

Key Benefits

Automate Timesheet Collection

- Employees enter and submit timesheets via the web
- Collect electronic approvals from managers and clients
- Send automatic email reminders for missing timesheets

Minimize Administration Efforts

- Reduce errors and cost related to consolidating timesheet data
- Easily manage vacation, sick, PTO, and holidays for employees
- Streamline invoicing with consolidated billing reports
- Export data to QuickBooks, XML, Excel and comma delimited format

Improve Overall Profitability

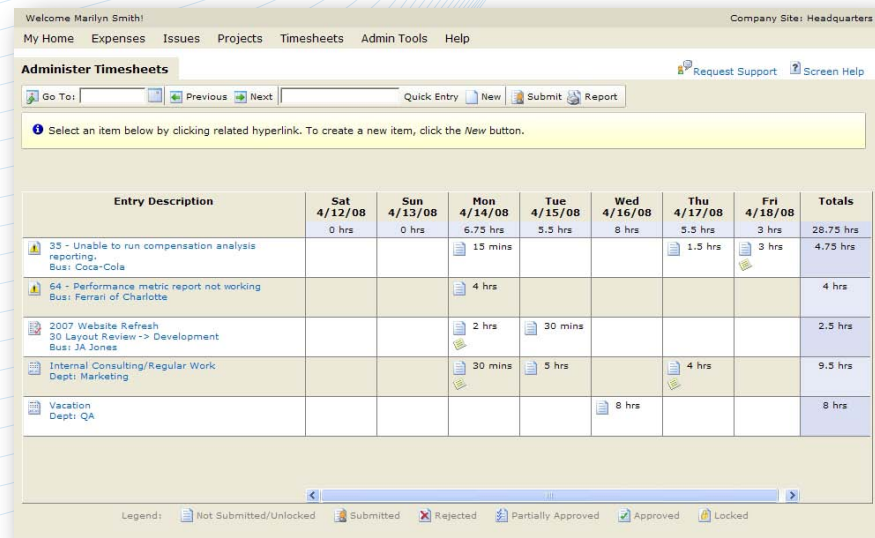
- Analyze detailed billable vs. non-billable reports
- Produce daily, weekly, monthly and quarterly reports
- Create profit analysis reports for client, projects, and more

Streamline Existing Processes

- Customize time categories and holiday schedules
- Configure application options and workflow settings
- Application, emails, and reports are branded with your logo
- Advanced role based security and security policy settings

The Timesheet Tracking product enables collection and approval of electronic timesheets for managing payroll, time and attendance, project accounting, client billing, and many other time reporting needs. Using the Timesheet Tracking product, you can quickly automate your timesheet collection and approval process. The Timesheet Tracking product is easily customized to meet the requirements of your business.

- **100% web based with nothing to install**
- **No contracts and cost effective monthly pricing**
- **Access from anywhere on the Internet**



Entry Description	Sat 4/12/08	Sun 4/13/08	Mon 4/14/08	Tue 4/15/08	Wed 4/16/08	Thu 4/17/08	Fri 4/18/08	Totals
35 - Unable to run compensation analysis reporting. Bus: Coca-Cola	0 hrs	0 hrs	6.75 hrs	5.5 hrs	8 hrs	1.5 hrs	3 hrs	28.75 hrs
64 - Performance metric report not working Bus: Ferrari of Charlotte			4 hrs					4 hrs
2007 Website Refresh 30 Layout Review -> Development Bus: JA Jones			2 hrs	30 mins				2.5 hrs
Internal Consulting/Regular Work Dept: Marketing			30 mins	5 hrs		4 hrs		9.5 hrs
Vacation Dept: QA					8 hrs			8 hrs

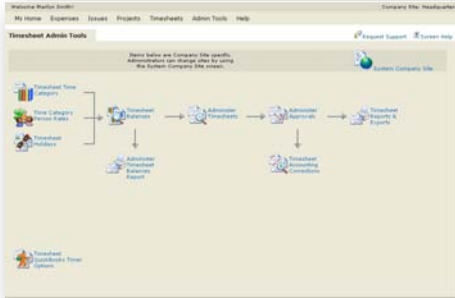
Legend: Not Submitted/Unlocked Submitted Rejected Partially Approved Approved Locked

"We can easily track our consultants time and materials and fixed price engagements. The timesheet management product is also an extremely valuable tool for our billing process."

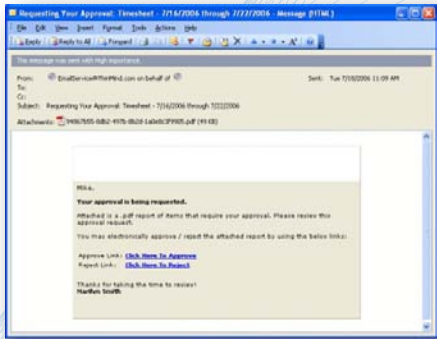
- Mark Darlington
COO of Trilog Solutions

Our service works with Firefox, Internet Explorer, Netscape, and Opera





Intuitive administrative tools get you started more quickly



Electronic approvals are a snap via interactive emails

Administrator Timesheet Detail Report										
Report Criteria Specified: Include Dates Range: 07/16/2006 - 07/21/2006 and Active Status: Both and Billable Status: Both										
Business / Department:		South, Marlyn		Business Or Department / Employee By		Status		Hours		
Date	Item	Category	Business Or Department / Employee	Status	Hours					
03/31/2006	Issue: 25 - Unable to run compensation analysis reporting. (Non-Billable)	Development / South, Marlyn	Development / South, Marlyn	Approved	2.00					
04/01/2006	Issue: 25 - Unable to run compensation analysis reporting. (Non-Billable)	Development / South, Marlyn	Coco-Cala / South, Marlyn	Not Submitted	0.25					
04/18/2006	Issue: 25 - Unable to run compensation analysis reporting. (Non-Billable)	Development / South, Marlyn	Coco-Cala / South, Marlyn	Not Submitted	3.00					
Totals For Section:		South, Marlyn		Time Totals:		#	All	Billable	Non-Billable	% Billable
						3	6.25	0.00	6.25	0%
Totals For Section:		Coco-Cala		Time Totals:		#	All	Billable	Non-Billable	% Billable
						3	6.25	0.00	6.25	0%
Business / Department:		Development		Business Or Department / Employee By		Status		Hours		
Date	Item	Category	Business Or Department / Employee	Status	Hours					
03/03/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Approved	2.00					
03/05/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Rejected	2.00					
03/17/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Not Submitted	8.00					
03/18/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Not Submitted	3.00					
03/19/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Not Submitted	1.00					
03/21/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Not Submitted	2.00					
04/03/2006	Category: Internal Consulting/Regular Work (Billable)	Development / South, Marlyn	Development / South, Marlyn	Not Submitted	4.00					
Totals For Section:		Development		Time Totals:		#	All	Billable	Non-Billable	% Billable
						7	21.00	21.00	0.00	100%
Totals For Section:		Development		Time Totals:		#	All	Billable	Non-Billable	% Billable
						7	21.00	21.00	0.00	100%

Powerful real time reports in PDF format

Timesheet Entry Features

- Enter timesheet data for the entire period through 1 screen
- Enter comments for every entry / day
- Enter time against time categories
- Enter time against project tasks assigned to you (requires Project Management product)
- Enter time against issues assigned to you (requires Issue Tracking product)
- Submit timesheet for electronic approval or print out report for signature
- Receive time entry email reminders
- View timesheet status any time

Timesheet Management Features

- Receive email notification when timesheets are submitted for approval
- Enter comments when rejecting a timesheet
- Review billable time and rates by client
- Automatically notify employees via email when timesheets are approved / rejected
- Automatically notify HR/payroll via email when timesheets are approved / rejected
- View timesheet balance report for vacation, sick, PTO, etc.

Timesheet Reporting Features

- 100's of report variations can be created
- Specify criteria to control filtering and sorting of reports
- Choose grouping/totaling options
- Pick from detail or summary versions
- Accounting reports provided for easy billing, costing, and profitability analysis
- Control access to reports through security

Administration Features

- Export data (QuickBooks Timer, XML, comma delimited, and Microsoft Excel formats)
- Configure timesheet view (weekly, bi-weekly, semi-monthly, and monthly)

- Choose whether or not to use electronic approvals
- Setup approval levels (management, project manager, HR/payroll, and client)
- Configure data lock out dates when approvals are not used
- Enter vacation, sick, PTO, etc. balance accruals
- Give access to managers and employees to view balances real-time
- Post company or employee messages
- Indicate if timesheet comments are required
- Setup how many hours are in a 'normal' work day
- Define an unlimited number of time categories
- Mark time categories as billable / non-billable
- Control whether time categories can be charged to own department, other departments, or clients
- Allow contractors, partners, or vendors to enter time

General System Features

- 100% web based, no software installation required
- Customize logos and colors to match your business
- Configure alerts and notifications
- Configure security policies (password length, password expiration, etc.)
- Create custom user roles and associated permissions
- Easily sort, search, and group in any list
- Consistent navigation throughout promotes ease of use
- Built-in Help (screen level help, searchable help system, and system user guide)
- Support for multiple currencies