

TimeControl®

Timesheets for you and your organization wherever you are

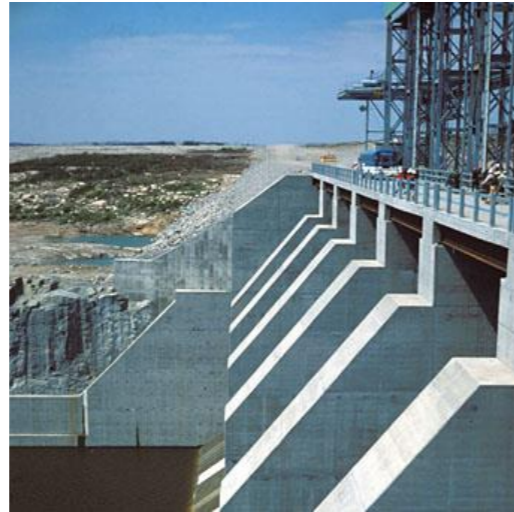




Introductions

- ❑ HMS: Founded in 1984
- ❑ TimeControl released to market in 1994
- ❑ Partners with:
 - ❑ Microsoft since 1995
 - ❑ Oracle-Primavera since 1997
 - ❑ Deltek (Welcom) since 1985
 - ❑ InEight/HardDollar since 2012
 - ❑ VersionOne since 2015
 - ❑ BrightWork since 2017
 - ❑ ARES PRISM since 2019

Some of our projects



James Bay Hydro



Ontario Nuclear Plants



Light Armored Vehicle

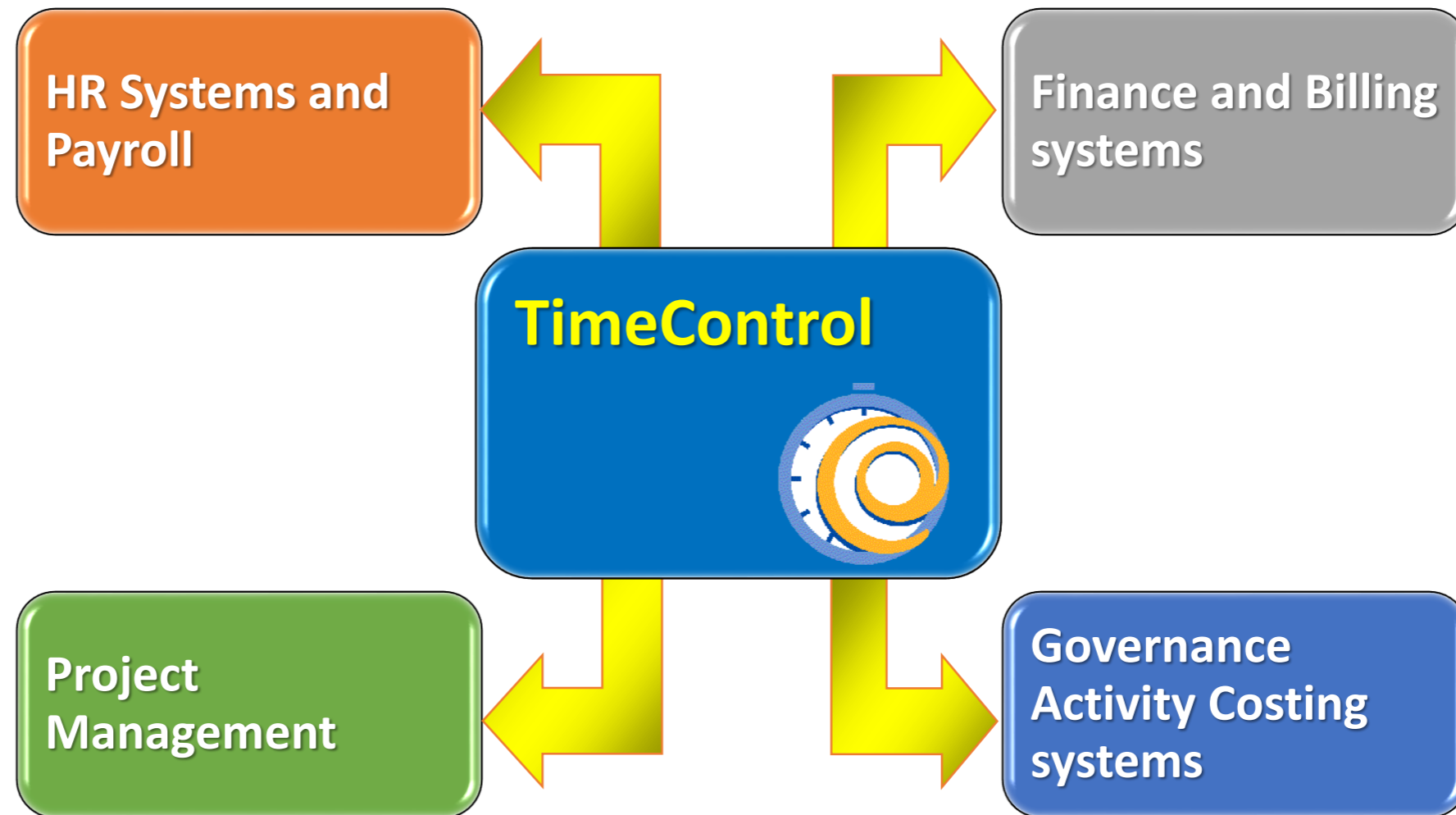


Hibernia Oil Platform



CF18 Upgrade

TimeControl®





What is the DCAA?

- The Defense Contract Audit Agency is responsible for performing all contract audits for the Department of Defense and its standards and services are used by numerous US government agencies including Homeland Security and the Department of Energy.
- Find more information on the DCAA at:

www.dcaa.mil



DCAA Timesheet Criteria

- Timesheet procedures
- Separate timekeeping and payroll responsibilities
- Employee Responsibilities:
 - Enter timesheet data daily
 - Record their own timesheet
 - Approve changes to their own timesheet
 - Certify the timesheet
- Accurate project numbers and assignment identifiers
- Record both paid and unpaid hours
- Supervisor approval of timesheets
- Identify uncompensated overtime
- Supervisors entering timesheets for absent employees
- Supervisors preparing a timesheet for an employee who is travelling
- Time entered should be based on work done
- Accurate timesheets are part of the employee's job

Timesheet procedures

The screenshot shows the TimeControl web application interface. The browser address bar displays <https://docs.timecontrol.net/Application/Default.aspx?st=0>. The page title is "TimeControl" and the user is identified as "Joseph Gardner".

The left sidebar contains a navigation menu with the following items: HOME, TIMESHEET, REPORTS, TABLES, LINKS, TOOLS, ADMINISTRATOR, LEGACY, and MAINTENANCE.

The main content area is divided into three sections:

- Pie Chart:** A 3D pie chart showing the distribution of time across different categories. The categories and their approximate values are: Internal (red, ~120), ACME Finance (blue, ~24), and Baker Consultin (green, ~40).
- Vacation/Sick/Personal time remaining:** A table showing the remaining time for an employee named "Gardner, Joseph".
- Custom URL - https://www.timecontrol.com/docs/hms_site/hms_ts_process.html**

The "Timesheet Procedures" section includes the following information:

LOGICIEL HMS SOFTWARE

Timesheet due day
Please complete and release your timesheets no later than 9am Monday to avoid having someone ask you for them during the Monday staff meeting. You can fill in your timesheets from any browser at timesheet.hmssoftware.ca or on a mobile at timesheet.hmssoftware.ca/mobile.

How long is a day?
7 hours. For vacation, sick leave, personal days or a normal day's work, please enter 7 hours. If you have stayed late or are on a billable client project, then enter however many hours you did that day.

Can someone else enter my timesheet?
No. You need to do your own timesheet. You can use the mobile interface if you wish to do your timesheet while on the road.

How much time should timesheets take?
No more than 5 minutes per day or 20 minutes per week. If it is consistently taking you longer then you are likely adding more data than we require. Speak to Chris about the level of detail in your timesheet.

Client Projects
If you are working on a billable client project, we are very interested in **all** the time spent on that project, both billable and unbillable. Please make sure to account for it all.
If you are working on a client project, please make sure there is a project set up for it.

Project Lists
There are projects set up within the HMS category for internal work. External projects should have tasks based on the quote provided with the client. Estimates should be entered (at 7 hour per day) for each task. In the case of a QuikStart, there should be a "Preparation", a "Quickstart" and a "Post-Quikstart" task. For **every** project there should always be a "Misc. Billable" and an "Out of Scope non-billable" task.



Separate timekeeping and payroll responsibilities

- TimeControl fulfills the separation of payroll and timekeeping functionality.
- Payroll timesheet systems that only track attendance are often deficient in this area.
- TimeControl can track not just if an employee was present but also what they did with their time
- Auditable records from TimeControl can show that:
 - the employee entered their timesheet themselves
 - that they have reported on what tasks were progressed during the day and;
 - if this same data is used for payroll, can show how the employee's time balances against the payroll records

Employee Responsibilities

Enter timesheet data daily

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: `salesdemo2.timecontrol.net/Application/Timesheet/DrillDownAnalyzer.aspx?st=5&mnu=41`. The user is logged in as Joseph Gardner.

The main content area is titled "Reports > Drill Down Analyzer". It features a "View Selection" dropdown set to "Unposted Data Review" and buttons for "Add", "Edit", and "Load".

The report table has the following columns: "Period Ending Date", "Employee Full Name", "Project Name", "Project Descr...", "Charge Code", "Hours M...", "Charge Descripti...", "Hours T...", "Hours W...", "Hours T...", "Hours Fr...", "Hours S...", and "Hours S...".

The data is filtered for Employee Full Name: Thompson, Sally and Project Name: CACONSTRUCT. The table shows hours worked across various projects and dates.

Period Ending Date	Employee Full Name	Project Name	Project Descr...	Charge Code	Hours M...	Charge Descripti...	Hours T...	Hours W...	Hours T...	Hours Fr...	Hours S...	Hours S...
	Thompson, Sally	CACONSTRUCT	Calgary Constructio...	CA.CLEAR	1.00	Site Clearing	0.00	0.00	4.00	3.00	0.00	0.00
					1.00		0.00	0.00	4.00	3.00	0.00	0.00
			Project Name: INTERNAL		1.00		2.00	0.50	1.00	5.00	0.00	0.00
			Project Name: MILTONN		5.00		3.00	2.50	0.00	0.00	0.00	0.00
			Project Name: POLAR		1.00		3.00	5.00	0.00	0.00	0.00	0.00
					8.00		8.00	8.00	5.00	8.00	0.00	0.00
					16.00		16.00	16.00	13.00	16.00	0.00	0.00
			Period Ending Date: 4/19/2020		7.00		14.00	8.00	8.00	0.00	0.00	0.00
			Period Ending Date: 4/26/2020		15.00		16.50	17.00	15.50	16.00	0.00	0.00
			Period Ending Date: 4/30/2020		0.00		20.00	0.00	0.00	0.00	0.00	0.00
			Period Ending Date: 5/10/2020		156.00		176.50	163.50	140.50	139.00	0.00	0.00

Page 1 of 1 (23 items) < [1] >

Retrieve data from archive

Employee Responsibilities

Record their own timesheet

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: `salesdemo2.timecontrol.net/Application/Timesheet/TimesheetEntry.aspx?st=28&mn=18`. The application header includes the "TimeControl" logo, the user name "Gail Robinson (Joseph Gardner)", and navigation buttons for "Previous", "Next", "Add", "Release", "Apply", "Undo", and "More".

The main content area shows the user's profile: "Robinson, Gail", "Timesheet Source Gail Robinson", and "Timesheet Owner Gail Robinson". A date range "4/6/2020 - 4/12/2020" and a "DRAFT" button are visible, along with the text "releasing to Tom Logan".

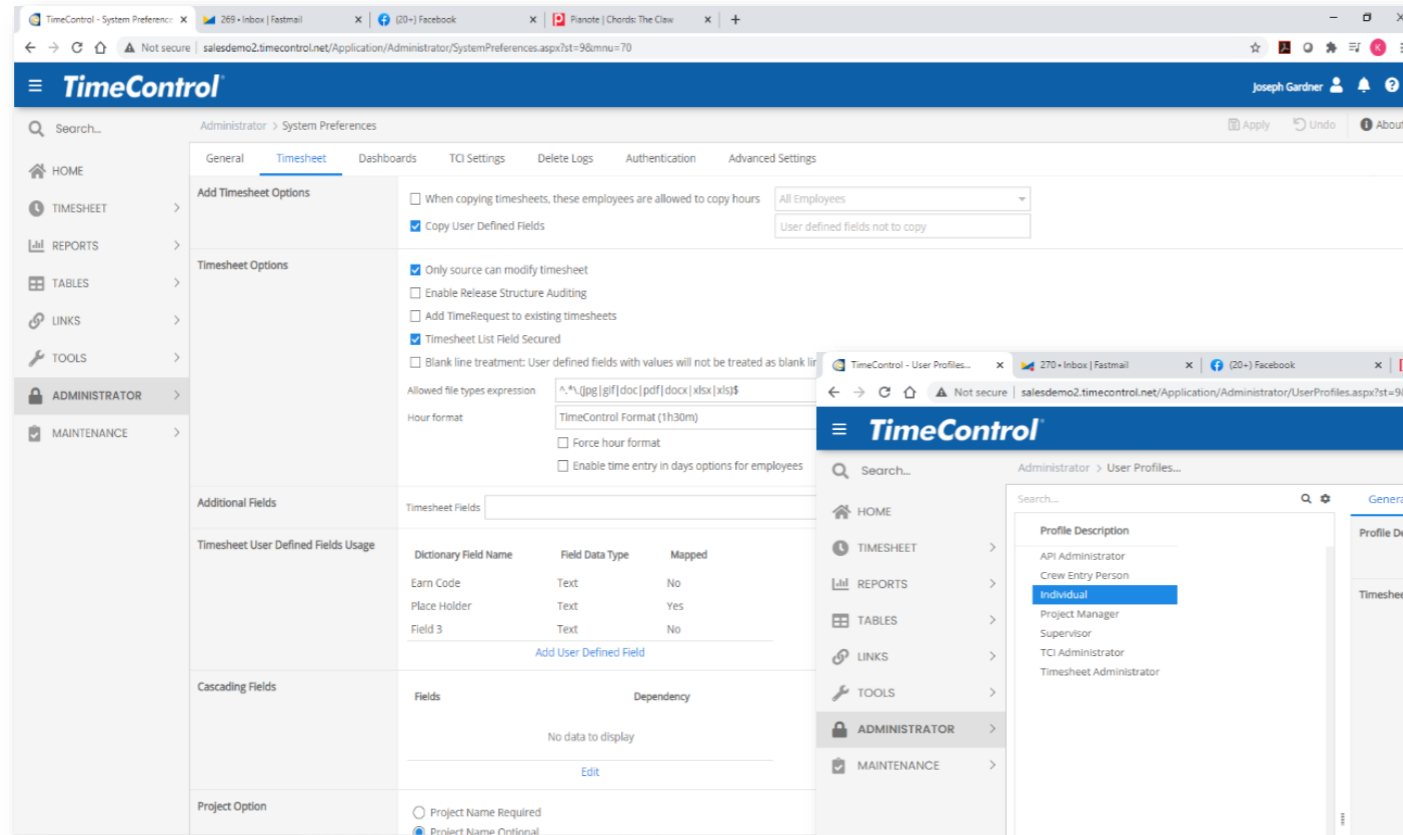
A table lists the timesheet entries:

#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Source
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** DATA	Data Migration Pr...	DATA.1.6	Develop training c...	REGULAR				2h	3h			Gail Robinson
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** INTERNAL	Internal charge co...	INTERNAL.MEETI...	General Meetings	REGULAR			1h		1h			Gail Robinson
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** INTERNAL	Internal charge co...	INTERNAL.TRAVEL	Travel for compan...	REGULAR			2h3...					Gail Robinson
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** POLAR	Polar Development	POLAR.2.1	Code security stru...	POLAR	4h	4h	2h	4h				Gail Robinson
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** POLAR	Polar Development	POLAR.3	Review Design	POLAR	4h	4h		2h				Gail Robinson
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*** POLAR	Polar Development	POLAR.4.1	Technical Docum...	POLAR			2h3...		4h			Gail Robinson

At the bottom of the page, there is a "Page Size" dropdown set to "200" and a pagination indicator showing "Page 1 of 1 (6 items)".

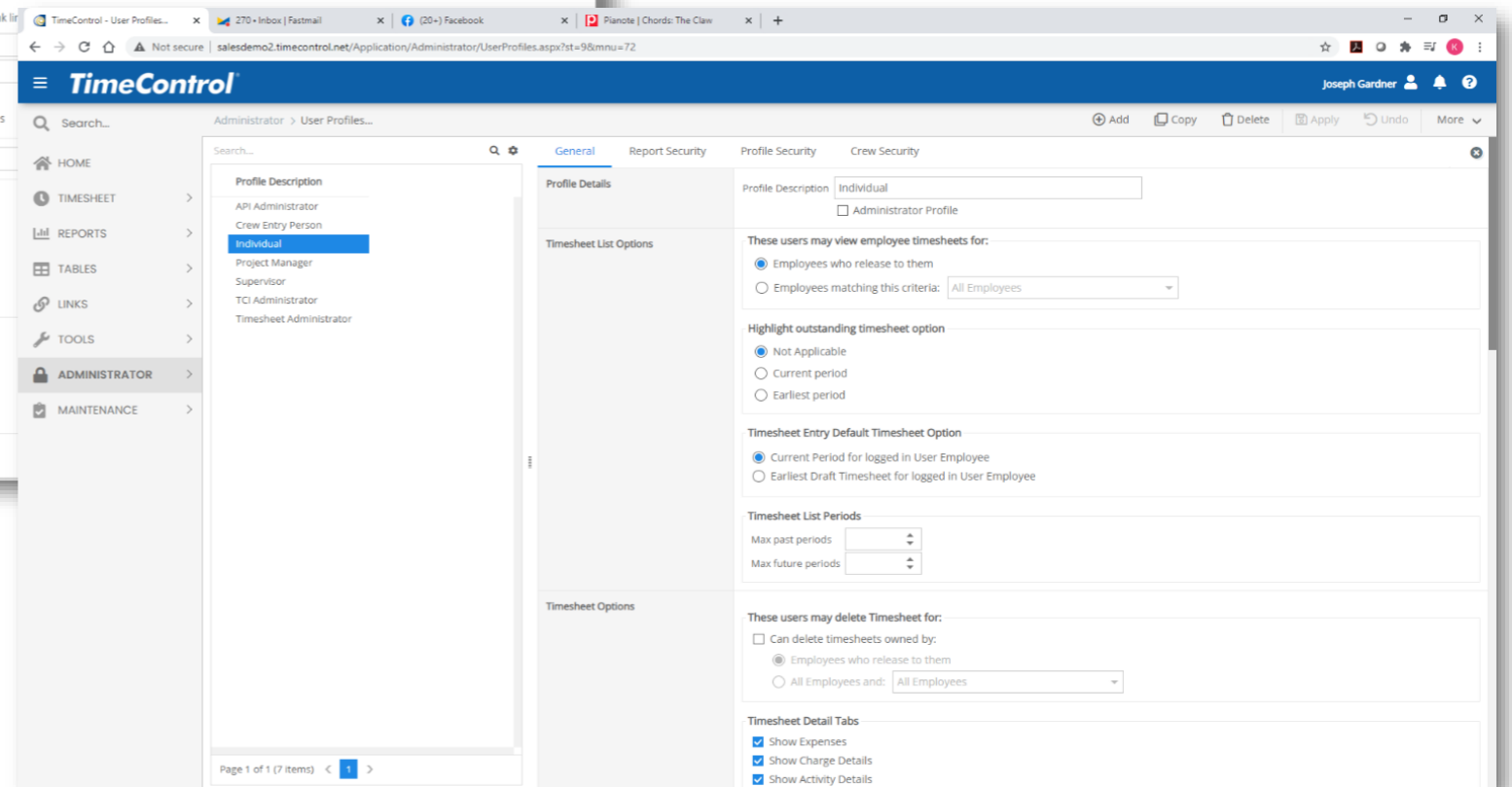
Employee Responsibilities

Approve changes to their own timesheet



This screenshot shows the 'System Preferences' page for 'Timesheet' in the TimeControl application. The interface includes a search bar, navigation menu, and various configuration options. The 'Timesheet Options' section is expanded, showing several checkboxes and dropdown menus.

Dictionary Field Name	Field Data Type	Mapped
Earn Code	Text	No
Place Holder	Text	Yes
Field 3	Text	No



This screenshot shows the 'User Profiles' page in the TimeControl application, specifically the 'Individual' profile configuration. The 'Profile Description' section lists various roles, with 'Individual' selected. The 'Timesheet List Options' section includes settings for who can view timesheets and highlight outstanding ones. The 'Timesheet Entry Default Timesheet Option' section has radio buttons for 'Current Period for logged in User Employee' and 'Earliest Draft Timesheet for logged in User Employee'. The 'Timesheet List Periods' section has dropdowns for 'Max past periods' and 'Max future periods'. The 'Timesheet Options' section includes checkboxes for 'Show Expenses', 'Show Charge Details', and 'Show Activity Details'.

Employee Responsibilities

Certifying the timesheet

TimeControl - Timesheet Release Log

https://docs.timecontrol.net/Application/Administrator/TimesheetReleaseLog.aspx?st=13&mnu=121

Joseph Gardner

Search... Reports > Timesheet Release Log

Expand All Collapse All Delete Export Options

Release log type	Period Ending Date	Owned By	Owner	Status	Transaction Type	Resource	Timestamp
Release log employee name: Barrow, Paul							
Timesheet was released	4/5/2015	JOEG	JOEG	DRAFT	NORM	JOEG (CTO)	11/11/2015 18:17:00
Timesheet was released	4/5/2015	JOEG	POSTING	RELEASED	NORM	JOEG (CTO)	11/11/2015 18:20:00
Timesheet was released	4/5/2015	POSTING	POSTING	POSTED	NORM	JOEG	11/11/2015 18:21:00
Timesheet was released	2/24/2019	TIMESHEET CREATED	JOEG	DRAFT	NORM	JOEG	5/19/2019 11:19:00
Release log employee name: Carpenter, Jane							
Timesheet was released	7/30/2010	POSTING	POSTING	POSTED	NORM	JOEG	3/22/2014 13:01:00
Timesheet was released	7/9/2010	POSTING	POSTING	POSTED	NORM	JOEG	8/26/2010 14:26:00
Timesheet was released	7/16/2010	POSTING	POSTING	POSTED	NORM	JOEG	8/26/2010 14:26:00
Timesheet was released	7/23/2010	POSTING	POSTING	POSTED	NORM	JOEG	8/26/2010 14:26:00
Release log employee name: Diana Jacobs Crew							
Timesheet was released	5/20/2018	POSTING	DIANAJ	DRAFT	CREW	DIANAJ	5/18/2019 15:04:00
Timesheet was released	6/30/2019	POSTING	DIANAJ	DRAFT	CREW	DIANAJ	6/19/2019 15:28:00
Release log employee name: DIANAJ CREW							
Timesheet was released	3/24/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	DIANAJ	6/11/2019 09:39:00
Timesheet was released	6/16/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	CHRISP	6/14/2019 12:12:00
Timesheet was released	5/20/2018	DIANAJ	POSTING	RELEASED	CREW	CHRISP	6/14/2019 12:31:00
Timesheet was released	3/31/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	DIANAJ	6/14/2019 15:19:00
Timesheet was released	6/30/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	DIANAJ	6/19/2019 15:13:00
Timesheet was released	6/30/2019	DIANAJ	POSTING	RELEASED	CREW	DIANAJ	6/19/2019 15:21:00
Timesheet was released	7/28/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	DIANAJ	6/19/2019 15:29:00
Timesheet was released	7/28/2019	TIMESHEET CREATED	DIANAJ	DRAFT	CREW	DIANAJ	6/19/2019 15:30:00
Timesheet was released	7/28/2019	DIANAJ	POSTING	RELEASED	CREW	DIANAJ	6/19/2019 15:35:00
Release log employee name: Donovan, Barbara							
Timesheet was released	7/30/2010	ERICV	BARBD	DRAFT	NORM	JOEG (CTO)	11/11/2015 18:16:00
Timesheet was released	7/9/2010	POSTING	POSTING	POSTED	NORM	JOEG (CTO)	8/26/2010 14:26:00

Page Size 100 Page 1 of 5 (437 items) [1] 2 3 4 5 >

Accurate project and assignment identifiers

The screenshot displays the TimeControl web application interface. A 'Select charge' dialog box is open, showing a list of charge codes and descriptions. The selected item is 'POLAR.3 Review Design'. The background shows a timesheet entry form with a 'DRAFT' button and a date range of 4/6/2020 - 4/12/2020.

Charge Code	Charge Description
GENERAL WORK	General Work
OTHER	Other Work
POLAR	POLAR
POLAR.1	Design
POLAR.2	Programming
POLAR.2.1	Code security struct...
POLAR.2.2	Code Interface struc...
POLAR.2.3	Create Reports
POLAR.3	Review Design
POLAR.4	Documentation
POLAR.5	Marketing
POLAR.6	Product Launch

Record both paid and unpaid hours

The screenshot displays the TimeControl web application interface. A modal dialog titled "Select Rate Code" is open, showing a list of rate codes and their descriptions. The "REGULAR" rate code is selected. The background shows a timesheet entry form for Gail Robinson (Joseph Gardner) with a "DRAFT" status and a date range of 4/6/2020 - 4/12/2020.

Rate Code	Rate Description
OVERTIME	Overtime for Gail
PM RATE	PM Rate
POLAR	Polar Project for Gail
REGULAR	Regular for Gail
SE	Software ENGINEER

Supervisor approval of timesheets

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: `salesdemo2.timecontrol.net/Application/Timesheet/TimesheetEntry.aspx?st=2&menu=18&ts=ACTIVE&tk=141`. The user is logged in as Gail Robinson (Joseph Gardner).

The interface includes a navigation menu on the left with options: HOME, TIMESHEET, REPORTS, and TOOLS. The main content area shows the 'Timesheet > Entry' view for Gail Robinson. A red box highlights the user profile information: Robinson, Gail; Timesheet Source Gail Robinson; Timesheet Owner Tom Logan; Last Owner Gail Robinson.

A date range selector shows '4/6/2020 - 4/12/2020' with a 'RELEASED' button and the text 'releasing to POSTING'. Navigation buttons include Previous, Next, Add, Un-release, Apply, Undo, and More. The 'Next' and 'Un-release' buttons are highlighted with red boxes.

The main table displays timesheet entries with columns: #, checkboxes, Project Name, Project Description, Charge Code, Charge Description, Rate Code, and days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The first row is highlighted with a red box.

#			Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Source
1	<input type="checkbox"/>	<input type="checkbox"/>	DATA	Data Migration Pr...	DATA.1.6	Developing...	REGULAR				2h	1h			Gail Robinson
2	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	Internal charge co...	INTERNAL.MEETI...	General Meetings	REGULAR			1h			1h		Gail Robinson
3	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	Internal charge co...	INTERNAL.TRAVEL	Travel for compan...	REGULAR			2h3...					Gail Robinson
4	<input type="checkbox"/>	<input type="checkbox"/>	POLAR	Polar Development	POLAR.2.1	Code security stru...	POLAR	4h	4h	2h	4h				Gail Robinson
5	<input type="checkbox"/>	<input type="checkbox"/>	POLAR	Polar Development	POLAR.3	Review Design	POLAR	4h	4h		2h				Gail Robinson
6	<input type="checkbox"/>	<input type="checkbox"/>	POLAR	Polar Development	POLAR.4.1	Technical Docum...	POLAR			2h3...			4h		Gail Robinson

At the bottom, there is a 'Page Size' dropdown set to 200 and a pagination indicator showing 'Page 1 of 1 (6 items)'.



Entering timesheets for absent employees

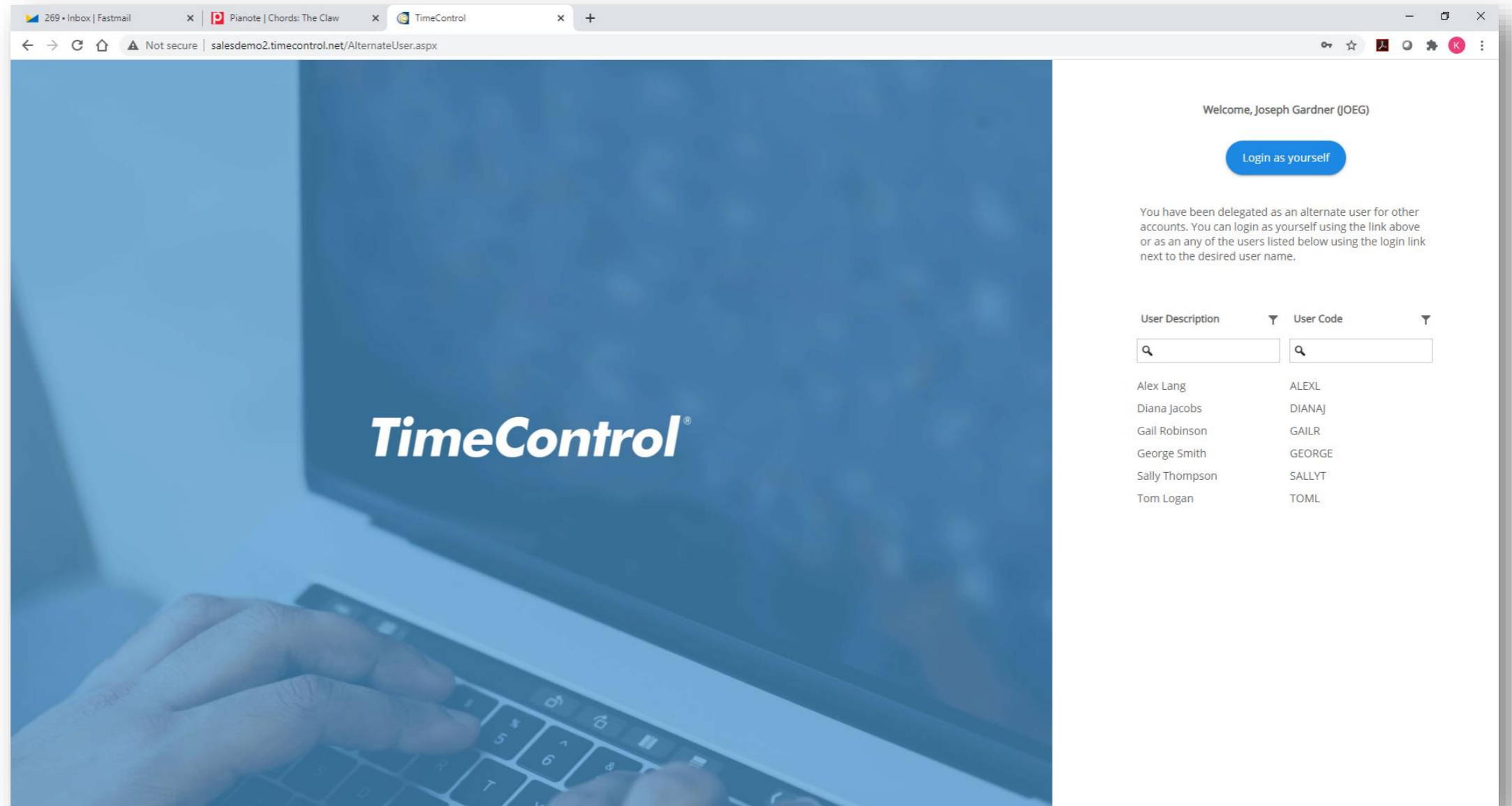
- TimeControl includes functionality for supervisors to enter timesheets on behalf of their employees
- An audit is maintained of who created the timesheet and who entered each line of the timesheet so a supervisor can not enter a timesheet on behalf of an employee without this being recorded.



Employees who are travelling

- If an employee is absent for a prolonged period such as during travel, a supervisor or administrator can create timesheets on behalf of the employee if required
- As a web-based application, TimeControl can be made accessible from anywhere in the world
- TimeControl also includes functionality to delegate your TimeControl access to another user and in the background, TimeControl tracks who actually did the entries for auditing purposes

Delegation



The screenshot shows a web browser window with the following details:

- Browser tabs: 269 • Inbox | Fastmail, Pianote | Chords: The Claw, TimeControl
- Address bar: Not secure | salesdemo2.timecontrol.net/AlternateUser.aspx
- Page content: A large blue-tinted image of a hand typing on a laptop keyboard with the "TimeControl" logo overlaid.
- Right-hand panel: A white sidebar containing a welcome message and a user selection table.

Welcome, Joseph Gardner (JOEG)

[Login as yourself](#)

You have been delegated as an alternate user for other accounts. You can login as yourself using the link above or as any of the users listed below using the login link next to the desired user name.

User Description	User Code
Alex Lang	ALEXL
Diana Jacobs	DIANAJ
Gail Robinson	GAILR
George Smith	GEORGE
Sally Thompson	SALLYT
Tom Logan	TOML



Time should be based on work done

- This is the core concept around which TimeControl was designed.
- TimeControl tracks not just when an employee was at work and how much time the employee spent at work but also what work the employee did while at work

Timesheets are part of the employee's job

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL `salesdemo2.timecontrol.net/Application/Default.aspx`. The user is logged in as Joseph Gardner. The dashboard includes a sidebar with navigation options: HOME, TIMESHEET, REPORTS, TABLES, LINKS, TOOLS, ADMINISTRATOR, and MAINTENANCE. The main content area is divided into three sections:

- Timesheets Awaiting Release:** A table with columns for Period Start Date, Period Ending Date, and Quantity. A message states: "At this time, you have no timesheets awaiting release for the past 2 weeks."
- Announcements:** Contains two sections: "Timesheet Submission Instructions" dated 5/1/2020 with the instruction "Please submit your timesheets by the COB on Friday" and "Timesheet Procedures" dated 9/1/2020.
- Missing Timesheets:** A table listing employees with missing timesheets for the period 8/31/2020 to 9/6/2020.

Employee Code	Employee Last Name	Employee First Name	Period Start Date	Period Ending Date
JANE CARPENTER	Carpenter	Jane	8/31/2020	9/6/2020
BARBARA DONOVAN	Donovan	Barbara	8/31/2020	9/6/2020
ROBERT EGLINGTON	Eglinton	Robert	8/31/2020	9/6/2020
JOSEPH GARDNER	Gardner	Joseph	8/31/2020	9/6/2020
DIANA JACOBS	Jacobs	Diana	8/31/2020	9/6/2020
ALEX LANG	Lang	Alex	8/31/2020	9/6/2020
TOM LOGAN	Logan	Tom	8/31/2020	9/6/2020
CHRIS PETERS	Peters	Chris	8/31/2020	9/6/2020
GAIL ROBINSON	Robinson	Gail	8/31/2020	9/6/2020



DCAA Compliance TimeControl Checklist

- Set System Settings to “Only Source May Modify Timesheet”

This will ensure that only the employee who creates a timesheet can change it.

- Set System Settings to “Release Debit/Credit to original release path”

This will ensure that any post-period adjustments are sent to the employee for review and approval.

- Create a daily timesheet entry report or use the Drill Down Analyzer on unposted data to show who has entered timesheets each day

This will make sure that you’re following employee compliance on entering their timesheet daily.

- Set System Settings to Turn Logging on

This will make sure you can get an audit of who entered, released and approved timesheets.

- Create a timesheet entry process and make it available on the TimeControl dashboard and/or make it part of employee training

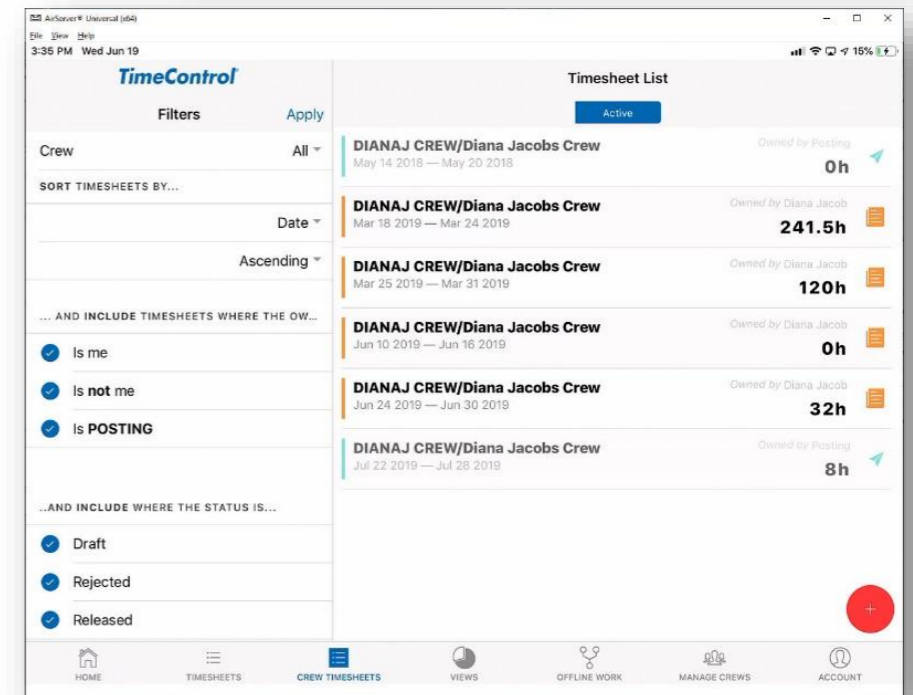
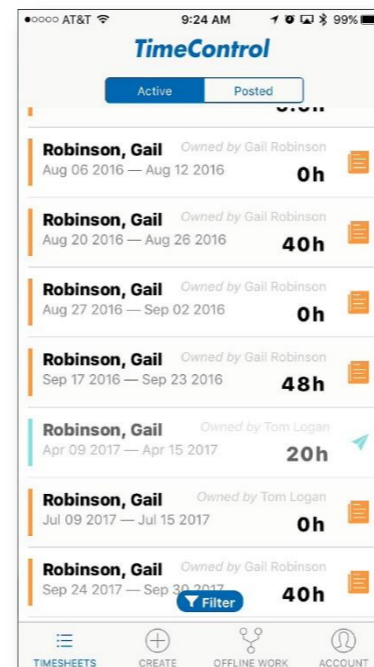
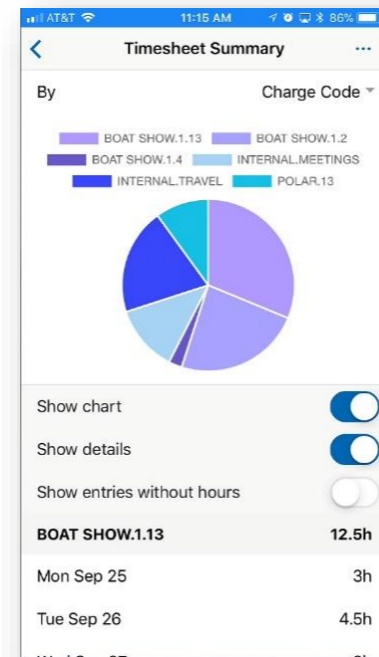
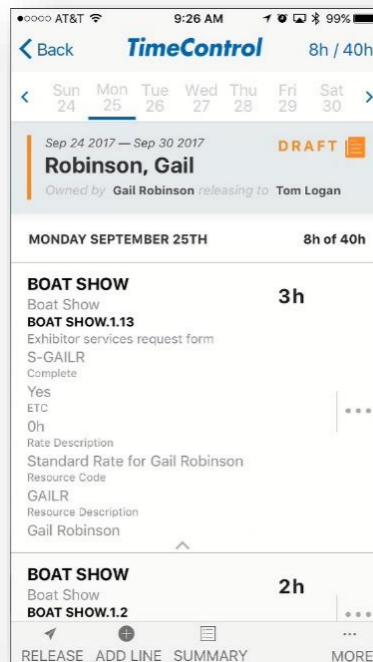
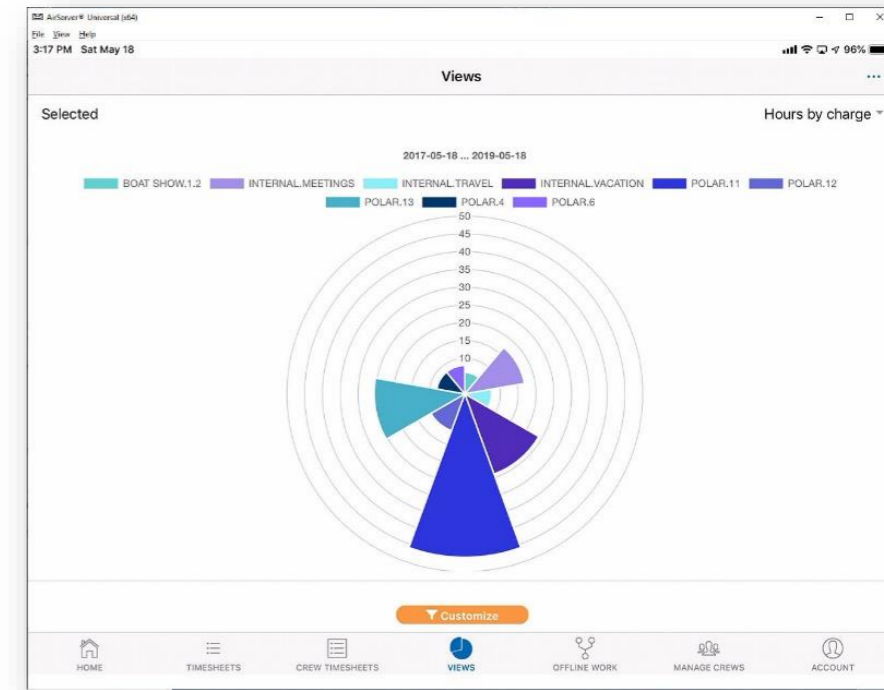
This complies with the DCAA requirement of making sure that all employees are informed of your timesheet process.



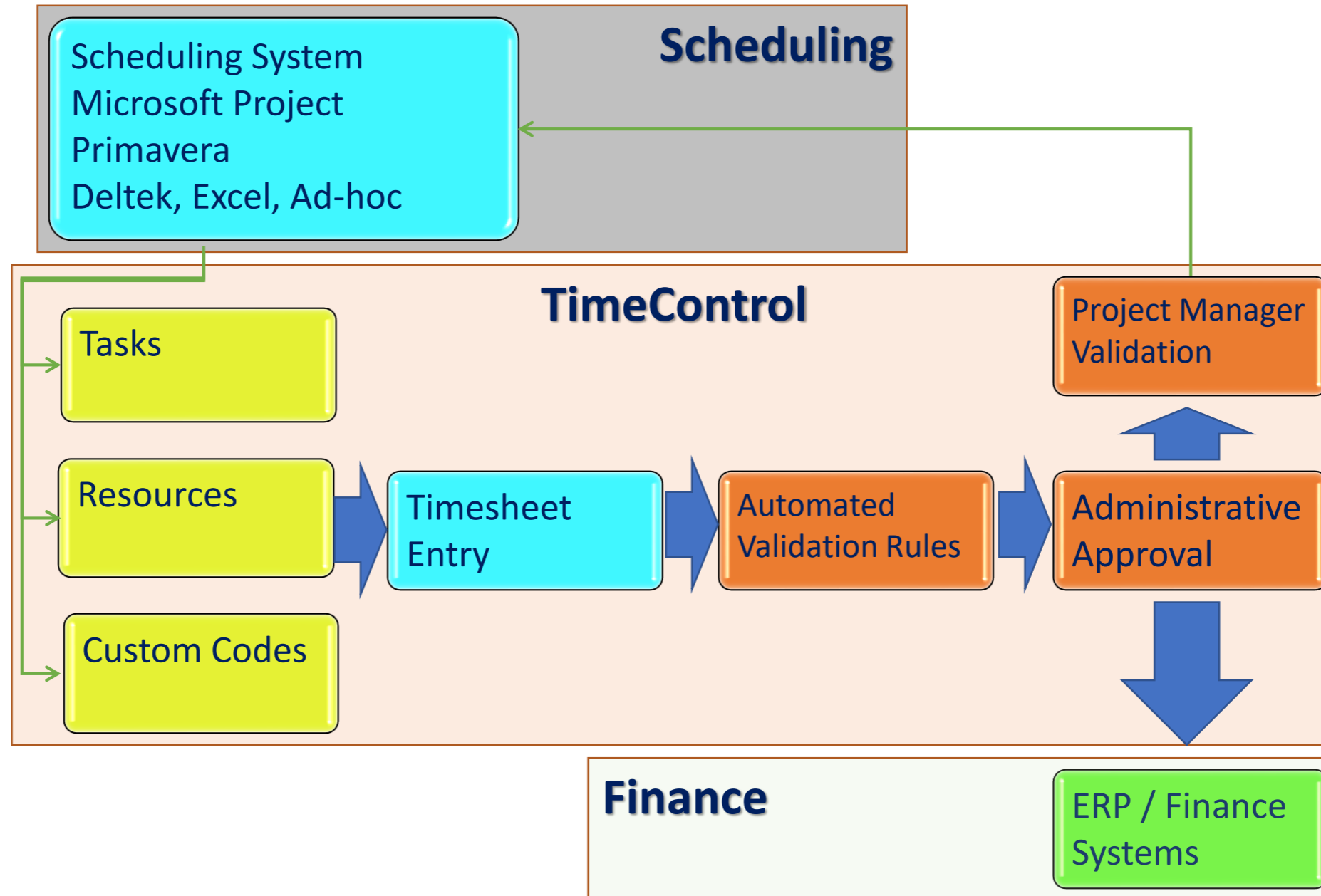
Demonstration

TimeControl Mobile App

- ❑ A free Mobile App supporting Android and Apple devices
- ❑ Links to your instance of TimeControl Industrial



The Matrix Approval Process



Links to HR, Project Mgt and Finance

HMS has numerous alliances and work with numerous technology companies

- ❑ Technology Partners: Microsoft, Oracle, BrightWork, Deltek, InEight, VersionOne, ARES PRISM
- ❑ Links: Microsoft Project, Project Server, Project Online and Project for the Web, Oracle-Primavera Pro and Primavera EPPM, JIRA, BrightWork, Deltek EPM, VersionOne, InEight's Hard Dollar and ARES PRISM.
- ❑ TimeControl supports integration with multiple project management systems and versions simultaneously
- ❑ Integration or interface with virtually any finance or ERP system including SAP, Oracle Financials, PeopleSoft, Microsoft Dynamics, ADP and other HR and Finance systems



HMS clients include...



TimeControl works in many industries

Engineering/Construction

Aecon Construction
AeroInfo
Koch Business Solutions
Kongsberg Devotek
Thompson Beta

Gas / Utilities

Gulf South Pipeline
Acergy
Petrocon
VenCorp

Manufacturing

Alcan
Parker Hannifin
Dofasco
John Deere
Magneti Marelli
Mercury Marine
Tennant
Wagner Spray Tech
Vision Systems

Defense / Aerospace

Bombardier Inc.
CAE Electronics
General Motors Diesel
Lockheed Martin
Rolls Royce
SAAB

Government

Dutch Railways
Government of Saskatchewan
Railway Procurement Agency (UK)

Technology

Arivia
CSI Piemonte
DRS Power Control Tech
EDS
Face Technology
Fuel Plus Software
GE Access
Lockheed Martin
Positron
Psion Techlogix
DRUCK Ltd

Telecommunications

Cable & Wireless Bartel
Ericsson
EXFO
Motorola
Philips Semiconductors
SARA Amsterdam
Stratos Global

Financial

Standard Life
Development Bank of One

Health/Pharmaceutical

Boehringer Ingelheim
Azko Nobel (Organon)
RTS Thurnall
UK National Health Service
(NHS)
Canadian Institute for Health
Info
Iogen
Registrat



Thank you!

For more information:

To find out more about TimeControl:

dcaa.timecontrol.com

To try TimeControl for free:

freetrial.timecontrol.com

To find out about HMS Software:

www.hms.ca

To reach HMS Software:

info@hms.ca