



# Using TimeControl 6 for Time-and-Billing



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Not all timesheets are created equal. There are many types of timesheets on the market today each of which is typically designed for a particular purpose. Many organizations will actually have more than one timesheet system and each timesheet system will have its own supporters within an organization to promote its use. Here are some of the most common timesheet categories:

### Time and Billing

Time and Billing systems are most commonly used for professionals such as lawyers, accountants and consultants but are also often found within large organizations for internal chargeback of hours between departments. The basic purpose of a time and billing system is to capture hours, apply rates to those hours and then generate and justify invoices to clients. The key element of each detail item is the client identifier. Most time and billing systems allow for a descriptive element. This is to ensure that there is enough information to justify an invoice for each period. Terms such as “project” and “task” are common in such systems but they are usually best thought of as qualifiers for an invoice rather than a pre-determined set of tasks each with a schedule, budget and scope.

Time and Billing systems are often driven by per-client rates rather than per-employee, or per-project rate schemes.

### Time and Attendance

Time and Attendance timesheets are the most common types of timesheets on the market. They are typically delivered as part of the corporate human resources (HR) system or the corporate financial or ERP system. Time and Attendance systems focus primarily on how much time you have spent working for the organization during a particular period and whether or not you should be paid for this time. Often, these systems are intimately linked with the organization’s payroll or Human Resources system. They usually allow for the entry of whether or not an employee worked, whether special pay is required for example for overtime, exception days such as holidays, vacation or, sick leave.

Time and Attendance timesheets are divided into two types of entry: Positive-Entry or By-Exception. A Positive-Entry system requires each employee to complete his or her timesheet for a given period. A By-Exception-entry system requires a timesheet only for recording absences with the reason for the absence.

### Project-update timesheets

These days, almost every project scheduling system includes some kind of timesheet entry. These interfaces are designed to allow end-users to enter time against any activity. The data, once entered, is used to update the activity’s resource progress. There is often some level of project-manager approval commonly referred to as line-item approval.

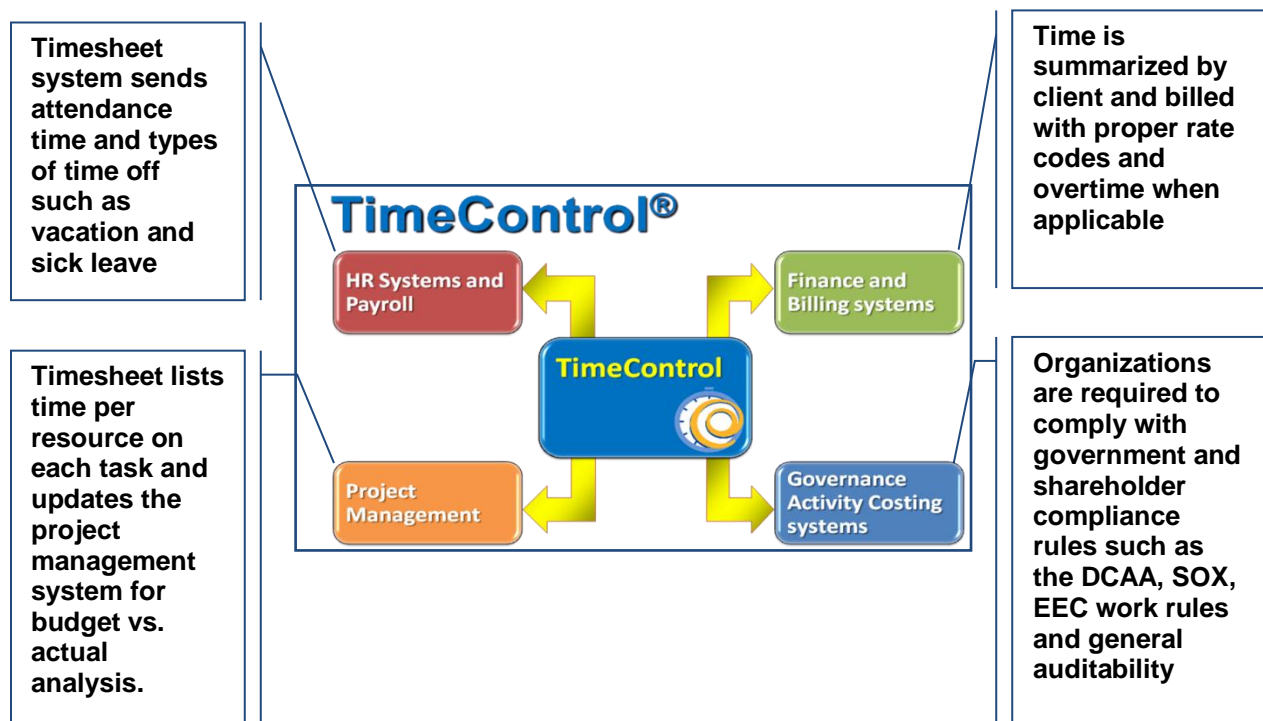
For many project management environments, this type of timesheet is all that is required. However, these timesheets and the architecture used to produce them are rarely sufficient for financial purposes. It would be unfair to characterize this as a deficiency of these systems.

The first thing to remember is that most project management systems are, by their very nature, forward-looking analytical tools. For a planner, the actual-hours per task is only interesting to the degree it reveals the future. A planner, for example, might elect to delete a task from a project. Perhaps future plans have changed and no additional work will be done on that task. Or, perhaps the task will be replaced by two or three other tasks which have been now defined in more detail. No problem for the planner, they are only interested in what will happen in the future. For anyone interested in historical data, however, there may be more of a problem. In many project-update systems, the loss or change of an activity means the automatic removal of any data linked to that task. Even if data is not deleted, the financial controls such as post-period adjustments, financial approvals, and business rules compliance are rarely managed within such systems. Even simple functions such as determining if all timesheets have been entered are often not supported in such a system. This makes project-update timesheets best suited when only the project data must be updated.

## TimeControl

For some organizations, there is a desire to collect time in a single system and then use it for multiple purposes across the organization. HMS Software's TimeControl is such a system.

TimeControl is a highly flexible timesheet system which can be configured to collect data at the task level and configure the various tables and elements of the system to allow that data to be validated, costed, approved and audited with an intent that the data will ultimately be returned to multiple systems including project management, finance for job costing or invoicing, human resources for vacation management and payroll. TimeControl must include the financial controls which allow their data to be Finance quality and the facility to be integrated directly into the financial, human resources system as well as project management systems. Timesheets can be implemented for individual departments, for small to medium sized business or in a large-scale organization. TimeControl was designed for businesses where there is a need to determine not only how much time has been spent but what that time



was spent on.

Because TimeControl includes both the ability to link to a project-management system and the financial controls which allows the Finance system to accept their data, they can be used to fulfill the needs of time and attendance, time and billing and project-update requirements at the same time.

This paper will focus on how TimeControl's features and functionality supports a Time and Billing structure. For information on how TimeControl can simultaneously fulfill other needs, see the solutions areas of the TimeControl website at [www.timecontrol.com/solutions](http://www.timecontrol.com/solutions).

## TimeControl is ready for billing

TimeControl includes a wide range of functionality that makes it ideal to be used in a Time and Billing scenario. The TimeControl Rates table has unparalleled flexibility to track an unlimited number of rates per employee. For *each* rate code, there are up to 9 values which can be tracked allowing management of both internal costs and external pricing from the same line of a timesheet.

The Project, Task and Employee tables all allow an unlimited number of user definable fields to be created allowing projects to be grouped by Client, Tasks to be grouped by project and non-project categories and Employees to be identified as part of any or multiple groups at the same time.

TimeControl approval process includes automated business validation rules, unlimited levels of manual approvals and HMS Software's unique *Matrix Approval Process for Labor Actuals*™.

Reporting functionality is extensive as is TimeControl's ability to link to external systems such as project management, Finance, ERP and Payroll.

But this all starts with simple and easy-to-use timesheet entry and our look at TimeControl for Time and Billing starts there.

### An easy to use timesheet interface

	Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	ETC
<input type="checkbox"/>	AUTO	Automated System	AUTO.AS108	Install System Controller	AUTO-S									
<input type="checkbox"/>	INTERNAL	Internal charge codes	INTERNAL.MEETINGS	General Meetings	HMS-S									
<input type="checkbox"/>	RFP	Request for Proposal for new ERP System	RFP.1	Review Threat	RFP-S									
<input type="checkbox"/>	POLAR	Polar Development	POLAR.1.1	Design Interface	POLAR-S									

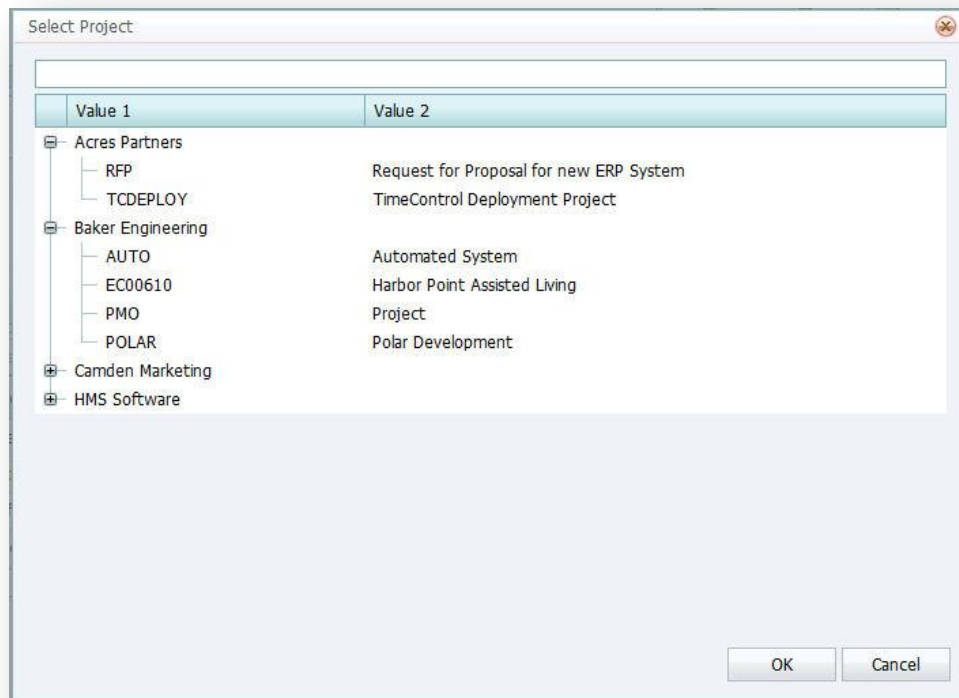


TimeControl's timesheet is simple to access from within a wide range of possible browsers. It supports Internet Explorer, FireFox, Safari, Chrome Mozilla (under Linux) and even includes a mobile interface.



End users need only go to their timesheet daily or weekly and enter several lines of information. TimeControl can be configured in numerous ways. We've set up the data for this time and billing example to associate projects to a list of clients and then tasks to a list of projects but TimeControl could also be configured to show just a list of clients and then show mandates below each client as a simple list of possible charges or as a hierarchical list with more detail.

When the next week's timesheet is created the user can elect to start with a blank timesheet, to copy the charge list from a previous week or to automatically pre-load a specified list of tasks. Then, when adding new tasks, they first select the project. In this case, the projects are listed within the Clients as a hierarchical list:

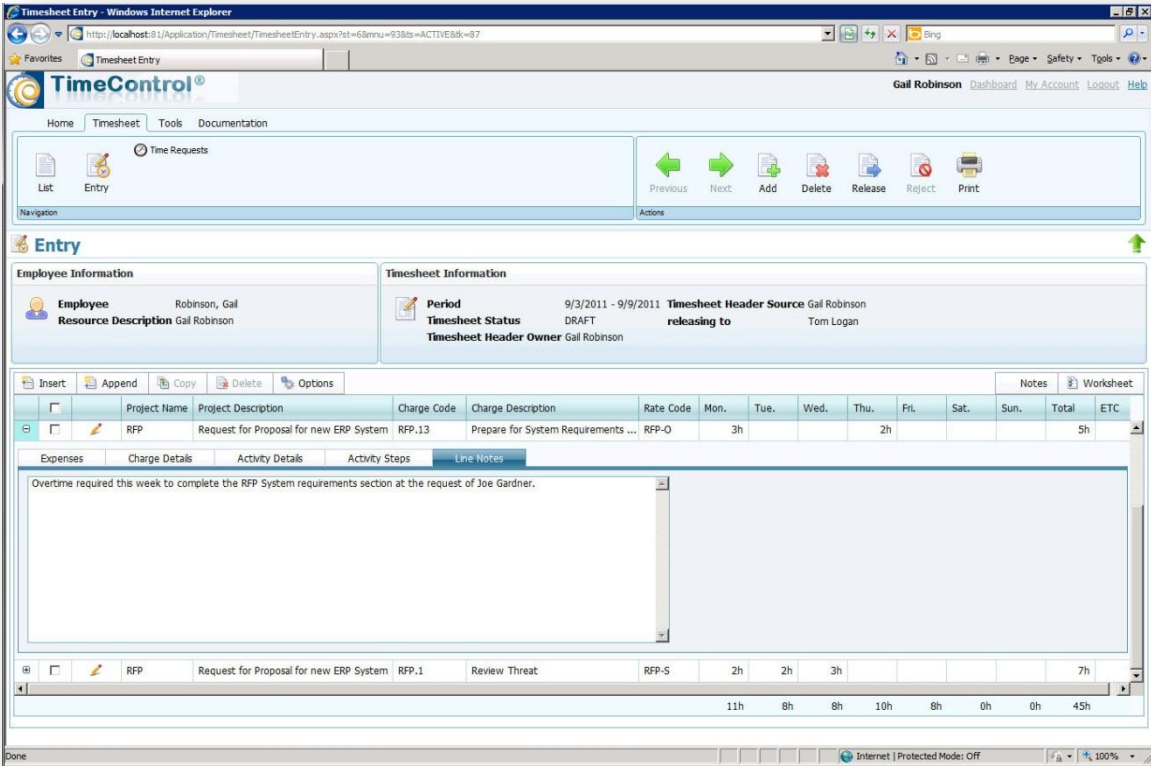


For each project there may be numerous charges. TimeControl can also support an unlimited number of possible rate codes. In our example, we've made a rate list per employee that allows multiple rates per project. The user sees a simple drop down list to select from. In our example, we've made a standard rate, an overtime rate and an unbillable rate for each employee for each project.

RFP-O	GAILR: RFP project overtime rate
RFP-S	GAILR: RFP Project standard rate
RFP-U	GAILR: RFP project unbillable rate

So Gail sees only her own possible rates and then applies the appropriate selection to a particular line item. This allows TimeControl to have an employee billed out at different rates for different projects. In a single day, this employee could be billed out at one value to one client, at a different value to another client and at yet a third value for internal work. Even within the same project, an employee could have multiple rates. In our rather simple example, there are only three possible choices per client but it would not be uncommon to have premium rates for certain employees for particular tasks or roles that they are fulfilling. TimeControl has no restriction on the number of rates per person that can be applied.

Each line can also include free-form notes to describe work that was accomplished. This may be very important later if there is a question about an invoice and if additional justification is required.



The employee does not typically see the value for each rate code or some of the categorizations of the work or other data elements. Whether they enter their information in the mobile interface or the web interface, the entry is quick and simple.

TimeControl also supports delegation in case an employee is unable to accomplish their timesheet duties at a particular time. They can allocate their TimeControl responsibilities to



another user who will be able to enter data on their behalf. In the background however, TimeControl is keeping track of who actually entered the data.

TimeControl also includes extensive auditing procedures making it a good selection for projects which must comply with R&D tax credit rules, the Defense Contract Audit Agency or other auditing constraints.

As easy as TimeControl is for the end user is as flexible as it is in how it can be configured. Over the next few pages we'll show how you can configure TimeControl for Time and Billing.

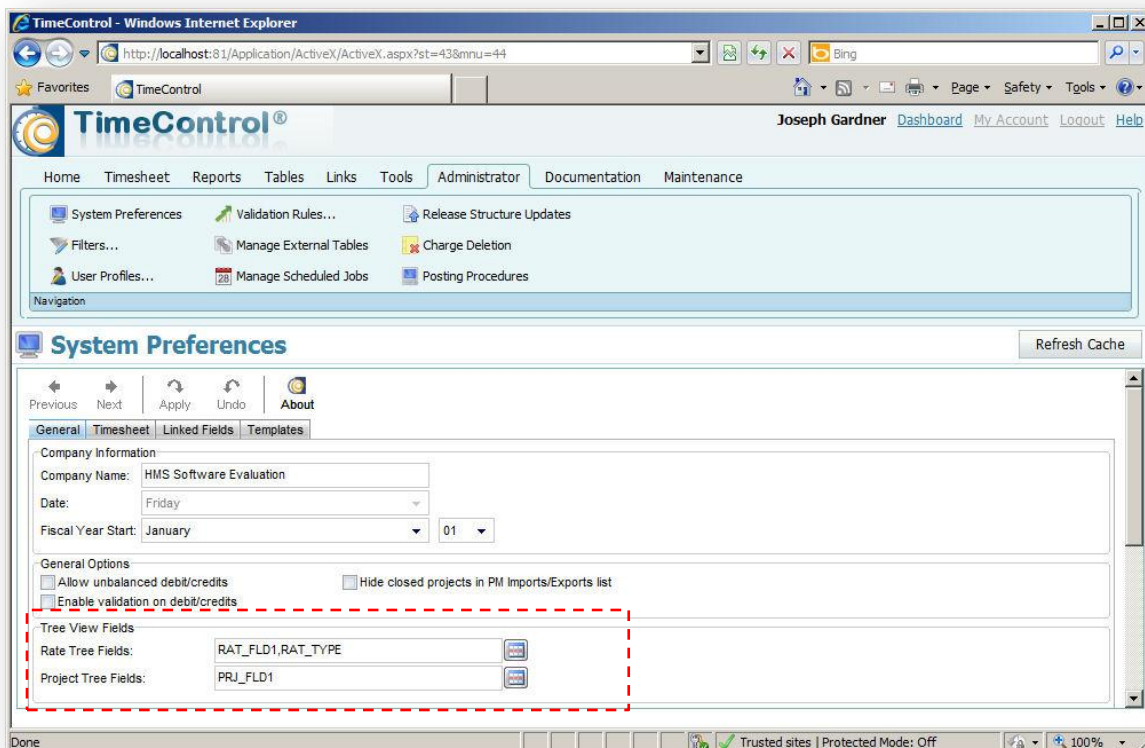
# Configuring TimeControl for billing

In our example, we've elected to maintain TimeControl's default project/task structure for data and to group the projects within clients. This is a common choice for TimeControl implementers when TimeControl will be used not just for Time and Billing but also for other purposes such as project tracking, time and attendance and human resources tracking. For clients who will only do Time and Billing with this implementation, another way to configure TimeControl would be to rename the "Project Table" as the "Client Table" and then have charges(tasks) within each client. This would make for a simpler structure.

## Linking Projects to Clients

In our example, we want to group the Project table entries within a list of clients. To do this we used one of the already existing user definable fields in the Project table for "Client" and made a list of clients in that field using the Edit Links feature. Now we'd like to show the projects grouped within the list of clients in a hierarchy. We do this on the System Preferences screen.

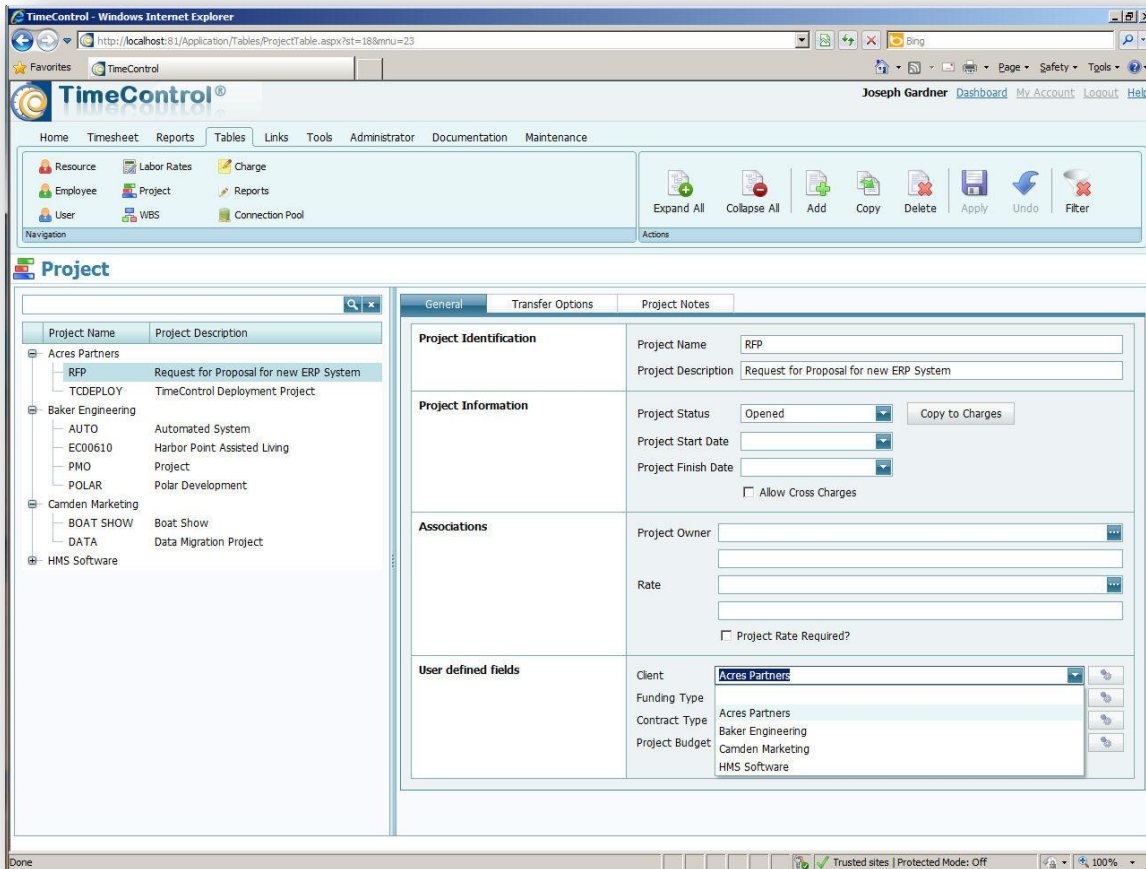
We've decided to group not just the projects but also the rates in this manner and by selecting a list of fields to group that data here, the effect will be what we showed in the first few screens.



We start by using an existing user defined field in the Project table for client name. Alternately we can add a new field.

You'll need the right to alter the table to add a new field and you'll need the right to edit links to modify the links.

Once we've done this we can associate each project in the Project table to one of the Client values. Given the setting in the Systems Preferences area, the projects will now group by project as we do so just like in the example below.

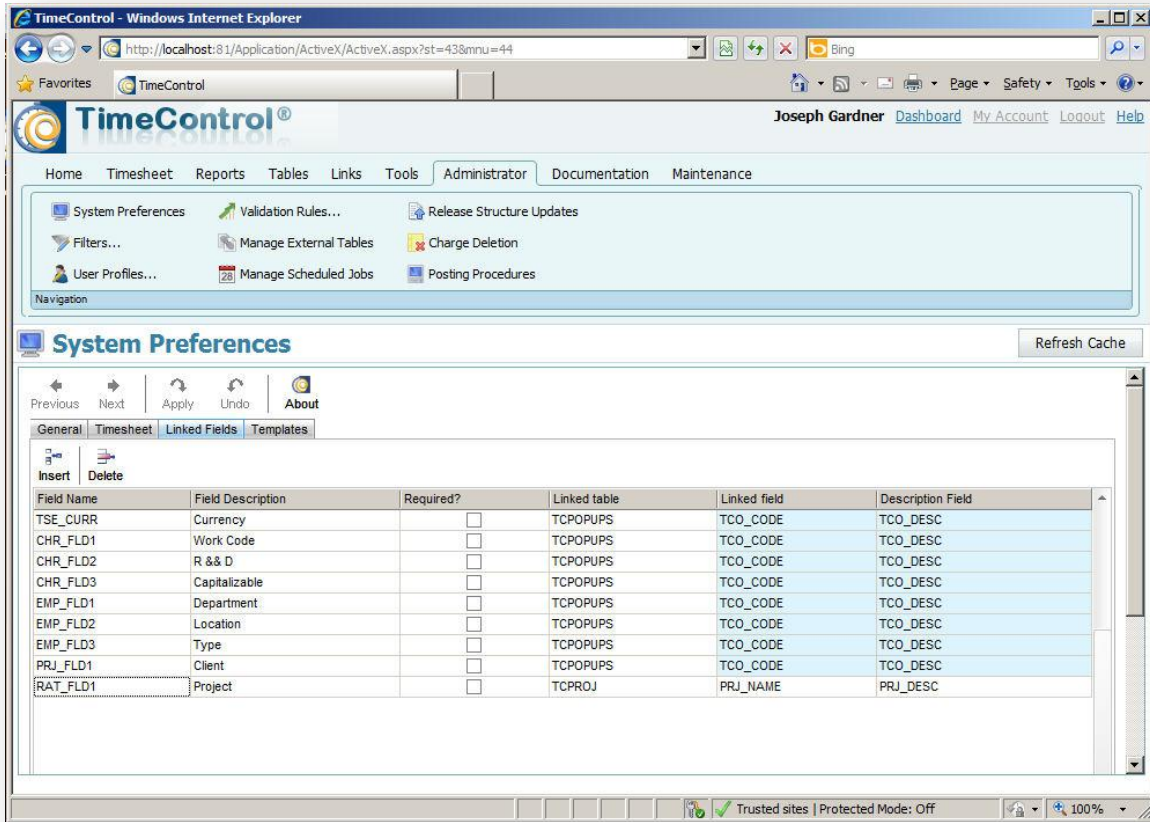


## Linking the Rates table to the Project table

We're planning to make rates that are project-specific and to do that we can use a powerful feature in TimeControl that allows us to relate one table to another.

In the Systems Preferences area, going to the "Linked Fields" tab shows us the pop-up values for any fields that have been defined. When we use the "Edit Links" button on the user-defined fields, it typically adds a definition to the TCPOPUPS table and those references are shown in this list. However, we'd like to not have to retype all the project names using the Edit Links feature. Instead, we'd like to just show a pop-up list of values in one of the Rates table fields that comes from another table, in this case the Project table. By adding a reference here, we relate the RAT\_FLD1 value (soon to be called the Project name) in the Rates table to the TCPROJ table (the list of projects).

Now the Project field in the Rates table will show a list of projects from the Project table.



## Project Rates for costing and billing

With the Rates table now linked to the Projects table we can begin assembling our rate structure. Each rate can be grouped by whatever criteria we wish. In this example, we are grouping by Project and then by Type (Global, Resource or Employee)

The screenshot displays the TimeControl web application interface. The browser window title is "TimeControl - Windows Internet Explorer". The address bar shows the URL: <http://localhost:81/Application/Tables/RateTable.aspx?st=18&nu=22>. The page header includes the TimeControl logo and user information: "Joseph Gardner Dashboard My Account Logout Help". The navigation menu includes: Home, Timesheet, Reports, Tables, Links, Tools, Administrator, Documentation, Maintenance. The main content area is titled "Labor Rates" and features a tree view on the left and a detail form on the right. The tree view shows a hierarchy of rate codes: AUTO (Employee, Global), INTERNAL, POLAR (Employee, Global), and RFP (Employee). The detail form for rate code "AUTO-S" is active, showing fields for Rate Information, Associations, Rate Values, and User defined fields.

Rate Code	Rate Description
AUTO-O	GAILR: Automation Project overtime rate
AUTO-S	GAILR: Automation project standard rate
AUTO-U	GAILR: Automation project unbillable rate
AUTO-O	TOML: Automation project overtime rate
AUTO-S	TOML: Automation project standard rate
AUTO-U	TOML: Automation project unbillable time
Global	AUTO-S Automation project standard rate
INTERNAL	
POLAR	
Employee	
POLAR-O	GAILR: Polar project overtime rate
POLAR-U	GAILR: Polar project unbillable rate
POLAR-S	GAILR: Polar Project standard rate
POLAR-O	TOML: Polar project overtime rate
POLAR-S	TOML: Polar project standard rate
POLAR-U	TOML: Polar project unbillable rate
Global	
RFP	
Employee	
RFP-O	GAILR: RFP project overtime rate
RFP-S	GAILR: RFP Project standard rate
RFP-U	GAILR: RFP project unbillable rate
RFP-O	TOML: RFP project overtime rate

**Rate Information**

Rate Code	AUTO-S
Rate Description	GAILR: Automation project standard rate
Rate Type	Employee

**Associations**

Rate Employee	GAILR
Rate Resource	Robinson, Gal

**Rate Values**

Internal Cost	\$30.00	Billing Rate	\$55.00	Rate 3	\$0.00
Rate 4	\$0.00	Rate 5	\$0.00	Rate 6	\$0.00
Rate 7	\$0.00	Rate 8	\$0.00	Rate 9	\$0.00

**User defined fields**

Project	Automated System
Rate Field 2	
Rate Field 3	

Before entering the rates, it's a good idea to design how our project rates will work. This has often been dictated by the types of contracts that have been signed. Do you need different billing rates for different staff? If so, then doing employee-based rates by project is ideal. This is the most common scenario in a Time and Billing situation so that's how we've defined the rates here. However, your situation may be different. Given the vast range of billing situations, it's good to do some thinking before entering all the rates.

TimeControl's rate functionality allows the most specific rate code to be selected. In our situation we'll create a default project rate for each project with the project name and a "-S" appended to it. That will have to be a Global rate so the Project table will accept the rate. Then we'll create an employee-specific rate with the same rate code (e.g. RFP-S) and associate that with a particular employee. This allows many employees to use the same rate code but to each have different values associated with that code!

For each rate code, TimeControl allows up to 9 values. We've renamed "Rate 1" to the "Internal Cost" rate and "Rate 2" to the "Billing Rate". As you can see in the example, the

values are quite different. This allows us to get the actual cost of time recorded in the timesheet to be tracked distinctly from the billable amount.

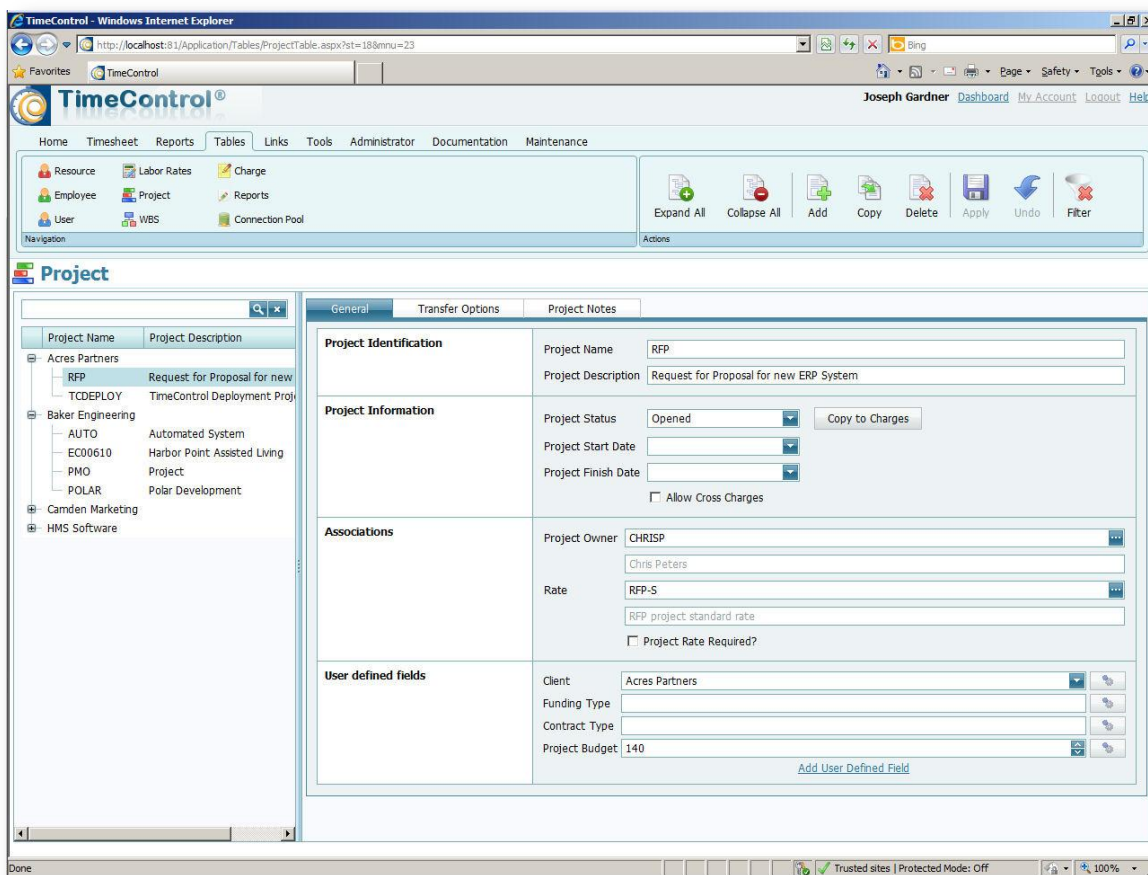
As an example, we have rates for Gail Robinson on the Polar project defined as follows:

Rate code	Rate description	Internal Cost	Billing Rate
POLAR-O	GAILR: Polar project overtime rate	\$30.00	\$90.00
POLAR-S	GAILR: Polar Project standard rate	\$30.00	\$50.00
POLAR-U	GAILR: Polar project unbillable rate	\$30.00	\$0.00

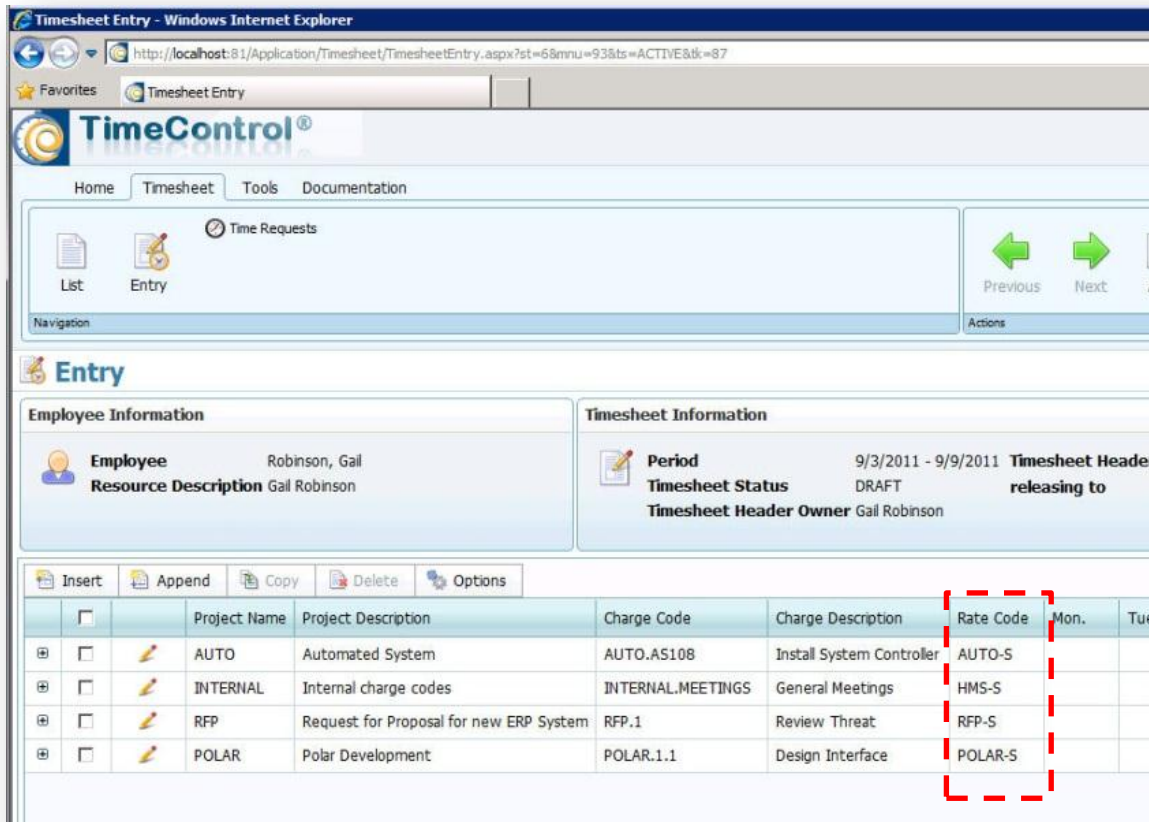
The way this is defined we cost Gail at \$30.00 per hour regardless of whether she does regular time, overtime or unbillable time. Based on our contract with the client, we invoice her time at \$50.00 per hour for standard hours. We invoice the client \$90 per hour for Gail’s overtime but internally we cost her at \$30.00 per hour (perhaps Gail is a salaried employee or perhaps we have a banked-overtime structure) and even though it costs us \$30.00 per hour, we don’t charge for unbillable work.

It’s common to design these rates in a spreadsheet like Excel and then import the rates directly into TimeControl (We did when we created the examples for this paper.)

Once we have these project-based rates and a global rate such as “POLAR-S”, we can make a default rate in the Project table.







With these configurations in place, assigned tasks that appear to the end user or tasks that they add to their timesheet will automatically have a default project-rate associated to them and the end user need only enter their hours for those tasks.

TimeControl is now configured for billing. We need only enter the charges that are appropriate to the work we have to bill against and the non-project tasks which will account for our complete timesheet. The end users will enter their hours and submit their timesheets for approval.

Once timesheets are approved, we are able to create fully auditable adjustments to them using the Debit/Credit function within TimeControl. This could allow us to make some hours unbillable or to redistribute hours which were incorrectly allocated against the wrong task or project.

TimeControl tracks not only the approvals of the original timesheet but also the user name of anyone who makes adjustments later.

## Audit changes with Debit/Credit

TimeControl's Debit/Credit mechanism can be as rigid or as open as desired. It allows adjustments of completed timesheets with both negative and positive changes identified along with the source user of the original data and anyone who has made adjustments to it.

The screenshot shows the 'Debit/Credit Entry' page in the TimeControl application. The page is divided into several sections:

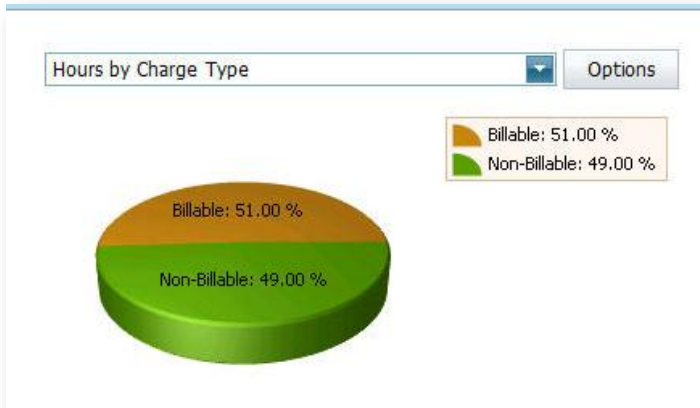
- Navigation:** Includes links for Home, Timesheet, Reports, Tables, Links, Tools, Administrator, Documentation, and Maintenance. There are also icons for Debit/Credit Entry, Batch release, Timesheet Posting, Drill Down Analyzer, Project Manager Validation, and Time Requests.
- Employee Information:** Shows Employee: Robinson, Gail and Resource Description: Gail Robinson.
- Timesheet Information:** Shows Period: 9/17/2011 - 9/23/2011, Timesheet Status: DRAFT, Timesheet Header Source: Joseph Gardner, and Timesheet Header Owner: Joseph Gardner.
- Table:** A table with columns for Project Name, Project Description, Charge Code, Charge Description, Rate Code, and days of the week (Mon-Sun). It shows time entries for various projects, including a debit of 6 hours from 'Design Interface' to 'Design Reports'.

Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	Source
INTERNAL	Internal charge codes	INTERNAL.VACATION	Paid Vacation	HMS-S						8h		8h	Gail Robinson
RFP	Request for Proposal for new ERP System	RFP.1	Review Threat	RFP-S	2h	6h	2h	2h				12h	Gail Robinson
POLAR	Polar Development	POLAR.1.1	Design Interface	POLAR-S	6h	2h	6h	6h				20h	Gail Robinson
POLAR	Polar Development	POLAR.1.1	Design Interface	POLAR-S					-6h			-6h	Joseph Gardner
POLAR	Polar Development	POLAR.1.2	Design Reports	POLAR-S				6h				6h	Joseph Gardner

In this example, we can see that Joseph Gardner, an Administrator has moved 6 hours on Gail Robinson's timesheet from The "Design Interface" task to the "Design Reports" task of the Polar project.

## Invoicing Reports and dashboards

While TimeControl does not include Invoicing or Accounts Receivable modules, the reporting and exporting functions are so flexible that they can create all the data and views required to either send the information to the organization's Finance system or create reports and dashboards to see the data immediately.



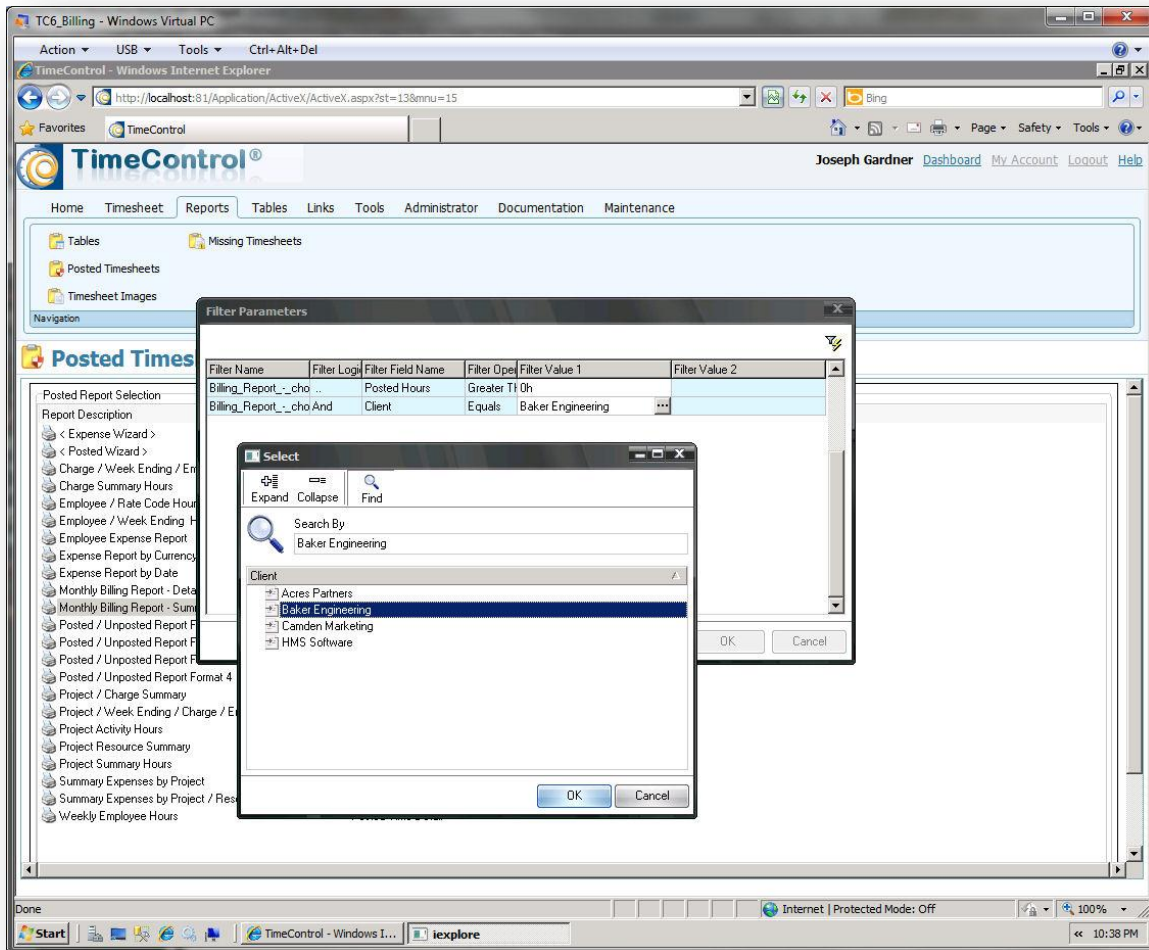
TimeControl				
Monthly Billing Report - Summary				
Friday, October 21, 2011				
Billing Report - choose a client				
Client	Project Description	Posted Hours	Billable Price	
Baker Engineering	Automated System	45	\$2,665.00	
	Polar Development	76	\$3,930.00	
	Project	107	\$6,675.00	
<b>Total for Baker Engineering</b>		<b>228</b>	<b>\$13,270.00</b>	
<b>Grand Total</b>		<b>228</b>	<b>\$13,270.00</b>	

Using a combination of Filters and Report formats, dashboard displays like the one above can be generated and users can easily create reports such as the “Monthly Billing Summary” Report above or the detailed report for the Baker Engineering company below.

TimeControl						
Monthly Billing Report - Detailed						
October, 2011						
Baker Engineering						
Client	Project Description	Charge Description	Employee Full Name	Date Work Performed	Posted Hours	Billable Price
Baker Engineering	Automated System	Install System Controller	Robinson, Gail	9/6/2011	2	\$110.00
				9/7/2011	2	\$110.00
				9/12/2011	4	\$220.00
				9/13/2011	2	\$110.00
				9/14/2011	4	\$220.00
				9/15/2011	2	\$110.00
				9/16/2011	4	\$220.00
				9/24/2011	4	\$360.00
				9/26/2011	4	\$220.00
				9/27/2011	2	\$110.00
				9/28/2011	2	\$110.00
				9/29/2011	1.5	\$82.50
				9/30/2011	1.5	\$82.50
		<b>Total for Install System Controller</b>			<b>35</b>	<b>\$2,065.00</b>
Baker Engineering	Automated System	Load System Software	Eglington, Robert	9/19/2011	2	\$120.00
				9/20/2011	4	\$240.00
				9/21/2011	4	\$240.00
		<b>Total for Load System Software</b>			<b>10</b>	<b>\$600.00</b>
	<b>Total for Automated System</b>				<b>45</b>	<b>\$2,665.00</b>
Baker Engineering	Polar Development	Design Interface	Robinson, Gail	9/6/2011	2	\$100.00
				9/7/2011	3	\$150.00
				9/8/2011	2	\$100.00

The filtering capabilities in TimeControl allow one report format to be used for many different reports. A dynamic filter can be created which will ask questions such as “Select a Client” at report or export runtime and then display or export only that data.

Here is the filter used for the reports we just displayed. A double-click on the Client-name field brings up a list of possible values making it very easy for a billing administrator to select the data for a particular client.



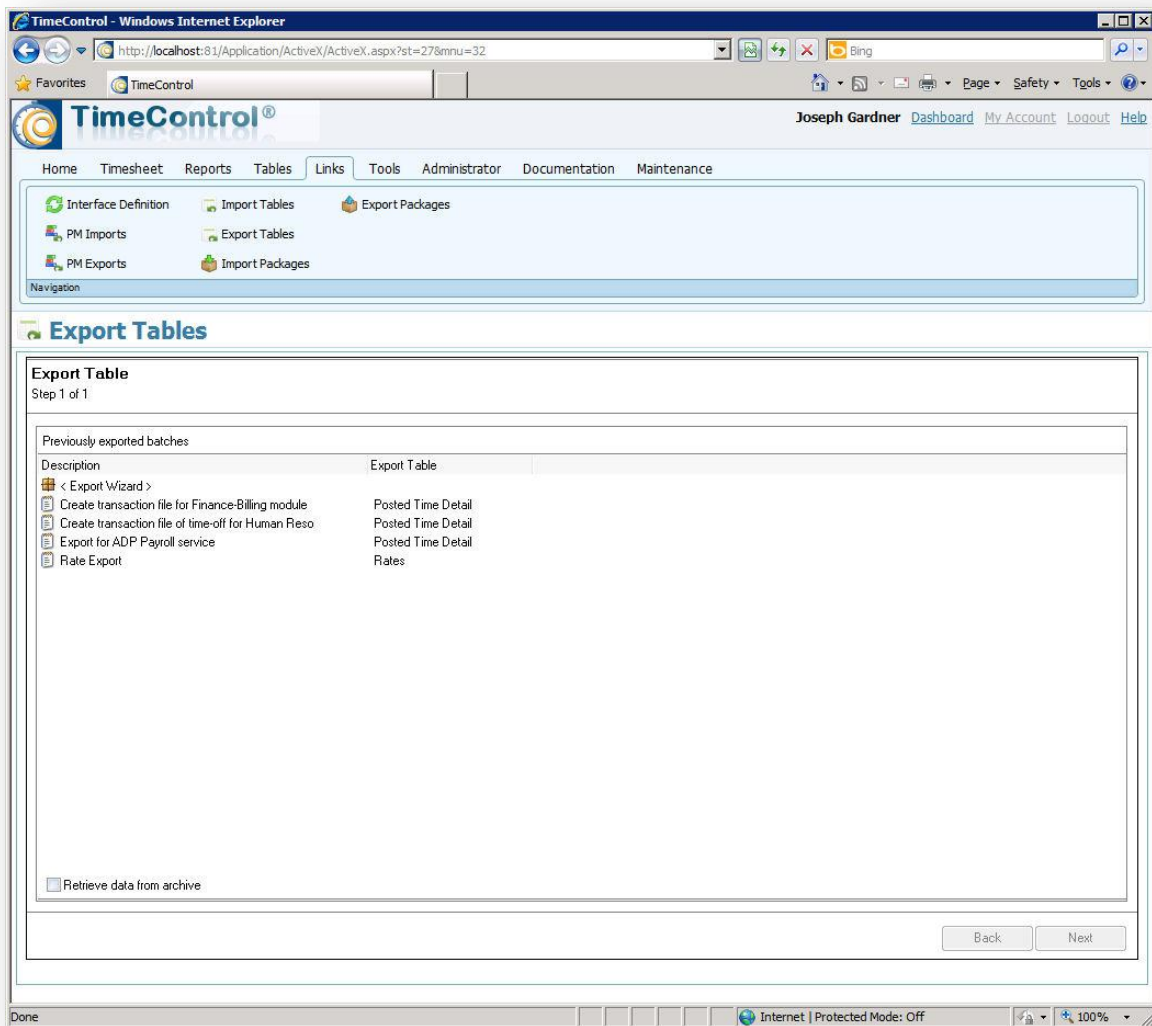
We can use the same filters on TimeControl exports when sending data to an external system.

## Sending TimeControl timesheet data to your billing/finance system

TimeControl is one of the most flexible timesheet systems in the world. We can create direct links or transaction file interfaces for virtually any external system.

TimeControl includes links to popular project management tools like Microsoft Project, Project Server, Oracle-Primavera or Deltek's Open Plan as well as a links module to import or export data to virtually anything else.

TimeControl tracks what data has ever been exported to a particular system so we never export the same timesheet line twice and accidentally double-bill or double-pay someone. And, because TimeControl was designed to be multi-functional, we can have many different links defined simultaneously.





## The Matrix Organization timesheet challenge

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**Challenge:** Timesheet data must be approved by both the organizational element of the organization and the project or account element. This is most typical in a matrix organization where staff are managed by their department leaders and project managers must use staff from across multiple departments to accomplish their projects.

**Response:** TimeControl's *Matrix Approval Process for Labor Actuals*™ is designed to allow both Departmental and Project leaders to approve the timesheet data that is critical to them.

A matrix organization is set up in two dimensions. On one axis there is the organizational structure. This structure is sometimes the traditional hierarchical structure of an organization with supervisors reporting to department heads who report to a more centralized authority. At other times it is a more autonomous Resource Management structure where someone is responsible for the training and availability of a certain category of resource.

**"It helps us identify our costs. Especially because we can see who's working on what projects, and how much time it's taking each individual to do a specific task."**

On the second axis is a work breakdown structure. This can be imagined as the top level being all work the organization does, the second level being, perhaps a project level with one entry per project and a third level being the tasks within that project. Obviously for more complicated projects, additional levels could be generated. This work will be managed by project managers who report to a more central authority and are responsible for the results of the project.

Rafael Silva,  
ACR Systems

The matrix occurs where the project managers make requests of the resource managers for the resources required to accomplish the project. The project manager must contend with resources which come from a variety of sources. The resource manager must contend with their resources being used (sometime simultaneously) on a variety of projects.

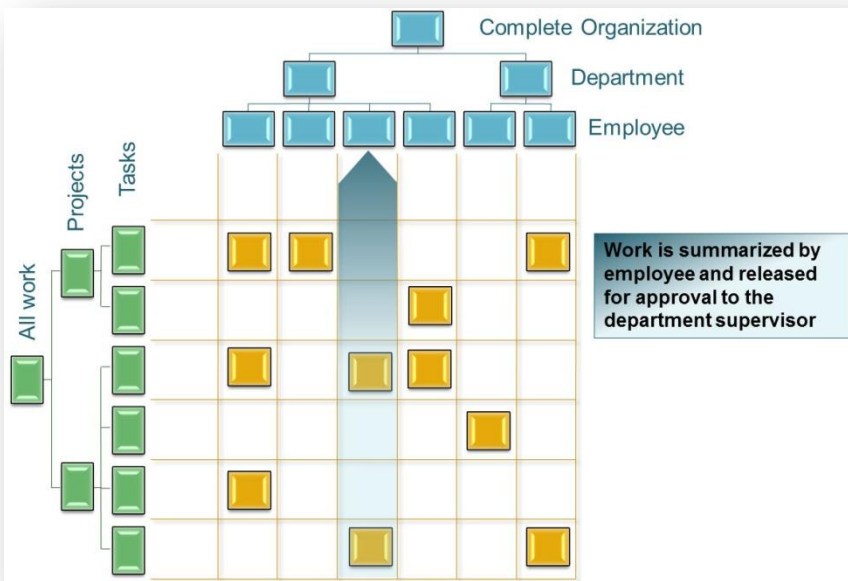
The problem with this environment is that the hierarchical or organization breakdown structure typically collects time for reasons of "time and attendance" for payroll purposes and sometimes for purposes of "time and billing" for either internal and/or external invoicing. The requirement for such a system is generally payroll oriented. The requirements are usually quite simple. For salaried staff the only thing the payroll system requires is the number of days worked. If there was time not worked, the payroll system might also track such items as holidays, vacations and, paid or unpaid sick leave. For staff who are paid hourly, there is a further requirement for the number of hours worked and the rate at which work was performed such as standard or overtime.

For better or worse, most timesheet systems in use today have been established by the finance department for time and attendance purposes.

If billing is also automated, then there is an additional requirement put on the timesheet environment. In this case the timesheet system may also be required to provide more description to the invoice such as the project name being worked on and perhaps the category



of work being done. Such billing is often done monthly and is often a part of the month-ending process by Finance.



All of these finance-oriented functions are generally historical in perspective. The furthest forward a financial system will look is the status date of currently collected data. The authorization process for this level of functionality is from the employee to their supervisor from there to the department level then on to the payroll department.

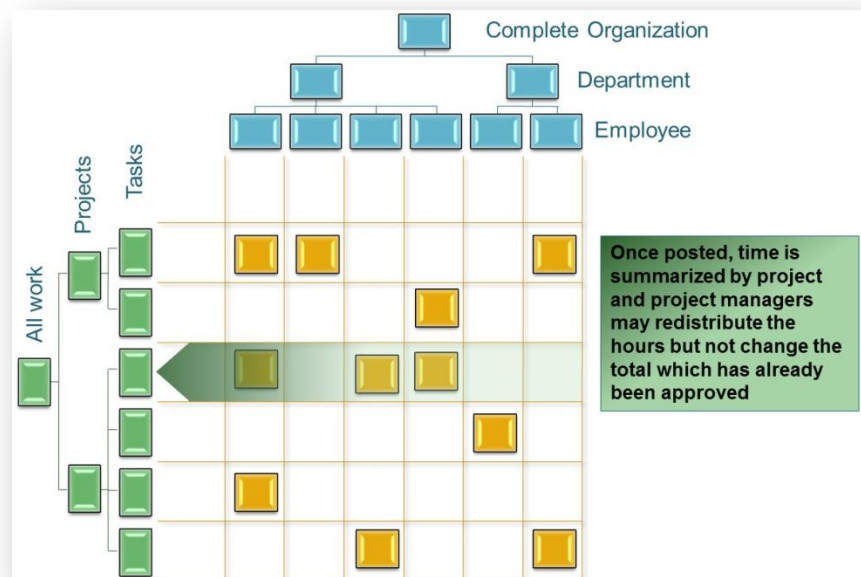
Unfortunately for the project managers of the organization, their requirements for time

collection are quite different. A project manager needs to know what hours have been spent on which tasks. This will enable them to produce a budget vs. actual analysis and forms the basis of forward forecasting. The project manager also needs to know what progress has been made on a particular task or, more exactly, what the Estimate to Complete is.

The project manager has virtually no interest in which employee actually did the work or in how many hours a particular employee may have worked in the past week.

Unlike Finance, Project Management is future-oriented. The project manager's job is to consistently look for what is left to do. While the project is in progress, the oldest data of interest to the project manager is the current reporting period (e.g. the past week or past month).

The authorization for project data is done by task and aggregated to the project level. Each project manager must approve of all charges



against the project for each period.

Yet another issue to further complicate an already unworkable situation is the conflicting requirement for the timeliness of the data.

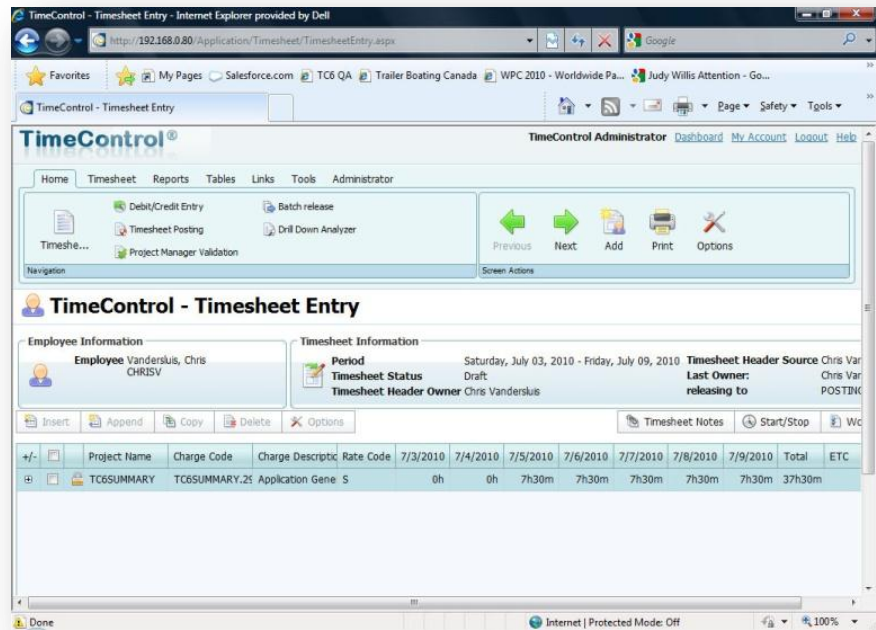
Payroll must have the timekeeping data quickly in order to produce the payroll. Yet, returning timesheet data to other systems usually has to wait until the current financial cycle is complete. This often means that project managers often cannot see the timesheet data for as long as 6 weeks after it is spent. Why? For example: If an employee enters his timesheet on the first day of the month, it will not be summarized by Finance for redistribution to other systems until month's end. By the time the month is "closed" it could easily be the middle of the month following.

This is, of course absolutely unacceptable to Project Management. By the time this data can deliver a useful variance report, whatever opportunity existed to make an impact on the project has been lost. Most project managers need to know the actual labor costs within a few days of when they were spent not a few weeks.

TimeControl's Matrix Approval process is designed to first approve the total hours and any payroll or HR oriented information such as vacation, sick leave, personal time off etc. This information is then locked by TimeControl and the timesheet information is made available to Project or Account Managers to look at the data not employee-by-employee but project-by-project. First of all, Project and Account Managers are assured that they are looking at 100% of the week's labor for that project. This is very important to ensuring that any adjustments are done in context of the overall charges to the project. Project Managers are given the ability to redistribute the hours through a Debit/Credit function but not to change the total. All changes are distinct and are audited. In this manner both Finance and Project Management can deal with the information required for their purposes without interrupting, delaying or interfering with the other.

In today's challenging 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



### Install On-premises or subscribe in the Cloud Online

*TimeControl* is available both as a purchasable license to be installed on your premises or in a subscription model with our Timesheet as a Service *TimeControlOnline*. You can find out more about our online subscription at [www.timecontrol.net](http://www.timecontrol.net).

### Open Architecture

When installed on premises, *TimeControl* can support a variety of databases including Microsoft SQL Server, Oracle, Sybase and MySQL. Customizable user profiles allow the *TimeControl* interface to be tailored to each user's requirements.

### 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, Mozilla or even an iPad. (Administrators must use Internet Explorer.)

### 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")

### Mobile and web-based interfaces 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.



### 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 versions P3 through the most current P6, Deltek's Open Plan and Cobra and Microsoft's Project, and Project Server. 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 timesheet in the future when that timesheet is created.

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 notification 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.

### **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 [www.timecontrol.com](http://www.timecontrol.com). To try the timesheet system for free, visit [freetrial.timecontrol.com](http://freetrial.timecontrol.com).

## TimeControl Sample Client List

Here are just some of our many clients from around the world using TimeControl or TimeControlOnline.

### Engineering/Construction

Aecon  
AeroInfo  
Koch Business Solutions  
Thompson Beta  
FT Services

### Gas / Utilities

Gulf South Pipeline  
Acergy  
Petrocon  
logen  
Fisher German

### Manufacturing

Alcan  
Parker Hannifin  
Georgia Pacific  
Tennant  
Wagner Spray Tech  
Volvo-Novabus  
Northwire  
Toronto Transit Commission

### Defense / Aerospace

CAE Electronics  
Electromotive Diesel EMD  
Lockheed Martin  
Rolls Royce  
Army Corps of Engineers  
General Dynamics Land Systems  
Safran Electronics

### Government

Atlanta Airport  
Idaho Dept. of Environmental Quality  
Dutch Railways  
Government of Saskatchewan  
Railway Procurement Agency (UK)  
Ville de Montreal  
MICC Québec  
County of San Mateo (CA)

### Technology

DRS Power Control Tech  
EDS  
Face Technology  
Fuel Plus Software  
GE Infrastructure Sensing  
Microsoft  
Psion Techlogix

### Telecommunications

Cable & Wireless Bartel  
EXFO  
SARA Amsterdam  
Stratos Global  
Adacel  
Flextronics

### Financial

Standard Life  
Development Bank of Canada  
Dundee Wealth  
Inventure  
Residential Mortgage

### Health/Pharmaceutical

Boehringer Ingelheim  
Merck Frosst (Organon)  
RTS Thurnall  
NHS (UK National Health Service)  
Canadian Institute for Health Info  
Registrat  
Micromet  
Sandoz  
Leico Bio Systems

### Other

Le Groupe Archambault  
Kelly Services  
Steven Winter Associates



## About HMS Software

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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.hmssoftware.ca](http://www.hmssoftware.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 mobile interface for Smartphones

For more information about TimeControl please visit: [www.timecontrol.com](http://www.timecontrol.com).

### Strategic Services

In addition to being a publisher of one of the world's best known timesheet systems, HMS provides a full range of support services including technical support, training and consulting tailored to meet clients' specific needs. HMS Software consultants are skilled in activity-based-costing, timekeeping methodology, project management techniques, cost and earned-value management as well, of course, in the HMS-supplied products.

For more information about HMS Software services, please visit [www.hms.ca](http://www.hms.ca).