Benefits of Deploying TimeControl®

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TimeControl® is an enterprise timekeeping system designed for project environments. Its state-of-the-art architecture makes it an ideal choice for a corporate timesheet system, fulfilling the needs of Finance while servicing the requirements of Project Management.

Since 1994, hundreds of firms, both large and small, have adopted TimeControl and are realizing the benefits of standardizing on a corporate timesheet system with this level of functionality. Over the next few pages you'll see how TimeControl has benefited these clients and how it might apply to your organization.

We have divided our analysis into a number of categories starting with the Capitalization of Costs and R&D Tax Credits. The methods for delivering each of these analyses are similar. Next, we'll look at how TimeControl can be used to reduce bureaucratic costs of the annual financial audit or for collecting costs for use in Budget vs. Actual reports. By looking at the costs associated with using an automated vs. a manual timesheet system, we'll examine the potential savings to an organization simply by being more efficient in how it collects timesheet. Some of the data for this analysis comes from the American Payroll Association. We'll also look at how using a single timesheet system, such as TimeControl, can eliminate the costs and inefficiencies of using multiple timesheet systems normally used to serve both Project Management and Finance. Later, we'll discuss the potential savings in efficiency of being able to identify what people actually do with their time and we'll look at a variety of compliancy requirements that many companies must follow and show how TimeControl can help meet those requirements.
Finally, we've included some analysis from another HMS white paper called *Buy it or Write it* which compares the costs of writing your own timesheet system to the costs of buying TimeControl.

In each of these categories we provide a short description and then identify how using TimeControl can help overcome the particular challenge. Wherever possible, we include examples of the potential savings or impact. You'll also see throughout the document, quotes from some of our clients. These quotes have been taken directly from client testimonials or case studies which are posted, in their entirety, on the TimeControl website at www.timecontrol.com.

We hope this will be useful in your evaluation of TimeControl.

Description

Some of the costs to an organization each year can be viewed as an investment in an ongoing asset. If the benefits of the deliverable being worked on will be returned to the organization over a period longer than a year, this may be the case. With the remarkable investment now being made in internal computer systems and facilities for delivering goods and services more effectively or on-line, many companies are investing in systems that fall into the capitalization category. The impact on an organization's financial statements of accounting for work in this way can be significant. Only by precisely accounting for the work that is done on the capitalizable tasks can an organization account for such work in a fashion which will be accepted by its auditors.

Benefits of using TimeControl

TimeControl allows an organization to identify costs which can be capitalized. By capturing the labor costs of each such activity and showing an auditable account of what tasks were capitalizable vs. those that were not, the financial statements of the organization can be vastly different.

Costs that are capitalized are shown on the balance sheet as assets. For example, if a company creates software that will be used over a period of years to provide on-line services to its customers, the actual software will become a company asset. The expense portion of the costs will be only the depreciation that is attributed to the current year.

As can be seen here, the difference in the profit/loss for a single year can be remarkable. While using this accounting method doesn't invent cash, if you are placing a company for sale or if the valuation of a public company or a company trying to become publicly traded is important, this method is not only preferable, it is required by the SEC (Securities and Exchange Commission) to account for internal software development in all publicly traded companies.

Example without capitalization	
Expenses	
Annual Revenue:	$85M
Non-capitalizable expenses:	$80M
Capitalizable expenses:	($10M)
(Loss)	**($5M)**

Example with capitalization	
Expenses	
Annual Revenue:	$85M
Non-capitalizable expenses:	$80M
Depreciation on asset:	$0.4M
Profit	**$4.6M**

Description

Numerous countries now support research and development tax credits or R&D bonus structures. In some cases, these credits are refundable making cash available to companies who successfully apply for them. In all cases, however, the work done on eligible tasks must be identified and accounted for. This means that the tasks that the company is working on must be identified as those that are eligible for an R&D tax claim vs. those which are ineligible. All tasks must be accounted for in order to effect a complete audit. The actual costs of the eligible tasks will be summarized to determine the value of the R&D tax claim.

This type of activity-based accounting can only be done when actual costs are accounted for activity-by-activity. A simple list of salaries or time and attendance records is insufficient to provide the data required. The vast majority of costs in such claims arise from labor costs, so it is essential to determine what employees were doing with their time, not just how much time they have been paid for.

Companies that do not implement an activity-based time recording system are reduced to accounting for the time by estimate. The most common method is the "cut-out" method by which management attempts to account for all the time that was not spent on R&D type work then makes assumptions about how much work must have been spent on R&D. This method opens the company up to R&D tax claim adjustments.

Major accounting firms such as KPMG usually make a contingency account to allow for the expected future reductions in such tax claims. A typical contingency is 30% of the total claim. Below is an example of the impact on an example tax claim.

Reduce the risk of claim adjustment due to unauditable data.

Benefits of using TimeControl

TimeControl allows tasks to be coded for R&D as eligible or not eligible. Once the year is complete, TimeControl can deliver reports for auditing, for the tax department and for management, which can identify all eligible costs. An example of a standard report requested by R&D tax claim auditors is a report which identifies 100% of personnel, which totals exactly to the payroll records and which lists hours per week for each individual according to eligible vs. non-eligible tasks.

Example of an adjusted tax claim:
500-person company
50 technical personnel

Average cost per technical resource:	$60,000 / year
Total technical costs:	50 x $60,000
Total:	$3,000,000
Total R&D-oriented costs:	$1,000,000 (33% of total technical costs)
Total R&D claim	$650,000
	(based on approximate Canada/Quebec R&D claim)

Possible amount lost to adjustment for inaccurate R&D claim: $195,000
(based on 30% average contingency usually allowed for by major accounting firms)

The cost of a 500-user TimeControl system to be used by 100% of existing staff members is $40,000 which makes the cost/benefit calculation an obvious one. The potential for reduction of the claim is $195,000. The cost of purchasing a system which could eliminate the risk of that reduction is $40,000. Of course, just like insurance, you won't know if your claim is going to be reduced until it actually is. By then, it's too late to do anything about that year. Remember, claims can usually be adjusted up to several years in the past so the sooner you begin tracking time properly for this function, the sooner you will remove this risk.

There is, however, another element that is not obvious—the actual costs, which could be attributed to R&D, might be significantly higher. New TimeControl users often report that they have discovered additional R&D costs that are eligible for tax claims that had not previously been identified.

Description
Each year all organizations must assemble data for an annual audit. In some cases, audits are also done for tax purposes or R&D claim purposes.

Benefits of using TimeControl
TimeControl can significantly reduce the costs of such audits by providing auditable data. Each line item of TimeControl timesheet data is identified by the user who entered it. This provides annual auditors with clearly management proof of where data came from and how it was approved or modified.

The purposes of checking timesheet data depends on what it is used for.

Auditing wage data
In an organization that has waged-based employees, TimeControl gives auditors a clear report of what overtime was paid for and how it was calculated. Timesheets that include overtime may have been checked using automated validation rules that allow a system to verify, at the source, that all business rules for claiming overtime have been followed. This may reduce unjustified overtime payments and allows auditors to quickly determine that all overtime has been verified by the system.

Auditing salary data
Although there is no need to check salary data to ensure that people were working, salary costs must often be audited for one of several reasons. If salaries are used for R&D for capitalization, then there is no question of having to track this data by activity. In order to accrue sick time, vacation time or personal time, this is also required. In order to audit for billing time, salary data is also relevant.

Auditing and accruing sick and vacation time
Staff sick leave, vacation time and personal days allowed are taken throughout the year. If this time is not properly accounted for in a centralized timekeeping system, then any time that has been accrued throughout the year must be accounted for from the basic payroll data or from other HR or manual sources. TimeControl allows this time to be tracked directly and, because it has been approved each week, validating the data and the end of the year is a simple matter of printing the report.

Auditing billing data
If the organization does either external or internal billing of its services, then billing values may need to be checked against total hours billed vs. total hours not billed. Also, at any time, external or internal clients may question an invoice and the justification invoice may need to be reconciled with the original timesheets.

Verifying capitalization values
If you are capitalizing costs for such things as internal software development (as must be done in the US by publicly traded companies), then determining the exact value of that capitalization can take an enormous level of effort. In particular, labor-intensive

capitalization efforts are difficult to calculate and then verify if actual labor costs have not been tracked by task throughout the year. With TimeControl, this value is immediately available as a report. This alone can reduce audit times by several weeks.

Preparing R&D claims

If you are preparing a tax return which includes any labor entries, such as for an R&D tax claim, then you must be able to verify what time was spent on those tasks which represented your R&D claim. This is impossible to do using only a time and attendance system, but TimeControl tracks this data easily. Just use one of TimeControl's many codes to identify which tasks are eligible vs. not eligible and the reports for such tax claims are automatic. This alone can reduce the audit for year-end tax reports by several weeks.

Description

In many of today's salary-based organizations, overtime is not paid in cash but as compensation. Employees are allowed to bank time and then later remove time from that bank as paid vacation time. Each firm has different rules about how to account for this time.

Benefits of using TimeControl

TimeControl's rates functionality includes the ability to manage as many as 1300 different rates per employee. Each rate code tracks an internal rate (such as actual wage or salary costs) and an external rate (such as billing or project cost). By using this functionality, TimeControl is an excellent tool to support banked time. Time to be put "into" the bank can be identified by using a particular rate. For this rate the internal value would be 0. For the external cost, the value would be the standard billing cost. When time is taken out of the bank, a second rate code is used, and then the internal cost is positive and the external cost is 0.

At any time, a report can be generated which is filtered to show only these special rates. This creates a report that shows two lines per employee (for any division of employees desired), and provides easy identification of how many total hours were placed into the bank and taken out of the bank.

TimeControl's validation rules allow business rules to be transferred to each user. If there are restrictions on how banked time can be taken, then they can be defined through these rules. This allows the approval of using banked hours to be tracked by the end users themselves. Rules, such as not being able to take any banked time off until you have at least that many hours in the bank, or limiting the total number of hours that can be banked at any time or taken off at one time, can be defined through TimeControl's validation rules. End users are notified immediately if they exceed one of these rules and can correct the error before the data is even accepted into TimeControl.

If this data must be audited at the end of the year (and it virtually always must be), then TimeControl allows an easy audit of the data since it's tracked 100% of the time.

Description

Many organizations that do project management do not collect the actual labor costs for return to the project management system. The reason for this is the perception that collecting such data is very difficult. Project managers look at financially oriented timesheets and find they are usually not activity-oriented. Even finance timesheet systems that track tasks often cannot link to the project management systems in use. This can result in either not tracking the costs at all or attempting to use multiple timesheet systems within the organization.

Benefits of using TimeControl

TimeControl links to many project management systems, such as Microsoft Project, Project Server, Oracle-Primavera's P6 and Deltek's Open Plan and Cobra. Even when not linking TimeControl to a project scheduling system, tracking the actual costs per project can provide remarkable advantages.

One of the first advantages of such a system is that the true actual costs are returned to the project system. When an activity-base timekeeping system is not used, actual costs on a project can only be estimated. One of the first benefits noticed by project managers when TimeControl is implemented is the discrepancy between the amount of time that is billed against actual project work vs. the amount of time which is lost to overhead time.

> **"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."**
>
> Rafael Silva,
> ACR Systems

By tracking time through a centralized timesheet, another immediate benefit is that the actual time spent on different projects can be identified. This is often the first time that management discovers that resources that are expected to work at a particular load level, per project, do not.

By tracking actual labor costs, a variety of project management reports become possible, including:
- Budgeted cost vs. Actual cost variance reports
- Resource load vs. Actual resources used
- Actual resources spent per person per project
- Average actual cost per resource vs. Budgeted cost per resource

Tracking true actual labor costs per project allows project managers to make more effective decisions on the deployment of resources.

Description

A budget vs. actual variance report by project and task can warn of potential problems allowing time for corrective action.

Benefits of using TimeControl

TimeControl's easy to use export function allows the data for such reports to be exported. With its multiple links to project management tools, delivering project vs. actual variance reports can be automatic. It is typically inside the project management system where the budget has been recorded. When actual costs are transmitted back to the project management system by task and by resource, the cycle of creating a budget vs. actual variance report is complete.

A budget vs. actual variance report can reveal data that is not immediately obvious by looking at only the project schedule progress or the actual costs incurred. In a project environment, the finance department becomes concerned when it sees cash being expended at a higher than anticipated rate. With no other data or analysis to guide it, Finance may request that the project be changed because of a perception of overspending.

A budget vs. actual report, which has, as its actuals, the same data that Finance uses for its own purposes, will show spending that is occurring at a pace different than projected. This may not mean that the project is now over budget. For example, if a project is proceeding ahead of schedule, the cash expenditures might be higher than had been anticipated for a particular period yet the project might in fact still be under budget, just moving faster than expected.

A budget vs. actual report can also reveal when projects are not proceeding on track. A trend to spend more and more labor costs than had been anticipated can be caught early using this type of report and corrective action can be taken.

Budget vs. actual reports can also help in improving the planning and estimating process. When the true actuals are regularly displayed against the original budget, and when historical data is tracked, a review of planned vs. as-built project data can reveal areas that are consistently not planned realistically. The improvement in efficiency can benefit the entire organization.

In most organizations, there is an ongoing challenge to employers to get the most out of their employees. TimeControl can help this effort by showing exactly where actual time is being spent. It is not enough to show simply how much time is being spent by staff. Efficiency is possible only when organizations determine exactly what the staff are doing with their time.

Description
Efficiency of labor can be realized through a timesheet system through both the ability to identify labor costs by task and the inherent effectiveness of using an automated timekeeping system.

Benefits of using TimeControl
TimeControl allows the tracking of time by task, but also allows each task to be categorized. By summarizing this data on a regular basis, Management gets a perspective on the costs of certain categories of work. One of the first benefits realized by TimeControl users comes from identifying how much time is being spent on overhead tasks or redundant tasks, such as meetings. A simple directive to ensure that meetings are held only when they are required can deliver almost instant efficiencies.

> **"TimeControl helped us reduce the number of administrative staff needed to manage the system. We were especially pleased because we thought that this would have taken at least three months. In reality, it only took one month."**
>
> Julie Hatfield, Koch Industries

Lost Time Savings
Studies conducted annually by the American Payroll Association have shown that the average employee is overpaid for 4 hours and 5 minutes of unauthorized or unearned time each week. Let's take an example of a 100-employee company where the average wage is $8.00 per hour. Let's assume that this company does not have average employees and that lost time adds up to only an hour per week.

Example
In this example, the annual savings to the company would be:

```
        100 Employees
x   1       Hour
x   50      Weeks per year
x   $8      hourly wage.

=   $40,000 / year of total lost time savings
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Description

A surprising number of organizations have multiple timesheet systems. Clearly no one decides by design to implement multiple timesheet systems. Nevertheless, the phenomenon of multiple timesheet systems within an organization is very common. Project by project, department by department, decisions are made to implement separate timesheet systems. Sometimes these timesheet systems are implemented in order to link to a particular internal system, such as a project management tool. Sometimes they are the result of core system changes, such as the implementation of an ERP system. In a worst case scenario, a user must enter multiple timesheets in a given week in order to comply with the multiple systems in place. Where users do not enter redundant timesheets, organizations often try to reconcile the total values in each system to ensure the data is accurate. This is, at best, a very difficult process. At worst, it's a hopeless effort.

Benefits of using TimeControl

TimeControl is designed to serve both Finance and Project Management. This allows TimeControl to take the place of multiple timesheet systems, at once. With a single system that can provide the required data to Finance and to Project Management, reconciliation is not required. Perhaps for the first time, the data used by each group is from the same auditable source. Even if the perspective of the users of the data or analysis from this data is very different, the assurance that it is the identical data results in tremendous efficiencies in labor.

> **"Timesheet entries which were not valid would go into a suspense account and we wanted to eliminate the hours in suspense. The impact of this alone was justification enough to attempt to integrate the diverse systems into one."**
>
> Herlander Vaz
> Bombardier DSD Canadair

These efficiencies result from:
Reducing the overhead of managing multiple systems. System administrators, IT personnel, even computers and network traffic are reduced.
Eliminating the effort spent at attempting to reconcile such systems. If this effort is underway it is often fruitless and, worse, takes an enormous effort. The employees involved can be put to work doing something productive.
Eliminating the need of some employees to enter multiple timesheet systems. A timesheet for project use and a timesheet for financial requirements such as payroll are not unusual. Expending this effort by users can realize a tremendous savings in useless labor.
Providing data from the same source to multiple external systems, such as ERP, Accounting, Billing and Project Management. This reduces total audit times and eliminates the arguments over real project costs that can occasionally arise between the project and financial departments who view data from very different perspectives.

Efficient collection of data for payroll and Human Resources

Studies conducted annually by the American Payroll Association have shown that manual timecard totaling takes your department head or payroll clerks approximately seven minutes per card. An automated system reduces this time to about one minute or less for verification only, saving six minutes per card, per payroll period.

Description
Many organizations make excessive efforts to collect and approve data for Payroll and Human Resources purposes.

Benefits of using TimeControl
TimeControl has multiple functions that reduce the effort of collecting labor costs. First, the ease of use of the end-user timesheet makes entering data very fast and very simple.

TimeControl has adopted a philosophy that tailors the interface to be appropriate to each user. The web interface can be quickly accessed from any browser. The system is simple enough that end-user training is not required. A simple drop-down list of tasks ensures that the charge items selected are all existent and accurately entered. Timesheets can even be pre-populated based on the project(s) schedule.

> **"TimeControl made it very easy to track people's time and control the work. It easily cut the time in half compared to manually recording timesheets."**
>
> Shannon Kelly Project Control and QA

The automatic validation rules ensure that data that is accepted into TimeControl already conforms to the organization's business rules. Once data is collected, it can be approved through multiple levels in the system. An easy-to-use Accept/Reject method ensures data is approved quickly. TimeControl's unique Matrix Approval Process for Labor Actuals™ allows both project managers and finance personnel to approve timesheets within the same system allowing project managers to ensure that the correct tasks within a project have been selected.

Tracking missing timesheets is done through the Missing Timesheet report and the Missing Timesheet Email Notification function. These allow supervisors to determine if a timesheet has been entered or not, and also to identify where it might be stuck in the approval process. In many cases, the use of these functions has allowed a timesheet approval process to be significantly streamlined, resulting in department personnel able to devote their time to more productive work.

If you haven't yet automated your timesheet system, the savings can be even more significant. The American Payroll Association does an annual study to determine how much time manual timecard totaling takes your department head or payroll clerk. They estimate that this tedious work takes approximately seven minutes per card. An automated system such as TimeControl can reduce this to a minute or less. If validation rules are used, this effort can be reduced to zero.

If we assume that we reduce the effort to one minute per card, the savings add up to six minutes per card of time for each and every timesheet cycle. If we take the example of a 100-

person company where payroll clerks are paid $10 per hour, the savings can be defined as follows:

> 100 Employees
> x   6   Minutes/card (= 600 minutes per week or 10 hours of supervisor time)
> x   50   Weeks per year
> x $10   hourly wage for a supervisor
> = $5,000/year of wasted department manager or payroll clerk time

Description
The EEC has established common rules for employees regarding work week hours and overtime. Companies within the EEC are required to report on the number of hours worked over a 17 week period, and must show that workers have not exceeded acceptable levels. They also must demonstrate that overtime was properly accounted for.

Benefits of using TimeControl
TimeControl includes the ability to report on these standards. TimeControl tracks costs per task and with a multitude of rate codes. This allows time spent by category to be quickly identified per person. TimeControl's filters allow a rolling 17-week calendar to be attached to a report where the summarized costs of regular time and overtime can be immediately identified. In addition, any exceptions to the EEC work rules can be included in a filter allowing HR personnel to immediately identify any employees who have exceeded the requirement rules.

Trying to track this time without using an automated timesheet system requires a significant effort in tracking existing timesheet records and compiling information from the last 17 weeks. An automated timesheet system eliminates this effort completely.

Buy TimeControl or Write it Yourself?

Sometimes, companies approach us to say that they don't feel the need to buy TimeControl because it would be a negligible effort to create it themselves. TimeControl is a multi-level corporate timekeeping system based on over 16 years of experience creating and deploying enterprise project control systems and over 50 man-years of experience enhancing our basic project-oriented timekeeping model.

Purchasing TimeControl (100 users)

	Year 1	Year 2	Year 3
Cost of TimeControl (100 licenses)	$12,000	$0	$0
Annual Maintenance	$0	$0	$0
Support/Upgrades	$0	$2,400	$2,400
Total	$12,000	$2,400	$2,400
Cost Per user per year	$120	$24	$24

Writing a customized timesheet system

	Year 1	Year 2	Year 3
Senior Business Analyst (2 months)	$15,000	$0.00	$0.00
Programmers (3 total for 6 months)	$90,000	$0.00	$0.00
Documentation (1 month)	$5,000	$0.00	$0.00
Quality Assurance (3 months)	$15,000	$0.00	$0.00
Technical Support	$0.00	$30,000	$30,000
Total	$125,000.00	$30,000.00	$30,000.00

Assumptions:

Here are some additional assumptions to round out the calculations:
- The system that could be designed by this sized team is for departmental-sized use for several hundred up to 1000 users. For larger organizations, the internal work required to complete the project can easily double or triple. A typical internal timesheet development project ranges in duration from a <u>minimum</u> of six months up to two years;
- Development includes system design, programming, testing, minimal on-line help and minimal documentation;
- Only the minimal functionality for that organization would be created not the full functionality of TimeControl;
- The resulting system would be a web-based interface;
- Ongoing support to keep the system operational is estimated at a rate of 50% of one programmer per year. Ongoing support would be used to fix any identifiable bugs and to update the system due to changes in the technical environment. No allowance is made in these calculations for:
  - o Help-desk support for end users
  - o New functionality
  - o Significant enhancements to existing functionality;
  - o Evolution of the system to future technology;

- ➢ The true cost of ownership should identify the potential efficiency savings from the earlier deployment that is possible with a purchase of TimeControl;
- ➢ The cost of design by personnel who will need to be involved from a variety of other departments has not been calculated.

Buy it or write it comparison

Without even considering the dramatic impact of efficiency savings and the benefits of a timesheet written to commercial standards, the direct cost savings of a commercial tool can be summarized as follows:

	100 Users	1000 Users
Purchase TimeControl		
Total Cost of ownership over 3 years	$16,800.00	$98,000.00
Cost per user	$168.00	$98.00
Develop internal system		
Total Cost of Ownership over 3 years	$185,000.00	$185,000.00
Cost per user	$1,850.00	$185.00
Total Savings of purchasing TimeControl		
	$168,200	$87,000

IPO delayed due to not being Sarbanes-Oxley compliant

Problem

You are in a publicly traded company and your annual audit now includes a warning that you've never seen before which says that your financial statements are not compliant with Generally Accepted Accounting Principles (GAAP). The SEC sponsored a new GAAP in a position paper known as SOP-98. This new GAAP says that any firm that is publicly traded must account for internal software development or deployment in a particular way. Software that will be used for multiple years must now be capitalized. The GAAP identifies certain types of tasks that must be identified as capitalized and others which must not. This requires that activity-based labor costs be tracked and categorized by these specific categories.

How TimeControl can solve this problem

TimeControl supports SOP-98 compliancy and allows all such capitalizable tasks to be identified. Each charge item can be categorized with an unlimited number of user-defined fields. One field will need to be dedicated to identifying internal software development tasks that are to be capitalized. Also, TimeControl's rate table includes the ability to track internal actual costs and project costs within each rate. This means that both the project cost, which might be billed internally to a different department, and the actual costs which must be used in the financial statements, can be tracked within the same system.

Defense contract payment delayed due to not being DCAA-compliant

Problem

The Defense Contract Audit Agency (DCAA) is a US government agency that is responsible for ensuring that defense contracts in the US are properly accounted for. They have devised specific criteria for tracking labor costs that are the riskiest elements of any mega-project. These criteria include a requirement to track project time using very specific rules.

How TimeControl can solve this problem

Implementing an automated timesheet system is virtually the only way to have a chance at complying with DCAA rules. TimeControl was designed to comply with the DCAA. Validation rules ensure that that all business rules are supported by the end users themselves. DCAA-compliant projects are virtually always large in size with many employees and contractors to be tracked. TimeControl includes extensive auditing functionality which must be included in order to be compliant.

R&D claim reduced because hours can't be justified

Problem

R&D tax claims have been reduced because the exact costs cannot be proven to the tax department. A tax audit of an R&D tax claim virtually always includes a request to identify timesheet data. If this is not available, then the claim is made using estimates.

How TimeControl can solve this problem

TimeControl is ideally suited to provide an audited record of time spent on R&D efforts. Tasks can be identified as eligible for R&D, or not by using one of an unlimited number of user-defined fields. Providing a list of all labor costs by eligible vs. non-eligible categories becomes a matter of minutes, not weeks.

Multiple project management timesheet systems inefficient

Problem

It is quite common to find that organizations have implemented multiple project management systems. This is because the selection of project systems is often not done at the corporate level. It is made department by department, or even project by project. The result can be multiple project updating systems which are each tied to their own project management system. This can result in redundancy where an employee who works on two projects must actually fill in more than one timesheet or where data can only be reconciled between systems with tremendous effort.

How TimeControl can solve this problem

TimeControl is designed to work with multiple project management systems, simultaneously. This allows a mix of such systems to be supported by the timesheet, at the same time. TimeControl supports Microsoft Project, Project 2000, Primavera's Project Planner (P3), P3 for the Enterprise, (P3e) and TeamPlay, Welcom Software's Open Plan and Cobra, Scitor's Project Scheduler 7 and 8 and ASTA Development's POWERPROJECT teamplan. Also, TimeControl includes an importing and exporting ability from generic systems such as Excel, or internal systems.

Overhead time cannot be measured or is excessive

Problem

It is a tough question for which many managers don't have an answer: How much time is being spent on overhead? This value is often estimated and it's often wrong. Even if the amount of time that is being spent on non-billable or non-project task can be determined, it is often impossible to see exactly on what that time is being spent.

How TimeControl can solve this problem

TimeControl's activity-based structure allows an unlimited number of easy-to-select options to be available on a timesheet. This allows users to account for much more of their time than is otherwise possible. Also, TimeControl's validation rules can provide warning messages to users who are recording an excessive amount of time to non-allocated tasks. This encourages employees to at least identify where they are

spending their time. One of the first benefits that new TimeControl Administrators report is that, by reviewing where overtime is being spent, they have been able to reorganize or to reprioritize work to allow users to focus on more productive tasks.

Company finds it difficult to comply with FMLA rules

Problem

The Federal Medical Leave Act (FMLA) in the US has strict criteria for how many days an employee is entitled to take off for specific purposes. Employers are obliged to track time taken for these purposes, by employee.

How TimeControl can solve this problem

Since the total values tracked are a running total for a long period, the only way to effectively track this data is through an automated system. TimeControl's ability to categorize tasks makes complying with the tracking requirements of the FMLA very simple. Multiple task categories are created within TimeControl and they are each categorized using one of the unlimited number of user-defined fields. Totaling the values for these types of tasks per employee then becomes very simple. A report is made that filters only these tasks and can reveal, at any time, the status of these hours taken by any employee. Also, TimeControl's validation rules can be employed to ensure that users enter only off-time which they have earned. For example, an employee who is sick but has used all of the allotted sick days off might be allowed to take a personal day instead of having a pay reduction.

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
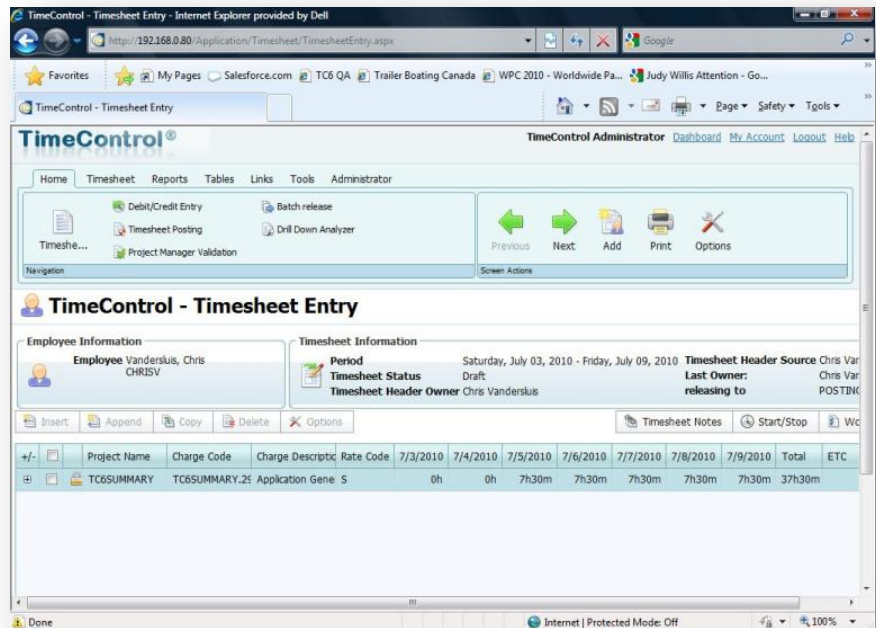
Install On-premises or subscribe in the Cloud Online

TimeControl is avi[a]lable 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.

Open Architecture

TimeControl is an open architecture system which supports 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.)

TimeControl Mobile is included

TimeControl includes <u>both</u> a browser-based web interface <u>and</u> 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.

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").

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 future timesheet.

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 notifications 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.

Links to Payroll, HR and ERP/Finance

TimeControl is designed with a Links module that lets you define links to corporate systems and software including Payroll software or online services, Human Resources systems and ERP/Finance systems.

Using TimeControl to fulfill the requirements of not only project management but also Finance, HR and Payroll means you can eliminate the costs and inefficency of mlutiple timesheets.

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. To try the timesheet system for free, visit freetrial.timecontrol.com.

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
- Scaleable user profiles facilitates use for data entry users yet provides full functionality for administrators
- Multilingual with multiple languages included
- 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

Robust Architecture

- Open database architecture; support for Oracle, Microsoft SQL Server, Sybase and MySQL datazbases
- N-tier architecture makes system scaleable 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
- 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 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, European Time Directives, FMLA, the California Wage Laws and Sarbanes-Oxley

Hardware Requirements

- Server:
  - Windows Server 32 or 64 bit
  - .Net 3.5
  - Internet Information Services
  - MS SQL Server, Oracle, Sybase or MySQL database
- End-user Workstation
  - Web browsers: Internet Explorer, Safari, FireFox, Mozilla
- Administrator Workstation
  - Web browsers: Internet Explorer

Engineering/Construction
Aecon Construction
AeroInfo
Koch Business Solutions
Kongsberg Devotek
Thompson Beta

Gas / Utilities
Gulf South Pipeline
Acergy
Petrocon
VenCorp
Foster Wheeler

Manufacturing
Alcan
Parker Hannifin
Georgia Pacific
Ultra Electronics
Tennant
Wagner Spray Tech
Vision Systems
Electro Motive
GE Sensing
Tommy Hilfiger

Defense / Aerospace
Bombardier Inc.
CAE Electronics
Lockheed Martin
Rolls Royce
SAAB
Army Corps of Engineers

Government
Amsterdam Port Authorities
Atlanta Airport
Dutch Railway
Government of Saskatchewan
Railway Procurement Agency (UK)
Ville de Montreal
City of Winnipeg

Technology
Arivia
CSI Piemonte
EDS
Face Technology
Fuel Plus Software
GE Access
Microsoft
Positron
Psion Teklogix
Inventure
Fujitsu

Telecommunications
Cable & Wireless Bartel
Ericsson
EXFO
Motorola
Philips Semiconductors
SARA Amsterdam
Stratos Global

Financial
Standard Life
Development Bank of Canada
Alliance One
Centre de Recherche Informatique de Montréal

Health/Pharmaceutical
Boehringer Ingelheim
National Health Service (UK)
Azko Nobel (Organon)
RTS Thurnall
Canadian Institute for Health Info
Iogen
Registrat

Education
Johnson and Wales University
Eastern Michigan University
Queens University
McGill University

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.

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.

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.