

# TimeControl<sup>®</sup> 7

**Multi-purpose timesheet software serving Project Management, Payroll, HR, Billing and Finance**

**TimeControl**®

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Home Timesheet Reports Tools Documentation

List Entry TimeRequest

Navigation Actions

Previous Next Add Delete Release Reject Apply Undo Print

**Entry** [Toggle Menu](#)

**Employee Information**

**Robinson, Gail**  
Resource: Gail Robinson

**Timesheet Information**

**Period** 8/20/2016 - 8/26/2016 **Timesheet Source** Gail Robinson  
**Timesheet Status** DRAFT **Last Owner**  
**Timesheet Owner** Gail Robinson **releasing to** Tom Logan

							Timesheet Attachments				Timesheet Notes		Start Stop	Worksheet
	<input type="checkbox"/>	Project Name	Charge Code	Charge Description	Rate Code	Mon 8/22/2016	Tue 8/23/2016	Wed 8/24/2016	Thu 8/25/2016	Fri 8/26/2016	Total	ETC	Complete	Source
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.MEETINGS	General Meetings	STANDARD	4h					4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.TRAVEL	Travel for company business	S-GAILR	2h					2h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.13	Exhibitor services request form	S-BS	4h	8h	8h	8h		28h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.2	Determine tradeshow planning contact	S-BS						0h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.4	Review booth resource number limitations	S-BS					4h	4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	POLAR	POLAR.13	Training Materials	STANDARD					2h	2h	120h	<input type="checkbox"/>	Gail Robinson
						10h	8h	8h	8h	6h	40h			

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# Easy to use timesheets...

In today's challenging economy, just tracking hours is not enough to ensure effective management of time. These days, you need to do more than just know how much time your organization spends, you need to know what it is being spent on. *TimeControl* is a multi-purpose timesheet that enables employee task tracking. *TimeControl* is a highly flexible labor tracking system designed to serve the needs of project management, payroll, billing, human resources and Finance all at the same time.

## Install onsite or subscribe online

*TimeControl* is available for purchase to install at your premises or as an in-the-cloud subscription service. You can even start with one method of deploying *TimeControl* and shift to the other as your organization evolves.

## Timesheet Matrix Approvals

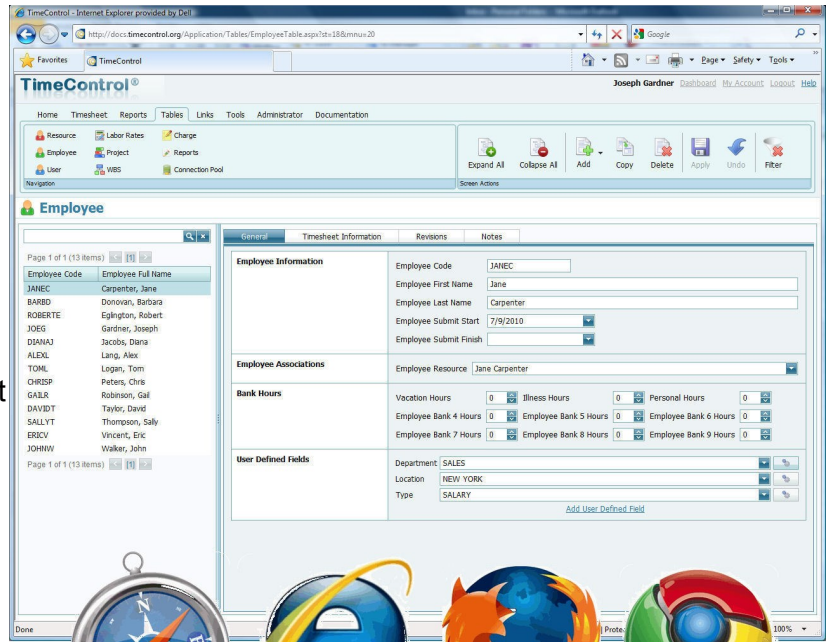
*TimeControl* supports HMS Software's unique Matrix Approval Process for Labor Actuals™ which allows for quick authorization of project data by both Project Managers and Supervisors. Automated validation of timesheet data is handled by *TimeControl's* remarkable business Validation Rules. Additional 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.

## Vacation Management with TimeRequest™

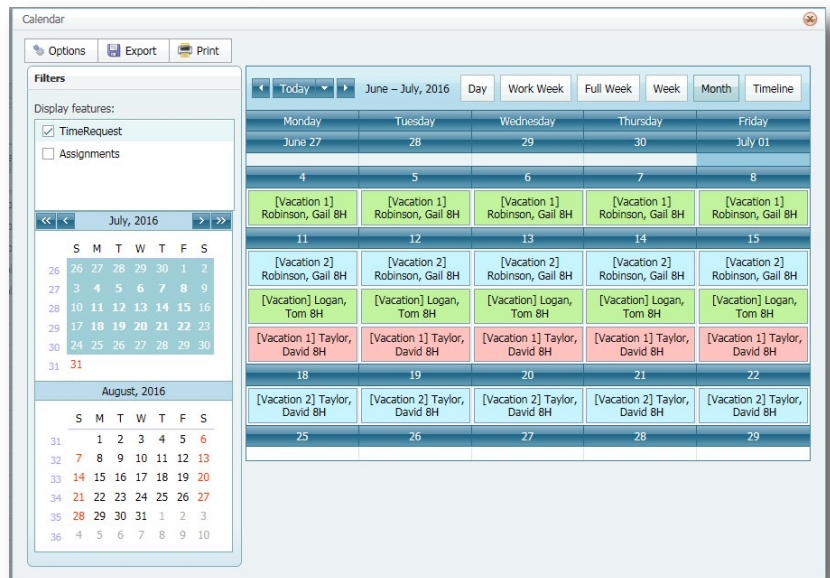
*TimeControl* includes the TimeRequest module which enables approval and management of time-off requests such as vacation or personal time or any other category of time in the future that must be approved in advance.

## The TimeControl Mobile App™

The *TimeControl* Mobile App is a free app designed for both iOS and Android mobile devices. It allows you to connect to your *TimeControl* system no matter where you are. The App can be downloaded at no cost from the Apple App Store or Google Play and they can instantly create, edit or approve timesheets right from the mobile device.

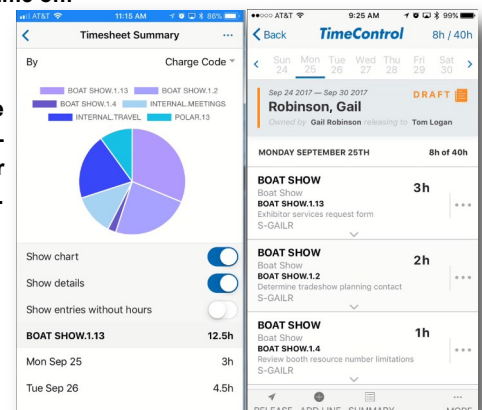


**TimeControl's easy-to-use timesheet interface works with multiple browsers on PCs and tablets and hardware and end users don't need to install anything**

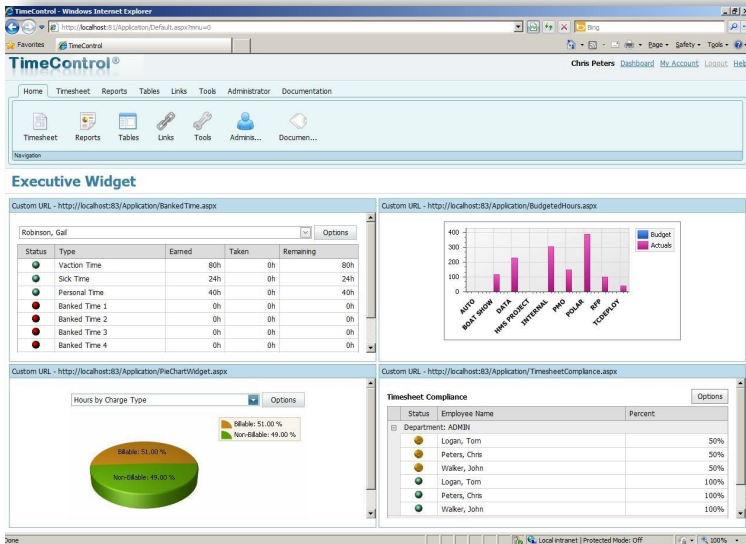


**TimeControl includes a TimeRequest module to request and get approval for vacation, personal or other time off.**

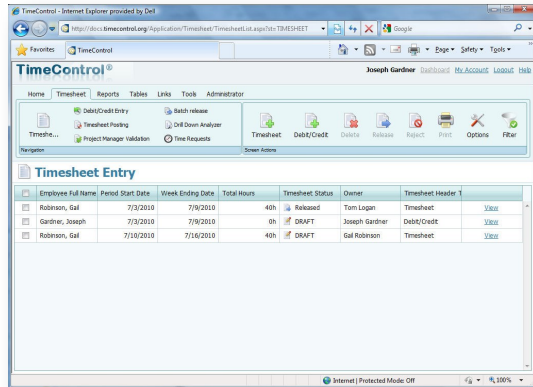
**TimeControl Mobile brings the power and flexibility of TimeControl right to your smartphone's screen.**



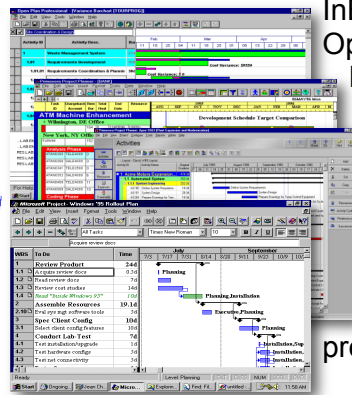
# ...with robust capability



The TimeControl Dashboard can be configured to show different views for different roles or users.



TimeControl already integrates with Microsoft Project and Project Server, Oracle Primavera, InEight's HD Estimating and Deltek's Open Plan and Cobra.



TimeControl includes direct links to project management systems such as Microsoft Project and Project Server, Oracle Primavera, InEight's HD Estimating, Deltek's Open Plan, and Cobra.

Integrating with a project management system drastically reduces timesheet errors as time can only be charged against valid tasks. Hours, costs and progress are returned from TimeControl directly to the project management system.

## Links to Finance Systems

TimeControl also links to virtually any Finance, Billing, HR or Payroll system or service such as Microsoft Dynamics, ADP, PeopleSoft, Oracle EBS, SAP and countless others.

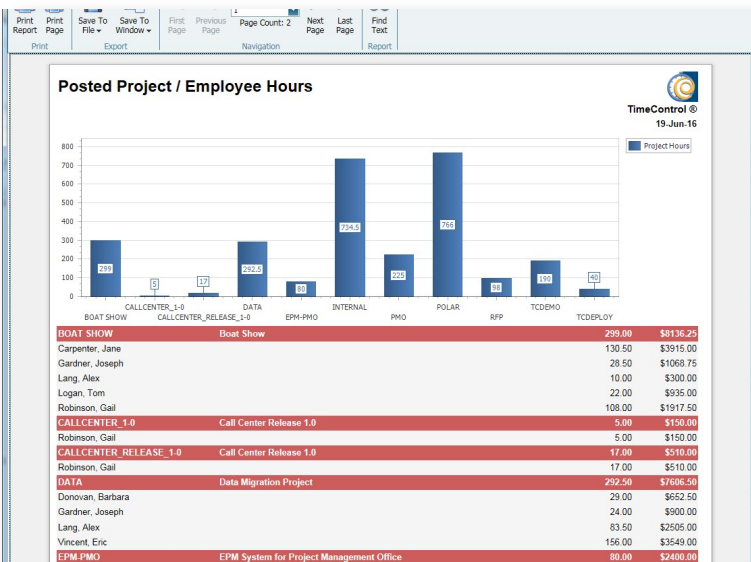
TimeControl's batch tracking of any exported data ensures that it will not be exported twice inadvertently.

Our fully auditable adjustment process and an ability to close previous periods from adjustments, allows TimeControl data to be accepted by the Finance system with confidence.

The auditable nature of TimeControl means you don't need to worry about reconciling the data from multiple timesheet systems or multiple sources.

## Expense Reports

TimeControl includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line and attach scanned or photographed receipts to each item.



TimeControl includes extensive reporting and an unlimited number of links to external systems to be defined. It can transfer data with virtually any ERP or Finance system including SAP, Oracle Financials and Microsoft's Dynamics.

# TimeControl delivers a powerful, flexible, timekeeping system specifically designed for project environments



## Features

### Easy to use Interface

- Full web-based browser interface with multiple browsers supported
- 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 user preference
- TimeControl can be implemented within a SharePoint interface or a Microsoft Project Web Access interface
- **Free TimeControl Mobile App™** for Android and Apple devices

### Robust Architecture

- Open database architecture; support for Oracle, Microsoft SQL Server, 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 and Mobile Interface

- MyTimeControl™ home page dashboard gives extensive and customizable dashboard information to users

### 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
- Automatic Accrual Rules for banked time
- 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, InEight's HD Estimating 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 print output saved as PDF, Excel, JPG, RFT, 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
- Unlimited number of scanned or photographed attachments per item

### 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 64 bit
  - .Net 4+
  - Internet Information Services
  - Microsoft SQL Server, Oracle, or MySQL databases
- Users:
  - Web browsers: Internet Explorer, Safari, FireFox, Mozilla or Chrome

### 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)

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**HMS**  
SOFTWARE

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Enterprise timesheets  
for project environments

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