

TimeControl®

Which is best for you:
Subscribe to TimeControlOnline
or
Purchase TimeControl for
installation on premise?

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL <http://docs.timecontrol.org/Application/Timesheet>. The page title is "TimeControl - Entry". The user is logged in as "Gail Robinson" with links for "Dashboard", "My Account", "Logout", and "Help".

The interface includes a navigation menu with "Home", "Timesheet", "Reports", "Tools", and "Documentation". Below this is a "TimeRequest" section with "List" and "Entry" buttons. A "Navigation" bar contains "Previous", "Next", "Add", "Delete", "Release", "Reject", "Apply", "Undo", and "Print" buttons.

The main content area is titled "Entry" and contains two information panels:

- Employee Information:** Robinson, Gail; Resource: Gail Robinson
- Timesheet Information:** Period: 8/20/2016 - 8/26/2016; Timesheet Source: Gail Robinson; Timesheet Status: DRAFT; Timesheet Owner: Gail Robinson; Last Owner releasing to: Tom Logan

Below these panels is a table for timesheet entries. The table has columns for "Add", "Copy", "Delete", "Options", "Project Name", "Charge Code", "Charge Description", "Rate Code", and days of the week (Mon-Fri), followed by "Total", "ETC", "Complete", and "Source".

		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

At the bottom of the table, there is a summary row showing totals for each day: Mon: 10h, Tue: 8h, Wed: 8h, Thu: 8h, Fri: 6h, Total: 40h.

The page footer indicates "Page 1 of 1 (6 items)" and a zoom level of "100%".

Buy it or subscribe to it?

With TimeControl you have an choice. You can subscribe to our TimeControlOnline hosted service in the cloud or you can purchase TimeControl for installation on your premises. The decision to subscribe or purchase is up to you and you'll likely consider numerous factors as you choose.

The TimeControlOnline subscription service contains all the features of the on-premises TimeControl version without having to dedicate any of the internal technical resources to installing, maintaining or upgrading it. Here are some things to consider as part of your decision:

Subscribe to TimeControlOnline

No hardware to buy

When you use TimeControlOnline, there is no hardware to buy. You don't need to make the capital investment of purchasing, provisioning, configuring or maintaining servers.

Available from anywhere

TimeControlOnline is already established as an outward facing website and this makes it available to you and your personnel from anywhere the Internet is available. And, with our free TimeControl Mobile App, your timesheets can be entered, edited or approved from a smartphone or tablet from anywhere!

No database server to establish

HMS has already established the TimeControl data on its database server and we will manage the monitoring, maintenance, upgrades and security of that server ongoingly.

No installation

Installation? What installation? Your TimeControlOnline service has already been installed and is just waiting for you to subscribe to it. Once you subscribe to TimeControlOnline, you can get started immediately!

No maintenance

We release TimeControl updates, upgrades and new versions on a regular basis. With TimeControlOnline, we do the updates for you in the background so there's nothing for you to do.

Never pay for or manage upgrades again

Support costs, upgrade fees, servicing contracts are all factored into your TimeControlOnline subscription. There's nothing else to pay unless you'd like to have HMS assist you with training and configuration of the system or in how to link it to other systems internally.

We're keeping it secure

TimeControlOnline is highly secure and we're taking care of backing up your data and are ready in the worst case for disaster recovery. Security features include: redundant layers of data protection, encrypted communication to and from the hosted servers, multi-layered malware protection and continuous monitoring.

Implementing TimeControl on premise

Authentication

TimeControl on premises supports additional authentication methods beyond the TimeControl password system including Active Directory, LDAP and SAML 2.0.

Server-to-Server links

When you install TimeControl on your own server you can make a more intimate integration with your server-based project management tools such as Microsoft Project Server and Oracle-Primavera and schedule links between the systems. If you have Project Server or Oracle Primavera installed on premise, you likely already have all the infrastructure like servers and databases that TimeControl requires.

Client-side SQL

When installed locally you get direct access to the TimeControl database. It can be installed on SQL Server, Oracle, or MySQL and you can install SQL triggers, use 3rd party reporting tools and make direct SQL-level integration with other systems. Most clients are happy with the integration capabilities of TimeControlOnline to transfer data with transaction files or through the API but for security reasons, direct access to the TimeControlOnline database is not available.

Custom dashboards

If you install on premise, you can use that database access to do more with customized dashboards, integrate your BI tools and even blend TimeControl data on the TimeControl dashboard with data from other internal systems.

Stay with this version

For whatever reason, when a new version is released, some clients don't want to upgrade. If you implement TimeControl locally you'll be able to stay with a particular version of TimeControl for an extended period of time. In TimeControlOnline, all clients are updated at the same time to the most current version of the product.

Keep it inward facing

When installed locally, you can restrict TimeControl from any access outside of your network.

...either way is a great option

This great functionality is part of in **both** TimeControl and TimeControlOnline:

Multi-browser easy to use interface

TimeControl's interface supports most popular browsers and is intuitive and simple to navigate. At the end of a long week, no one wants to be wondering how to do their timesheet!

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 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.

The free TimeControl Mobile™ App

The free *TimeControl Mobile* App is a free app available from the Apple App Store for iOS devices or Google Play for Android devices. It connects to your TimeControlOnline or TimeControl on premise deployment and allows you to create, edit, release or approve timesheets from your mobile device.

Links to Project Management Systems

TimeControl includes direct links to project management systems such as Microsoft Project, Project Server and, Project Online, Oracle Primavera Pro or Primavera EPPM, Deltek's Open Plan, and Cobra, HardDollar, VersionOne or BrightWork.

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.

Expense Reports

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

Vacation Approvals and Time-off Management

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.

Links to Finance Systems

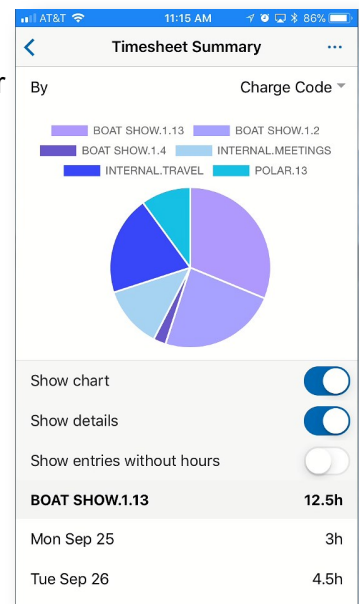
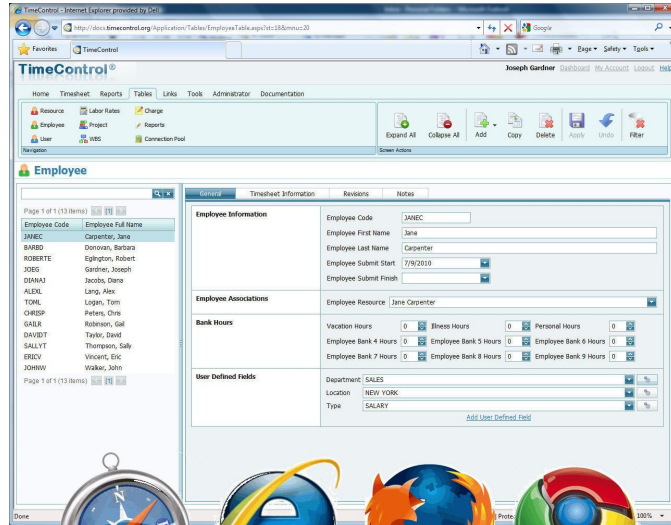
TimeControl also links to ERP/Finance system including SAP, Oracle Financials, and Microsoft Dynamics to HR systems such as PeopleSoft and to payroll systems such as ADP as well as countless others.

TimeControl's batch tracking of any exported data ensures that it will not be exported twice inadvertently. Adjustments via Debit/Credit functionality 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.

Government compliance

TimeControl enables you to start your compliance with numerous government rules instantly including Sarbanes Oxley, R&D tax credits, DCAA, European Time Directives the California Wage laws or the FMLA.



TimeControlOnline delivers a powerful, flexible, hosted timesheet service for Time and Attendance, Project tracking and HR



Features

TimeSheet as a Service

- Subscription-based hosted service
- No hardware to buy
- Available from anywhere (web-based)
- Nothing to install or manage
- No database server to establish
- All updates managed by HMS
- Enhanced security ensures your data is safe and secure

Easy to use Interface

- Full web-based browser interface with multiple browsers supported
- 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
- **TimeControl Mobile** web interface for smartphones included

Robust Architecture

- 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 and payroll services such as ADP

- Interface can stand alone or be integrated directly into SharePoint or Microsoft Project Web Access

Time-off Request

- **TimeRequest™** module enables pre-approvals for vacation, personal or other leave time
- 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 reports can be 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, R&D Tax Credits, European Time Directives, FMLA, the California Wage Laws and Sarbanes-Oxley

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