

TimeControl®

Microsoft Project, Project Server and Project Online

The screenshot displays the TimeControl SharePoint interface within a Windows Internet Explorer browser window. The page title is "Home - TimeControlSharePoint" and the URL is "http://s2new/sites/tcosp/default.aspx". The interface includes a navigation menu with options like Home, Timesheet, Reports, Tables, Links, Tools, Administrator, and Documentation. The main content area is titled "Entry" and shows "Employee Information" for Joseph Gardner and "Timesheet Information" for the period 10/30/2010 - 11/5/2010. A table lists timesheet entries with columns for Project Name, Project Description, Charge Code, Charge Description, Rate Code, and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri, Total, ETC), along with a User Description column.

+/-	<input type="checkbox"/>	Project Name	Project Description	Charge Code	Charge Description	Rate Code	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Total	ETC	User Description
	<input type="checkbox"/>	BOAT SHOW	Boat Show	BOAT.SHOW...	Review event lead retrieval op...	S-JOEG	0h	0h	4h	2h	4h	2h30m	4h45m	17h15m		Joseph Gardner
	<input type="checkbox"/>	PMO	Project	PMO.1.1.3	Justify Project Office via busin...	S-JOEG	0h	0h	2h	4h	2h	2h30m	2h15m	12h45m		Joseph Gardner
	<input type="checkbox"/>	INTERNAL	Internal charge c...	INTERNAL.ME...	General Meetings	S-JOEG	0h	0h	2h	2h	2h	3h	1h	10h		Joseph Gardner

The TimeControl Advantage...

If all you need to do with your timesheet is update the tasks on your schedule, then you may well be happy with the timesheet already included with Microsoft Project Server. If however, your timesheet needs include requirements for financial tracking, linking directly to payroll, tracking banked time, doing payroll validation at the timesheet entry or matrix approvals by both project managers and organization supervisors, then you might want to consider the TimeControl advantage.

Some of the many advantages of using the TimeControl Timesheet system include:

Link to Project Desktop, Project Server and Project Online

TimeControl allows you to link to Microsoft Project Desktop and Microsoft Project Server and Microsoft Project Online at the same time.

Extensive Rate functionality

TimeControl includes an extensive rates management system. Aside from the planning rates that are a part of Microsoft Project and Project Server, an employee's day may be made up of many rate values such as regular time, overtime as well as different rates for different projects or even different tasks. There may be billing rates and internal costing rates. TimeControl's rate system supports thousands of possible rate codes per employee.

Validation Rules

TimeControl includes an entire business rule system for timesheets. Administrators can create rules such as "no more than 24 hours in a day" or "No overtime unless you are entitled to overtime and you have done at least 8 hours of regular time today" or "Always use the Acme Rate code for any Acme projects." Virtually anything that can be defined in the data can be created into a Validation rule. Administrators can configure rules as warnings or errors and can apply rules to everyone or only selectively.

Manage Vacation, Sick Leave, and Personal time as well as banked overtime

TimeControl allows time to be managed against Vacation, Sick Leave and Personal time as well as any other banks of time you define such as accrued banked overtime. Administrators can determine the amount of time each employee should have in their bank and then charges can be associated against each bank so when they're taken, the amount of available banked time can be calculated. Validation Rules can be made to advise end users when there is no more time available to them in a bank. Errors in the use of entitlement time are one of the most common timesheet errors so being able to determine these problems at the point of timesheet entry can eliminate an entire category of timesheet adjustments!

The Matrix Approval Process for Labor Actuals™

HMS Software's unique timesheet matrix approval process allows both organizational supervisors and project managers to approve timesheet data before that data is transferred to the appropriate external system. This process ensures a single source of data is always used for both project management and finance thus removing any requirement for reconciling two systems.

Expense Reports

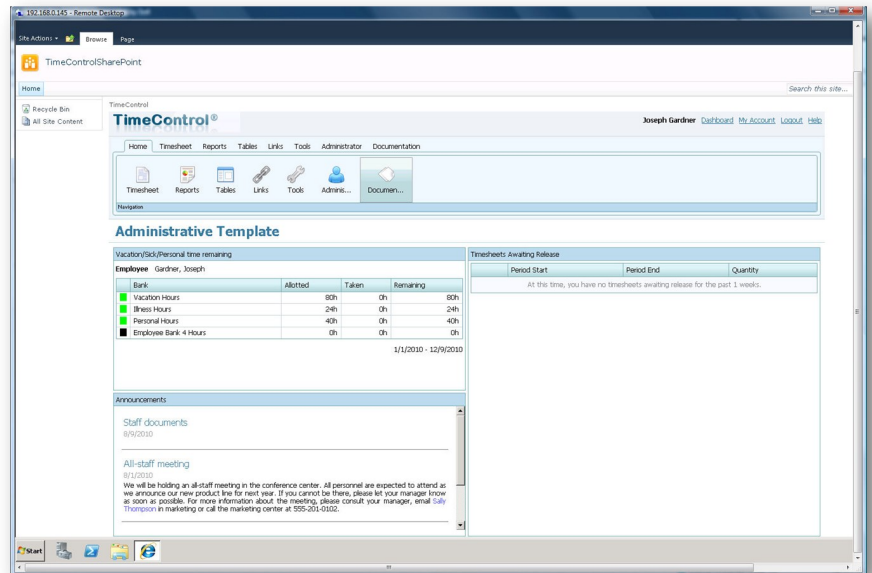
TimeControl includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line.

Missing timesheet email notification

TimeControl includes an ability to automatically schedule email notifications for any timesheets which may be missing or stuck in the approval process. These notifications can also be sent on demand.

Global timesheet tracking during approvals

TimeControl's Missing Timesheet Report allows Administrators to identify not only timesheets which have not been



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A multi-purpose timesheet

started but also timesheets which are started but not released for approval, timesheets which have been rejected and timesheets that may be stuck in the approval process.

Vacation Approvals with TimeRequest™

The TimeRequest module allows users to make a request for certain types of times to be approved for entry in future timesheets. The most common application of this module may be for requesting Vacation time off. Once approved, the time is then automatically entered by TimeControl into the appropriate timesheet in the future when that timesheet is created.

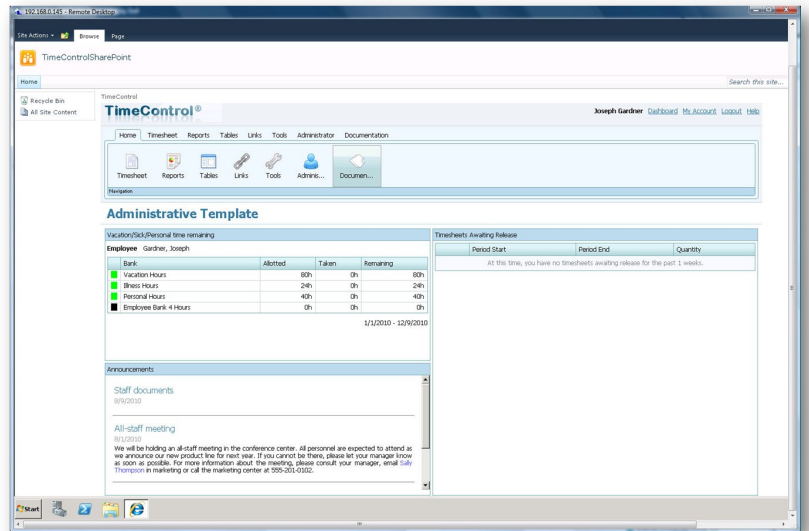
The TimeRequest module is not just restricted Vacation requests. Any category of time can be exposed to the module. This allows an infinite number of applications such as for travel time, training time, offsite or onsite time or any other type of time category where the organization wishes it to be approved in advance.

Simultaneously link to multiple project, HR, payroll and ERP/ Finance systems

Not only can TimeControl link to multiple versions Microsoft Project and Project Server simultaneously, it can also link to other project tools, to Payroll, HR and ERP/ Finance systems all from a single source. Use one timesheet instead of several and link your TimeControl timesheet data to systems like ADP, PeopleSoft, SAP, Oracle Financials or Microsoft Dynamics.

Lots, lots more

Manage multiple currencies in your rates, enter a timesheet as a percentage, create crew timesheets with TimeControl Industrial, install TimeControl into SharePoint, work at a different level of detail from the project, enter start/stop times per day and more.



TimeControl Scenarios

TimeControl can support a number of scenarios when Microsoft Project or Project Server is available that may be interesting including:

Integrate with Project Server, Project Online and Project desktop simultaneously

TimeControl has integrated with Microsoft Project since Project 95. If you are using Microsoft Project and Project Server or Project Online or you are using multiple version of Microsoft Project and/or Project Server and/or Project Online, TimeControl can serve as the single timesheet for them all at the same time!

Integrate the timesheet with Project/Project Server and other PM tools

If you have a mixed Project Management Environment with both Microsoft Project and other project management tools such as Oracle-Primavera, Open Plan, Cobra, BrightWork, VersionOne, SharePoint or others, then TimeControl can be the sole timesheet for all of them simultaneously.

Manage project management and non-project management personnel

You can avoid implementing one timesheet for project personnel and another for non-project personnel. TimeControl supports both types of users and timesheets.

Deploy to in-office personnel and others in the field using Smartphones

TimeControl includes a mobile interface so you can enter your timesheet or approve timesheets on your iPhone, Blackberry, Android or Windows Mobile Smartphone.

Track both timesheet and expense data at the same time

Need to add non-timesheet costs to your project? TimeControl includes an expense entry in the timesheet itself so you can add non-labor time right there and have it approved with your timesheet.

Manage banks of personal time off, banked overtime and other banks

There's no need to implement both a project tracking timesheet and an HR timesheet for entitlements, TimeControl can track Vacation, Sick Leave and Personal time as well as any other banks of time you define such as accrued banked overtime.

Continued ...

TimeControl is a powerful, flexible, timesheet system designed to integrate with Microsoft Project as well as Payroll, HR and Finance



TimeControl functionality

TimeControl for Time and Billing Tracks internal costs and billing rates

TimeControl's extensive rates functionality includes an unlimited number of rate codes per employee but for each rate code, there are up to 9 possible values. Use 1 value for the internal salary or wage cost and another value for the billable rate and even a 3rd value for the average planned cost. Doing this means you can track the profitability of project

Track, approve and manage vacations

Employees can use the included TimeRequest module to make a request for vacations right inside of TimeControl where it can be approved for automatic entry in future timesheets.

Make different timesheet rules for different users

TimeControl's validation rules can define rules for any group of users. You might have a standard of 7.5 hours per day in one area and 8 hours per day in another. This is easily defined in TimeControl. You can create any level or number of validation rules to ensure that timesheets meet all the payroll and business rules before they're even accepted by the system.

Integrate the timesheet directly to payroll, ERP, billing, HR and project management

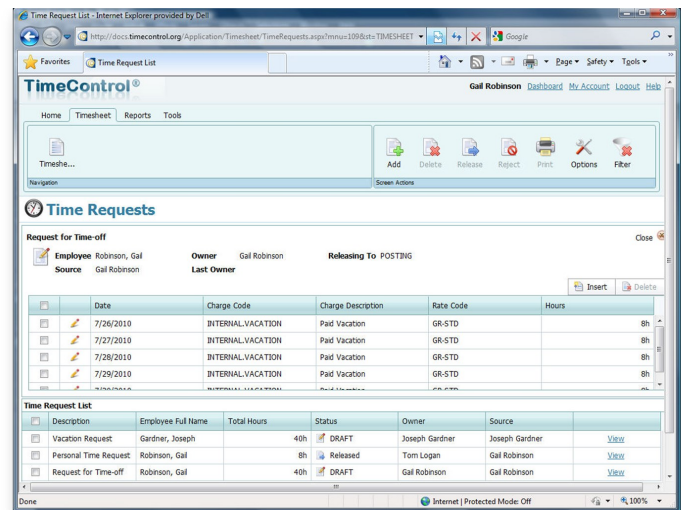
TimeControl is designed with a Links module that lets you define links to corporate systems and software including Payroll software or online services, Human Resources systems and ERP/Finance systems. Using TimeControl to fulfill the requirements of not only project management but also Finance, HR and Payroll means you can eliminate the costs and inefficiency of multiple timesheets.

Integrated Reporting

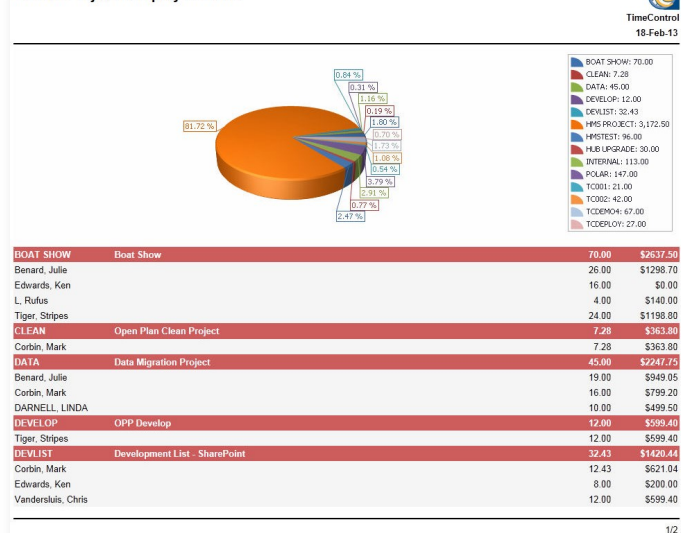
TimeControl includes it's own report designer which allows you to create reports with charts or text or both. Reports can be printed or saved into Excel, Word, or multiple other formats.

Government Compliance

As an auditable timesheet system that is already project-enabled, TimeControl is ideally suited to conform with government directives such as the DCAA, R&D tax credits and Sarbanes-Oxley.



Posted Project / Employee Hours



HMS Software

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Microsoft Partner

Silver Project and Portfolio Management
 Silver Application Development

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