



# System Highlights

## ***Employee Features:***

### **Multiple Time Entry Screens:**

- Weekly View: Enter Total Hours
- In and Out: Enter In and Out time
- Punch In: Users clock in and out, using our server as the timestamp

### **Timekeeper Input**

- Group Time Entry for one or multiple timekeepers
- Administrator can designate users to enter time for other employees
- System Preferences to default time and charge codes

### **View Timesheet Report:**

- Users can view a timesheet report for each period
- View OT calculations, Notes and Approval

### **Employee Timesheet Defaults**

- Administrator can set default codes for each user

### **Online Help Guides**

- PDF guides are available on each web page for Users and Managers

### **Allocation of Hours**

- Users can allocate time to any of the 4 charge categories (e.g. Clients, Projects)

### **Adjustment Form**

- Correct entries for closed days or periods (with "+" or "-hours)

### **Electronic Signature**

- Preference available for signature

### **Leave Request Form**

- Users can create a leave request
- Modify leave requests

### **Leave Request Dashboard**

- View status of each request

### **Customer and Project Manager Approval**

- Easy 3-step approval workflow

### **Timesheet History Search by:**

- Week , Period, or Calendar

## ***Manager Features:***

- Internal Department Manager Approval
- Project Manager Approval
- Customer Manager Approval
- Timesheet Approval
- Leave Request Approval
- View Leave Balances
- View Timesheet history
- Editing functions
- Manager Dashboard (with system alerts)



# System Highlights

## ***Administrator Features:***

- Configurable rules engine
- Unique profiles can be set up for employees or groups
- Overtime Rules (CA, Over 40 per week, etc.)
- Timesheet Templates
- Rounding Rules
- Accrual Rules and Rates
- Leave Requests
- Department Hierarchy
- Mapping tools
- Approval Profiles
- Editing Tools
- Timesheet History
- Leave Balance Viewing and Editing

## ***Global System Preferences***

- Client definable charge categories (up to 4) e.g. Projects, Clients, Tasks, etc.
- Client definable Calendar (e.g. weekly, biweekly, etc.)
- DCAA Features
- Email Reminders

## ***Reporting Features***

- Over 40+ Pre-built reports
- Export data in multiple formats: View Online, Database (ODBC) or Excel
- Reports are filtered by type of user and system security

## ***Importing Features***

- Custom interface to client payroll system
- Import/Export capability
- Web Services available for automated imports

## ***Professional Services***

- Custom Reports
- Business Rules
- Consulting Services