	John	Smith	Smith, John		MISSING	5/19/2019
JSMITH	John	Smith	Smith, John		MISSING	5/12/2019
JSMITH	John	Smith	Smith, John		MISSING	5/5/2019
JSMITH	John	Smith	Smith, John		MISSING	4/28/2019
GALLR	Gail	Robinson	Robinson, Gail		MISSING	5/19/2019
GALLR	Gail	Robinson	Robinson, Gail		MISSING	5/12/2019
GALLR	Gail	Robinson	Robinson, Gail	Gail Robinson	DRAFT	5/5/2019
GALLR	Gail	Robinson	Robinson, Gail		MISSING	4/28/2019
CHIEFP	Chris	Peers	Peers, Chris		MISSING	5/19/2019

Creating exception only timesheets for non-project employees

For Human Resources, one type of time that is almost always needed is the exception to the week. This might be from a holiday or vacation time or personal time off.

A common request is for the HR department to get a timesheet with just the exceptions, but they also want to ensure that they have everyone's timesheet submitted. This is commonly referred to as an exception timesheet.

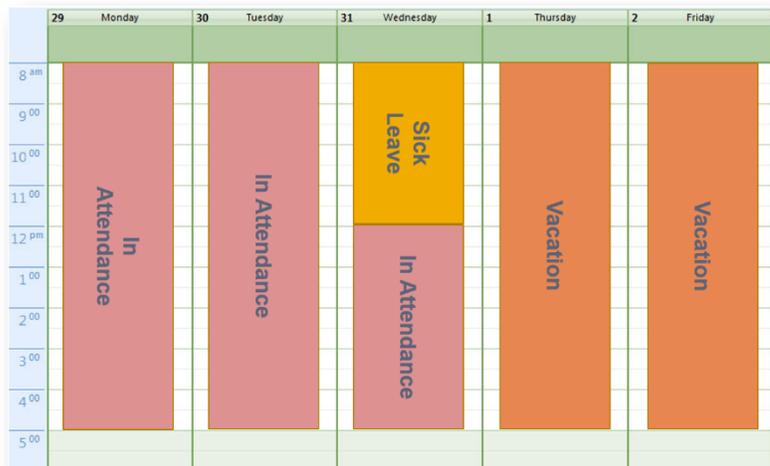
This type of requirement is handled in TimeControl by the Autofill function. The function is run by someone in Administration who will want the total attendance to be filled in by TimeControl automatically but to take into account any "Exception entries that have been created by the employee.

For example, let's say an employee has logged a half day of sick leave and elected to take two more days of vacation. They would enter those values and then when Autofill runs, it would fill in the balance.



This makes for a minimal amount of effort for non-project employees and ensures there is a complete attendance record available to HR and Payroll.

This also allows the Missing Timesheet report to be sure that everyone's timesheet has been submitted and accepted.



Fixing timesheets after they are submitted

On occasion, a timesheet may be submitted with errors that were not caught during entry or approvals. TimeControl provides an auditable method of fixing those timesheet errors.

Perhaps, for example, an employee has accidentally taken paid sick leave when they were supposed to take unpaid sick leave. Using the TimeControl Debit/Credit process, this error can be fixed by an Administrator. The resulting changes will be reflected in the Bank totals and an audit of when the change was done and by whom will be logged in the audit trail which can be seen in the Detail Employee Bank report.

#		Project Name	Charge Code	Charge Description	Rate Code	Mon Feb 11	Tue Feb 12	Wed Feb 13	Thu Feb 14	Fri Feb 15	Sat Feb 16	Total	ETC	Source
1	<input type="checkbox"/>	INTERNAL	INTERNAL MEETINGS	General Meetings	S-GALR	0h	0h	0h	0h	0h	0h	1.00		Gail Robinson
2	<input type="checkbox"/>	INTERNAL	INTERNAL SICK LEAV...	Paid Sick Leave	S-GALR	0h	0h	0h	0h	0h	0h	2.00		Gail Robinson
3	<input type="checkbox"/>	INTERNAL	INTERNAL SICK LEAV...	Paid Sick Leave	S-GALR	0h	0h	0h	0h	0h	0h	-2.00		Joseph Gardner
4	<input type="checkbox"/>	INTERNAL	INTERNAL SICK LEAV...	Sick Leave which is not compen...	S-GALR	0h	0h	0h	0h	0h	0h	2.00		Joseph Gardner

Customized interface for different types of employees

Not every employee works on projects. Many employees have fixed jobs where the detail of their day isn't needed by the organization. TimeControl's flexibility allows a timesheet to look different for different categories of users. This allows HR to ask for more simplistic timesheets from those employees who otherwise might be overwhelmed by the possible options of what to enter. These timesheets can also be created automatically by TimeControl using the AutoFill function.

TimeControl's User Profiles functionality is often thought of for security purposes but this is also a great place to use it. User Profiles can be created for "Attendance only" users who are then presented with a one-line timesheet with "Attendance" already listed. There will be a place to enter the hours for each day. The timesheet can also include extra lines such as sick leave or personal time which could be filled in by the employee.

Official holidays can be configured by the Administrator to appear automatically with the appropriate number of hours already entered. This is done in the TimeRequest Wizard.

Links to Human Resources Systems

TimeControl is almost never deployed in a vacuum. It is designed to be a part of an enterprise environment and aside from links to project management systems and payroll systems, there are many reasons to make a link to a Human Resources environment.

First of all, TimeControl is not a replacement for a full HR system. It does not handle things like onboarding, performance reviews, offboarding, salary reviews and history and more.

As an enterprise timesheet system, TimeControl benefits greatly from an integration with the HR system.

It is common for HR systems to be used to automatically populate TimeControl with new hires and with a record of personnel who have been offboarded. It can also be used to automatically change entitlements in TimeControl such as the amount of vacation earnable per month.

In return, the HR system will want timesheet information such as how much entitlement time was earned by each employee through the TimeControl Accrual Process and how much time was taken for those entitlements such as sick leave, vacation and personal time off.

Other HR-tracked time might be transferred as well such as how much time was spent on training or what locations an employee might have worked in this week.

Moving data in and out of TimeControl can be accomplished in a couple of ways.

First, the Import/Export system can be configured to automatically import a flat text file either on demand or automatically on a schedule of the Administrators choosing. It could run automatically every night for example.

The system can also be configured to export a file and store it in the location of the Administrator's choosing. In this way, exports of timesheet data in a format the HR system needs can be sent to the system.

For organizations who prefer a more intimate integration between the systems, TimeControl includes an extensive bi-directional API (Application Programming Interface) where a client can make automated calls to TimeControl to push or pull data such as is needed by HR. This is completely under the control of the client.

Use Case Scenarios

www.timecontrol.com/use-cases

We have created numerous solution portals with resources for different situations. In many of these situations we discuss some aspect of TimeControl's use in the HR department. There are use case scenarios for project management, HR, Billing, linking with different products, specific approvals to be compliant with the DCAA and more.

The Timesheet Approvals Challenge white paper

https://www.timecontrol.com/pdf/whitepapers/timesheet_approvals_challenge.pdf

This white paper discusses the challenges of Matrix Approvals and outlines HMS Software's *Matrix Approval Process for Labor Actuals*™. This white paper is a must if you must do approvals for both project management and HR purposes or if you are considering implementing multiple timesheet systems to accommodate different aspects of the organization. Additional information on the Matrix Approval process can be found on the TimeControl website at <https://www.timecontrol.com/use-cases/matrix-approvals>.

TimeControl Free Hosted Trial

freetrial.timecontrol.com

You can try TimeControl yourself to see or try any of the features that have been described here. Go to freetrial.timecontrol.com to register for the free trial.

TimeControl Blog

blog.timecontrol.com

The TimeControl blog contains numerous discussions of TimeControl's use in HR under different circumstances with tips and techniques on how TimeControl's functionality can be used. It's a good place to keep up on tips from the TimeControl technical and deployment staff.

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 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

Mobile App

- The free TimeControl Mobile App is available on Google Play for Android devices or the Apple store for iOS devices

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, Project Server and Project Online, Oracle-Primavera Pro and Primavera EPPM, Hard Dollar, VersionOne, BrightWork, ARES PRISM, JIRA and Deltek EPPM
- 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, FMLA, the California Wage Laws and Sarbanes-Oxley

Hardware Requirements

- Server:
 - Internet Information Services
 - MS SQL Server, Oracle or MySQL database
- Browsers:
 - Chrome, Firefox, Safari, Edge, and Mozilla
- TimeControl Mobile App:
 - Android phones and tablets, Apple phones and tablet

Available Online or On-premise

- Available as an Online subscription in the cloud or as an on-premise license

HMS Software

Based in Montreal, Canada, HMS Software has been a leading provider of project management and enterprise timesheet systems and services since 1984. HMS Software's first customized timesheet application was written in 1984. With the launch of TimeControl as a commercial application in 1994, HMS Software began servicing clients worldwide.



HMS Software's client list reads like a who's who of business. It includes AMD, Azuria Water Solutions, CANAM, CAE, EXFO, Foster Wheeler, Interpol, Kelly Services, the Government of Quebec, Pontoon Solutions, Progress Rail, Reebok-CCM, Rolls Royce, Sandoz, SEFA, Volvo Novabus, Zoetis and hundreds of others. For further information about HMS Software, please visit the HMS website at: www.hms.ca or contact us at info@hms.ca.

TimeControl

TimeControl was originally released in 1994. It was immediately successful in the project management sector and today is recognized not only as a project management solution, but also as an enterprise timesheet solution in use by companies worldwide. TimeControl is designed as a multipurpose timesheet able to serve the needs of both Finance and Project Management simultaneously. It includes features such as a multi-browser, multi-device interface, a PC and mobile interface, vacation approvals, executive dashboards, extensive approval functionality, flexible reporting and links to project management and corporate systems which makes the timesheet product ideally suited for integration with existing systems in any organization. TimeControl's flexibility allows it to be deployed for use as a time and attendance, time and billing, project tracking and flex-time system. TimeControl and TimeControl Industrial are available both as an on-line subscription in the Cloud and for purchase for an on-premises installation. TimeControl Project is a premium version of the TimeControl Online and TimeControl Industrial Online subscription service in the cloud.

For more information about TimeControl, TimeControl Industrial and TimeControl Project, monitor the TimeControl blog at blog.timecontrol.com, or the main TimeControl website at www.timecontrol.com.