



FEATURES

General Application

- Separate user profiles for accessing reports and functions
- Easy setting/changing of access privileges (by profile) for functions
- Easy setting/changing of access privileges (by profile) for reports
- E-mail alerts and notifications
- On-line help
- Tracks history of changes to hours information (once approved)
- Hours entry by individual contractors
- Hours entry by administrative staff
- Hours entry for transactions
- Hours correction (for hours submitted, not approved)
- Hours correction (for hours post-approved)
- Contractor ID lookup by name (last and first), agency, and office
- Easy setting/adding/changing of contractor information
- On-site administration setup
- Office data administration
- Customer data administration
- View hours for specified contractors
- Track and display status of contractor hours (e.g., missing, approved)
- Default charge IDs for contractor (with single customer assignment)
- Daily, weekly, clocking, or by task entry of hours
- Lookup list on data entry for charge IDs

- Data entry of charge ID on hours entry and validation
- Lookup of charge ID by customer
- Print timesheet from browser

Customer Configuration

- Set maximum hours by project, contractor, and/or customer
- Multiple unique charge IDs (e.g. projects) per customer
- Contractors can charge to multiple charge IDs

Contractor Configuration

- Easy setting/changing of contractor information
- Nine-digit (SSN) IDs

Usability

- “Real-time” submitting of data
- “Real-time” review and approval of data
- Provides application-specific help that is extensible
- Client screens are easy and intuitive
- Data entry does not require multiple levels of windows
- Access from anywhere on the Internet

Reporting

- Reports are generated in PDF, Word and Excel formats to leverage Microsoft Office functions

Security Features

- SSL security level encryption
- User identity verification
- Group-based permissions to make fields read-only and to make forms visible
- Ability to use/integrate one-time passwords

System Implementation

- Importing features – Capability of pulling in legacy system data via web services
- Estimate of time to implement core system – timeframe has been short as 4 hours depending on customer schedules



FEATURES (continued)

Timesheet Adjustment

Timesheet can be printed to show the entire accounting period. When a period is selected, user is shown associated dates and must make a selection.

Approve Timesheet

Depending on preferences set by administrator, manager may or may not modify a timesheet; if not, the Timesheet button is not shown in window.

A manager may select the department for approving timesheets as long as he or she is the department's acting manager.

Data Integration

Data can be integrated with Abra, ADP, Ceridian, Genesys, Great Plains, Paychex, Peachtree, PeopleSoft, QuickBooks, SAP, Solomon and other major payroll/accounting systems.

Overtime Export

- Sort by exempt/non-exempt status
- Overtime differential selection options
- Employee level filters
- Pay frequency and Account Code options

Data Entry

- Group/Batch timesheet data entry for managers and/or administrators

E-mail

- Alerts generated for delinquency of time input, missing time, non-approved time, COMPANY Manager notifications, CUSTOMER Manager notifications

Additional Reports

- Reports added for employees, approving managers, project managers, and administrators

Administrative Data Load/Mapping Wizard

- Streamlined process and added new forms for initial data loads and data mapping

Administrative Data Maintenance Wizard

- Streamlined process for maintaining existing data with the addition of new process-based features



Handling Complex Overtime Policies

The easyTIMESHEET Overtime Profile Module automatically calculates and identifies time entered by an employee as regular time, overtime, and “other time”, in support of Fair Labor Standards Act (FLSA) overtime laws for non-exempt employees. It also supports many state overtime pay requirements including California overtime laws and complex company or labor union policies.

Overtime Profiles	<ol style="list-style-type: none"> 1. Save complex overtime scenarios as profiles and quickly assign them to individuals or groups of employees. 2. The Administrator may define an unlimited number of profiles of each type. 3. Changes to a profile are immediately assigned for all employees to which that profile is assigned.
Overtime Thresholds	Overtime may be calculated using daily or weekly threshold values. i.e.; Over 8 hours per day or over 40 hours per week
Multiple Breakpoints	Daily and Weekly thresholds can have multiple breakpoints with associated pay rates. Ex. 8-12 hours at Time and one-half, over 12 hours double time, etc.
Define Number & Type of Base Hours	Threshold hours may or may not include different 'paid-time-not-worked' hour types. Ex. Do not include Sick leave but do include Holiday in a base threshold of 40 hours per week.
Weekly Overtime on Semi-monthly or Monthly Pay Frequencies	Can accommodate semi-monthly or monthly pay periods that end before the defined overtime week providing the option to export potential OT hours as Regular, or hold until the actual determination can be made.
Overtime by Task	You may optionally specify Tasks whose charged hours are always considered as overtime (i.e., employee specified Overtime)
Special Case Overtime	You may specify overtime for hours worked on special days, i.e., weekend, holiday, non-scheduled workday, and the seventh consecutive day of work
Employee Feedback	Calculated Overtime and Regular hour breakdowns may optionally be displayed from the Timesheet for immediate feedback to the employee.
Approval Flexibility	Managers may approve hours identified as Overtime, may “approve” hours identified as Overtime as “Regular hours”, without having to reject the employee’s timesheet entry.
Overtime Allocation by day	Option for weekly overtime to be allocated to appropriate days within the week.
Override Capability	Payroll Manager's interface can be used to override the automated Overtime Module calculations to address special situations