

# Choosing Timesheets

There are multiple types of timesheets. How do you choose?



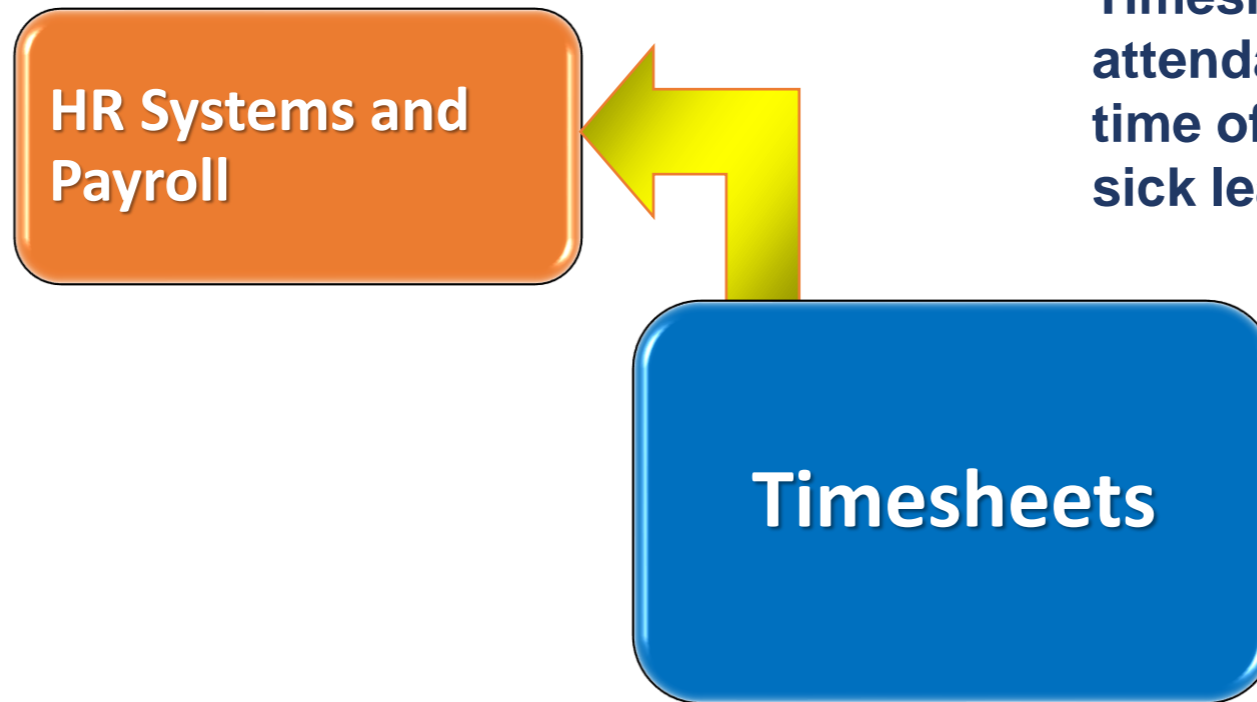


# Timesheet types

- There are hundreds of commercial timesheet systems on the market.
- How do they all survive?
- And, why is it so hard to choose a timesheet?
- These systems serve many different markets including:
  - Time and Attendance
  - HR/Payroll exceptions
  - Access systems
  - Time and Billing
  - Manufacturing time and motion
  - R&D Tax Credit auditing
  - Defense Contract Audit Agency compliance
  - Project updating
  - Manual or Excel-based timesheet systems

# Timesheet solutions

## Time and Attendance



Timesheet system sends attendance time and types of time off such as vacation and sick leave



# Time and Attendance / Payroll / HR

This is, by far, the most common type of timesheet system. A time and attendance system typically tracks:

- Employee identification
- Period being reported
- In or out of the office
- Absence for a specific reason: e.g., sickness, holiday, vacation
- Some systems report only by exception. (i.e., a non-entry means the employee was there the entire period)

# Timesheet solutions

## Time and Billing

Time is summarized by client and billed with proper rate codes and overtime when applicable



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Timesheets

Finance and Billing systems

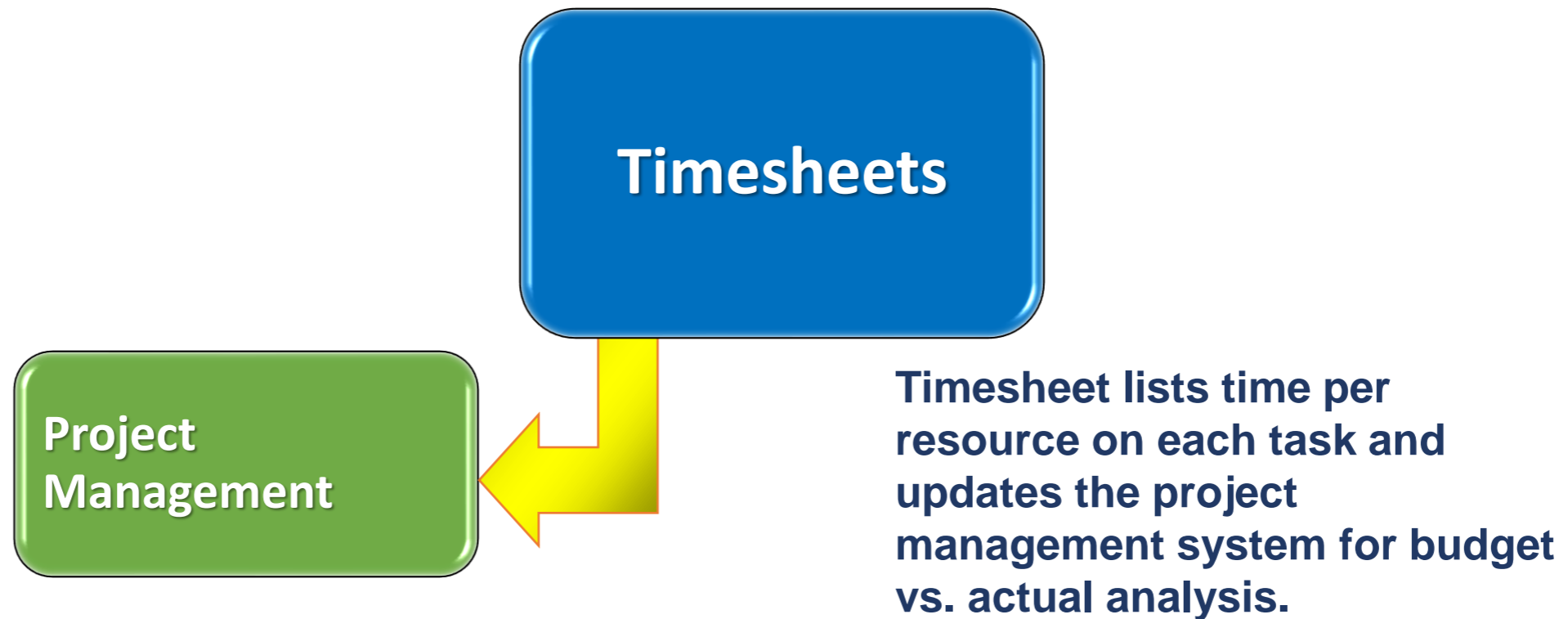


# Time and Billing

- This is most often found in professional organizations. A time and billing system is often organized as a collection of time slips, each with a task written on it. Information typically tracked by a time and billing system includes:
  - Client identification
  - Employee identification of the employee billing the time
  - Amount of time (often in  $\frac{1}{4}$  hour blocks)
  - A short description of the work performed

# Timesheet solutions

## Project Updating / Statusing





# Project updating / statusing systems

- ❑ These systems are typically supplied by project schedule software vendors. They are designed to update the schedule with actual labor hours but are rarely designed to also accommodate the requirements of Human Resources and Payroll



# Timesheet solutions

## External Governance



**Timesheets**

Organizations are required to comply with government and shareholder compliance rules such as the DCAA, SOX, R&D tax credits, EEC work rules and general auditability



**Governance  
Activity Costing  
systems**



# Compliance Timesheets

- These systems are targeted at specific government compliance. You will find:
  - Research and Development Tax Credit timesheets
  - Defense Contract Audit Agency timesheets
  - Sarbanes Oxley compliant timesheets
- These timesheets will most often include task-based timesheet entries



# Security Access systems

- Access systems are the automated result of secure location offices. These offices have a bar code, magnetic code or biometric reader installed at each door to the building and the resulting information is sometimes used in Time and Attendance systems to verify attendance.
- The information tracked by an access system typically includes:
  - Employee access card identification
  - Time of the day
  - Access card reader number



# Time and Motion

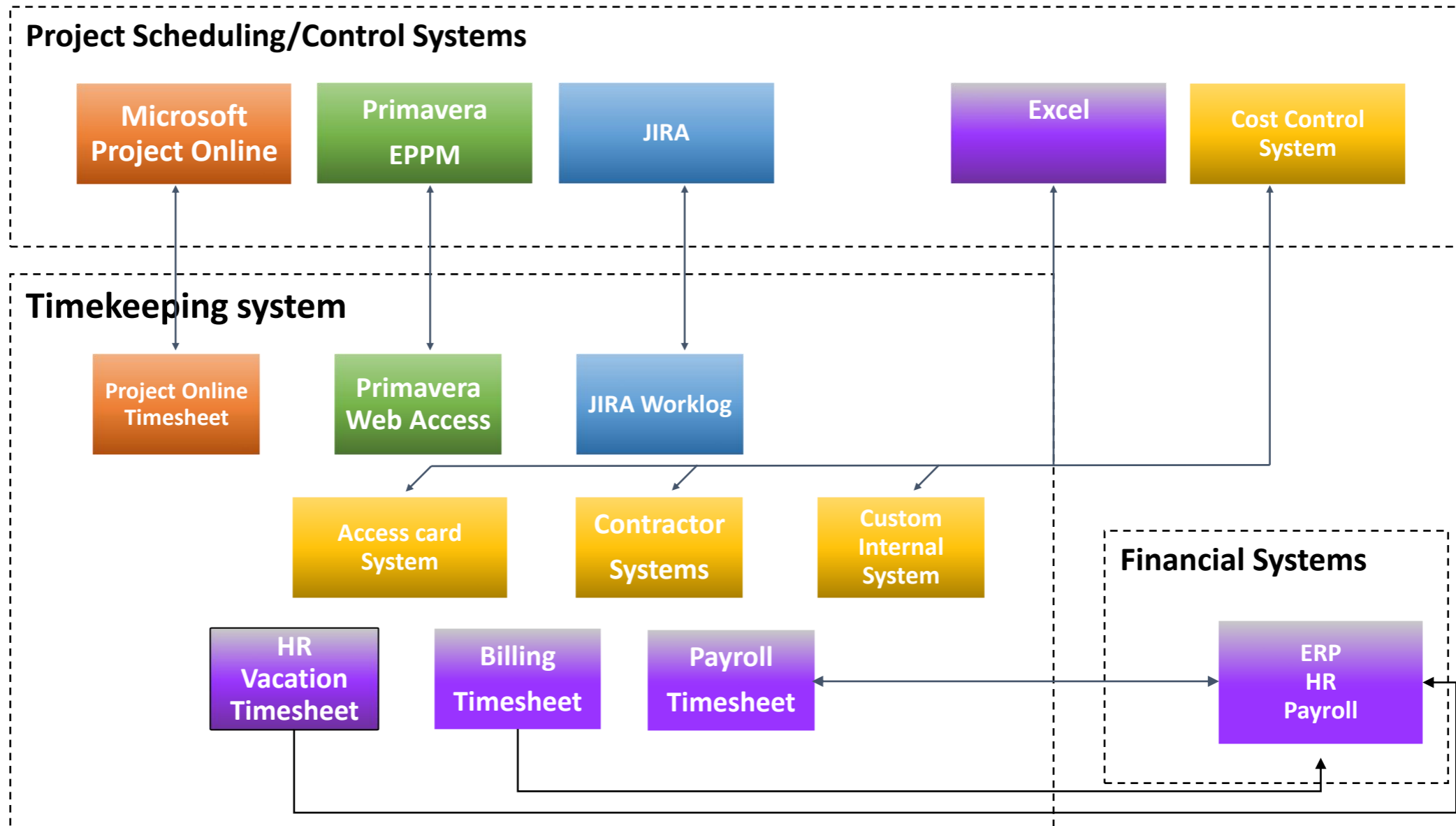
- Assembly lines were one of the first to enjoy timekeeping automation for the purpose of shortening assembly time
- Assembly systems are typically automated using bar code or magnetic code readers
- Information typically tracked by a manufacturing system includes:
  - Assembly identification
  - Assembly line station and/or employee identification
  - Start time and End time



# Manual timesheet systems

- ❑ There are also a plethora of manual or Excel-based timesheet systems for environments where there must be physical evidence of the timesheet or a signature for legal purposes or where the availability of a computer are limited. This might include a construction site or a plant shop floor
- ❑ Manual timesheet systems are found everywhere from construction sites to Fortune 500 organizations. Often data from manual systems is keypunched into a larger automated system

# What companies try...





# Why do I have multiple timesheets?

- No one sets a goal of having more than one timesheet. But each group has its own perspective. Payroll doesn't see the timesheet requirements like HR or Invoicing or Project Management or Compliance.
- So now there are multiple timesheets even though no one intended for that to happen
- And in many cases employees must fill out more than one.



# The cost of multiple timesheets

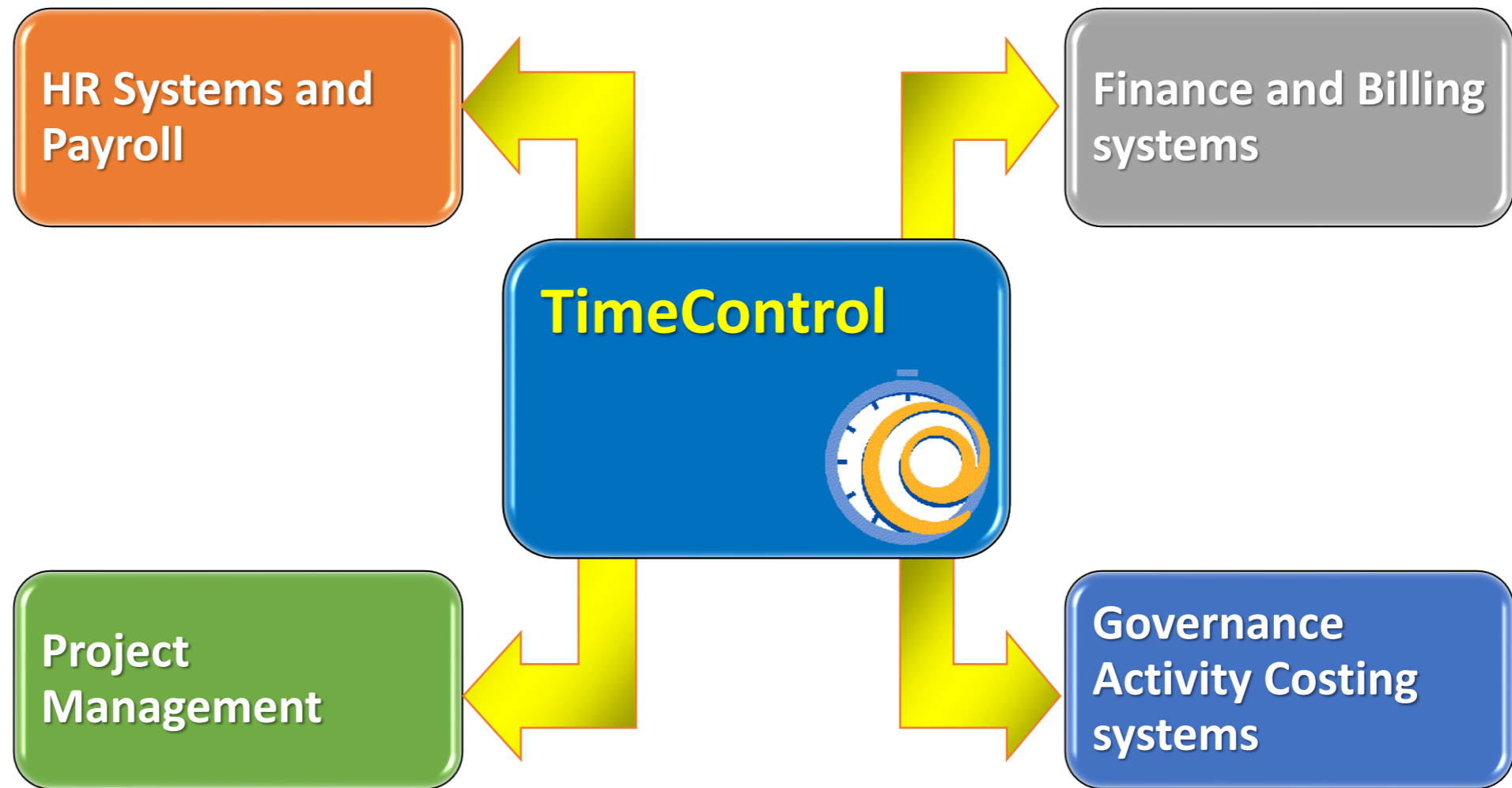
- ❑ The costs of multiple timesheets can be significant. Consider:
  - ❑ The cost of buying or subscribing to more than one timesheet
  - ❑ The cost of trying to reconcile timesheet values which are not the same during reporting or an audit
  - ❑ The cost of each person's time as they enter more than one timesheet
  - ❑ The IT cost of maintaining the system, the data and the upkeep of each timesheet system
  - ❑ The cost of all management time keeping track of different timesheets for different perspectives.



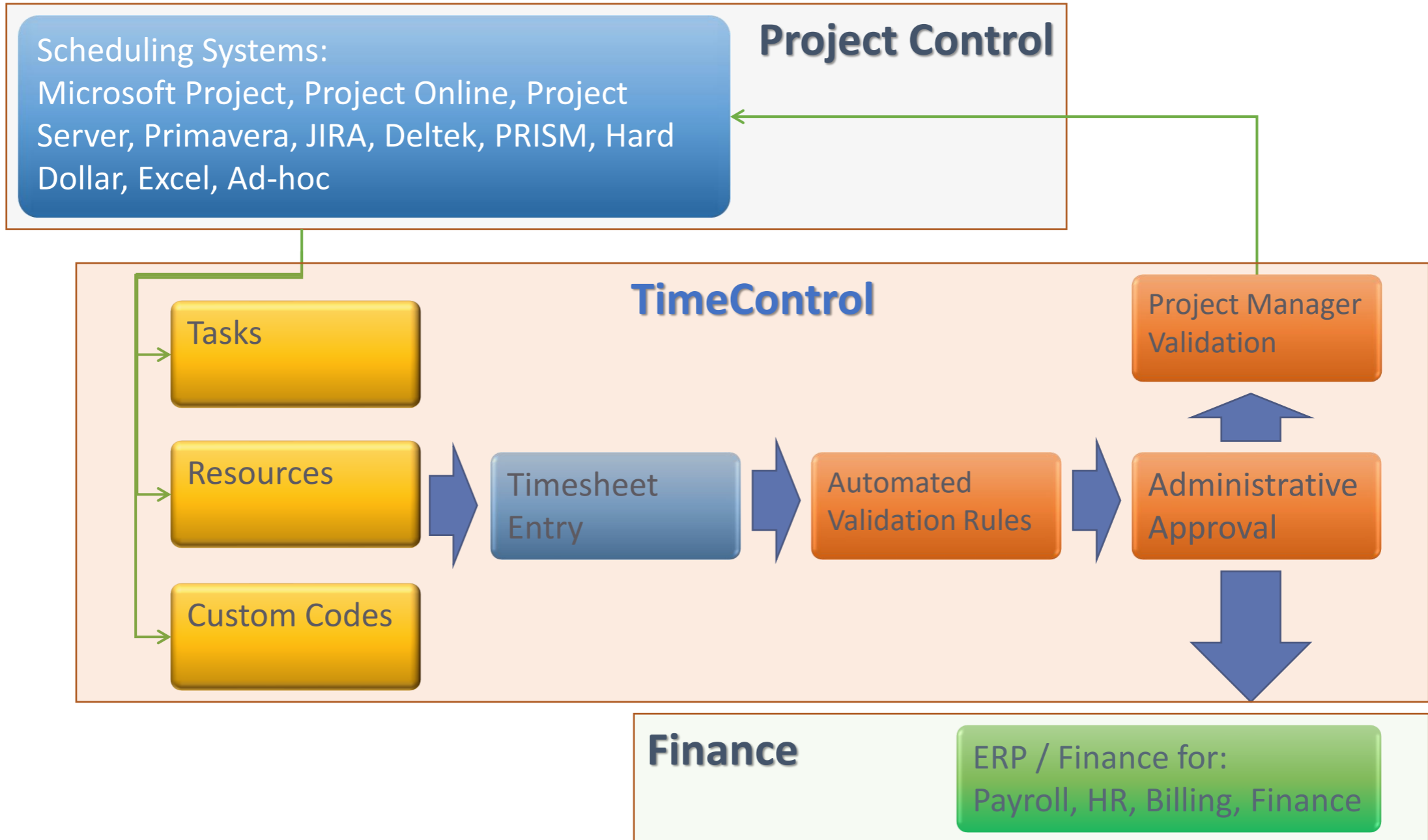


# Consider a multi-function timesheet

# Multi-Function Timesheet: TimeControl®



# Matrix Approval Process for Labor Actuals™



# HMS clients include...





# Thank you!

## For more information:

To find out more about TimeControl:

[www.timecontrol.com](http://www.timecontrol.com)

To try TimeControl for free:

[freetrial.timecontrol.com](http://freetrial.timecontrol.com)

To find out about HMS Software:

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