TimeControl®

Auditability

What do we mean when we say “auditable”

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Last update: April 2022

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Overview

TimeControl is marketed around the world as a Finance-quality timesheet that can accommodate the needs of multiple organizational processes at the same time. TimeControl was designed as a task-based system appropriate for tracking progress for project management but it is also often deployed for the needs of payroll, invoicing, job-costing, Sarbanes-Oxley asset assessment, US Defense Contract Audit Agency compliance, Research and Development Tax Credits and numerous other Finance-oriented systems.

From its earliest days, TimeControl was designed as a system that would pass the auditability requirements of Finance. This is woven into many functions, settings and processes within TimeControl.

Over the next few pages, we'll try to describe what we mean when we say "TimeControl is auditable."

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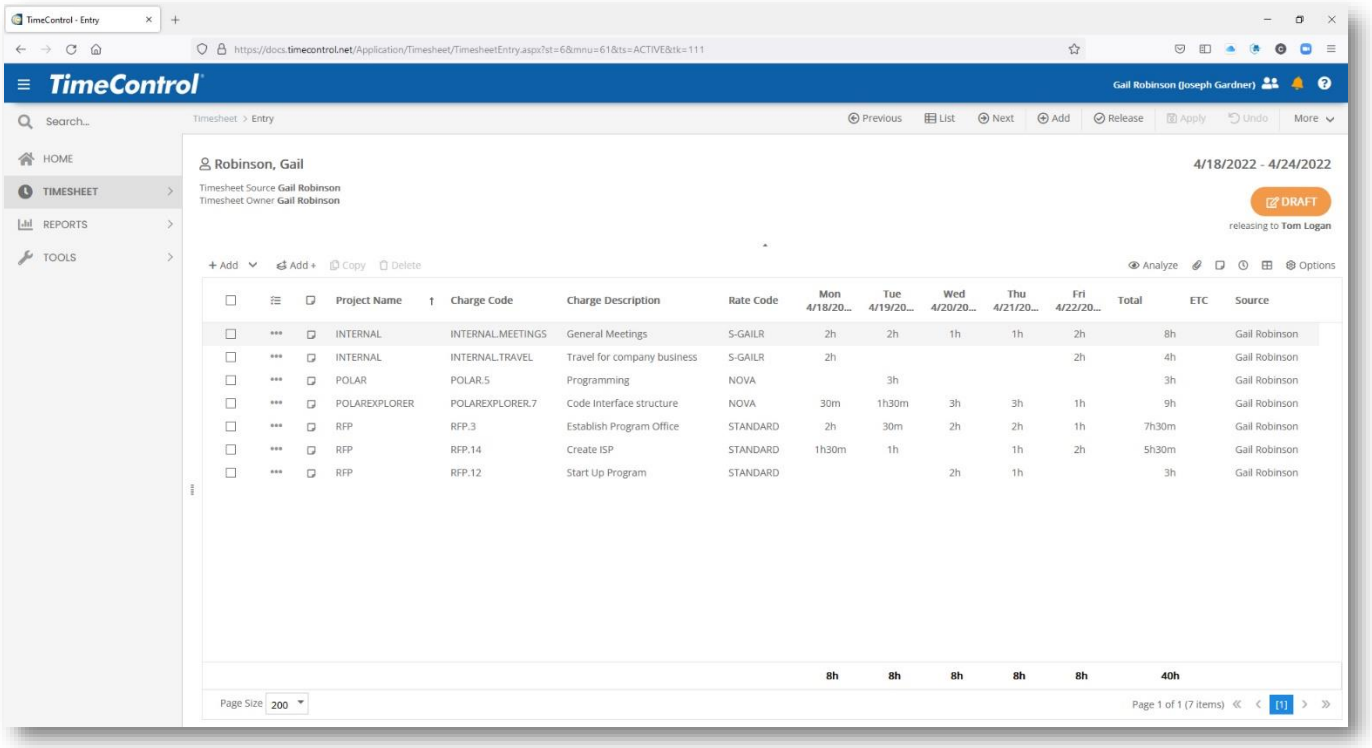
Line item source identification

When timesheet lines are entered in TimeControl, the source user of that line is always recorded. This field is often not displayed by end users as they know they entered the data but it is an optionally displayed field that is usually displayed on the right hand side of the timesheet grid.



If there are post-approval adjustments to this timesheet, the source of those changes will be displayed on the right next to the lines created by the person doing the adjusting. Once this timesheet is approved and posted, the original lines will never be deleted. Adjustments after that point must be done in TimeControl's Debit/Credit functionality.

Once a user releases their timesheet for approval, the ownership of it changes. In the Draft timesheet above, we can see in the header area that Gail Robinson is the Source of this timesheet document and is also the current owner.

When Gail releases this timesheet for approval this will change. In the next screen, we can see the results.

The source of the document is still Gail but the owner is now her supervisor, Tom Logan. The status of the timesheet at the top right has changed to Released.

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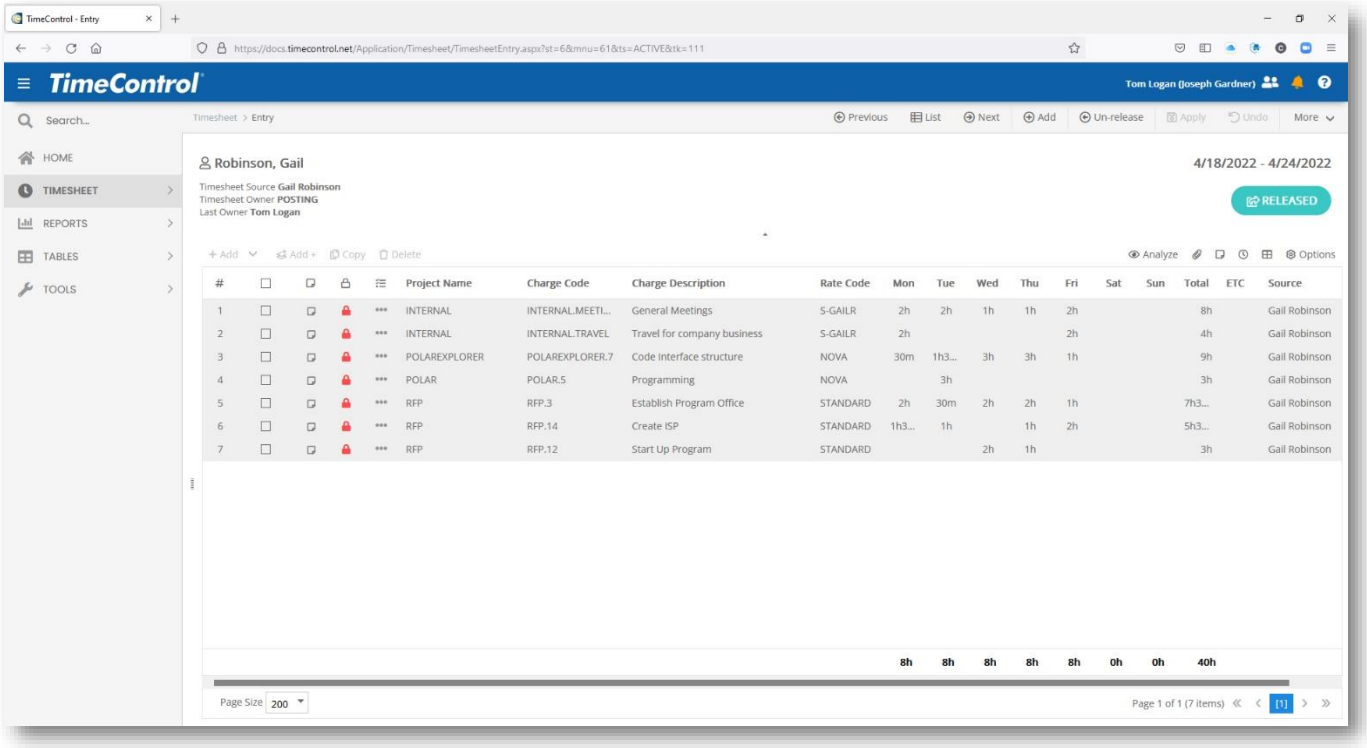
The menu for editing this timesheet is greyed-out and inaccessible. Also, the individual lines are greyed-out and have a lock icon on them. This tells Gail that she cannot edit the timesheet as she is not the current owner.



TimeControl's functionality for how timesheets can be edited is extensive but once Gail has released her timesheet, the only way to make actual changes to the lines she created is for her to either request the timesheet back or have her supervisor reject it. If Tom Logan sends it back, the timesheet will say it was rejected and Gail will be able to make edits again.

Once a timesheet is posted. This is no longer possible.

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What do posted and unposted mean?

The concept of posted vs. unposted data is extremely important in TimeControl. Once a timesheet has been approved by those in the direct approval path of the employee. It is released to “Posting”. The data can still be recalled by an Administrator or even by the last supervisor who released it. It is not until the timesheet is put through the Posting Process that it will no longer be changeable.

The Posting Process is run regularly and is often on an automatic schedule to run several times at the end of the timesheet period. When initiated, the Posting Process will look at the timesheets specified whether they are specified manually or by a filter and then will move all the information from the (TSH, TSD and TSL) timesheet tables and move that data into posted tables (PSH, PSD and PSL).

If asked, TimeControl will first use timesheet validations on the timesheets to ensure nothing has changed that violates timesheet validation rules. If a timesheet doesn’t pass the timesheet validation, it will not be posted.

Once the timesheet has been posted, then no line in that timesheet can be deleted or changed. The only way to alter timesheets after posting is using the Debit/Credit process which we'll describe in the next chapter.

Since we know that the data is no longer in draft mode and has been locked, it is now considered safe for reporting exporting, linking to project systems and Finance systems such as payroll. TimeControl makes sure that reports that include unposted data are clearly indicated as unposted data can be returned to draft status and then altered or deleted. Posted data cannot.

While there are numerous options in the posting process, the process itself is very simple. A selection is made of timesheets that have been Released to Posting. The user determines if there are comments to include with this batch of timesheets to be posted and adds a timestamp.

Then the posting process runs and presents a log of success or any issues. If this is being done automatically on a schedule, TimeControl creates and, if asked, emails the log for later review.

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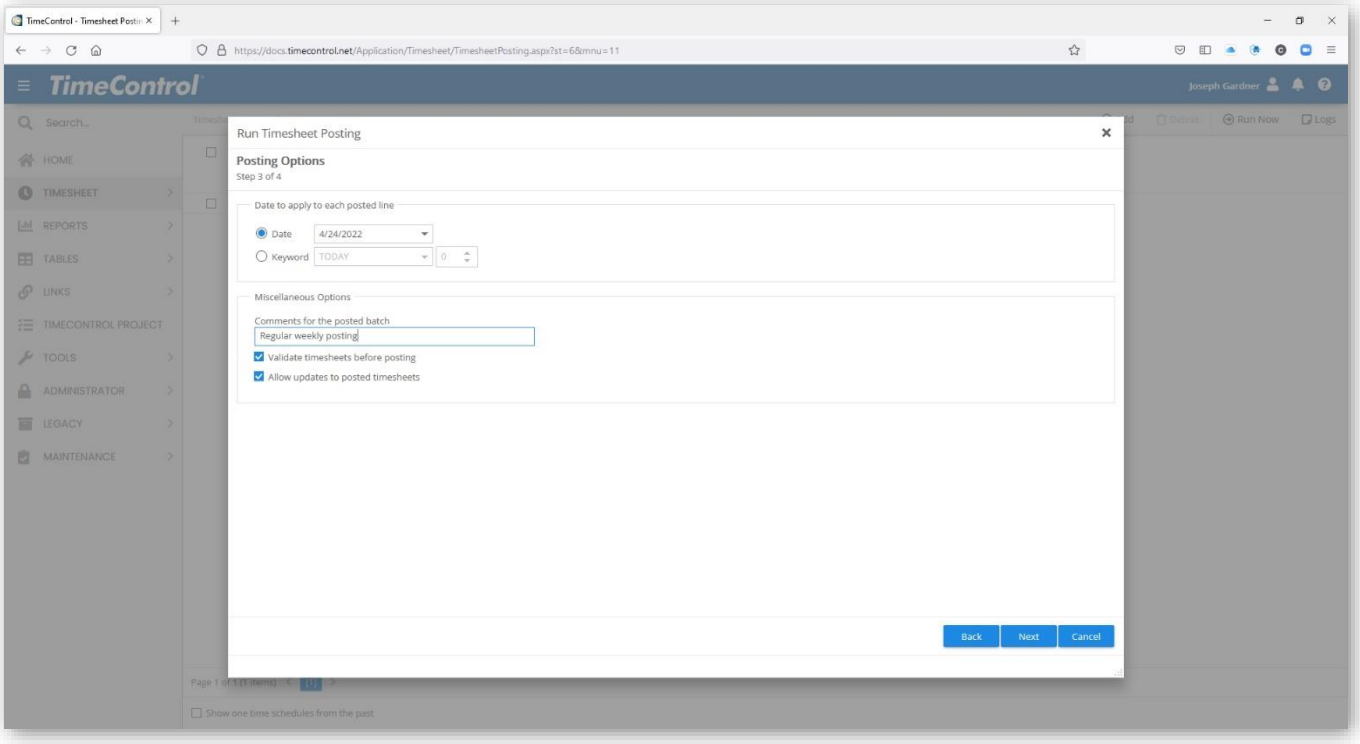
The Timesheet Posting process



The TimeControl Timesheet Posting Process screens are often part of an automatic scheduled job. There is incentive to get timesheet data into a posted state as quickly as possible as it then becomes locked and is completely auditable.

Adjustments to posted data will be described in the next chapter on Debit / Credit.

Posted / Unposted views in the Drill Down Analyzer and Reports

TimeControl has several options to display or include unposted data in a report, an export or a view such as in the Drill Down Analyzer. There are many clients who feel the need to see data beyond what is posted and to see the draft data that is still in progress.

All unposted data should be considered being in draft mode as it can still be recalled, sent back to the source and then edited or deleted. Timesheet data that has not been posted could be completely rewritten. There is, therefore, inherent danger in displaying a report for financial purposes when some of the data is in draft mode.

Also, one factor that may not be obvious is that when unposted data is included in a report, there is no way to determine that the data is complete. Imagine that a report is created in the middle of the week including both posted and unposted data. Some of the data may be complete up until the end of the day yesterday but some data may not be present at all because the employee hasn't even started their timesheet. Tools such as the Missing Timesheet report and email notification help each week to determine that all timesheets are completed and posted. Reports and analysis that include unposted data must be surrounded with processes that will compare and validated the data once the posted data is complete.

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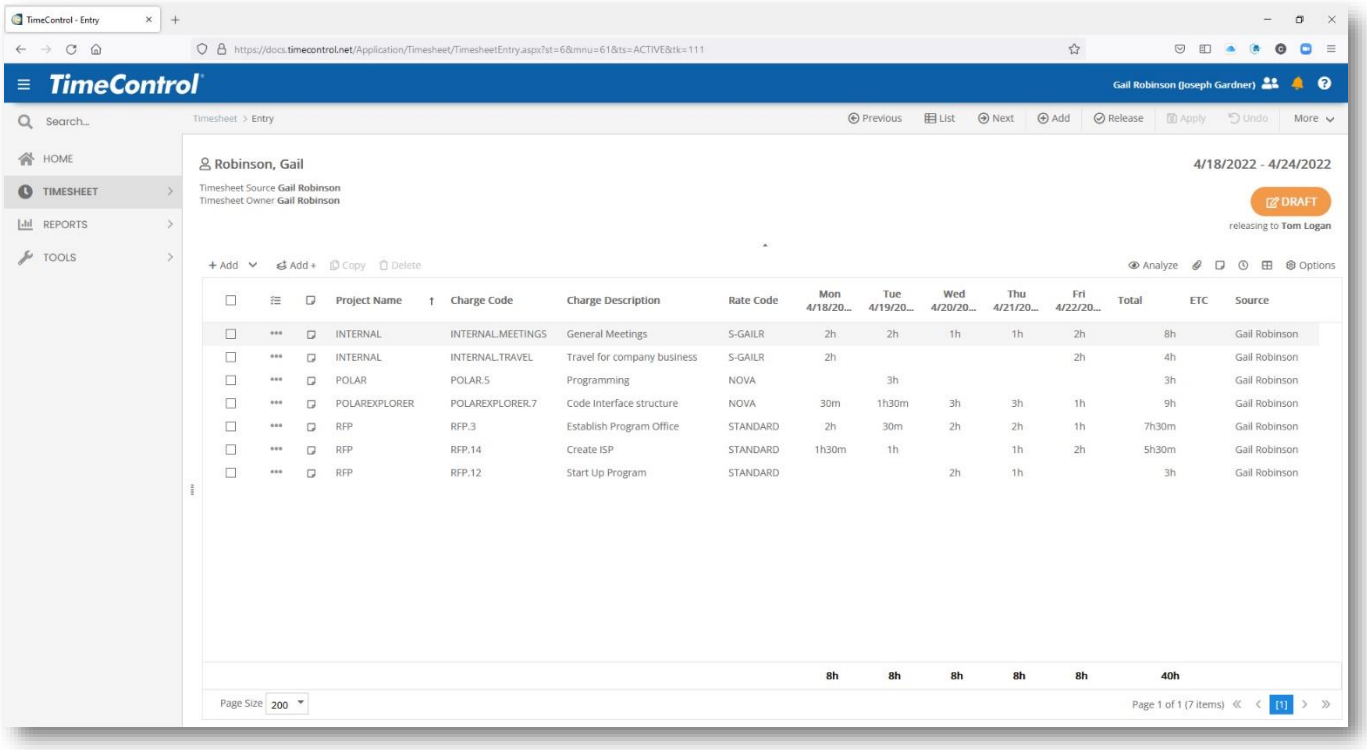
Adjustments through Debit / Credit

When a timesheet is in draft mode it is completely changeable by the source person. Once timesheet data is no longer in draft mode, it may be in Released mode. Some TimeControl options can allow a supervisor who currently owns the timesheet but who is not the source not to delete but only to add lines (including lines with negatives) to adjust a timesheet before accepting it. In both cases, the source of the line is recorded along with the time of the last change.



When the last person in the approval path accepts the timesheet, it is released to “Posting”. It can still be recalled and sent back to the source person for editing even then. When the timesheet is finally posted however, every line in it is frozen as it is put into the Posted tables.

Adjustments after this point must be done using the Debit / Credit functionality.

Creating a Debit / Credit is just like adding a new timesheet except in this case, the creation dialog asks you to select a posted timesheet.

The timesheet is presented with all lines displaying as locked but with certain actions possible.

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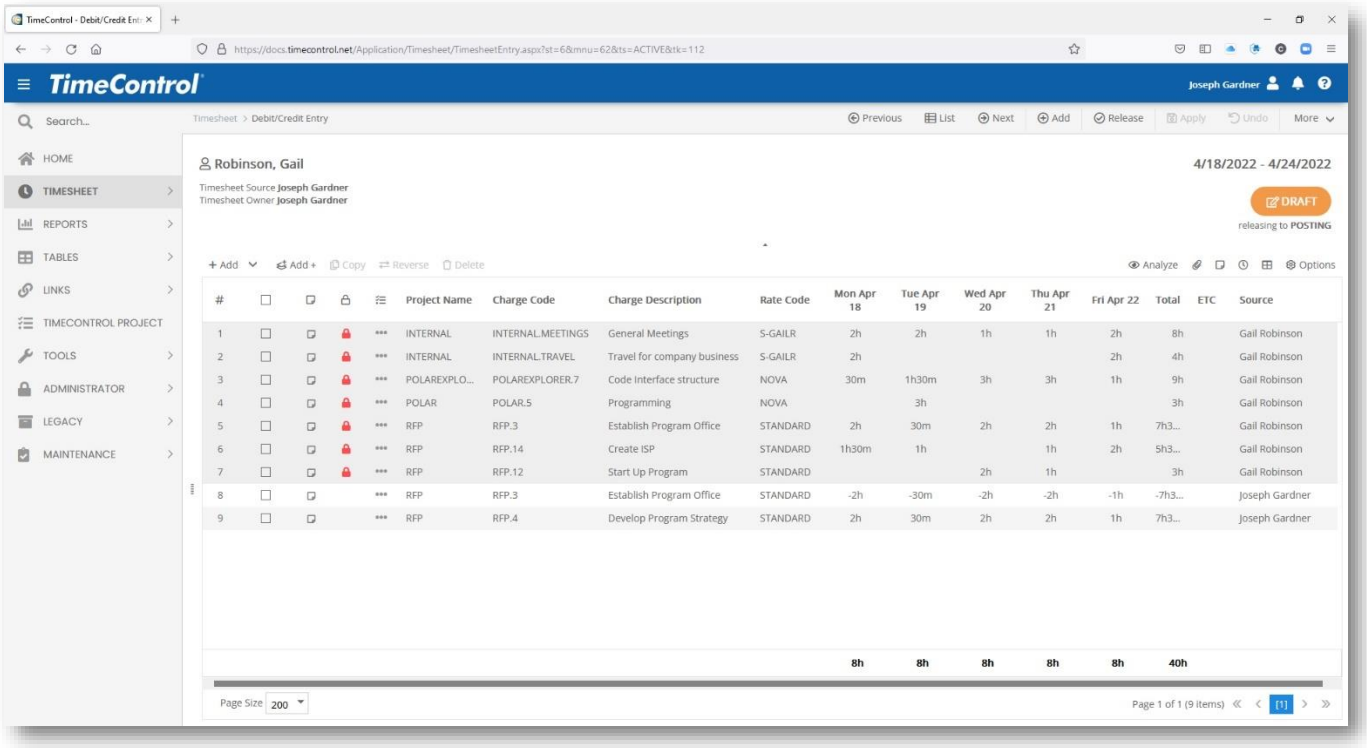

The user can now highlight certain lines and click “Reverse”. This will create a new line with all the values turned into negatives. Then the user can create a new line with positive values to adjust the original timesheet results. Just like an adjustment in any accounting system, the original lines are not deleted, they are negated. TimeControl supports both “balanced” and “unbalanced” Debit / Credits. With a balanced Debit / Credit the totals must add up to the original totals accepted prior to Posting. With an unbalanced Debit / Credit, the totals can be different from the original.

With a Debit / Credit, the person who is the source of the changes is listed on the right. In the screen above we can see that Joseph Gardner has entered two new lines in the Debit / Credit and is ready to release it to Posting.

All the same rules for the timesheet exist as always. A Debit / Credit can not add charges or rates that are not permissible in this employee’s timesheet. The Debit / Credit must still pass validation rules.

The Debit / Credit is released just like the timesheet and must then be posted. The path for Debit / Credits and how they are posted is defined in the System Preferences. Once posted, the records become part of the posted record like any other and will be available for reporting, exporting, links to project management and more.

In some cases, an organization may wish to close any ability to create timesheets in earlier periods or to allow changes beyond a certain date. This can be controlled in the configuration of TimeControl in System Preferences and User Profiles to restrict Debit / Credit additions or new timesheet additions prior to a defined date or period of time.

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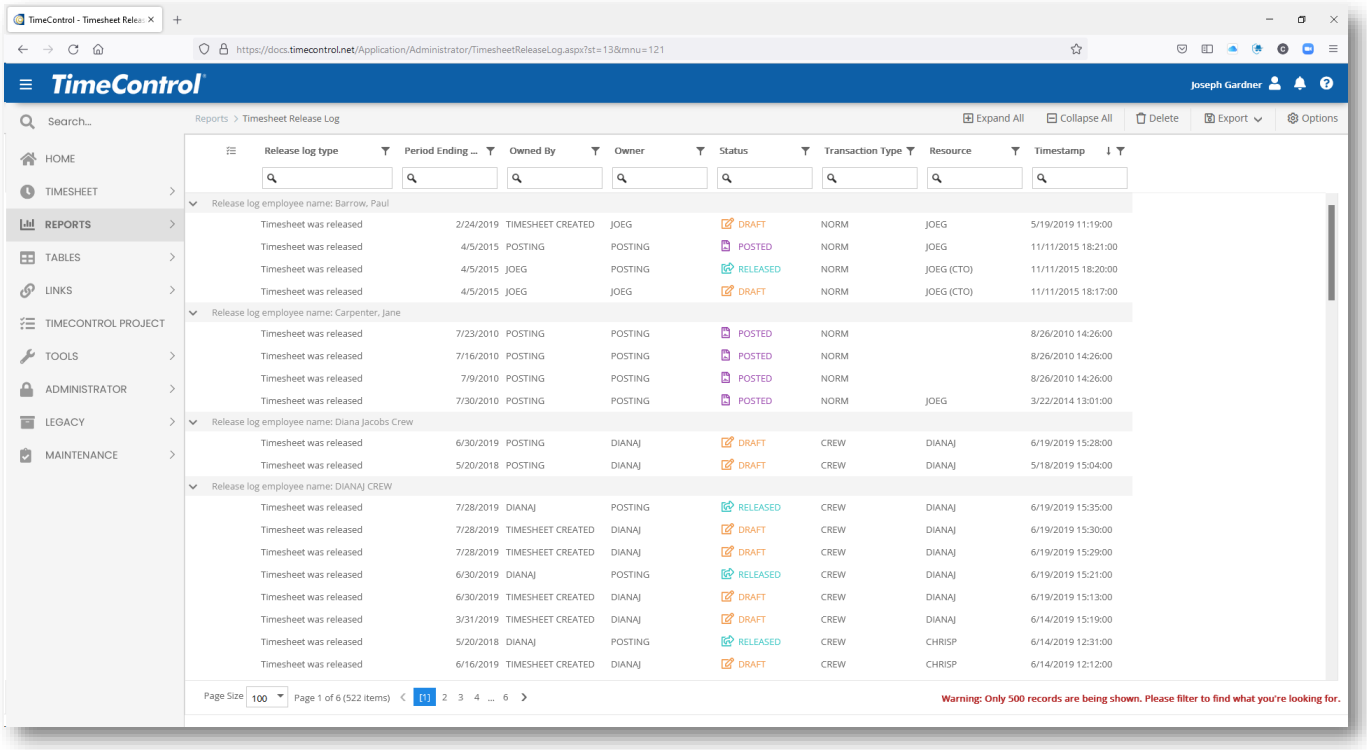
Tracking the Approval Path

When a timesheet's ownership changes, TimeControl records who released the timesheet and to whom along with its status. Even if this was done automatically through the Change Ownership tool or through TimeControl Workflow or even through the API, TimeControl keeps track of what was moved and when.
This is often an area that is focused on during an audit.



The display of the Timesheet Release log even shows when someone released a timesheet but was acting as an Alternate User along with the Timestamp of when that occurred.

Some clients don't see a need for this log and it can be disabled in the TimeControl System Preferences area. To ensure this tools is available and tracking the release data, check the Timesheet Release Log Settings in System Preferences.

The log can also be exported to Excel, CSV or PDF formats.

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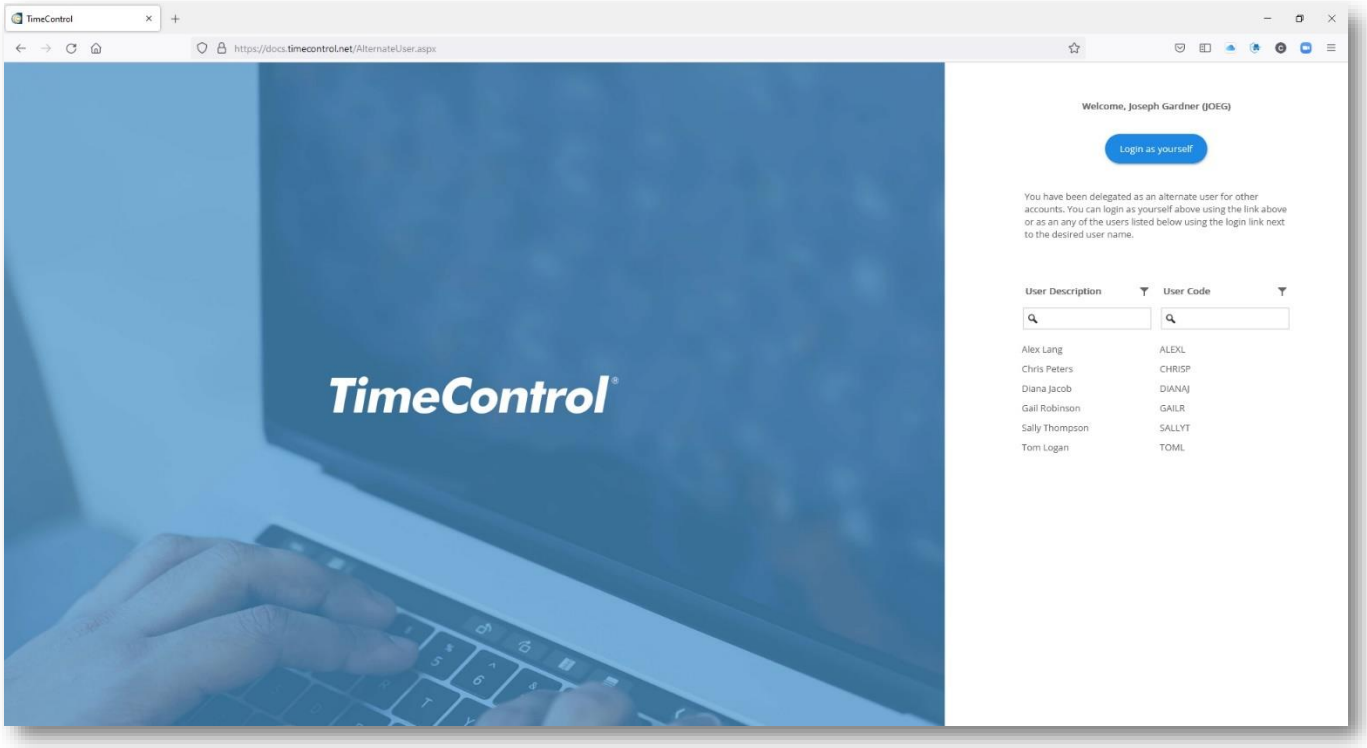
TimeControl's Alternate User functionality allows a user to log in as someone else without exchanging passwords or single-sign-on information. This is very useful when someone is going to be away for vacation or is off on sick leave. Instead of compromising security with exchanging user names and passwords, the missing user can have an Alternate who can assume their responsibilities.

When someone logs into TimeControl, if there are any Alternate User records that refer to them, they will see a secondary login screen and ask if they want to log in as that person or log in as themselves.



If the user elects to log in as an alternate, they will see TimeControl as the user they are logging in as would see it. So, all menus, screens, defaults, reports and constraints are the same for this session as they would be for the person who is missing. So a new timesheet can be created or completed or released for approval or approvals can be done if the person is a supervisor.

When we think of the auditability of this, we have to think of keeping track and TimeControl does. When a record is created on a timesheet or in an Approval Release tracking log, the person who it is supposed to be is listed as well as the person who actually did the change.

Here we see a draft timesheet for Gail Robinson. But, if you look at the top right of the screen, we can see that the listed user is Gail Robinson (Joseph Gardner). This means that Joseph Gardner who is an administrator has logged in and has used TimeControl's Alternate User functionality to log into TimeControl as Gail.

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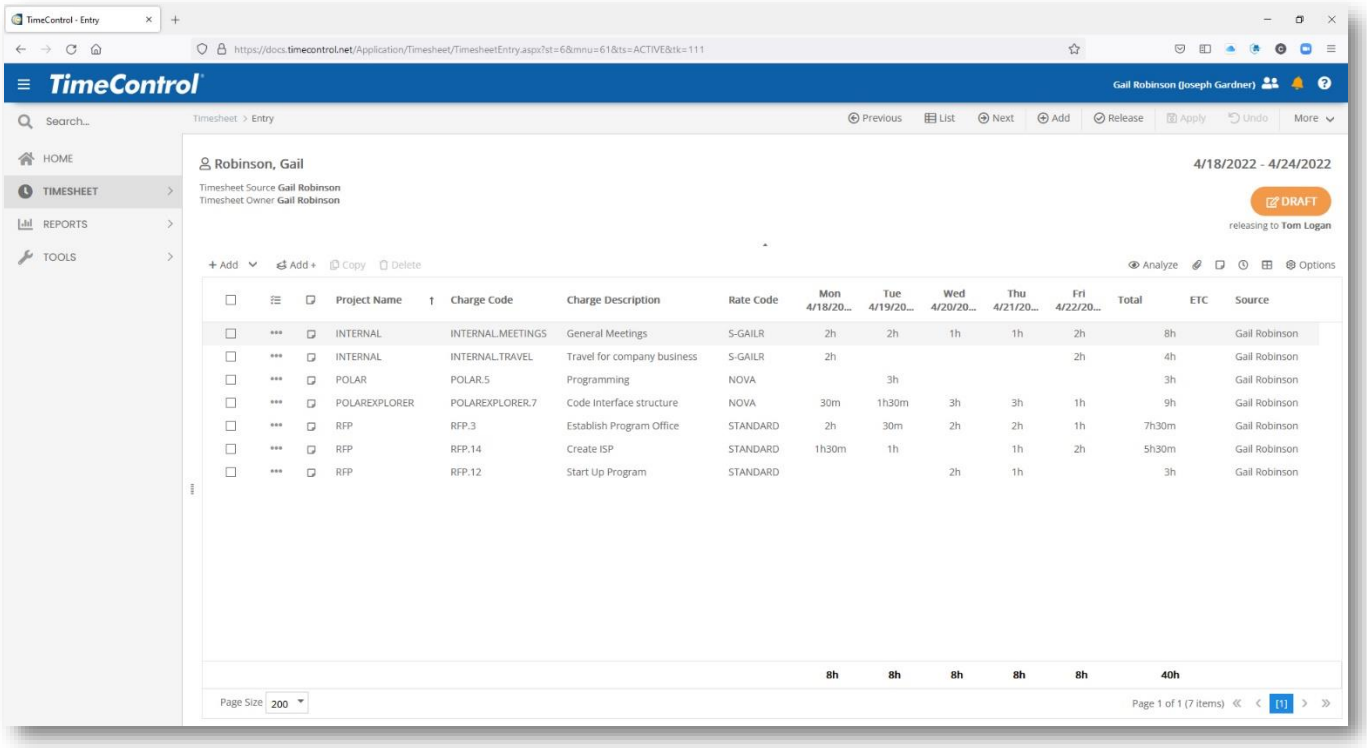
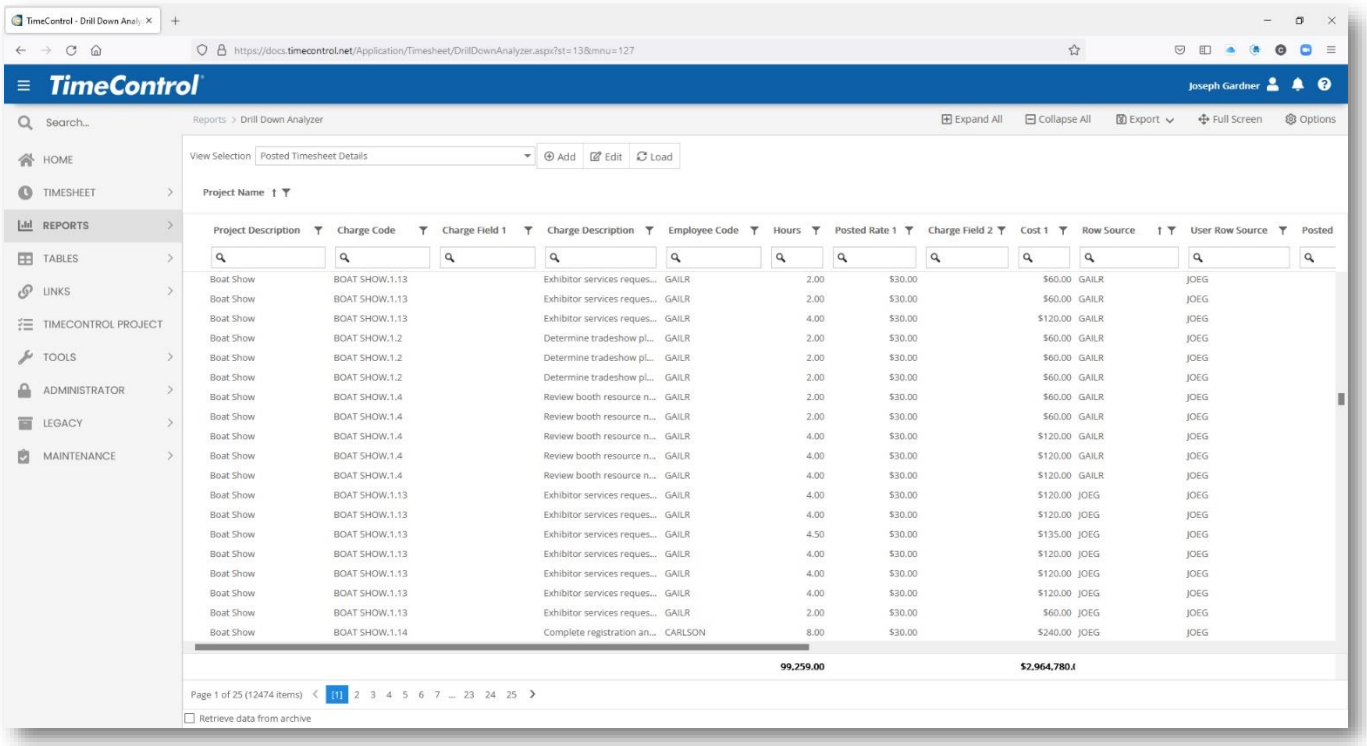


In the case of an audit, in the Posted timesheet line items, we could see who actually entered these lines. This is easily done in reporting, exporting or the Drill Down Analyzer.



If we look at this Drill Down Analyzer view we can see some lines are shown to be from GAILR under Row Source but the entry was actually done by JOEG under User Row Source. He's the alternate user.

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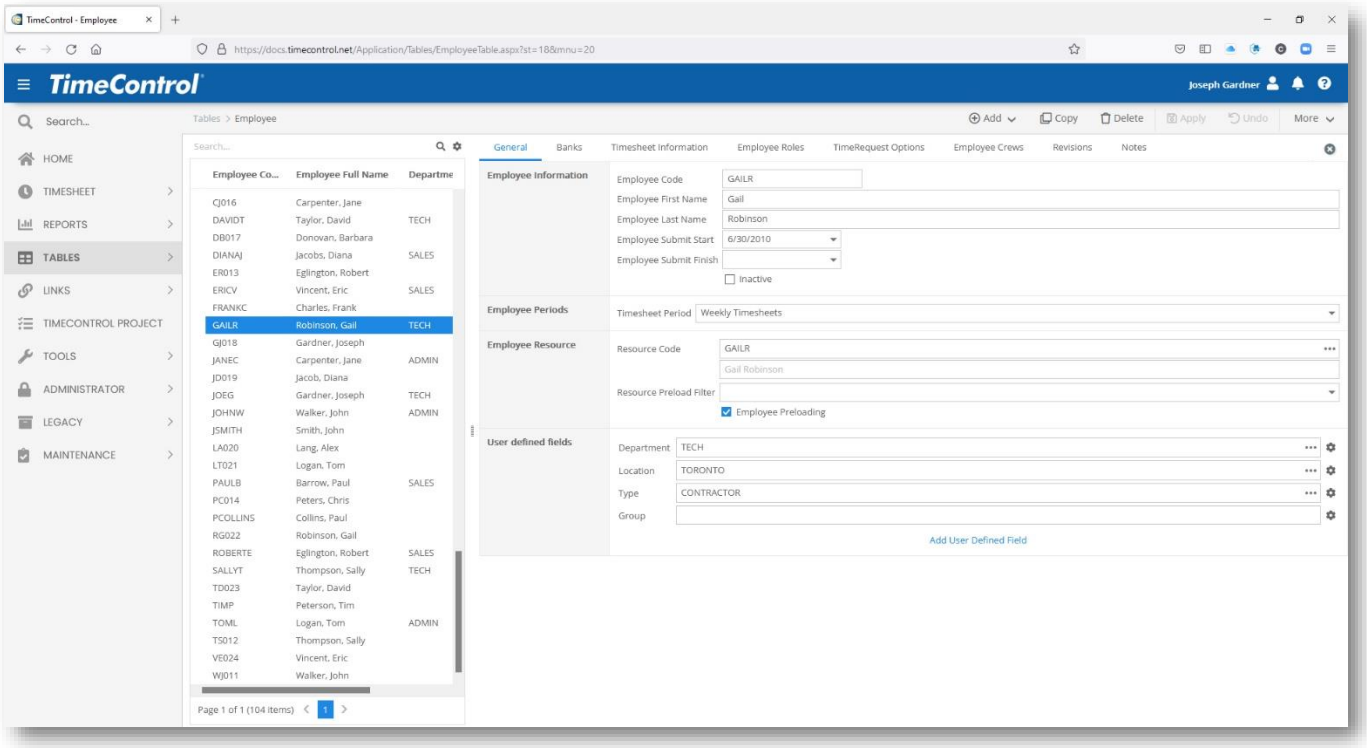
It's not only the timesheet data itself that needs to have auditability. The US Defense Contract Audit Agency insists that a timekeeping system used for one of the projects it oversees must be able to re-create the timesheet as it was at the time it was accepted. (We would say Posted). That includes all the ancillary information that existed that was associated to the timesheet. For TimeControl that means that the Employee Table and Charge Code Table are particularly important. As a result, TimeControl has been designed with *Referential Integrity* for those tables. This means that when a record is changed in one of those tables, the existing record instantly becomes part of the historical record and timesheets that refer to that information will always refer to the historical record not the current record. So, if an employee was in the Sales department last month when a timesheet was created and has moved to the Marketing department this month, TimeControl will be able to properly cost the information on where that employee worked separately.

The Employee Table always shows the current record.



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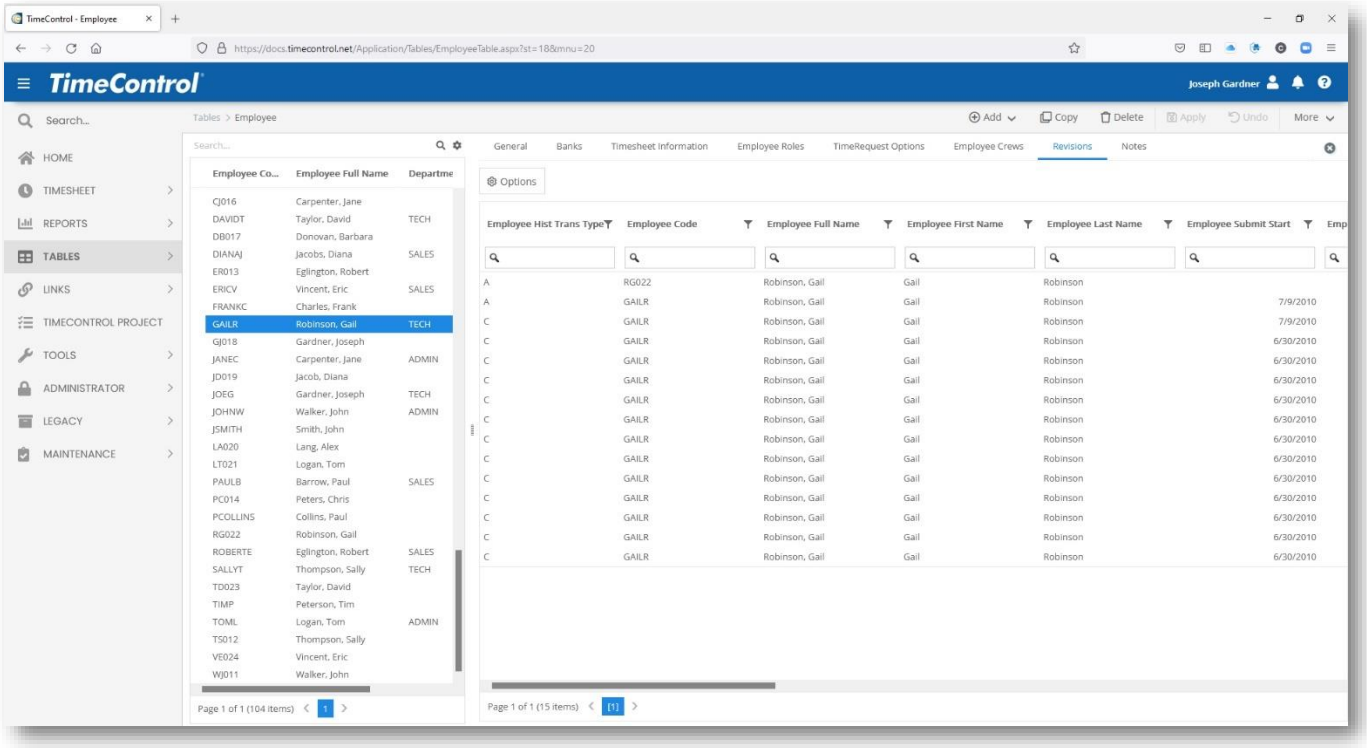
But, when the Revisions Tab is selected, TimeControl displays all different changes to that record.



The Revision record will show numerous fields that were present at the time the record existed and, of course, the date the record was created. The subsequent record will show when this data became historic.

TimeControl calls this table the EMPHIS – Employee Historical Table. The fields in it can be selected when making a report, a filter, an export or a view in the Drill Down Analyzer.

For the Charge Table record, the table is called CHRHIS and works exactly the same way. The historic records can be voluminous. Each time a charge record is changed, for example, by importing project management records, a historic charge record may get created. But just like the Employee Table, it's important to know what the charge record looked like at the moment the timesheet was accepted.

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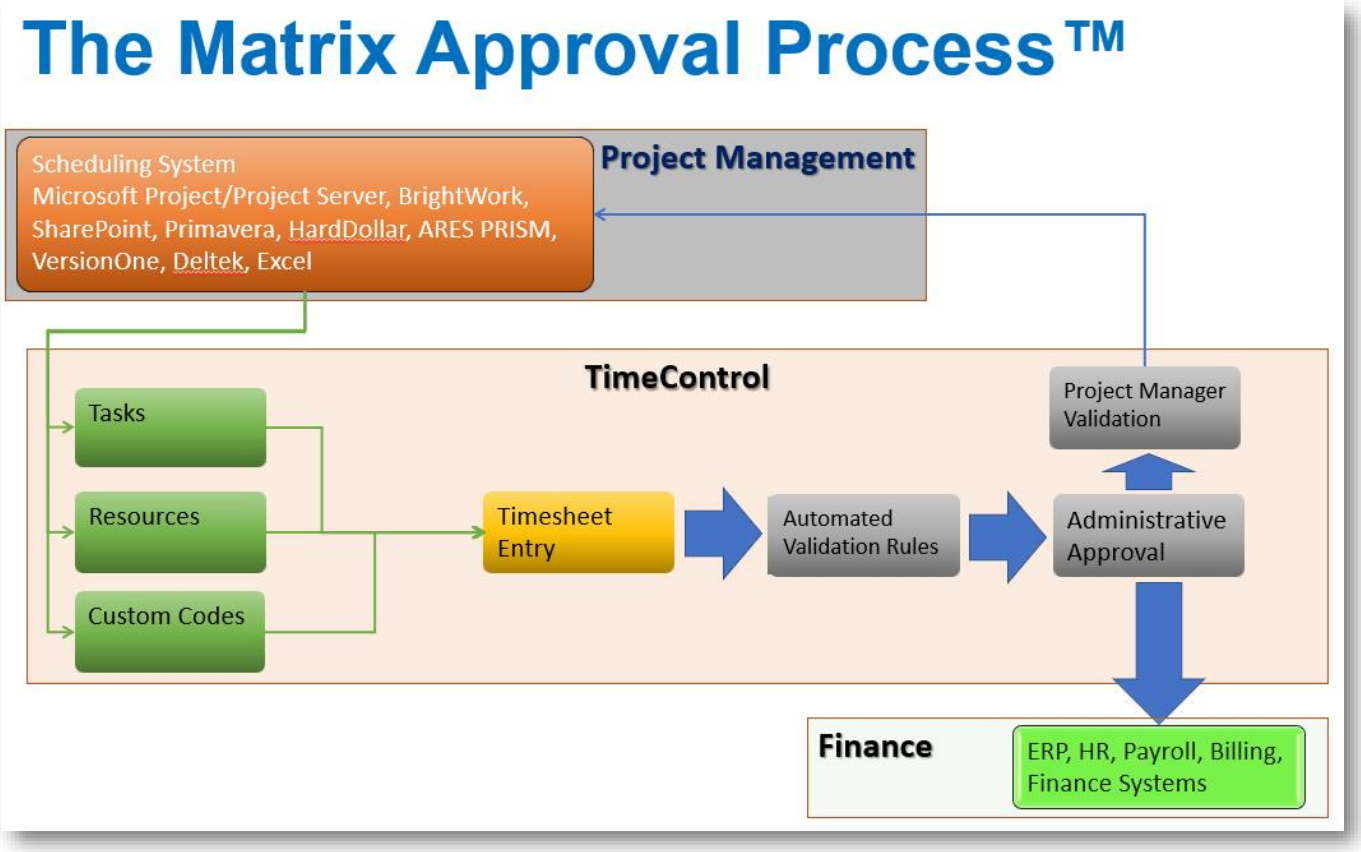
We invented the Matrix Approval Process for TimeControl years before TimeControl became a commercial product in 1994. The concept started from a desire from clients to have approvals done for multiple purposes at the same time. On one side of the organization, Finance personnel needed to approve the total number of hours for payroll along with entitlements such as sick leave and vacation time managed by HR. On the other side of the organization, project managers needed a way to approve items line by line in order to update their project plans with actual progress.



This concept is woven into TimeControl in multiple ways.

Approvals for the organizational aspect of the organization happen sequentially and are aided by Missing Timesheet Notification, Autofill, Workflow, Validation Rules and other functions. Approvals for the project aspect of the organization happen line-by-line using Project Manager Validation, Line Item Approval, Workflow, Debit / Credit and other functions.

The result is a single timesheet entry and multiple uses for that data that comply with the auditing requirements of Payroll, Billing, R&D Tax Credits, DCAA compliance, Sarbanes Oxley compliance and more.

There is so much information on the Matrix Approval Process, we can't cover it all here. For information on the Matrix Approval Process for Labor Actuals, consult: https://www.timecontrol.com/use-cases/matrix-approvals.

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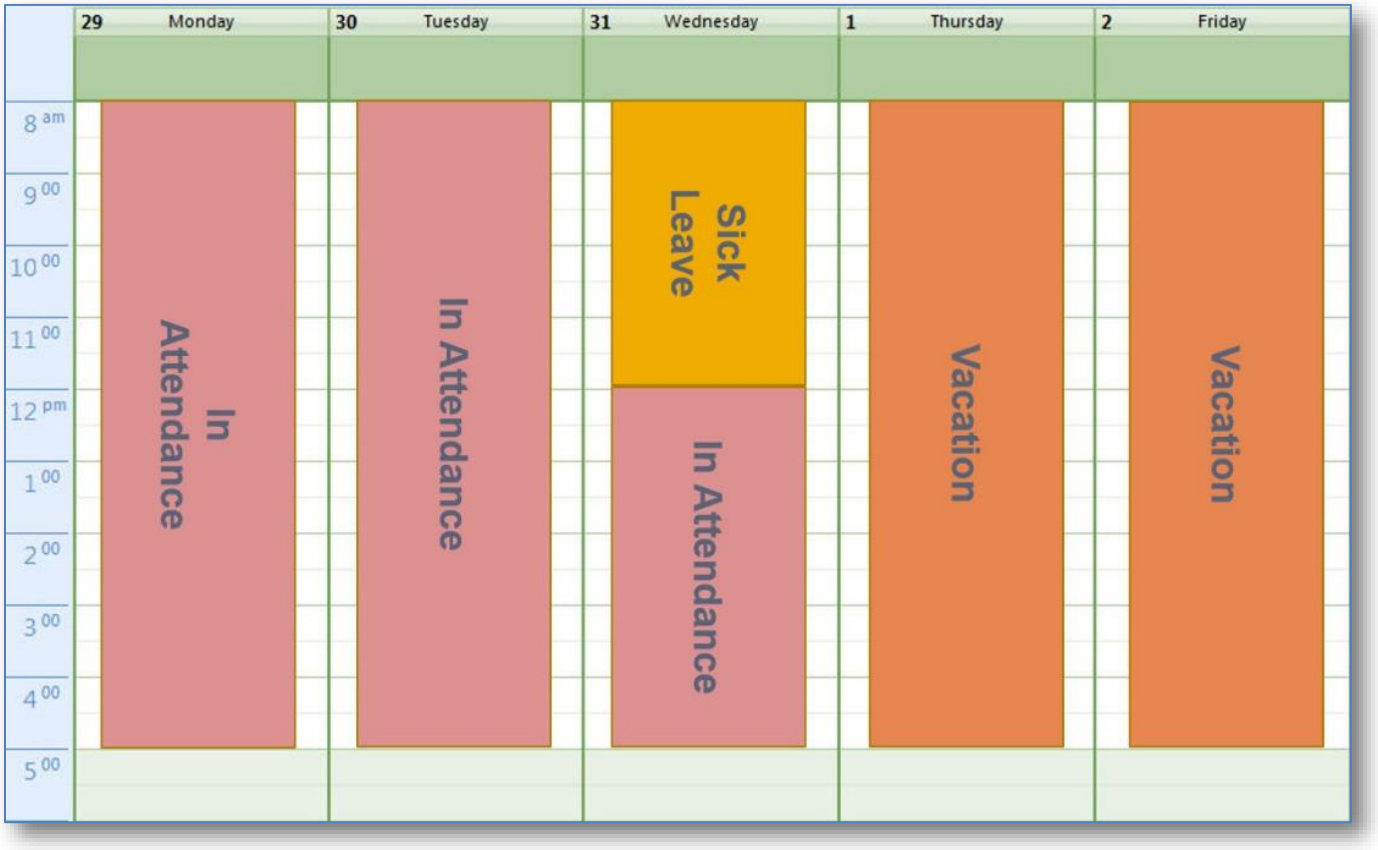
Timesheet Autofill

Autofill is a function within TimeControl that can look for incomplete or missing timesheets and fill them automatically.



Autofill can run as a scheduled job automatically or be used on demand. In both situations, Autofill will ask what employee timesheets should be affected and then asks for a definition of how to fill the results.
TimeControl Autofill will create a single line with a declared value and will identify that the lines were entered automatically by Autofill.

There are numerous options in Autofill but in all cases, TimeControl will be able to tell where the data came from if there are discrepancies at a later date.

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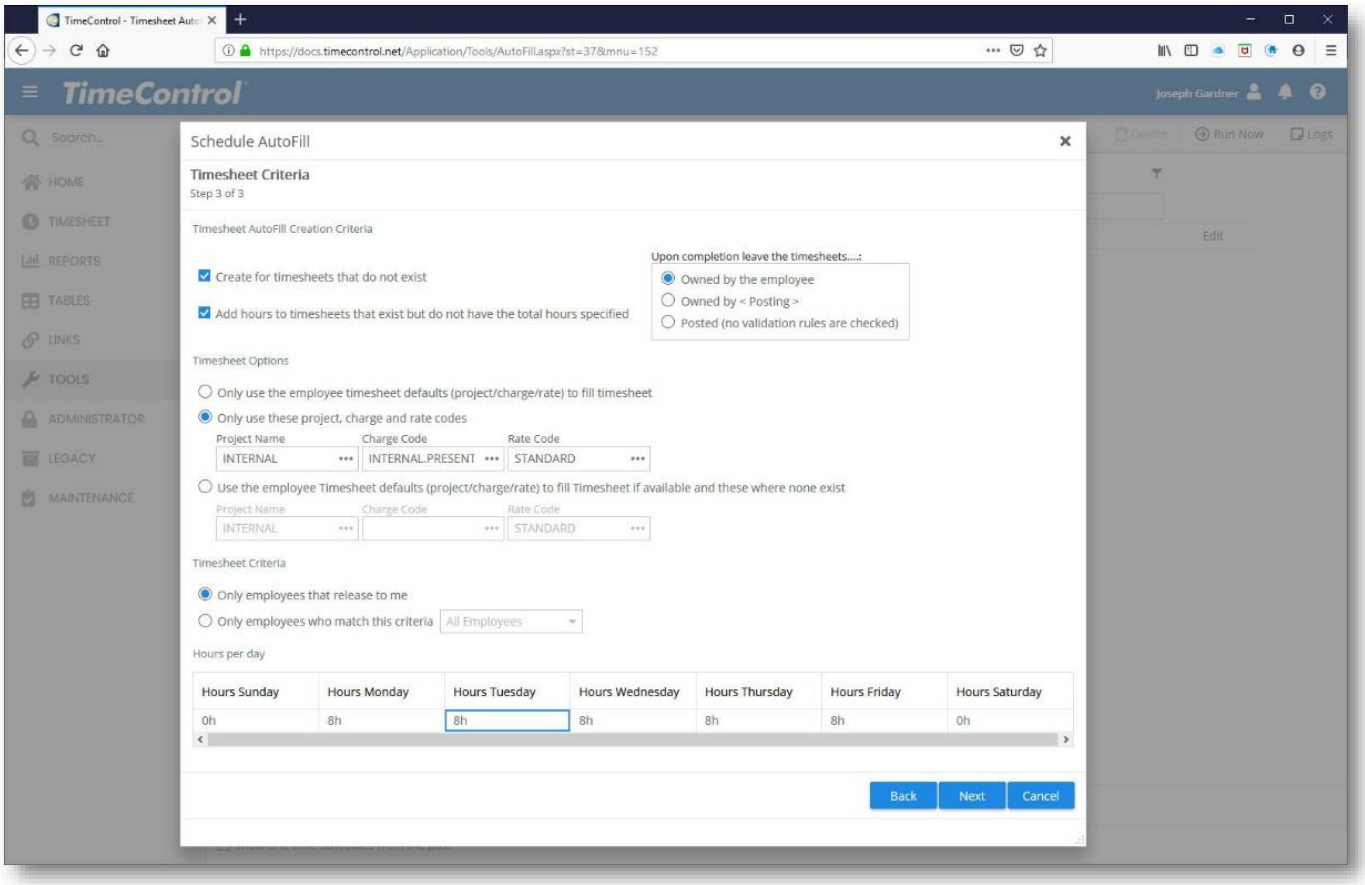

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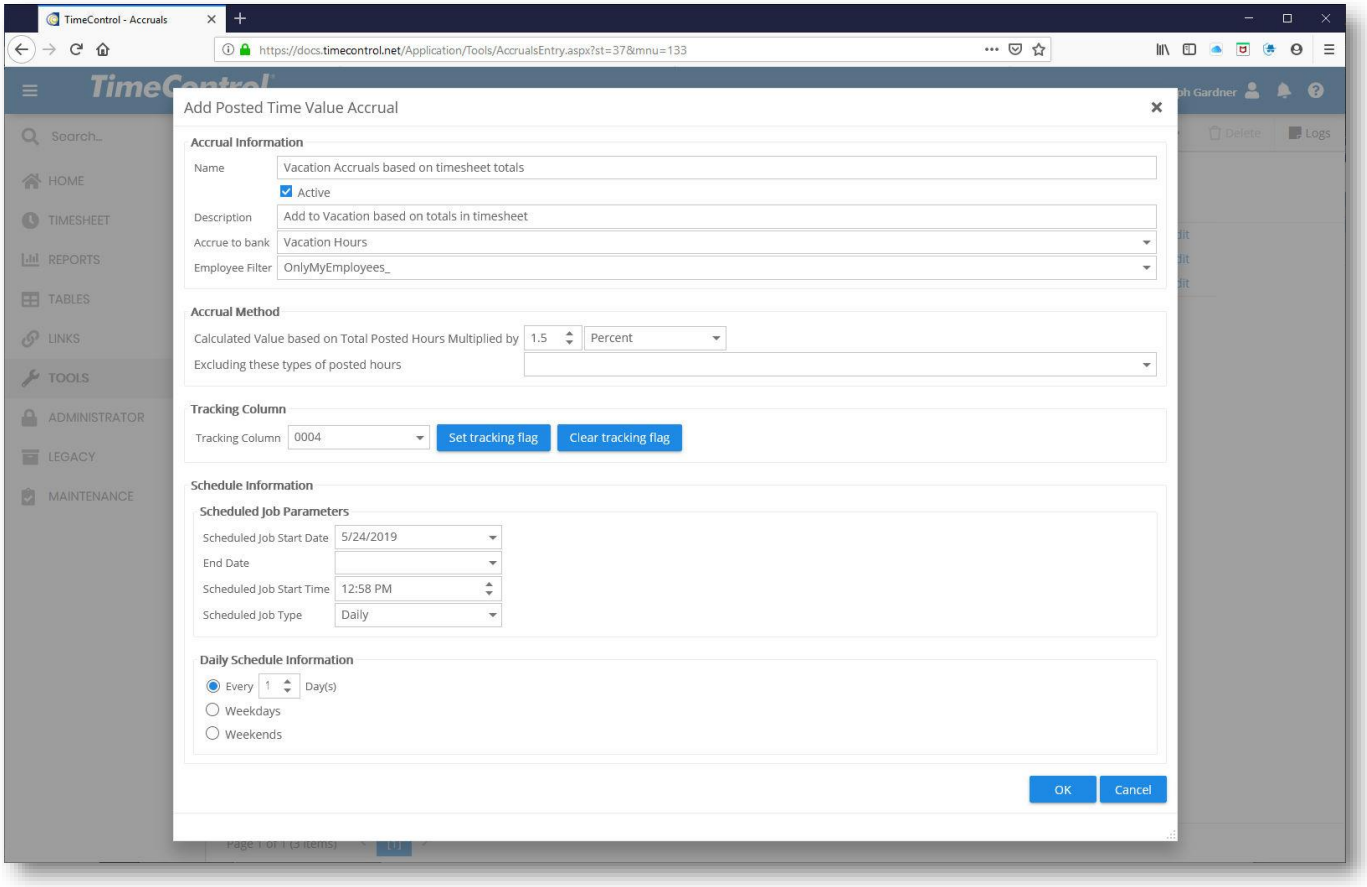
TimeControl includes numerous methods of accruing values using its Accruals method. Thus far, we've focused more on the entries by users of TimeControl, let's look for a moment at how TimeControl itself might create entries that we might want to audit at a later date. This is often done through the TimeControl Accruals Module.
As timesheets are posted, TimeControl examines them to determine if they trigger any Accrual definitions that have been created in the TimeControl Accruals module.



TimeControl includes the ability to set up scheduled automated accruals. These calculations will occur at a specific time or as timesheets are posted. All TimeControl Accruals are designed to load an incremental value into a bank field in the Employee Table.
There are four types of TimeControl accruals. Clicking Add in the Action panel will show the possible selections:

1. **Calendar Accrual Based on Static Values**
   This type of accrual is designed to load a value in the Employee Table and might typically be used to post the accrued vacation for each employee in their bank of time located in the TimeControl Employee Table. The calculation within this rule is not based on the number of hours worked but rather on values that have been stored already in TimeControl. It might be well suited, for example, to add a set number of hours per salaried employee per month to their personal time off. This rule will be run on a schedule at the frequency and time defined within the rule.

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2. **Calendar Accrual Based on Posted Time Values**
   This type of accrual is designed to load a value into a bank in the Employee table based on the number of hours spent during this period. It is run on a scheduled basis. The calculation within this rule would be well suited, for example, for a situation where the number of hours spent establishes how much personal time off. This might be used for wage staff as opposed to salaried staff.

3. **Timesheet Accrual Based on Rate Codes**
   This type of accrual loads a value into a bank in the Employee Table based on the number of hours associated to a particular rate code. This might be used to load banked overtime into a banked overtime bank.

4. **Timesheet Accrual Based on Timesheet Hours**
   This type of accrual loads values into a bank in the Employee Table based on different volumes of hours in the timesheet. For example, a rule could be established to load an Overtime Bank amount at 1.5 x the hours for those hours over 40 but below 50 and 2 x the hours for those hours above 50.

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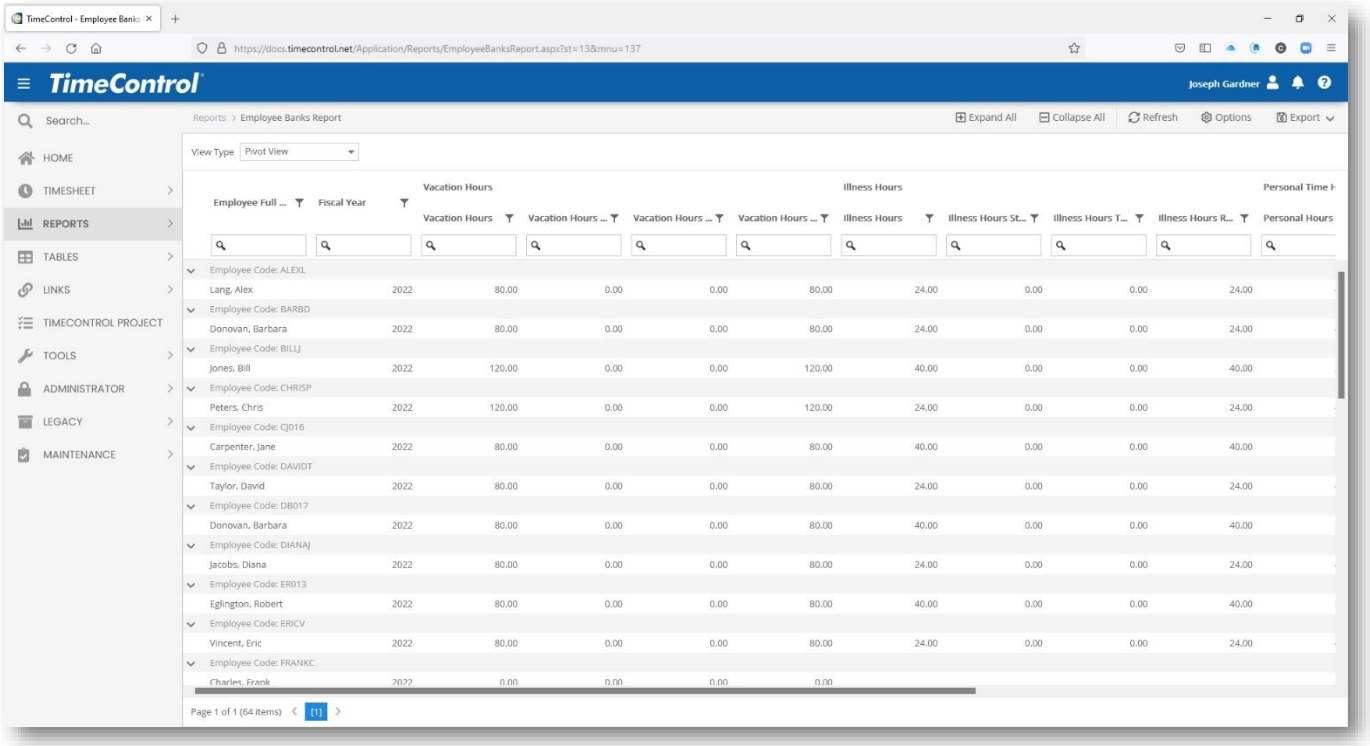
Employee Banks Detail Report

One common area for auditing is the movement of time in out of TimeControl's Employee Banks.
Banks is the area where entitlement time such as Vacation, Sick Leave, Personal Time Off or Banked Time might be stored. TimeControl has up to 9 different banks of time per employee by default and they can be used for a variety of factors.

Time can be loaded into the banks manually, through import, thanks to an Accrual or Workflow rule or through an end of year rollover process.

Time can be consumed from bank through the timesheet itself by using one of the Charge Codes associated to that bank. For example, a Charge Code called "Vacation" is likely to be associated to the Vacation Bank and then an employee would see their time decremented in that bank if they took several days of vacation.

It is common however, to have employees ask about the records of what time went in or came out of a bank to try to match their own expectations or calculations. There are several ways to do this.



The Employee Banks Report View is a dynamic Pivot Table View that shows hours added or removed from all active banks. Users can quickly select an employee or group of employees for a given period and see the results. The results can be exported to Excel, CSV or PDF for further review or to send.

This may not give all the detail that is asked for in which case, the Report List has other options.

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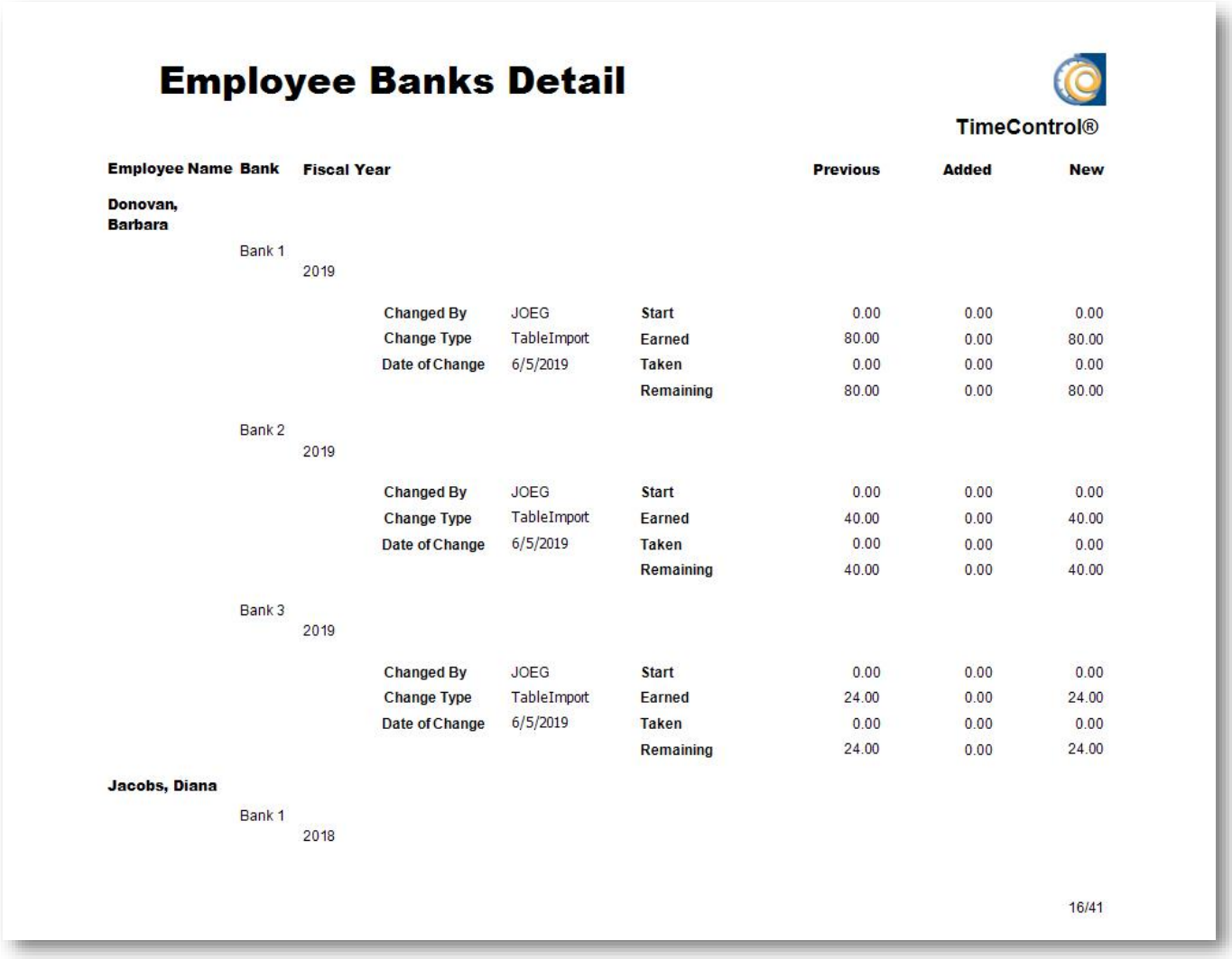
Standard reports in the TimeControl Reports view is the Employee Bank Detail Report. This report is typically run for a period of time and often filtered for different groups, departments or even one employee. The resulting report can be saved into Excel or sent to a Word, CSV or PDF format for later review.

It will show every transaction into and out of any of the banks along with the resulting balance.



Employee Banks Detail

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Employee Name	Bank	Fiscal Year			Previous	Added	New
Donovan, Barbara							
	Bank 1						
		2019					
		Changed By	JOEG	**Start**	0.00	0.00	0.00
		Change Type	TableImport	**Earned**	80.00	0.00	80.00
		Date of Change	6/5/2019	**Taken**	0.00	0.00	0.00
				Remaining	80.00	0.00	80.00
	Bank 2						
		2019					
		Changed By	JOEG	**Start**	0.00	0.00	0.00
		Change Type	TableImport	**Earned**	40.00	0.00	40.00
		Date of Change	6/5/2019	**Taken**	0.00	0.00	0.00
				Remaining	40.00	0.00	40.00
	Bank 3						
		2019					
		Changed By	JOEG	**Start**	0.00	0.00	0.00
		Change Type	TableImport	**Earned**	24.00	0.00	24.00
		Date of Change	6/5/2019	**Taken**	0.00	0.00	0.00
				Remaining	24.00	0.00	24.00
Jacobs, Diana							
	Bank 1						
		2018					

16/41

There is also a Wide version of this report which is often only printable on ledger-sized paper to be readable but can also be sent to Excel, CSV, Word or PDF.

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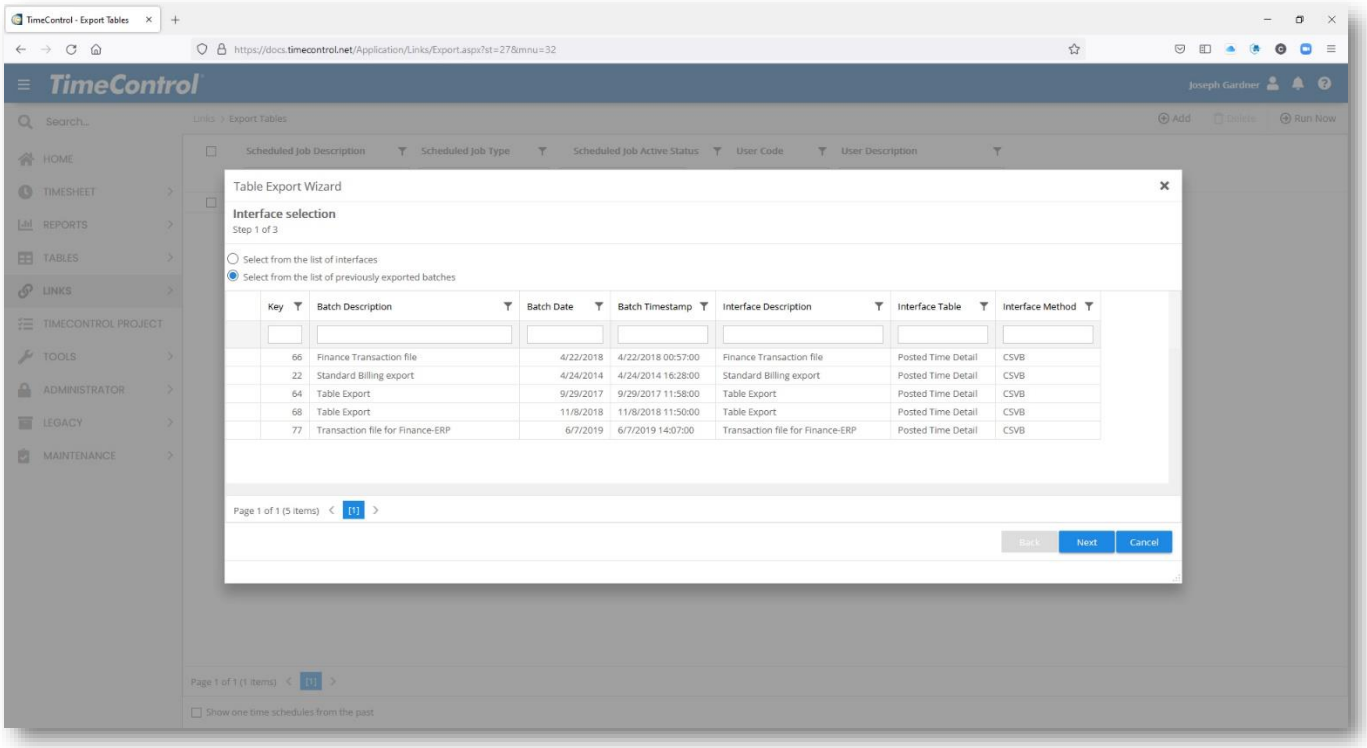
Batch Export Tracking

As a timesheet system, TimeControl was always designed with the understanding there would be a movement of data out of TimeControl towards other tools. Because of the financial nature of TimeControl's data and, in particular, because the data might be used for such sensitive processes as Payroll, TimeControl exports come with an internal "Batch Tracking" mode.

In the event of a transfer to an external system failing, Batch Tracking can be the solution to the question "How do we restart just that batch of data and nothing else?"

Imagine, for example, that an export has just been created for the Invoicing System. But, during the import from the transaction file from TimeControl, the Invoicing system had either an error, a crash or some other issue. The transfer was stopped. Now, the Invoicing people have asked for a new export file from TimeControl but *only of those records which it received before*. Batch Tracking is designed for just this.

In the Export Tables function, one of the first questions is "Export from the list of Interfaces" or Select from the list of previously exported batches.



When Batch Tracking is enabled for an interface definition, TimeControl adds a Key to all the records it is currently exporting. A description is optional. An Administrator can then re-create the export exactly as it was done in the past. This also allows TimeControl when creating new exports for a given period that it never exports that record twice. So, what if there were changes in timesheets from last month due to adjustments using Debit / Credit? When TimeControl exports last month it is only exporting those records which were not already part of a batch.

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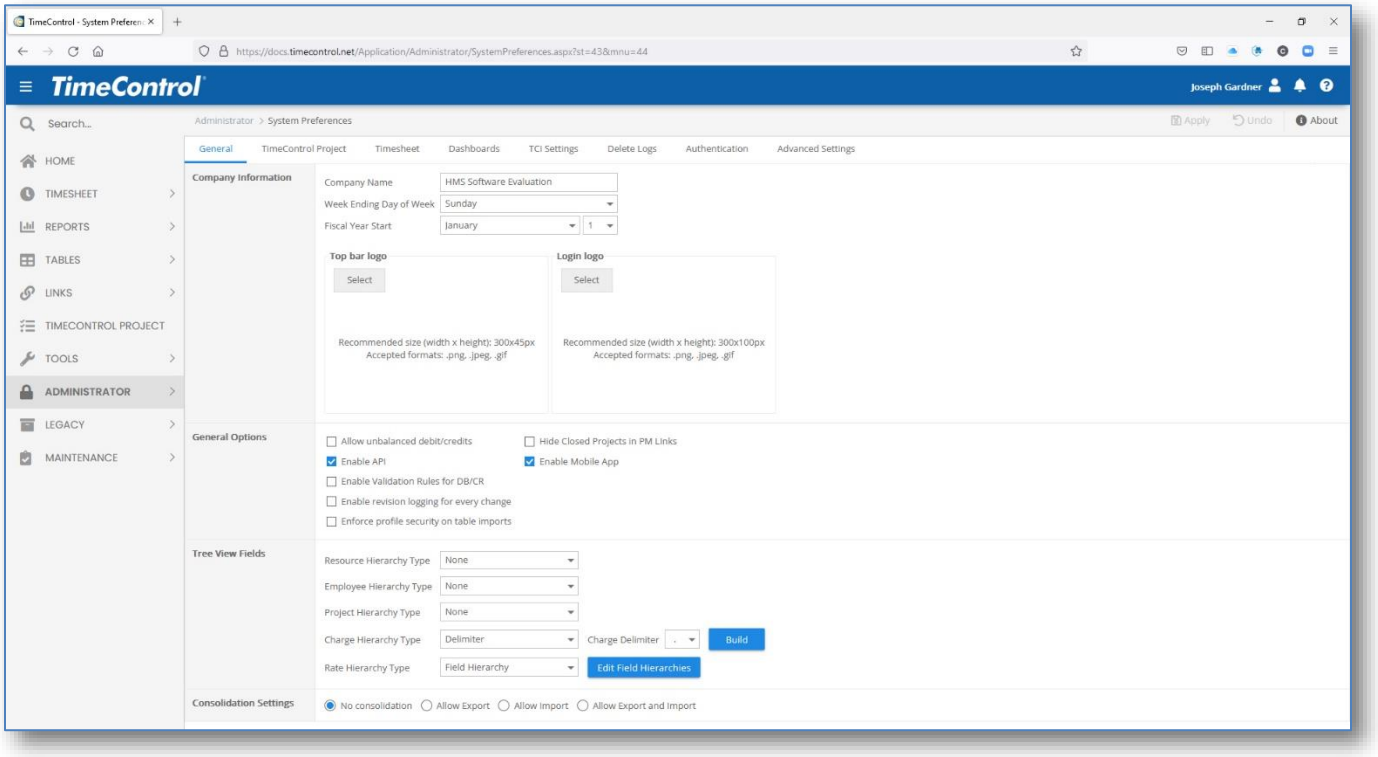
Administrator / System Preferences

TimeControl was always designed to be tremendously flexible. In some cases, there will be clients who are not interested in certain aspects of auditability. There are numerous settings that can be turned on or off that will affect how some of the auditable functionality we've described can be enabled or disabled.

General Settings

There are several settings of interest for auditability in the General Settings Tab.



Enable revision logging for every change

Typically TimeControl will create a historic record for the Employee and Charge tables whenever timesheets are posted that reference that record. This allows for referential integrity. However, there may be some who wish to keep a record of every change to these tables no matter how small the time the change is in effect or whether or not this change is referenced by any other element of TimeControl. In this case, select this option.

Allow unbalanced debit / credits

This options allows you to create debit/credit entries that to not have a zero balance. This will remove the Db/Cr requirement of making a change that only results in a total number of hours equal to the original posted total hours. It will also remove the requirement of crediting only charges that existed in the original timesheet.

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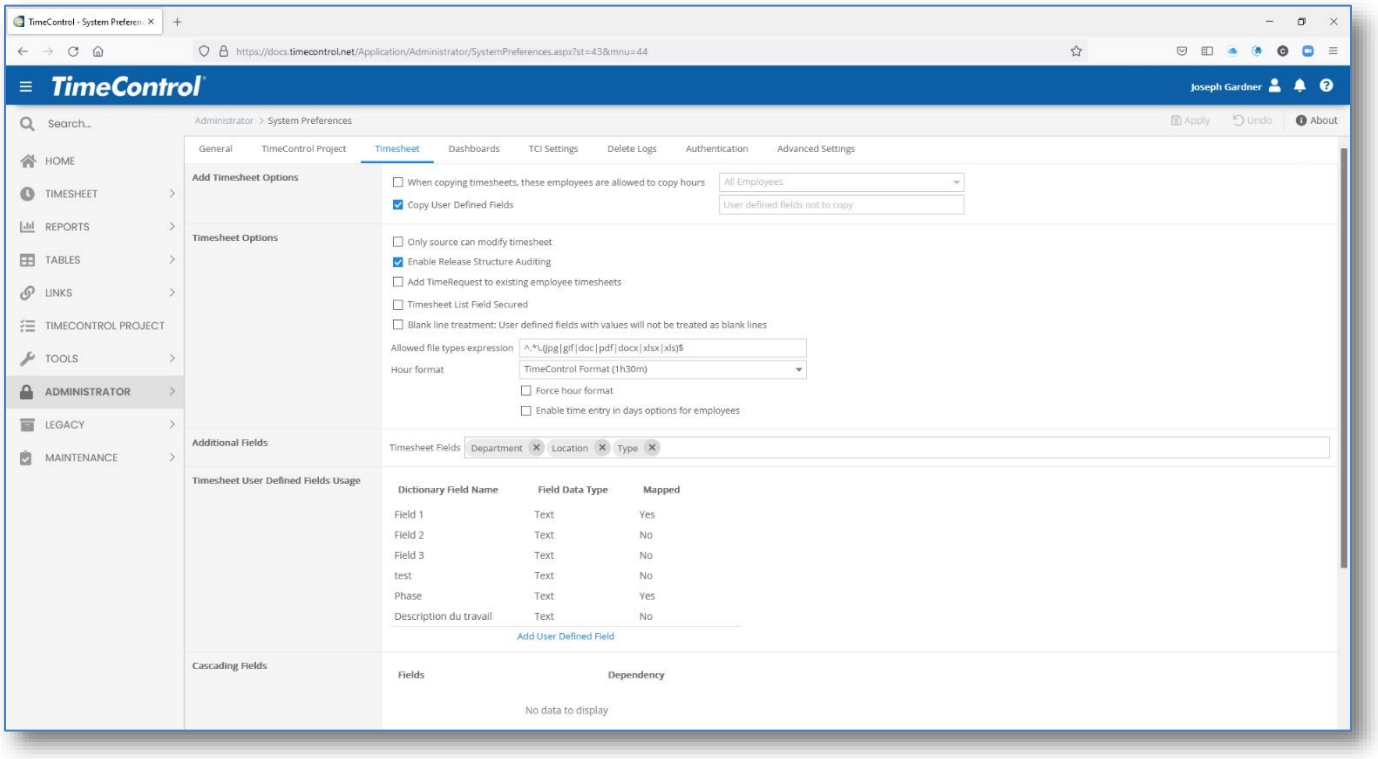
Timesheet Tab

This screen also has critical elements for auditing.



Only Source can modify timesheet

This option is selected by default. If this option is turned off, anyone who owns a timesheet may modify it. TimeControl keeps track of which user made changes, but there is no way of notifying the original source that changes were made. This means that an employee who enters a timesheet with 40 hours, may find that by the time the timesheet arrives at payroll, the total number of hours is reduced to 30 by a supervisor within the employee's release structure. In some business environments, this is completely unacceptable. Most notably in many government contractor scenarios, the alteration of source documents by anyone is not generally accepted.

Enable release auditing

This option determines if TimeControl will place an entry in the transaction log whenever a timesheet changes ownership. This log can be viewed from the Reports | Timesheet Release Log function.

Administrator / User Profile

The User Profiles area is specific to certain users. It is possible to grant more options on changing timesheets to some users instead of others. All the auditing rules we've described above still apply.

In User Profiles, control over menu items is the first place that constraints can be put in place so that most users don't even see options for affecting data. Constraints over fields and tables can further constrain who can access data right down to the field level. These options are important for an auditor to know as they close off avenues of inquiry over the data. If you've constrained access, little time need be spent proving that is true.

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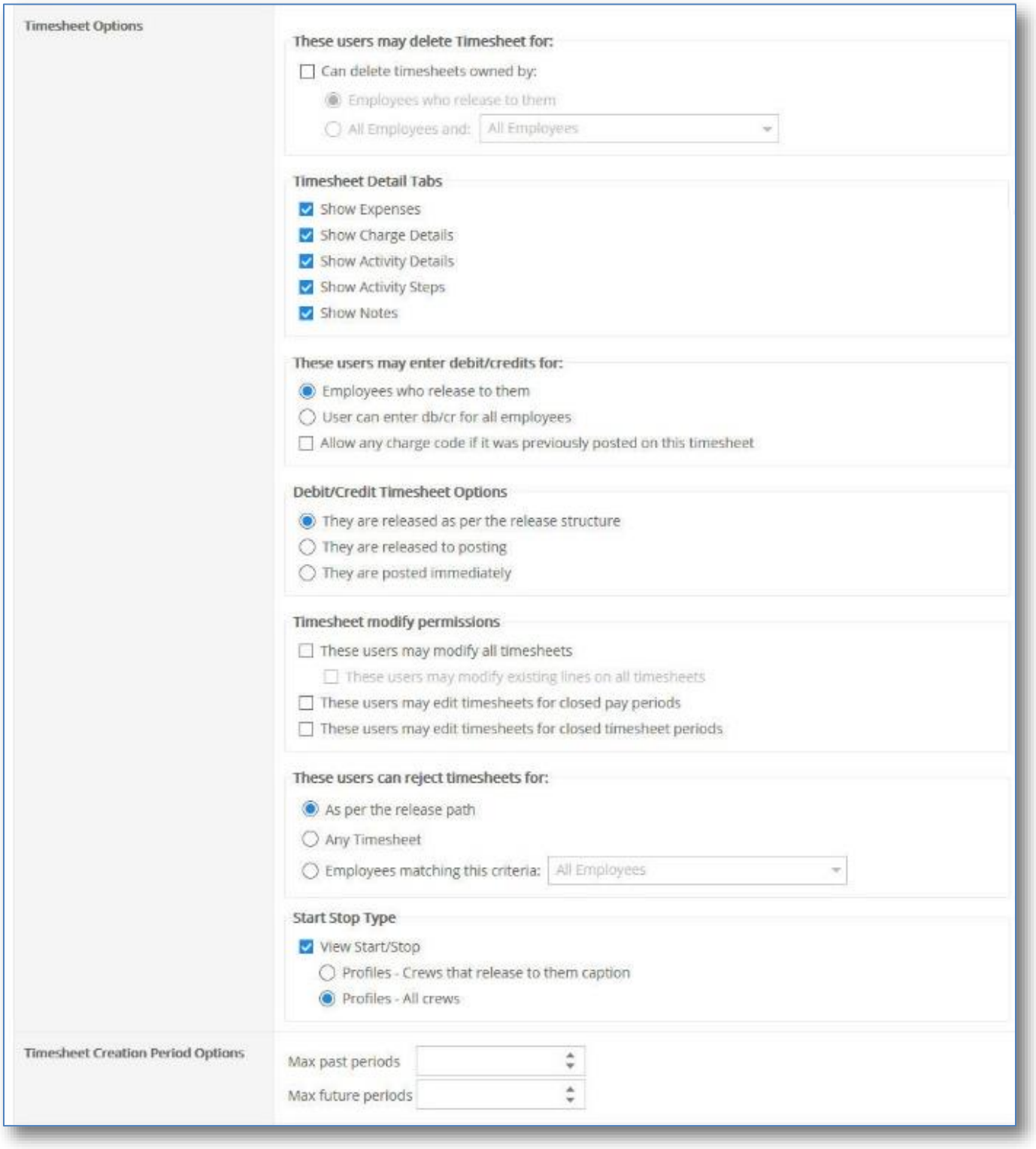
General Tab / Timesheet options

The General Tab / Timesheet Options includes other options.



Some settings that should be checked include:

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- ☑ Timesheet modify permissions
- ☑ These users may modify all timesheets
    - ☑ These users may modify existing lines on all timesheets
- ☑ These users may edit timesheets for closed pay periods
- ☑ These users may edit timesheets for closed timesheet periods

There is no option that will negate the auditability that has been described in the TimeControl architecture in the previous pages but for administrators to understand and to explain to their auditors, these options will be important to include or exclude certain tests from their timesheet audit.

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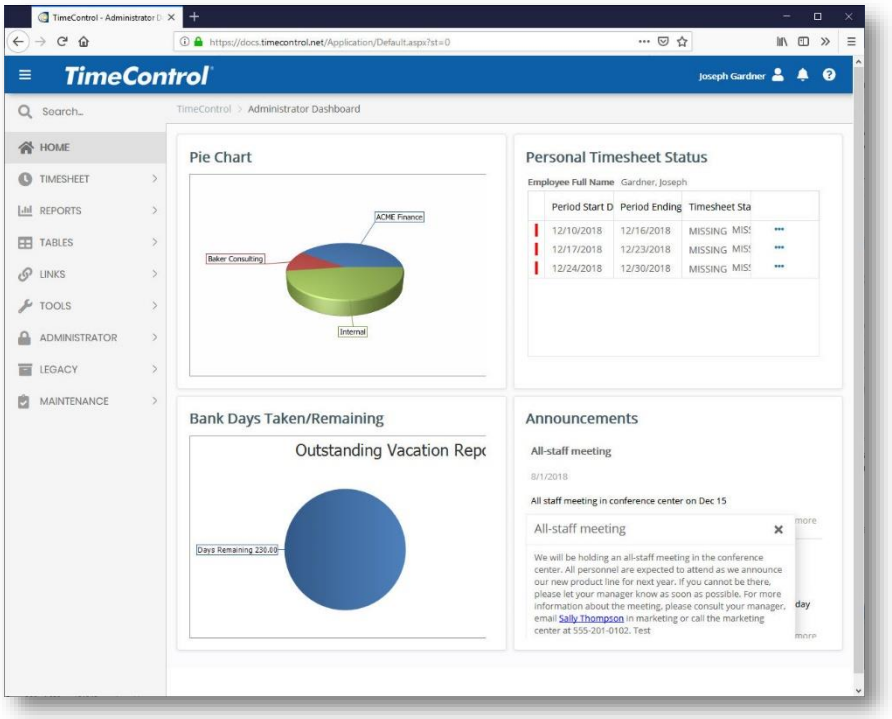
In today's economy, tracking productivity is more important than ever. It is no longer enough to know only how much time has been spent. Now management demands that you know what was done with the time. Many organizations are turning to project and task based management as a way of being more effective. One of the most difficult aspects of implementing project control is the capture and approval of labor actuals. *TimeControl* provides an electronic timesheet system designed to serve both Finance and Project Management



Subscribe in the Cloud Online or Install on-premises

TimeControl is available both as a subscription model with our Timesheet as a Service TimeControlOnline or as a purchasable license to be installed on your premises. You can find out more about our online subscription at www.timecontrol.net.

Multi-lingual

We know that not every user speaks English as their first language. TimeControl comes with a number of languages already in the system but every label and every message is open to the TimeControl Manage Languages module so you can change the existing translations or even add your own. This is a great feature for adjusting terminology in the system to match your organization's (The only word you can't change is: "TimeControl").

Easy to use web interface

TimeControl's interface is browser-based and user-intuitive. User Profiles determines what the user will be presented with and the user can define where TimeControl should start and what defaults they wish. End users can use a variety of browsers such as Internet Explorer, Firefox, Chrome, Safari, or Mozilla.

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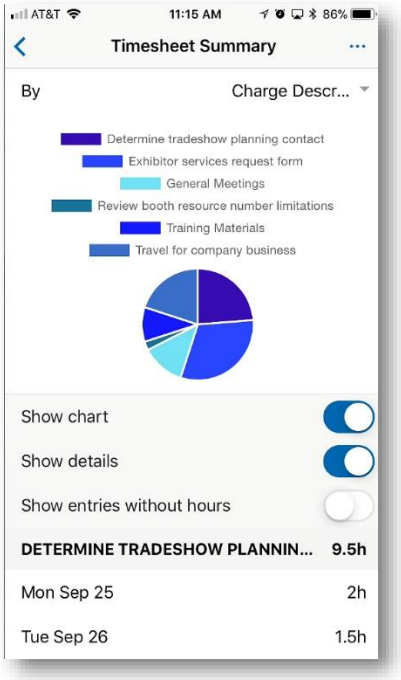
Free TimeControl Mobile App

TimeControl includes a free Mobile App available from the Apple App Store for iOS devices and Google Play for Android devices. Enter timesheet hours and expenses you can even manage approvals. When linked to TimeControl Industrial or TimeControl Industrial Online, you can also add Crew Timesheets and Material consumption.



Timesheet Approvals

TimeControl supports HMS Software's unique Matrix Approval Process for Labor Actuals which allows for quick authorization of project data. This process resolves the inherent conflict that is found when both the financial and project management hierarchies must approve timesheet data simultaneously. Automated validation of timesheet data is handled by TimeControl's remarkable Validation Rules . Additional approvals can be done manually with a simple Approve/Reject or Approve/Update process. The Project Manager Validation screen displays an easy-to-view hierarchical interface for managing project approvals.

Total Flexibility with User Profiles

TimeControl's User Profiles allows the Administrator to determine which menu choices, reports and fields are accessible by each user. The entire interface can be tailored to the user's individual needs. No other system on the market today offers this much flexibility.
Field level security ensures that only the information which is important to each user, is displayed. Fields can be made read-only or invisible, removing them from view entirely. This makes *TimeControl* at once a secure, deployable system and an easy-to-use one as well.

Links to Project Management Systems

TimeControl includes direct links to project management systems including Oracle-Primavera Pro and EPPM, Microsoft Project, Project Server, Project Online and Project for the Web, JIRA, Deltek's Open Plan and Cobra, ARES PRISM, InEight's Hard Dollar, BrightWork and SharePoint. In fact, multiple products and versions can be supported simultaneously.

Integrating with a project management system drastically reduces timesheet errors as only valid tasks will be available in which to charge time. Hours entered in *TimeControl* are returned directly to the project management system as activity and resource progress.
TimeControl also supports customizable export formats for integration with virtually any financial or HR system.

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 future timesheet.

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The TimeRequest module is, however, not restricted to just 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.

E-mail Enabled

TimeControl allows email notifications to be sent for various events such as missing timesheets, incomplete or non-approved timesheets as well as timesheets that were rejected or re-released for approval.

Expense Reports

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

Links to Payroll, HR and ERP/Finance

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 inefficency of mlutiple timesheets.

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. *TimeControl's* field-level security is always active so only the fields which a user has permission for will be shown. Predefined reports are available in a variety of formats which include posted timesheet data, table lists, printouts of the timesheets themselves and missing timesheet reports.

For more information

For a more complete description of TimeControl and its features, visit TimeControl.com. To try the timesheet system for free, visit freetrial.timecontrol.com.

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HMS Software Partial Client List

Amongst our many clients we're proud to include the following:

Engineering/Construction
CANAM
Koch Business Solutions
Keppel Floatec
JRI Engineering (Chile)
Aegion
SCX (UK)
Foster Wheeler
BOSCH Security Systems
ESI Inc of Tennessee
Karridale (Australia)

Manufacturing
Hamon Deltak
Tennant
Volvo-Novabus
Esterline Advanced Sensors (UK)
Kirchhoff Automotive
Progress Rail
Enerkem
Scheidt Bachmann
ASL Environmental Sciences

Defense / Aerospace
Aero Info (a Boeing Company)
CAE Electronics (Australia)
General Dynamics (Australia)
Safran
PAL Aerospace

Government
USCG (United States Coast Guard)
SFMTA (San Francisco Mass Transit)
Ville de Montreal
AEMO (Australia)
Alachua County
RBQ (Régie du Bâtiment du Québec
City of Rocklin
Ross Valley Sanitary

Technology
EXFO
Ricoh
Accedian
Videojet
Scisys (UK, Germany)
Ascendant (Bermuda)

Financial
Centre de Recherche Informatique de Montreal
CPA du Quebec
MCAP
Residential Mortgage
Value Recovery
Vancity

Health/Pharmaceutical
SmileDirect
Conduent
Sandoz
Zoetis

Conservation
Kawartha Conservation
Minnesota Land Trust
Conservation Ontario

Other
Kelly Services
Reebok-CCM
Pontoon Solutions

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About HMS Software

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 Aegion, CANAM, CAE, the City of Montreal, Electromotive Diesel, EXFO, Foster Wheeler, Kelly Services, the Government of Quebec, Pontoon Solutions, Reebok-CCM, Rolls Royce, Sandoz, SEFA, Volvo Novabus, Zoetis and hundreds of others.
HMS maintains offices in Montreal, Quebec and Toronto, Ontario.
For more information about HMS, please visit www.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 available on Google Play for Android devices and the Apple Store for iOS devices.
For more information about TimeControl please visit: Timecontrol.com.

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