TimeControl®
Choosing the ideal timesheet length

For more information contact:
HMS Software
189 Hymus, Suite 402
Pointe-Claire, Quebec H9R 1E9
Tel: 514-695-8122
Fax: 514-695-8121
Email: info@hms.ca
Web: www.timecontrol.com

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HMS has been designing corporate timesheet systems since its first project in 1983. Our clients includes organizations in both the public and private sector. Whether the client is a 10 user company, a Fortune 1000 multi-national or a public sector organization, one aspect of timesheets that is universal is the desire to ensure that the data is complete and accurate.

One of the most significant challenges with timesheets is not that they are rare, but that they are often too plentiful. When we think of a timesheet just by thinking of its entry screen, we often think of all timesheets as being exactly the same. It is only when we think of what the timesheet system must accomplish that our perspectives vary.
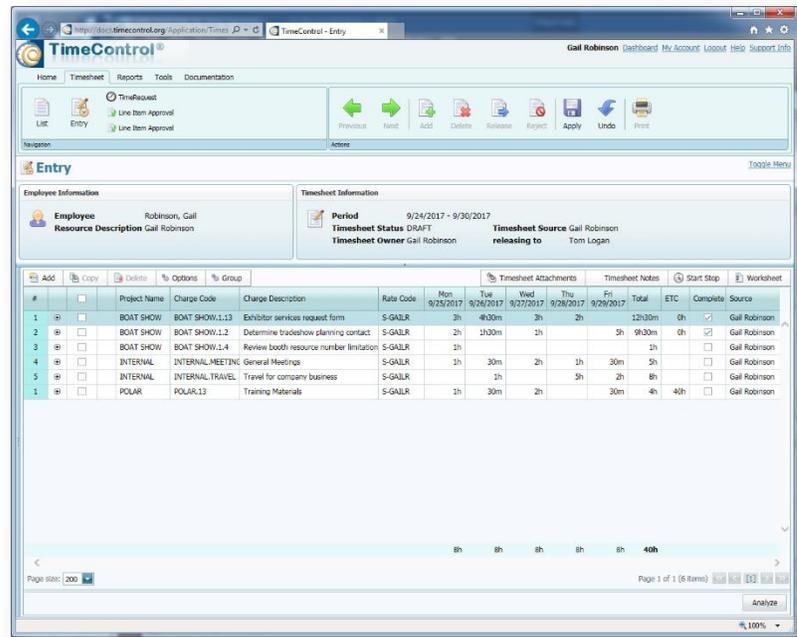
For payroll, the timesheet is, of course, all about ensuring that each employee is properly paid. We think of payroll validation rules, we think of things like attendance and overtime calculations. We think of the approval process as something that is aligned to our payroll schedule. Some organizations pay every week. Some pay every two. Some pay on the 15th and last day of the month. Some pay monthly. Whatever the schedule, the time collection process from the payroll perspective should be aligned to the payroll schedule.

For the Human Resources Department, our interest is often in the time that isn't spent at the office. If an employee is absent, is this an authorized absence? Has the employee taken more time off than they have been allotted? What it an absence for sickness? Is it an extended absence? There may an absence that has implications for both payroll and HR. Perhaps a jury duty day will be paid but is also authorized time off. HR departments often think of such calculations on a monthly basis.

TimeControl can be configured to support timesheets of different lengths but since it can serve the needs of many different parts of the organization with a single timesheet, what is the best length to choose or, should there be several timesheet cycles within the same TimeControl system? Over the next few pages we'll provide some of the key criteria to think about in making a selection.

TimeControl supports numerous timesheet lengths which can be configured by the Administrator. In the most common TimeControl deployment, a single timesheet length will be selected but TimeControl can have different groups of employees on different timesheet durations and cycles.

Timesheet Period Lengths defined

The possible length of periods are:

❑ **Daily**

A daily timesheet is defined as a calendar day. When using TimeControl Industrial, multiple crew timesheets can be posted in a single calendar day to accommodate multiple shifts.

❑ **Weekly**

A weekly timesheet is 7 days long. The administrator can configure the starting day of the week and, once chosen, that day will be in effect for all timesheets.

❑ **Bi-weekly**

A bi-weekly timesheet is 14 days long. The administrator chooses the starting date of the periods and the day of that starting date will determine the start days of all timesheet periods defined.

❑ **Bi-monthly**

Bi-monthly will generate two periods per month. The first will go from the 1st of the month until the 15th and the second period will start on the 16th and continue until the end of the month. The first period of each month will always be 15 days long. The second period will be 13, 14, 15 or 16 days long depending on the length of the month.

❑ **Monthly**

Monthly timesheets will go from the 1st of the calendar month until the last day of the month.

❑ **Custom**

Custom periods are manually created and provide a great deal of flexibility. Some organizations might prefer a timesheet to match a 13-month fiscal year for example with each month lasting 4 weeks. Other organizations might prefer a 4/4/5 quarter with one timesheet period lasting 5 weeks, the next 2 lasting 4 weeks. This will make 4 even fiscal quarters.

Custom periods can support any length of time and since the other period definitions above, once saved, can be edited, some organizations might want to make shorter timesheet periods at the end of the year in order to close the calendar year with completed timesheets.

All data is saved per day

Regardless of how long the timesheet is, once the timesheet data is posted, it will all be saved day by day. A record will be created for each cell of each line which corresponds to the day that timesheet effort was entered.

This is extremely important in the discussions to come because no matter how long the timesheet was when the data was entered, the posted timesheet data will *always* be stored for each day. So, concerns that the posted data will not conform to a schedule for an external system are unfounded. TimeControl can send posted data for one system every two weeks, another system every week and a third system every month so long as the timesheets for those periods have been posted. We'll discuss the implications of this later.

Every organization will have different needs for the frequency of timesheet collection that matches the system for which the data is being collected. We'll discuss some of the most common here.

Project Management

Project managers need updates on the status of their projects so that they are able to make decisions on where to allocate their resources next. The frequency with which they need that data is often highly dependent on the nature of the project. In a multi-year capital expenditure project, perhaps monthly updates would be acceptable. In a plant shutdown and maintenance project, then multiple updates per day would be required. In a research and development or technology project, updates are often weekly.

Project management needs not only the expended hours but also the prediction from workers of how much work is left to accomplish for each tasks. This data can all be entered in TimeControl.

Human Resources

Human Resources are often tasked with tracking the benefits for each employee. Their interest in the timesheet data is therefore often associated with exceptions to a regular pay period. If there is vacation time, personal time off, sick leave, holiday time that was worked or banked overtime, then HR will want that data. The frequency with which HR needs that data is wholly dependent on the decisions of the organization on when it is earned. If an employee has entered 8 hours banked overtime over the last two days are they entitled to take a day off tomorrow? That depends on your corporate policies. In many organizations, time off is earned as the payroll is processed or at the end of the month. It is not uncommon for HR to do its own updates at the end of the month and so collecting timesheets more frequently than that is not of interest to them.

Payroll

The frequency of payroll varies from organization to organization and sometimes even for different people within the organization. It is quite common, for example, to have a payroll every 2 weeks (bi-weekly) for a total of 26 pay periods per year. It is also common for payroll to happen twice per month (bi-monthly) for 24 pay periods per year. Payroll will have numerous procedures to match up with the payroll periods and approvals of the timesheets to meet these practices and procedures will push them to want timesheet collection to match the pay periods.

Finance

Finance is always working around a fiscal year but the interim steps to that financial year are the financial quarters and financial months. It is rare for a Finance department to produce reports and analysis for financial periods that are less than a month in length. Those monthly periods however, might not be calendar based. Some organizations will adopt a 5/4/4 quarter with 5 weeks in the first month and 4 weeks in each of two subsequent months. This will make for financial quarters of

exactly the same size. Some organizations will elect to have a 13 month year with each month lasting 4 weeks. This makes 13 months of exactly the same length. Many organizations will simply follow the calendar though each month might have more or less days than the month before or after it. If time collection was only of interest to the Finance department for billing or R&D tax credits for example, then it might be happy with monthly periods.

With these different parts of the organization having different cycles, if a timesheet were to be implemented for only one of these groups, then the configuration of the timesheet length is quite simple. The timesheet will be configured to match the other element which already exist in the cycle.

The challenge with this is that if another aspect of the organization needs a timesheet, must they make a completely separate implementation of a tool to accommodate their own length of cycle? Unfortunately, this is all too often done. With TimeControl, different timesheet cycles can be supported for different groups within the same system but there are implications to that choice that we'll discuss later in this guide.

TimeControl was designed to fulfill the needs of many different aspects of the organization at the same time and it is when we must accommodate more than one system or process simultaneously that we have any discussion over how long the timesheet collection process must be.
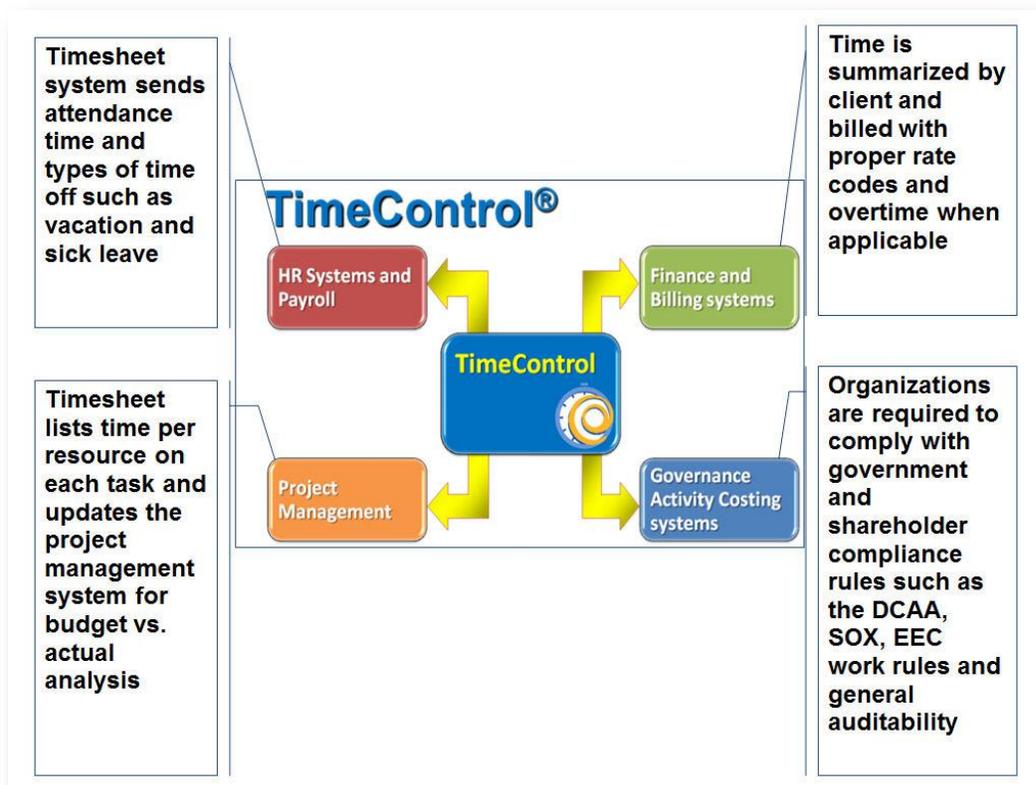
So far we've been focusing on the basic definitions of the elements of the challenge. Now, let's turn to the actual problem. It is common to have multiple requirements for timesheet collection from these different aspects of the organization. If we cannot compromise, we are stuck with either defining multiple periods or, worse, having multiple timesheets. In a worst case scenario, there will be a timesheet for payroll, another for human resources, another for project management, yet another for R&D tax credits and so on. If you are reading this and thinking that you must be alone in having such a diverse collection of timesheets, you are mistaken. It is sadly common. In these organizations, some employees must do 2, 3 or even 4 timesheets each week. The cost in lost productivity far outweighs the convenience to the administration of having distinct time collection systems.

Solving this dilemma means choosing a multi-function timesheet and the implementation of such a timesheet means that the different aspects of the organization will have to work together to find a common process for the new system. It is often the first time that a group like payroll will meet the project management group or that the billing group will meet the human resources group. As a result, the processes of each group will often be foreign to the other.

We won't focus on all the elements of how a single timesheet must be configured to accommodate the limitless combinations of organizational departments. Let's just talk about the length of the timesheet.

What is the current process?

When you are looking at your own environment and these groups are gathering for the first time, it's good to start with a quick poll of what the actual situation is.

"How often do you need time collected?" should be the first question. If the different groups involved all answer with the same response, we need not delve any deeper. Everyone is already in agreement and we don't even need to really know why. Just be happy with the response and configure TimeControl to that length. Unfortunately, this is rarely the case.

It is more likely that there will be multiple responses and that means delving a little deeper. Start by distinguishing between "How often do you need time sent to your system?" and "How often do you need time approved?" You may find that no one has ever thought of this before. Perhaps, for example, payroll approves timesheets every two weeks but only because they need the information every two weeks. If there are real constraints, they are often revealed in this process.

How often do we link to our system?

Remember, TimeControl is _always_ saving the timesheet data day by day. That means we can focus less on how often do we link the timesheet data out of TimeControl and into our external system and we can focus more on how often do we need to approve and close a timesheet period. Making the distinction between these two elements of the timesheet is critical to finding a compromise in timesheet length that is effective for the organization.

What is your real process cycle?

Sometimes a department will group multiple processes into a cycle different from what might have done if it thought about the process from scratch. For example, a payroll department might collect time for a bi-monthly timesheet where the first period of the month goes from the 1st to the 15th and the second period of the month goes from the 16th to the end of the month. Yet, when you ask about payroll rules for overtime, you might find out that this is actually calculated on a weekly basis and at the end of the each timesheet period there is a complex manual process to try to determine the appropriate calculations for overtime or a process where overtime is only paid in the *next* period so complete weeks can be analyzed.

In this case, a timesheet collection that is weekly will allow easy automated validation rules and the payroll export could still be scheduled either on the 16th and the 1st of the month (one day after the end of the period) or on the first day of a new week following the end of the payroll period.

Distinguish between when data should be collected and when it is needed

Often, people will not think about when to collect data and when it is needed as separate challenges. For example, perhaps Finance asks for a timesheet cycle of every two weeks because that's when they know payroll works. But, Finance doesn't actually use the data until the month is complete so they can do costing reports. So, a weekly or monthly or bi-monthly collection of data doesn't actually affect their process so long as they can get a report or export monthly.

Remember, each timesheet cycle includes process implications

Sometimes an organization will think this over and say "Let's just do daily timesheet collection then." That's certainly possible in TimeControl but it also has some implications that aren't appropriate for everyone. If you choose daily collection, then all your approvals, missing timesheet reports, adjustments and validation reports are also daily. For some groups, this makes perfect sense. With TimeControl Industrial, for example, daily timesheet collection is common as is the validation and approval of the hours because the type of work is done in the field and the timesheet is part of field data collection. Other back-office workers might have a weekly timesheet with weekly approvals and reports in that scenario and that too, would make sense.

A common use-case scenario

Here is a common scenario:

1. Payroll needs the timesheet information every two weeks to accommodate overtime and paid vacation and holiday time. In fact, the payroll process dictates that they really need the approved time within 5 days of the week's completion so they can make the next payroll run.

2. Project management needs the timesheet information weekly in order to make timely decisions on progress to-date on tasks and expected completion work in progress.

In this case, making a compromise of weekly timesheets with weekly approvals will accommodate the support of processes. Payroll's timesheet export will take 14 days of data. Project management will take 7 at a time. The official approvals will almost certainly be much faster than 5 days (in TimeControl a couple of hours are often

enough) and both systems can receive approved, validated data in a timely fashion. Because TimeControl includes <u>both</u> the project management links to move data back and forth to the project system <u>and</u> the validation and approval rules for payroll, it can be used for both systems.

Gathering the building blocks of your new timesheet configuration before you start entering data is a critical element to a successful deployment. Remember to determine:
1. The actual length of timesheets now for each of the departments that are implicated.
2. How often each department's system requires a link from the timesheet data.
3. The distinction between when timesheets must be approved and when the data from those timesheets must be linked to each system.
4. The real process cycle requirement independent of what the legacy practice has been.

TimeControl supports the definition of multiple timesheet durations simultaneously. In the Employee Table, each employee can be assigned to a different Timesheet Period definition. This means that some users can be working with weekly timesheets and others can be working with bi-monthly timesheets. An employee can only be associated to a single Timesheet Period at one time. There are several implications to this, however. We'll outline the more common challenges here.

More durations, more process

When you have some users on one timesheet schedule, and other users on a different timesheet schedule, you'll need to replicate your processes for each group. This includes how you'll define missing timesheets, how you'll report on the data, when the data will be closed and available for export will vary.

Timesheets will close at different times

There are numerous aspects of what can be done with timesheet data once it's posted. Being posted implies that TimeControl's timesheet data has gone through at least two major aspects of the approval process and is ready for export and reporting for certain purposes. Prior to being posted, timesheet data can be returned as a draft document to the originator to be adjusted, deleted or rewritten. But when the closing dates of when timesheets are posted are different for different groups, there may be more thought required on how to handle the processes dependent on posted data. This may include exports to other systems or combined reports for corporate use.

Approvals

TimeControl already supports a vast array of Approval functionality including our trademarked *Matrix Approval Process for Labor Actuals*™ and designing an approval process can often be a challenge but with multiple timesheet durations you may need to do some of this work more than once. Some TimeControl Validation Rules will need to be distinguished to work for one group of timesheets vs. another. Filters for reporting on draft timesheet data may need to be updated. There may be requirements for reports that are quite different from one group to another. All of this is possible using TimeControl of course, but there may be more effort involved in having a multiple timesheet duration deployment.

Employees can't be in two timesheets

In early days of a TimeControl deployment there is sometimes conversation of one group needing one duration of timesheet and another group needing something different. TimeControl can support both durations but employees must be in only one group at a time. If not, they'd need to do two timesheets, one for each requirement and if so, the major benefits of TimeControl may become elusive.

Where is multiple timesheet durations effective?

There is a case for multiple timesheet duration and it works best when there are distinct groups of employees who fall into different timesheet requirements yet a desire to ultimately have all timesheet data in the same system. Use case scenarios for this are common in multi-national deployments where the standards of one country or region are quite different than those of another or in organizations where very different groups of users are using the same system. This might happen, for example, when contractors and salaried staff are using the same TimeControl or in a situation where field workers and back-office staff are in the same system.

## When is multiple timesheet duration not effective?

When different consumers of the timesheet data want the collection of data to match their import or reporting processes and these differ from requirement to requirement, multiple timesheets may not make sense. For example, HR insisting that timesheets must be collected monthly because that's when they do their time-off calculations might compete with Project Management's requirement to update their project plans weekly. In this case, looking back at the compromise section of this guide may be helpful as the needs of when to collect and approve may be quite different of the need to export and report on data.

TimeControl's Business Validation Rules is a powerful method of testing the data that has been entered by the end user.

Validation Rules are applied at the moment the timesheet is released and it is checked each time it is released. You can make rules that apply to everyone or any selected group and you can have an unlimited number of rules in any TimeControl system.

Validation Rules are defined with two filters defined in the Filter Table. These filters will determine first, which timesheets are to be checked and second, what they are to be checked for. The first filter might be used to make some rules applicable only for certain groups of people. For example, you might wish some rules to apply to contractors that will be different than those applied to salaried staff.
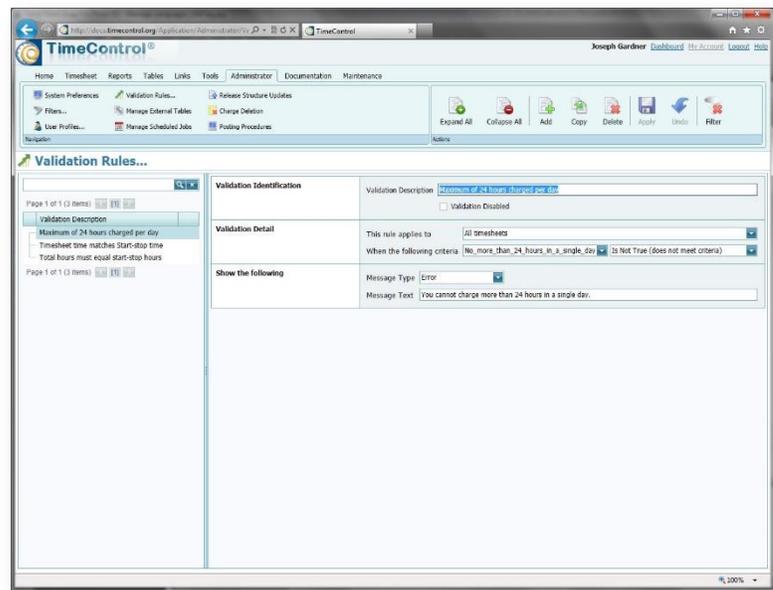
Rules can check virtually anything that can be defined in the data. Rules can be simple such as "No more than 24 hours" or complex such as "No overtime unless a) you are entitled to overtime, b) have done more than 40 hours in a week and c) spent none of that 40 hours on sick leave".

A validation rule can be either a warning or an error. For example, you might have a rule that says "Warning: you have charged overtime on this timesheet. Please double check it before releasing for approval". Or, you could have a rule that says "Error, you cannot charge overtime unless you have done at least 40 hours of regular time this week."

TimeControl includes an interface for making the filters that will be used for rules and filters can include dynamic macro values. For example, you can make a filter identifying a date two weeks from today by entering [TODAY+14] in the appropriate area of the filter dialog. Filters can also include other filters which can make creating complex filter conditions a bit more understandable. One of the most powerful aspects of creating a filter however, is that it can be created with pure SQL. The interface allows a skilled implementer to use SQL commands to define a review of data that can check almost anything. Some users have taken advantage of this to create validation rules that reach even outside of TimeControl itself. For example, one user created a validation rule that checked if the banked vacation hours located for this user in the HR system's database would be exceeded by the current timesheet. There is virtually no limit of the types of rules that can be created.

There are a few cautions that come along with validation rules:
1. Rules are so open that they can contradict each other. You could configure TimeControl with two rules: a) Timesheets are valid if they have hours only during the

week and b) Timesheets are valid if they have hours only during the weekend. If these two rules are applied to everyone, no timesheets will ever be releasable. It is important to keep track of what rules you have created to ensure that timesheets can be properly completed

2. When deploying TimeControl for the first time, resist the temptation to have hundreds of rules. It is easier to get acceptance of the system when there is only a handful of rules to get the system started. You can then introduce new rules once you are underway, introducing perhaps one or two rules per week for the most commonly viewed errors. A system that has so many rules that end users are unable to figure out how to release their timesheet is at risk of failing due to a lack of acceptance.

3. If you have multiple timesheet durations defined, then the Validation Rules will need to be specific to the duration. This may mean including a filter to ensure that certain validation rules are applicable to some employees and other rules are applicable to others.

If you choose a method that suits one aspect of the organization over the other, how can you satisfy the needs of the other interested parties?

When we integrate TimeControl's Matrix Approval Process for Labor Actuals™ with the flexibilty of timesheet length configuration, we are better able to accommodate the needs of many organizations.

When TimeControl is selected to be the single source of timesheet data for multiple aspects of the organization, is can be configured to accommodate many needs simultaneously.

To make your own configuration, think about the elements we have discussed thus far:

1. Determining the actual process of timesheet collection by each group now
2. Determining when data is required to be linked to different systems in order to meet that group's requirements
3. Distinguishing between approval timing and link timing for each group

And, remember some of the key elements of functionality in TimeControl to accommodate these requirements:
   a. TimeControl <u>always</u> saves data in a day-by-day format
   b. Timesheets are posted and closed at the end of the timesheet cycle (the length of the timesheet)
   c. TimeControl does not need to have the timesheet length and the link cycle match. We can approve, for example, weekly and export to finance monthly.
   d. Multiple timesheet duration cycles can be supported but each employee can only be in one at a time.
   e. The export cycle can be different for each group or system

In general terms, it is always better to have the timesheet length match the requirements of the group that needs the data most frequently. In many cases (but not all) this is project
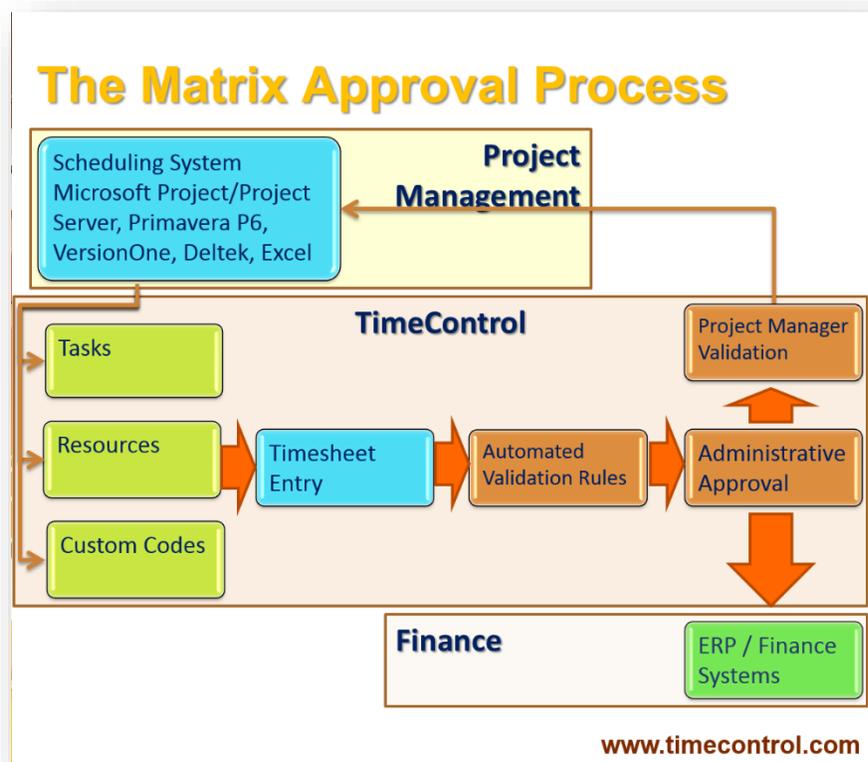
management who are using the approved timesheet data to make business decisions in an ongoing manner.

The Timesheet Approvals Challenge white paper
TimeControl.com/pdf/whitepapers/timesheet_approvals_challenge.pdf
This white paper discusses the challenges of Matrix Approvals and outlines HMS Software's *Matrix Approval Process for Labor Actuals™*. This white paper is a must if you must do approvals for both project management and HR purposes or if you are considering implementing multiple timesheet systems in order to accommodate different aspects of the organization. Additional information on the Matrix Approval process can be found on the TimeControl website at TimeControl.com/use-cases/matrix-approvals.

Use Case Solution Scenarios
TimeControl.com/use-cases
We have created numerous solution portals with resources for different situations. In many of these situations we discuss some aspect of the approvals process. There are use case scenarios for project management, HR, Billing, linking with different products, specific approvals to be compliant with the DCAA and more.

TimeControl Free Hosted Trial
Freetrial.timecontrol.com
You can try TimeControl yourself to see or try any of the features that have been described here. Go to freetrial.timecontrol.com to register for the free trial.

TimeControl Reference Guide
tc7eval.timecontrol.org/Application/docs/RefGuide.pdf
The TimeControl Reference Guide includes more extensive descriptions of all the approval mechanisms discussed in this paper. You can access the guide as part of the TimeControl Free Hosted Trial system in the Documentation tab or at:
tc7eval.timecontrol.org/Application/docs/RefGuide.pdf.

TimeControl Blog
blog.timecontrol.com
The TimeControl blog contains numerous discussions of approvals done in different circumstances and tips and techniques on how approvals functionality can be used. It's a good place to keep up on tips from the TimeControl technical and deployment staff.

Easy to use Interface

- Full web-based browser interface with multiple browsers supported

- TimeControl can be implemented within a SharePoint interface or a Microsoft Project Web Access interface

- Scaleable user profiles facilitates use for data entry users yet provides full functionality for administrators

- Multilingual with multiple languages included

- Unlimited charge codes displayed in simple, hierarchical drop-down lists

- Unlimited free-form notes for each line item and each timesheet

- E-mail-enabled. E-mail messages sent for system notices such as rejected timesheets or missing timesheets

- Scheduleable E-mail notification for missing or unapproved timesheets.

- Predefined timesheets based on resource assignments from the project management system or by user input

Robust Architecture

- Open database architecture; support for Oracle, Microsoft SQL Server, Sybase and MySQL databases

- N-tier architecture makes system scaleable for 10 to 100,000 users

- Ability to define a timesheet length as weekly, bi-weekly, bi-monthly, monthly or custom length

- Unlimited rate codes per employee

- Field-level security. Make any field visible, value read-only, or invisible

- Complete redefinition of every field label

- Complete auditability of timesheet data

- User-defined fields on every table

- Add pop-up data validation for each user-defined field

- Allows charges to be linked to a specific project or project-independent

- Multiple overhead charge types

- Filter charge codes, projects and rates visible to any employee

Web Interface

- MyTimeControl™ home page dashboard gives extensive and customizable dashboard information to employees

Free Mobile App

- TimeControl includes the free TimeControl Mobile App available on the Apple Store for iOS phones and tablets and Google Play for Android mobile devices.

Approval Process

- HMS's unique *Matrix Approval Process for Labor Actuals™*

- Unlimited automatic Validation Rules are user defineable, flexible and can be applied globally or to any group or even an individual

- Unlimited manual validation levels in which each employee can have a unique approval routing

- Project Managers or Account Managers can preview and redistribute hours prior to linking with a project management system or exporting to Finance

Links to Project Management

- Direct integration with popular project management systems such as Microsoft Project and Project Server, VersionOne, Hard Dollar's HD, Oracle-Primavera's P6 and Deltek's Open Plan and Cobra

- Supports multiple project management systems and multiple versions simultaneously

- Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle, PeopleSoft and Microsoft Dynamics

- Interface can be integrated directly into SharePoint, Microsoft Project Web Access or stand alone

Time-off Approvals

- **TimeRequest**™ module allows vacation, personal or other leave time to be requested

- TimeRequest allows multiple levels of approval

- TimeRequest automatically populates future timesheets with approved time off

Flexible Reporting

- Excel-like reporting format allows output to any Windows-compliant printer or reports can be saved as Excel, XML or HTML files

- Reporting Wizards allow an unlimited number of reports to be created and saved for later use

- Unlimited levels of data selection, filtering and sorting

- Drill Down Analyzer provides instant ad-hoc analysis of data at any level

Expense Reports

- Users can enter non-labor costs on their timesheet

- Unlimited number of expense items per timesheet line item

- Expenses can be tracked back to a project management and/or finance system

Government Compliance

- Complies with requirements for DCAA, European Time Directives, FMLA, the California Wage Laws and Sarbanes-Oxley

Hardware Requirements

- Server:
  - Windows Server 2008+
  - .Net 4.5+
  - Internet Information Services
  - MS SQL Server, Oracle or MySQL database

- End-user Workstation
  Browsers: Internet Explorer, Safari, Firefox, Mozilla, Chrome

Engineering/Construction
Aecon Construction
AeroInfo
Koch Business Solutions
Kongsberg Devotek
Thompson Beta

Gas / Utilities
Gulf South Pipeline
Acergy
Petrocon
VenCorp
Foster Wheeler

Manufacturing
Alcan
Parker Hannifin
Georgia Pacific
Ultra Electronics
Tennant
Wagner Spray Tech
Vision Systems
Electro Motive
GE Sensing
Tommy Hilfiger

Defense / Aerospace
Bombardier Inc.
CAE Electronics
Lockheed Martin
Rolls Royce
SAAB
Army Corps of Engineers

Government
Amsterdam Port Authorities
Atlanta Airport
Dutch Railway
Government of Saskatchewan
Railway Procurement Agency (UK)
Ville de Montreal
City of Winnipeg

Technology
Arivia
CSI Piemonte
EDS
Face Technology
Fuel Plus Software
GE Access
Microsoft
Positron
Psion Teklogix
Inventure
Fujitsu

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

Financial
Standard Life
Development Bank of Canada
Alliance One
Centre de Recherche Informatique de Montréal

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

Education
Johnson and Wales University
Eastern Michigan University
Queens University
McGill University

HMS Software, a division of Montreal, Canada-based Heuristic Management Systems Inc., is a leading provider of enterprise timesheet and project management systems.

Founded in 1984, HMS Software's expertise in implementing enterprise project-management and enterprise timesheet systems is recognized worldwide by some of the world's best known organizations. HMS's signature product, TimeControl, an enterprise timekeeping system designed to serve the needs of both Finance and Project Management, is distributed worldwide through an extensive list of distributors and dealers located on every continent with representatives in the US, the UK, Australia, Mexico, Europe, Asia, South Africa and the Middle East.

HMS Software's client list includes some of the world's leading corporations in the telecommunications, IT, finance, engineering, defense/aerospace and government sectors including such organizations as Acergy, Aecon Construction, Alcan, the Atlanta Airport, Akzo Nobel, The Canadian Business Development Bank, The City of Montreal, EDS, Ericsson, General Motors, the Government of Saskatchewan, John Deere, Kelly Services, The UK's National Health Service, Standard Life, UPS, Volvo Novabus and hundreds of others. HMS maintains offices in Montreal, Quebec and Toronto, Ontario.

For more information about HMS, please visit www.hms.ca.

To contact HMS Software about TimeControl, please contact info@hms.ca.

TimeControl

First published by HMS in 1994, TimeControl has been adopted hundreds of clients and over 150,000 users around the world. TimeControl is designed to serve the needs of both project and finance simultaneously. It allows an organization to use a single timesheet for project tracking, time and attendance, time and billing, HR tracking, R&D Tax Credits, DCAA and project costing instead of having to deploy many timesheets to serve these needs. TimeControl is available for purchase for an on-premises implementation or as a subscription as service. TimeControl's architecture is flexible and extensive supporting numerous databases such as Oracle, Microsoft SQL Server and MySQL, multiple browsers such as Internet Explorer, Firefox, Safari and Chrome and even includes a free Mobile App for Apple and Android devices.

For more information about TimeControl please visit: www.timecontrol.com.

To contact HMS Software about TimeControl, please contact info@hms.ca.