



## TIME REGISTRATION

Are you having difficulty keeping track of the actual hours per employee? The *Time Registration* module offers a solution.



### FOR WHOM?

For everyone wishing to record hours worked in an orderly fashion.

Empl L	Year	Week	Week Description	Progress Bk
BOWMAN	2008	7	13-02-08 to 19-02-08	In Progress
BOWMAN	2008	8	20-02-08 to 26-02-08	Proc
BOWMAN	2008	9	27-02-08 to 05-03-08	Partially Posted
BOWMAN	2008	10	06-03-08 to 12-03-08	Proc
BOWMAN	2008	11	13-03-08 to 19-03-08	Proc
BOWMAN	2008	13	27-03-08 to 02-04-08	Proc
BOWER	2008	9	27-02-08 to 05-03-08	Partially Posted
BOWER	2008	10	06-03-08 to 12-03-08	Proc
BOWER	2008	11	13-03-08 to 19-03-08	Proc
CONNERS	2008	1	02-01-08 to 08-01-08	To Be Authorized
CONNERS	2008	9	27-02-08 to 05-03-08	Partially Posted
CONNERS	2008	10	06-03-08 to 12-03-08	Proc
CONNERS	2008	11	13-03-08 to 19-03-08	Proc
DAVIS	2008	3	16-01-08 to 22-01-08	Proc
DAVIS	2008	4	23-01-08 to 29-01-08	Proc
DAVIS	2008	5	30-01-08 to 05-02-08	Partially Posted
DAVIS	2008	5	30-01-08 to 05-02-08	Proc
DAVIS	2008	6	06-02-08 to 12-02-08	Proc
DAVIS	2008	9	27-02-08 to 05-03-08	Partially Posted
DAVIS	2008	10	06-03-08 to 12-03-08	Proc
DAVIS	2008	11	13-03-08 to 19-03-08	Proc
DAVIS	2008	12	20-03-08 to 26-03-08	Proc
DAVIS	2008	13	27-03-08 to 02-04-08	Proc

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
Total	0	10	0	0	0	0	0	10
Working Hours	8	8	8	8	8	8	0	40
Shortage	8	-2	8	8	8	8	0	30

Do you want to check at a glance the hours worked by your employees? With the *Time Registration* module, you can quickly retrieve any hours list you wish: for all employees, for a department or for just one employee. Furthermore, the handy colour bar shows you precisely which hours still have not been accounted for. You always know how things stand!

### SUPERB INSIGHT

Make use of status colours to check at a glance which timesheets have not yet been completely entered. This gives you a fast way of reviewing the difference between the timesheet entries and the contractual working hours of all your employees.

### PERFECT INTEGRATION

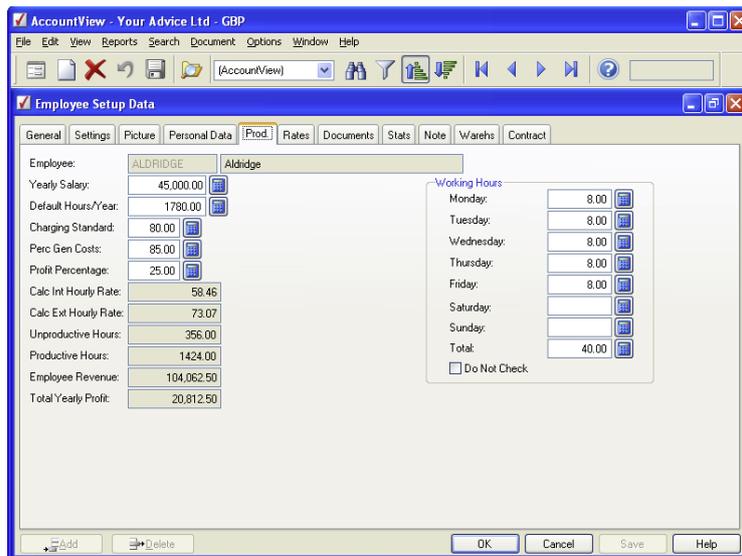
Benefit from the seamless integration of your financial accounting system and the

timesheet entries. Include hours as work in progress. You can also use the possibility to show or block contractual working hours. You can also make it mandatory to enter a project code.

### PER LINE

In each line, enter the project that the hours relate to so that you can make entries against different projects.

## TIME REGISTRATION



Do you want to check your employees' timesheet entries per day for discrepancies? With the *Time Registration* module, you can define the contractual working hours per day for each employee. This allows you to check quickly (for example) whether Mr Jones has properly accounted for his mandatory 8 hours per day.

### FLEXIBLE EDITING

Change posted timesheet entries, as long as they are not blocked. Then post the timesheet entry again so that the old journal entry is replaced by a new one.

### WITH PROJECT COSTING AND PROJECT INVOICING MODULES

Invoice hours via the project management system if you also use the *Project Costing* and *Project Invoicing* modules. This approach uses the margin percentage defined for each cost type, rather than the external hours category rate or employee rate. You can invoice via the *Time & Billing I* module if you want to use the external rates.

### ADVANTAGES

- Time registration for each employee and project according to internal and external rates.
- Central registration of your employees' contract details.
- Handy shortcuts to documents relating to your employees, such as terms of employment or car leasing agreements.
- Detailed reports on productive hours per project from a variety of aspects, such as per employee and per cost type.
- Flexible facilities for calculating both internal and external rates, based on annual salary, normal hours, charging standard, percentage of general costs or profit percentage.