

TimeControl[®]

and

Microsoft Project Professional/Standard

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: <http://docs.timecontrol.org/Application/Timesheet/Tir>. The page title is "Timesheet Entry".

Navigation: Home, Timesheet, Reports, Tools, Documentation

Actions: Previous, Next, Add, Delete, Release, Reject, Print

Employee Information:

- Employee: Robinson, Gail
- Resource Description: Gail Robinson

Timesheet Information:

- Period: 1/28/2012 - 2/3/2012
- Timesheet Source: Gail Robinson
- Timesheet Status: DRAFT
- releasing to: Tom Logan
- Timesheet Owner: Gail Robinson

Table:

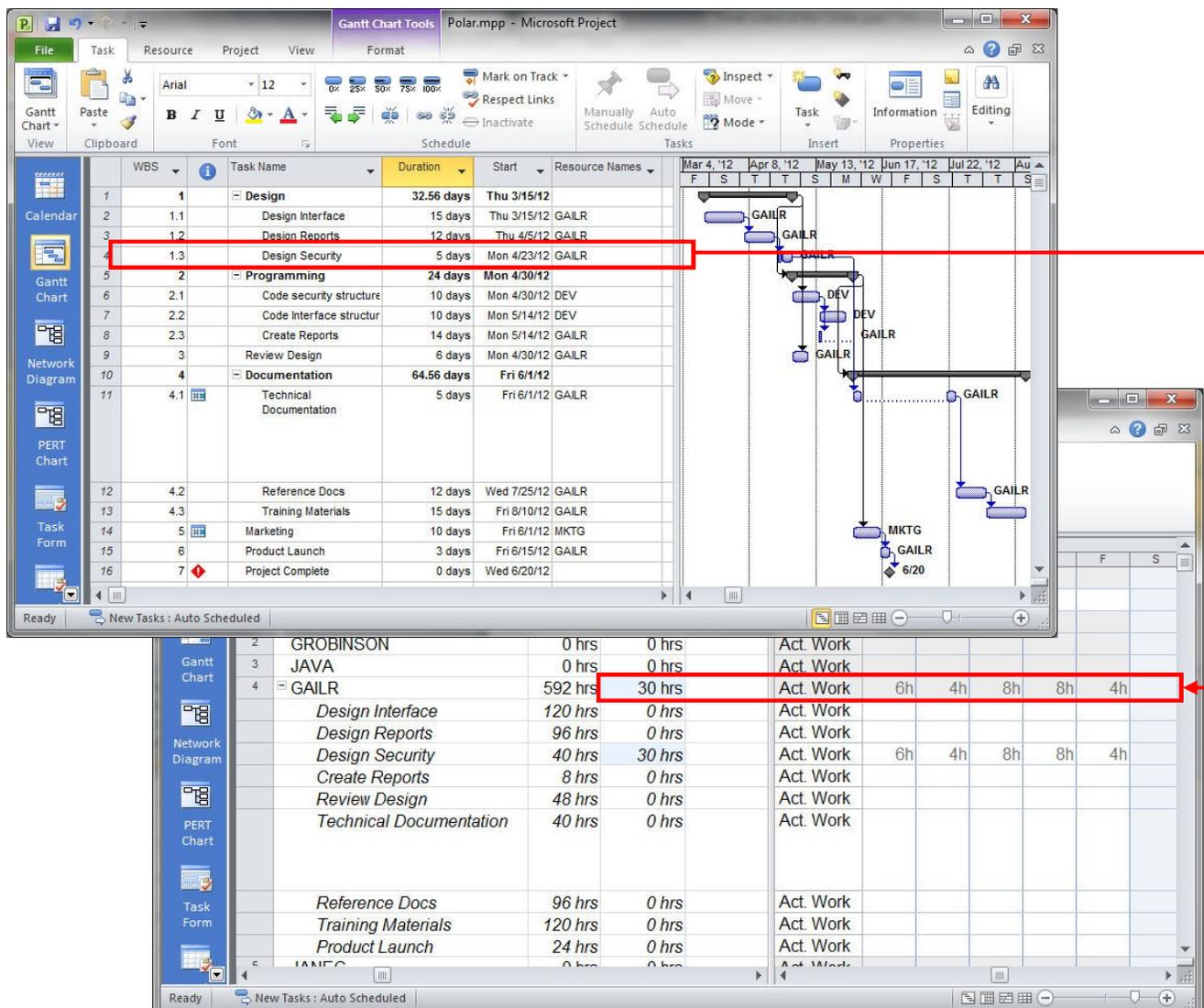
		Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Total	ETC	Complete
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	Internal charge codes	INTERNAL.MEETINGS	General Meetings	S-GAILR	2h	4h	2h	2h		10h		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	Internal charge codes	INTERNAL.TRAVEL	Travel for company business	S-GAILR					6h	6h		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	Boat Show	BOAT SHOW.1.13	Exhibitor services request form	S-GAILR	2h	2h				4h	0h	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	Boat Show	BOAT SHOW.1.2	Determine tradeshow planning contact	S-GAILR	4h		4h			8h	0h	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	Boat Show	BOAT SHOW.1.4	Review booth resource number limitations	S-GAILR		2h		4h		6h	16h	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	POLAR	Polar Development	POLAR.3	Review Design	S-GAILR			2h	2h	2h	6h	8h	<input type="checkbox"/>
							8h	8h	8h	8h	8h	40h		

100%

A multi-purpose timesheet

Creating the basic elements of organizational project management requires a system for both planning and tracking work and providing analysis from those systems to decision makers. If you have chosen Microsoft Project Standard or Professional as your planning system, you are in good company. Microsoft Project is the undisputed industry leader in desktop project planning. But what can you do to track your tasks both for project management as well as other financial functions such as billing, payroll, HR and time and attendance?

TimeControl is HMS Software's popular enterprise timesheet system which has been a leader in the market since its first release in 1994. TimeControl is designed to provide timesheet information to both Microsoft Project and Finance simultaneously. TimeControl integrates with Microsoft Project and corporate systems to provide the fundamental building block needed by any organization: *time*. TimeControl includes all the timesheet functionality that any organization requires to be effective. Its tremendous flexibility allows the system to track project time, non project time, leave time and more. The system can be used as a simple time and-attendance timesheet and be integrated directly to Payroll or used as a multi-purpose timesheet for time and attendance, project tracking, R&D tax credits and more. Use TimeControl's "Validation Rules" to create an unlimited number of business rules to check timesheets before they're even released for approval. Validation Rules can be applied to all personnel or selected groups.



Microsoft Project and TimeControl have been integrated since 1995

TimeControl: the multi-purpose timesheet system

While TimeControl is able to cater to the needs of the organization's Finance and Human Resources, it excels when tasked with tracking time for project management. TimeControl was one of the first timesheets ever to link directly to Microsoft Project. TimeControl supports multiple versions of Microsoft Project and Project Server simultaneously allowing thousands of projects to populate the TimeControl database. Data can be linked into TimeControl or linked from Project into TimeControl and back to Project to make a complete cycle.

While TimeControl includes its own web interface, it can also be installed directly into SharePoint, making the world's most popular collaboration system part of your new project environment.

Integrating TimeControl and Project is as simple as 1, 2 3

1. First, use Microsoft Project to create your planned schedule.
2. Next, the project into the TimeControl project list and point that to your Microsoft Project MPP file. You can now load TimeControl with all the tasks and assignments from Project and they will appear in the appropriate timesheets
3. Finally, add and approve your timesheets and then ask TimeControl to update Microsoft Project with the Actual Work (hours) as well as optionally, the resource costs, the expenses and even the Estimate to Complete information. Project updates your project automatically and you are now tracking your schedule with auditable TimeControl data!

TimeControl includes a Matrix Approval Process for Labor Actuals™

TimeControl's approval functionality is extensive and you can easily structure approvals for both project and non-project purposes. Once your data has been approved, it is not only available for Project Standard and Professional but also for your other corporate systems or services such as Payroll, Human Resources, Billing and your Finance/ERP environment. TimeControl will always keep a completely auditable record so you can use the data for R&D, the DCAA and other government compliance requirements.

The screenshot displays the TimeControl web interface in Internet Explorer. The page title is "Timesheet Entry - Windows Internet Explorer". The URL is "http://localhost:81/Application/Timesheet/TimesheetEntry.aspx?st=6&mu=93&ts=ACTIVE&k=93". The user is logged in as "Gail Robinson". The interface has tabs for "Home", "Timesheet", "Tools", and "Documentation". The "Timesheet" tab is active, showing "Time Requests". There are buttons for "List" and "Entry". A navigation bar includes "Previous", "Next", "Add", "Delete", "Release", "Reject", and "Print". The main content area is titled "Entry" and shows "Employee Information" for Gail Robinson and "Timesheet Information" for the period 4/28/2012 - 5/4/2012. Below this is a table with columns for days of the week and totals. A red box highlights the entry for "POLAR" project, "POLAR.1.3" charge code, "Design Security" description, and "S-GAILR" rate code, with 6 hours on Monday, 4 hours on Tuesday, 8 hours on Wednesday, 8 hours on Thursday, and 4 hours on Friday, totaling 30 hours. A red arrow points from the "Entry" tab to the highlighted entry.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	ETC	Complete
INTERNAL	2h	4h			4h			10h		
POLAR								32h		
POLAR	6h	4h	8h	8h	4h			30h	0h	<input checked="" type="checkbox"/>
	8h	8h	8h	8h	8h	0h	0h	40h		

TimeControl is a powerful, flexible, timesheet system designed to integrate with Microsoft Project, HR, Payroll, Billing and other corporate systems



TimeControl functionality

TimeControl is an electronic timesheet system designed to serve multiple needs at once of both Finance and Project Management

Subscribe online or Install on premises

TimeControl is available both for purchase and installation at your premises and as a hosted Timesheet as a Service subscription in the Cloud. Either way, you can link directly to Microsoft Project.

Timesheet Approvals

TimeControl supports HMS Software's unique *Matrix Approval Process for Labor Actuals™* and includes the remarkable automated Validation Rules.

Vacation Approvals

TimeControl's TimeRequest™ module is included to allow you to request and approve vacations or other personal time off. Once approved, it will automatically appear in your timesheet.

TimeControl Mobile

TimeControl includes a mobile interface so you can access or approve timesheets on your iPhone, Blackberry, Android or Windows 7 Mobile Smartphone!

E-mail Enabled

TimeControl allows email notification to be sent for various events such as timesheet rejection or missing timesheets, incomplete or non-approved timesheets.

Expense Reports

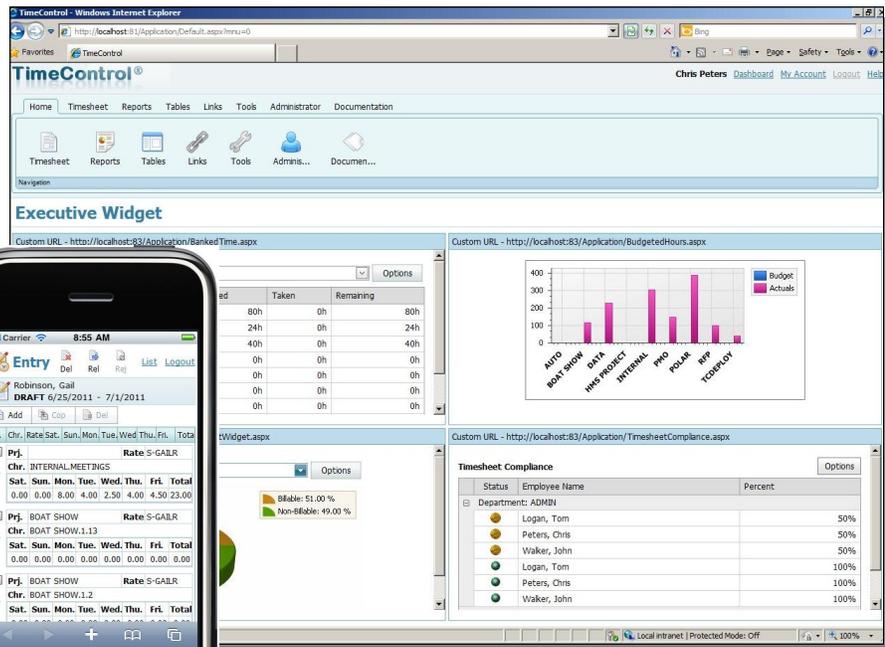
TimeControl includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line.

Links to Project Management

Aside from Microsoft Project Standard and Professional, TimeControl also includes direct links to Microsoft Project Server, Deltek's Open Plan and Cobra and Oracle-Primavera scheduling tools.

Reporting

TimeControl's reporting engine looks just like Excel™. Reports can even be saved in Excel or HTML format. TimeControl's Reporting Wizards make report generation easy. Predefined reports are available in a variety of formats which include posted timesheet data, table lists, a timesheets image and missing timesheet reports.



TimeControl's easy-to-use web interface is completely customizable. It is the most effective way to enter both timesheet data and project progress at the same time. And, TimeControl includes a mobile interface for your Smartphone!

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