

10 Reasons To Choose TimeControl with Microsoft Project and Project Server

1

Link to both Microsoft Project Desktop and Project Server at the same time

If you have a mix of both Project and Project Server or multiple versions of Project Server, TimeControl can save the day because it allows you to update multiple systems from the same timesheet. TimeControl links to Project Standard, Professional, Project Server and even other project technologies like Primavera and Open Plan all at the same time. Use one timesheet not many to take care of updating your projects.

2

TimeControlMobile included

TimeControl includes both a browser-based web interface and a mobile interface that can be used from your Smartphone. Whether you use an iPhone, Blackberry, Android or Windows Mobile7 device, you can access your TimeControl from wherever you are.

3

Automatically approve timesheet with Business Validation Rules

TimeControl includes an entire business rule system for timesheets. Administrators can check standards for payroll, HR or other criteria to catch errors such as “no more than 24 hours in a day” or rules such as “No overtime unless you are entitled to overtime and you have done at least 8 hours of regular time today” or “Always use the Acme Rate code for any Acme projects.” Rules can apply globally or for any group of employees.

4

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

TimeControl allows time to be managed against Vacation, Sick Leave and Personal time banks as well as any other banks of time you define such as accrued banked overtime. Administrators can determine the amount of time each employee should have in their bank and then ensure that rules about taking time from the bank are followed.

5

Extensive Rate functionality

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

6

The Matrix Approval Process for Labor Actuals™

HMS Software’s unique timesheet matrix approval process allows both organizational supervisors and project managers to approve timesheet data before that data is transferred to the appropriate external system. This allows you to use one timesheet system for both Project and Non-project personnel.

7

Missing timesheet email notification

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

8

Expense Reports

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

9

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.

10

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

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

TimeControl is an easy to use, flexible, timesheet system designed to integrate with Microsoft Project as well as Payroll, HR and Finance



TimeControl functionality

Easy to use Interface

- Full web-based browser interface with multiple browsers supported
- **TimeControl Mobile™** web interface for smartphones included
- TimeControl can be 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
- 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 scalable 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 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, Primavera 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 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

- Excel-like reporting format allows output to any Windows-compliant printer or 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

Purchase or subscribe

- Purchase **TimeControl** for an on-premises installation or;
- Subscribe to **TimeControlOnline™**, our hosted timesheet solution in the cloud

Hardware Requirements

- Server:
 - Windows Server 32 or 64 bit
 - .Net 3.5
 - Internet Information Services
 - MS SQL Server, Oracle, Sybase or MySQL database
- End-user Workstation
 - Web browsers: Internet Explorer, Safari, FireFox, Mozilla
- Administrator Workstation
 - Web browsers: Internet Explorer

HMS Software

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