

# Buy TimeControl, Subscribe to TimeControl Online or Write your own timesheet system

For more information contact:

**HMS Software**

189 Hymus, Suite 402

Pointe Claire, QC H9R 1E9

Tel: 514-695-8122

Fax: 514-695-8121

Email: [info@hms.ca](mailto:info@hms.ca)

Web: [TimeControl.com](http://TimeControl.com)



## Table of Contents

---

<b>Overview .....</b>	<b>1</b>
<b>Write it .....</b>	<b>2</b>
The challenges of writing organizational timesheet software .....	2
Internal Design Expertise .....	2
Distractions from your core business .....	3
Delay until Returns from the Investment .....	3
Project Risk .....	3
Developing to Commercial Standards .....	4
Maintenance .....	4
Other Assumptions .....	4
Total Cost of Ownership if you write it .....	6
<b>Buy it .....</b>	<b>7</b>
Why Buy? .....	7
Time to Solution .....	7
Ongoing Support, Maintenance and Upgrades .....	7
Help Desk Support .....	7
A world of functionality .....	8
Total Cost of Ownership if you Buy it .....	9
<b>Subscribe to it .....</b>	<b>10</b>
Why Subscribe? .....	10
Time to Solution .....	10
Security .....	10
Help Desk Support .....	10
A world of functionality .....	11
Total Cost of Ownership if you Subscribe to it .....	12
<b>Subscribe it, Buy it or Write it comparison .....</b>	<b>13</b>
Total Cost of Ownership Comparison .....	13
Business Benefit Comparison .....	13
<b>TimeControl Feature List .....</b>	<b>14</b>
<b>HMS Software Partial Client List .....</b>	<b>16</b>
<b>About HMS Software .....</b>	<b>17</b>
About TimeControl .....	17

---

Subscribe to it, Buy it or Write it?

Here at HMS we occasionally hear from companies who say that they don't feel the need to buy or subscribe to a timesheet system like TimeControl because they would prefer to write such a system themselves. This is a decision that deserves some critical thinking.

The design of the TimeControl timesheet system started in 1984. For 10 years HMS Software delivered numerous customized timesheet systems for organizations

The TimeControl timesheet system that was released to market as a commercial product in 1994 already had well over 100 person-years of design, coding and innovation. Ten years earlier, in 1984, HMS started writing timesheet systems for clients on a custom basis and all of the knowledge and expertise over those ten years would be put into the commercial product that we released in 1994. Given the remarkable amount of effort that went into TimeControl's initial design it is highly unlikely that a company would develop a system the same level of functionality as TimeControl without being in the timesheet industry. Moreover, each year that has gone by, TimeControl has evolved to keep up with changing technology architecture, servers, browsers, hardware, malware protection and more. The decision to create a custom-built timesheet system should not be a trivial one and it is critical to consider the true total cost of ownership before embarking on such an endeavor.

It is ironic that timesheets may be used for the least amount of an employee's work-week but the data represented in the timesheet may be some of the most critical business data in the entire organization. Timesheet data can be the source data for payroll, for client billing, for project statusing, for R&D tax credits, for Sarbanes-Oxley compliance, for managing banks of overtime hours and for managing any entitlement time like vacation or sick leave. As a result, the number of people and departments who feel they must be involved in a timesheet selection or development can rapidly expand to include personnel and management from a wide spectrum of the organization.

HMS has been developing timesheet systems for use with both Finance and Project Management departments since our very first client. Our expertise includes timesheet systems for use as time and attendance, time and billing, HR tracking, project tracking, R&D tax credit tracking and other government compliance.

Over the next few pages, we will outline some of the challenges an organization will face in deciding whether to buy off the shelf, to subscribe to an in-the-cloud service or to write their own timesheet system.

### **The challenges of writing organizational timesheet software**

Any team challenged with creating a corporate or department level timesheet faces a number of challenges. First among them is determining what about the internal requirements has necessitated custom designing a timesheet rather than selecting a Commercial Off The Shelf (COTS) application. There are some situations where the needs of the organization are so unusual that no commercial system can meet them and the organization must then decide if the additional expense, delay, effort, and distraction of writing a custom system are worth servicing those particular requirements.

Often a new design team who think of writing a timesheet system stop their estimate at the programming effort required to complete the interface which is, by far, the easiest and fastest aspect of the application to write. Far more complex are all the business rules that must be articulated, designed, and ultimately created.

If it has been decided that the organization must write their own timesheet, here are a few of the challenges that must be overcome.

#### **Internal Design Expertise**

Creating the timesheet interface is the simplest aspect of timesheet development. That's because almost all timesheets fundamentally look the same. The middle of the screen contains a grid with things to charge time against on the left hand side and periods of time during which you can charge it across the top. In the middle, the user enters hours, time, percentage or something that indicates how much time they spent.

The interface however, is perhaps 2% of a complete timesheet design. In order to complete the design of an organizational timesheet, you must first identify the internal expertise to design it. Often this expertise either is culled from the expertise of many different employees who are not system designers or is taken from external contractors who have expertise in other organizations.

One of the biggest challenges the designers first face is identifying who will need to have input into the final timesheet system. This first hurdle is usually a big one as it is not uncommon for timesheet design to involve the efforts of experts from IT, Finance, Payroll, HR, Project Management, Account Management as well as senior management. A designer who has built commercial timesheet applications in the past may be well suited to design the timesheet to accommodate the different clients of the system and this type of expertise is not often found on staff.

The next order of business for this team will be defining the process or processes that will be served by the envisaged system. These processes are often not well documented or even articulated so the design will need to start with articulating them. Also, when a timesheet is being written to serve multiple purposes at once, conflicting process priorities will need to be managed in order to complete a useful design.

In a worst case and unfortunately the most common scenario, the internal design may miss a critical element that will make the system un-deployable and necessitate a rewrite before the system is ever implemented.

## **Distractions from your core business**

The kinds of designers and programmers required to make an enterprise system like a timesheet are likely some of the most experienced in the organization. A typical timesheet team is between 4 and 8 personnel who will work for 6 months to 2 years to complete the project. Since the design of an organizational timesheet often touches the highest levels of management within Finance, Project Management and Operations, senior designers and programmers will often end up on this team.

These personnel will not, of course, be available for much else while the timesheet project is underway. The core business of the organization will be impacted by the loss of these personnel, particularly while design is underway. Also, senior management will need to be involved in the design phase and this too represents a distraction for these key personnel from whatever the business normally does.

The true cost of these interruptions are difficult to calculate but they can be significant. This is particularly true if the organization is currently going through a period of rapid growth or change.

## **Delay until Returns from the Investment**

Even with a perfect design, the perfect timesheet development team and complete cooperation from every involved manager during the design phase, there is a gap of time between the start of creating the timesheet system and the resulting deployment. If we accept that the team will not create a commercial quality system but rather a system designed only for internal use and that niceties like customized help, documentation, menu-driven flexibility etc. will not be required, it is common for an internal timesheet development project to take from 6 to 24 calendar months. During this delay, whatever the anticipated benefit, the "Return on Investment (ROI) is expected will not have arrived.

Automating a timesheet system can generate efficiency savings of between 5% and 15% within an organization by

- a) Having more accurate data of what personnel are doing with their time;
- b) Avoiding paying for time personnel are not working and;
- c) Avoiding excess time spent on timesheet collection and approvals.

Even if we calculate the potential efficiency savings at only 1% of employee's time, a commercial system like TimeControl is often paid for by increased efficiency in under 3 months. When the cost of the delay of received benefits are included in a Buy, Subscribe or Write analysis, buying or subscribing to a commercial system is almost always a better business decision.

## **Project Risk**

Many organizations who start design of a custom-built timesheet system underestimate the project in several ways:

- a) They underestimate the total cost of design, programming, testing and deployment
- b) They underestimate the size of team required to complete the project
- c) They underestimate the time required to complete the project to Finance system standards
- d) They underestimate the complexity of the design
- e) The underestimate the cost of maintaining and supporting the system

As a result, many custom-built timesheet projects are abandoned prior to completion. The cost to the organization in this case is compounded. Not only has the organization suffered the distractions of the

project, the costs of the incomplete project and the lack of efficiency while the organization waited for the benefits of the project but they still have no timesheet and must now either start over or return to a decision to select a commercial system.

## Developing to Commercial Standards

It's a given that in-house custom systems will not be written to commercial standards. This does not mean the software is poorly written, just that a range of features and advantages that you would need in commercially distributed software in order for it to be successful in the market are unlikely to all be found here. The features that might not be included in a custom system might include:

- Installation and System Documentation
- User Documentation
- Online help
- Localization for multi-language, multi-currency or other multi-national requirements
- Mobile Apps
- Menu-Driven configuration for security, system options and business validation rules
- Role Based Security
- Flexibility for user-defined fields, field relabeling, report writing or other user-manageable changes

The result of these types of absent features is that a team must continue to be made available after the project is complete for ongoing requests. For example, a user defined field can't be added by an Administrator. It must be added directly into the database by the programming team then programmed into the interface and labeled or as the Administrator requests. It must then be made visible on the screens on which it is required and within reports that were already written once by the programmers.

As a result, the ongoing support cost of an internal application is always higher than the support costs of a "Commercial Off The Shelf" (COTS) system.

## Maintenance

One of the aspects of writing your own system that is often overlooked during the estimate is the overall cost of supporting the product once you write it. Any modern software system requires constant maintenance just to keep up with an ever-changing technological environment. Every year there are changes to the underlying technology such as forced operating system upgrades, end of life of existing technology, server updates, browser updates, web server software updates, malware protection updates and updates to any system to which the timesheet is linked. That doesn't include a single request for enhancement to the system.

Organizations who have decided to write their own timesheet system are choosing to take on the long-term maintenance and support of that system for as long as it is in use.

Remember, also the expertise that created the custom timesheet will be amortizing its work across only one client ever. The core business of the organization isn't creating timesheets.

## Other Assumptions

We've made several assumptions in making this estimate which by any measure is conservative. Our assumptions include:

- ❑ Development includes system design, programming, testing, minimal on-line help and minimal documentation
- ❑ Only the minimal functionality for that organization would be created not the full functionality of TimeControl
- ❑ The resulting system would be a web-based interface
- ❑ No provision has been made for writing a mobile app for Smartphones or Tablets
- ❑ We've done our cost calculations below based on a 500 user system. The cost per user would be higher for a smaller number of users and lower for a larger number. However, once the system becomes used by 1,000 users or more, the complexity of the design expands as well.

## Total Cost of Ownership if you write it

Categories	Write				
	Year 1	Year 2	Year 3	Year 4	Year 5
500 Licenses					
Additional Annual license costs					
Year one setup					
Major upgrade initial setup costs					
Year one customizations					
Major upgrade costs					
Year one data migration					
Year one training					
Annual training					
Annual Maintenance and Support					
Hardware	\$25,000.00				
Annual hardware maintenance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Annual recurring costs (misc.)	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Internal Labor costs setup					
Internal Labor costs systems maintenance	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
1 Senior Business Analyst for 4 months	\$30,000				
4 programmers for 6 months	\$120,000				
1 Documentation for 4 months	\$16,666.67				
2 QA specialists for 3 months	\$30,000				
Annual Support, Maintenance, upgrades	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>Total</b>	<b>\$272,666.67</b>	<b>\$51,000.00</b>	<b>\$51,000.00</b>	<b>\$51,000.00</b>	<b>\$51,000.00</b>
				<b>Grand Total</b>	<b>\$476,666.67</b>

Total average cost of ownership per user per year: **\$190.67**



### Why Buy?

The key benefit of purchasing a Commercial Off the Shelf timesheet application such as TimeControl is the leverage of knowledge based on the many clients for which TimeControl has been deployed. The investment of HMS Software in this product is amortized across hundreds of clients and hundreds of thousands of users worldwide.

The results for an organization considering whether to buy or subscribe to TimeControl or write their own timesheet system can be significant.

### Time to Solution

TimeControl is one of the fastest enterprise timesheet systems to deploy. For organizations with a few hundred users, the deployment can be accomplished in a few short days and virtually always within a month. For multi-thousand user deployments, TimeControl is typically ready in 3-6 weeks and deployment to the entire organization is typically complete within two to three months.

This means that the organization starts receiving whatever benefits they are anticipating within days or weeks rather than 6 to 24 months later.

### Ongoing Support, Maintenance and Upgrades

HMS is supporting TimeControl and innovating all the time. A maintenance update of TimeControl is typically released every 6 weeks or so and a major upgrade of the system with additional and enhanced functionality every 14 months. This is possible because HMS is able to amortize our development investment across hundreds of clients.

Maintaining a full time development team that will enhance a commercial system makes a lot of business sense but the same logic does not apply for an organization who wishes to create their own internal system. For that organization, they must amortize their effort for one client only. Once the organization's custom timesheet is written, the team is typically disbanded.

In today's technical world, enterprise systems depend on a number of technology layers. These layers are changing all the time. Databases, Middleware Servers, Client Operating Systems, Project Management, and Finance/ERP systems, Firewalls, even the browser software on each user's workstation are being updated constantly. In this kind of environment, a team must be maintained just to keep the timesheet system up to date with critical environmental changes.

The evolution of TimeControl comes from several sources including our own internal developers and consultants but also from every client who uses TimeControl. This means that the ongoing evolution of the system enjoys the benefits of hundreds of world-renowned organizations who currently use the system. Every future client of the system enjoys the features that have been created by the input of these companies.

### Help Desk Support

HMS maintains full time help desk support for clients who experience difficulties with TimeControl. These personnel are dedicated to the timesheet system and are trained not only in TimeControl

functionality but also in the technology layers that support the product. Our Help Desk support personnel are able to take care of hundreds of TimeControl clients around the world.

For an organization to properly support their internal timesheet system they will either need to dedicate personnel to supporting it for the long term or, more likely, will offload the work to regular help-desk personnel who will not have intimate knowledge of how the internal system was created. This makes for less effective help for a critical internal application.

## **A world of functionality**

As a commercial product, TimeControl's functionality is diverse and extensive. TimeControl has been selected for use by some of the world's most recognizable organizations. While not every function in TimeControl is used by every client, buying TimeControl rather than creating a custom-built timesheet makes all of that functionality available for future use by that organization.

Among the many areas of functionality that has made the difference in a Subscribe to it, Buy it or Write it decision for some of our clients includes:

- Matrix Approvals and the entire approval process
- Automated Validation/Business Rules which can be applied flexibly at any level
- Automated Accrual module for managing overtime, banked time and time off
- Vacation Approvals through TimeRequest™
- A flexible report writer
- Drill Down analysis for ad-hoc queries of timesheet data
- Pre-existing project management system links for Microsoft Project, Microsoft Project Server, Microsoft Project Online, Oracle-Primavera EPPM, Oracle-Primavera Professional, Deltek Open Plan and Cobra, BrightWork, SharePoint, VersionOne and HardDollar.
- A flexible module to user-managed links to Finance, ERP, HR, Payroll systems and services
- A full-service bi-directional API with end points to pull and push data between TimeControl and other applications.
- A free Mobile App on the Apple App Store for iOS devices or on Google Play for Android devices
- A strong security architecture which is user-managed and supports security control down to the field level
- Proven Auditable structures for data and adjustments
- Over 1,100 pages of documentation for reference, users, report writing and installation/maintenance

## Total Cost of Ownership if you Buy it

Categories	Buy for on premise installation				
	Year 1	Year 2	Year 3	Year 4	Year 5
500 Licenses	\$45,000.00				
Additional Annual license costs	\$6,000.00				
Year one setup	\$6,000.00				
Major upgrade initial setup costs	\$2,400.00				
Year one customizations	\$5,000.00				
Major upgrade costs	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Year one data migration	\$1,500.00				
Year one training	\$3,000.00				
Annual training	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Annual Maintenance and Support	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
Hardware	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual hardware maintenance	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Annual recurring costs (misc.)	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Internal Labor costs setup	\$6,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Labor costs maintenance	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
<b>Total</b>	\$130,550.00	\$32,750.00	\$32,750.00	\$32,750.00	\$32,750.00
				Grand Total	<b>\$261,550.00</b>

Total average cost of ownership per user per year: **\$104.62**

### Why Subscribe?

The key benefit of subscribing to an in-the-cloud timesheet application such as TimeControl is the immediately access to the rich functionality of the system. When you subscribe to a system like TimeControl Online, you are experiencing the system that we installed, we support, based on the hardware we selected and we monitor. Any technical aspects of TimeControl Online that you might have had to manage yourself are all centralized at HMS with personnel who work with TimeControl every day.

With TimeControl Online, we know everyone is using the most recent version of the software because we keep it up to date all the time. We know the server operating systems are patched because we maintain them ourselves. We know the database is working properly and is not overloaded because we installed it, we configure it and we monitor it 24x7. That takes all the technical worries of the system out of your concern and leaves them with us. We are able to ensure great performance with TimeControl Online because we are able to tune the servers just for its use. One of the great results of this is that for over 5 years, TimeControl Online has enjoyed a better than 99.9% up-time.

### Time to Solution

TimeControl Online deploys ever faster than purchasing and installing TimeControl on premise because the system is already installed, established, and functional in the cloud. Access to your new TimeControlOnline environment can occur in an hour and configuration to get going can start immediately. For organizations of a few hundred users, the deployment can be accomplished in a few short days. For multi-thousand user deployments, TimeControl Online is typically configured and ready for production use in 2-4 weeks and deployment to the entire organization is complete within two to three months.

This means that the organization starts receiving returns on their investment immediately.

### Security

TimeControl Online is designed to be highly secure. Aside from HMS doing standard backups and backups being available for the client to download for their own security, the architecture of the system makes it trusted by clients in all types of industries.

TimeControl Online is hosted in the Amazon EC2 environment which has numerous layers of protection and SOC-1 certification. TimeControl Online follows the OWASP security standards and we audit the system regularly. You can find out more about TimeControl's multiple levels of security in the TimeControl White Paper: "TimeControl Online Security Architecture" available at:

[www.timecontrol.com/pdf/whitepapers/tconline7secure.pdf](http://www.timecontrol.com/pdf/whitepapers/tconline7secure.pdf).

### Help Desk Support

HMS maintains full time help desk support for clients who have any issues with TimeControl Online. These personnel are dedicated to the timesheet system and are trained not only in TimeControl functionality but also in the technology layers that support the product. Our Help Desk support personnel are able to take care of hundreds of thousands of TimeControl users around the world.

## **A world of functionality**

TimeControl Online enjoys all the functionality of TimeControl. You can find out more about the robust functionality of TimeControl at [www.timecontrol.com](http://www.timecontrol.com).

## Total Cost of Ownership if you Subscribe to it

Categories	Subscribe				
	Year 1	Year 2	Year 3	Year 4	Year 5
500 Licenses	\$37,500.00	\$37,500.00	\$37,500.00	\$37,500.00	\$37,500.00
Additional Annual license costs					
Year one setup	\$4,800.00				
Major upgrade initial setup costs					
Year one customizations	\$2,000.00				
Major upgrade costs					
Year one data migration	\$1,500.00				
Year one training	\$2,000.00				
Annual training	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Annual Maintenance and Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual hardware maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual recurring costs (misc)					
Internal Labor costs setup					
Internal Labor costs maintenance					
<b>Total</b>	\$48,300.00	\$38,001.00	\$38,002.00	\$38,003.00	\$38,004.00
				<b>Grand Total:</b>	<b>\$200,300.00</b>

Total average cost of ownership per user per year: **\$80.12**

# Subscribe it, Buy it or Write it comparison

## Total Cost of Ownership Comparison

Without even considering the dramatic impact of efficiency savings and the benefits of a timesheet written to commercial standards, the direct cost savings of a commercial tool can be summarized as follows:

Total Cost of Ownership if you...	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Cost / Year
Subscribe	\$48,300	\$38,000	\$38,000	\$38,000	\$38,000	\$200,300	\$80.12
Buy	\$121,550	\$32,750	\$32,750	\$32,750	\$32,750	\$252,550	\$104.62
Write it yourself	\$272,666	\$51,000	\$51,000	\$51,000	\$51,000	\$476,666	\$190.67

- This analysis is based on TimeControl costs at time of writing for buying or subscribing to 500 users.
- Costs are based in US dollars.

## Business Benefit Comparison

	Subscribe	Buy	Write it yourself
Delivery of finished product	1-2 hours	2-3 days	12-24 months
Use of internal staff who might otherwise be used on other projects	Only business staff	Business staff and; Internal IT staff	Business staff, Internal IT staff Programmers Business Analysts Testers Documenters
Feature set	Complete and evolving	Complete and evolving	Only what is designed in the project
Path to improvements	Releases every few months automatic upgrades each year	Releases every few months, upgrades available for installation each year	Only what the organization invests in for future development

## Easy to use Interface

- ✓ Full web-based browser interface with multiple browsers supported
- ✓ TimeControl can be optionally implemented within a SharePoint interface or a Microsoft Project Web Access interface
- ✓ Scalable 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
- ✓ Schedulable E-mail notification for missing or unapproved timesheets.
- ✓ Predefined timesheets based on resource assignments from the project management system or by user input
- ✓ Free Mobile App. TimeControl Mobile is available for free from the Apple App Store for iOS devices and from Google Play for Android devices

## Robust Architecture

- ✓ Open database architecture; support for Oracle, Microsoft SQL Server and, MySQL databases
- ✓ N-tier architecture makes system scaleable for 10 to 100,000 users
- ✓ 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

## Approval Process

- ✓ HMS's unique *Matrix Approval Process for Labor Actuals*™
- ✓ Unlimited automatic Validation Rules are user definable, 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

## Financial Controls

- ✓ Automated Validation Rules ensure financial rules are followed at the source
- ✓ Auditability of the timesheet and any changes ever made on a line by line basis
- ✓ Accrual Rules accrue on a per-timesheet or per-schedule basis for overtime, banked overtime or other needs
- ✓ Unlimited rate codes per employee and 20 cost types per rate code allow payroll, billing, job costing and, project costing all simultaneously



## Links to Project Management

- ✓ Direct integration with popular project management systems such as Microsoft Project, Project Server, Project Online, SharePoint, BrightWork, InEight's Hard Dollar, Oracle Primavera Pro and Primavera EPPM 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, JD Edwards and Microsoft Dynamics

## Time-off Request

- ✓ **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

- ✓ Internal reporting engine allows columnar, chart or blended reports to any device. Reports can be saved as Excel, PDF, JPG, RFT, CSV, 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

## Field Data Collection (with TimeControl Industrial)

- ✓ Crew Timesheet Entry
- ✓ Material Consumption Entry
- ✓ Equipment Usage Entry
- ✓ Production Accomplished Entry

- ✓ Extended Crew Rates
- ✓ Extended Non-Labor Rates
- ✓ Unique Approvals for Crews, Materials and Equipment

## 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
- ✓ .Net 4.5+
- ✓ Internet Information Services
- ✓ Microsoft SQL Server, Oracle, or MySQL database

### End-user:

- ✓ Web browsers: Internet Explorer, Flex, Chrome, Safari, Firefox, Mozilla

## Buy or subscribe

- ✓ Available for purchase for implementation on premises or as an Online subscription in the Cloud

## HMS Software Partial Client List

---

### Engineering/Construction

- ✓ Aegion
- ✓ Andritz
- ✓ EXFO
- ✓ Foster Wheeler
- ✓ Groupe Canam
- ✓ Hamon Daltak
- ✓ OPAL-RT
- ✓ Reebok
- ✓ Siemens
- ✓ SCX
- ✓ Steven Winter Associates
- ✓ Tennant

### Gas / Utilities

- ✓ Entegrus
- ✓ Enerkem
- ✓ Karridale
- ✓ Koch Business Solutions
- ✓ Husky Oil

### Manufacturing

- ✓ Georgia Pacific
- ✓ Progress Rail
- ✓ Tennant
- ✓ Tractor Supply
- ✓ Volvo Novabus

### Defense / Aerospace

- ✓ Boeing
- ✓ CAE Electronics
- ✓ Esterline
- ✓ General Dynamics
- ✓ Rolls Royce

### Government

- ✓ Government of Quebec
- ✓ Government of Saskatchewan
- ✓ Conservation Ontario
- ✓ State of Idaho
- ✓ Highlands County, Florida
- ✓ Minnesota Land Trust
- ✓ Regie des Batiments de Quebec

### Technology

- ✓ Accedian
- ✓ Cogiscan
- ✓ CRIM
- ✓ Invetech
- ✓ March Consulting
- ✓ Oce Graphics
- ✓ Ricoh
- ✓ Safran
- ✓ Scisys

### Services

- ✓ Pontoon
- ✓ Kelly Services

### Financial

- ✓ Ascendant Group
- ✓ CPA Quebec
- ✓ MCAP
- ✓ Residential Mortgage
- ✓ Segic
- ✓ US Properties
- ✓ Vancity
- ✓ Value Recovery

### Health/Pharmaceutical

- ✓ CADTH
- ✓ Iogen
- ✓ Sandoz
- ✓ Zoetis

---

Subscribe to it, Buy it or Write it?

## About HMS Software

---

Based in Montreal, Canada with offices in Toronto, HMS Software has been a leading provider of project management and enterprise timesheet systems and services since 1984. HMS Software's first customized timesheet application was written in 1984. With the launch of TimeControl as a commercial application in 1994, HMS Software began servicing clients worldwide.

HMS Software's client list reads like a who's who of business. It includes Aegion, CRIM, MCAP, Georgia Pacific, Xerox, Volvo Novabus, the Government of Quebec, CAE, Safran, Tractor Supply, General Dynamics, Siemens, Foster Wheeler, EXFO, Boeing, Value Recovery, Pontoon, March Consulting and many more.

For further information about HMS Software, please visit the HMS website at: [www.hms.ca](http://www.hms.ca) or contact us at [info@hms.ca](mailto:info@hms.ca).

### About TimeControl

First published by HMS in 1994, TimeControl has been adopted as an enterprise-wide timekeeping system by clients around the world. TimeControl is designed specifically as an activity-based-costing application and includes such features as hierarchical user structures to allow for multiple levels of timesheet authorisation and an open data architecture which makes the product ideally suited for integration with existing data systems in any organization. TimeControl is a true client/server system supporting Oracle, Microsoft SQL Server and MySQL.

For more information about TimeControl, visit our website at: [TimeControl.com](http://TimeControl.com).