

Timesheet Entry for Employees

Highlights

- Intuitive Timesheet Entry windows that are designed for employees to encourage speed and accuracy
- Unlimited free form notes that describe work performed and can be viewed on project reports and inquiries
- Timesheet approval options for supervisors, project managers or timesheet administrators
- Project manager approvals for effective control over project resource costs
- Sophisticated e-mail notifications that include:
 - Notifying employees of missing or incomplete, approved and rejected timesheets
 - Notifying approvers when a timesheet is submitted
 - Notifying administrators when and timesheet status changes occur
- Multi-user and multi-company
- Seamless interface with Payroll and Project Costing
- Practical support options, training and customization available

The intuitive data entry window in Aspire Timesheet Entry is **designed with the employee in mind**. Employees sign on and immediately begin entering timesheets with little or no learning curve. Browsing and lookups increase speed and accuracy. Tool tips, field level help, clear, concise messages and on-line documentation provide additional assistance while timesheets are being entered.

The **unlimited, free form notes** feature encourages employees to enter descriptive information with each timesheet entry. Notes can be viewed on all project inquiries and reports that show cost detail and are also available when working in the client billing window.

Approval windows are straightforward and comprehensive. **Supervisors can quickly review entire timesheets for employees** in their own approval group(s) and have plenty of view options to choose from. A summary of timesheet hours by work date helps approvers to determine whether hours have been entered with the correct work date. Employees can check the status of a timesheet at any point in the approval process.

A **convenient e-mail notification option** is built in to this module to inform employees, approvers, project managers and administrators when a timesheet requires attention. When rejected, a timesheet is returned to the employee with a full explanation.

By **configuring projects to require approval for timesheets**, project managers can maintain tight control over budgeted costs. Timesheet detail can be viewed by project, then summarized by employee, work date, activity/function or earnings code. The remaining budget dollars appearing with the activity/function view help the project manager to assess the impact on the project before approving.

Manage late or incomplete timesheets with both exception reporting and the timesheet status window. Approvers can see when a timesheet is missing, incomplete or not yet submitted. **Automated reminders** can be sent to employees to expedite the approval process.

With employees entering their own timesheets, the payroll department will experience an **overall reduction in administrative costs**. The approval control features available to supervisors and managers will result in measurable **increases in efficiency, accuracy and timeliness**. When they participate in the approval process, **project managers can view project resource costs with increased confidence**. Aspire Timesheet Entry is a valuable addition to both the Project Costing and Payroll modules.

Request more information or a free evaluation today.

Visit www.bedford-systems.com or call **1-800-819-4978**.

Timesheet Entry Features

General Features

- Seamless integration with Payroll and Project Costing
- Unlimited employees, timesheets, pay periods, approvers and reporting groups
- Practical support options, training and customization available

Set up for Timesheet Approvals

- Approvers can be employee supervisors, project managers, timesheet administrators or all three
- Substitute approvers can be allocated for a specified time period. Substitute project manager approvals can also be identified
- A hierarchy of reporting groups (employees) can be attached to employee supervisors to provide multiple level approval processing for employee timesheet groups

Employee Setup

- Timesheet Entry windows use employee data configured in Payroll, including cost rate, payroll burden, employee type, pay type, department and default earnings code
- Rate changes can be entered in advance and phased in for a specific effective date
- The regular timesheet hours can be specified for each employee and show in the timesheet entry and approval windows

Timesheet Entry

- Intuitive windows with browses, lookups and on-line help to assist with timesheet entry and encourage quick and accurate time recording
- Timesheets can be printed by the employee before and after submission for approval
- Rejected timesheets can be quickly corrected and resubmitted for approval
- Employees can easily monitor the status of each submitted timesheet

Approval Processing

- Approvals are performed for a specific reporting group or for an entire hierarchy of groups attached to the approver
- Timesheets approvals are granted individual for each entry or for the entire timesheet
- A summary by work date assists the approver while reviewing timesheets
- Entire timesheets can be approved, rejected or returned by the employee approver
- Project manager approval window groups timesheet entries by project, with the option of viewing transactions by work date, employee, earnings code or activity/function. Detail is approved individually (as opposed to approving the entire timesheet) in this window as timesheets often contain multiple projects
- Summary windows for project manager approval show total timesheet hours by work date, employee, earnings code or activity/function within the project. The activity/function summary window also shows the project budget remaining

Free Form Timesheet Notes

- Unlimited free form notes can be entered to describe work performed
- Notes can be viewed on every Project Costing report or inquiry showing cost detail

Project Costing Interface

- Browses and lookups are available for every project costing field and every field is validated to ensure the project will be updated accurately
- Using the controlled resource option (set up in Project Costing) will ensure that only authorized employees are allowed to book time to a project

Payroll Interface

- Several options are available for transferring timesheets to Payroll, dictated by the status of the timesheet and based on your requirements
- Timesheets are released to payroll by pay ending date and timesheet cutoff date
- Additional editing of timesheet data is allowed in the Payroll module with appropriate authorization rights

Reports and Listings

- Standard reports and listings include flexible sorts, formats and selection criteria for tailoring each to your specific requirements
- Reports and Listings can be printed in hard copy or viewed in a window