

TimeControl® 8

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

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: <https://docs.timecontrol.net/Application/Timesheet/TimesheetEntry.aspx?st=6&mnu=61&ts=ACTIVE&tk=46>. The application header includes the TimeControl logo, the user name "Gail Robinson", and navigation icons. The main content area shows a timesheet entry for "Robinson, Gail" covering the period "3/11/2019 - 3/17/2019". The entry is in "DRAFT" status and is being released to "Tom Logan". The timesheet table lists various charge codes and descriptions, with columns for days of the week and total hours. The table data is as follows:

#	Charge Code	Charge Description	Rate Code	Mon 3/11/2019	Tue 3/12/2019	Wed 3/13/2019	Thu 3/14/2019	Fri 3/15/2019	Total	ETC	Complete
> (Total=6h) Project Name: BOAT SHOW											
> (Total=16h30m) Project Name: INTERNAL											
v (Total=18h30m) Project Name: POLAR											
1	POLAR.11	Technical Documentation	S-GAILR			4h	4h	2h	10h	40h	<input type="checkbox"/>
2	POLAR.12	Reference Docs	S-GAILR						0h	96h	<input type="checkbox"/>
3	POLAR.13	Training Materials	S-GAILR			2h30m	2h	4h	8h30m	120h	<input type="checkbox"/>
4	POLAR.2	Design Interface	S-GAILR						0h	120h	<input type="checkbox"/>
5	POLAR.3	Design Reports	S-GAILR						0h	96h	<input type="checkbox"/>
6	POLAR.4	Design Security	S-GAILR						0h	40h	<input type="checkbox"/>
7	POLAR.6	Code security structure	S-GAILR						0h	16h	<input type="checkbox"/>
8	POLAR.7	Code Interface structure	S-GAILR						0h	40h	<input type="checkbox"/>
				9h	8h	8h	8h	8h	41h		

Page size: 200 Page 1 of 1 (11 Items) [1]

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

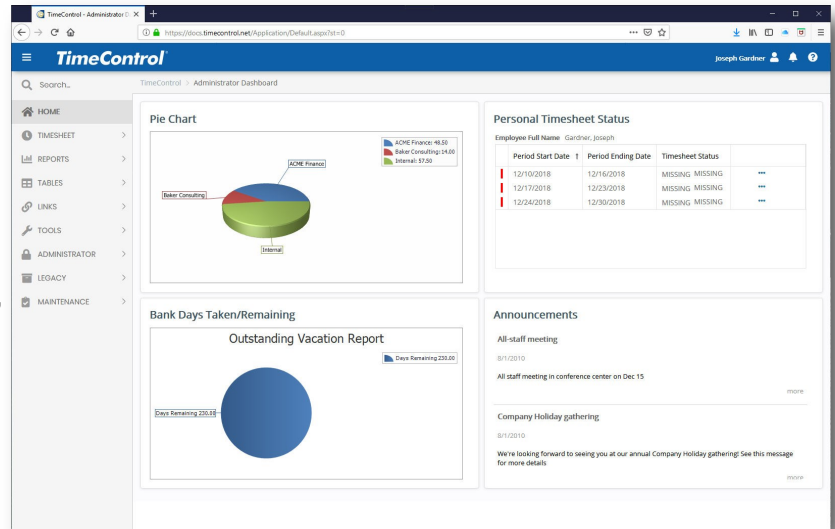
TimeControl supports HMS Software's unique Matrix Approval Process for Labor Actuals™ which allows for quick authorization of project data by both Project Managers and Supervisors. Automated validation of timesheet data is handled by *TimeControl*'s remarkable business Validation Rules. Additional approvals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

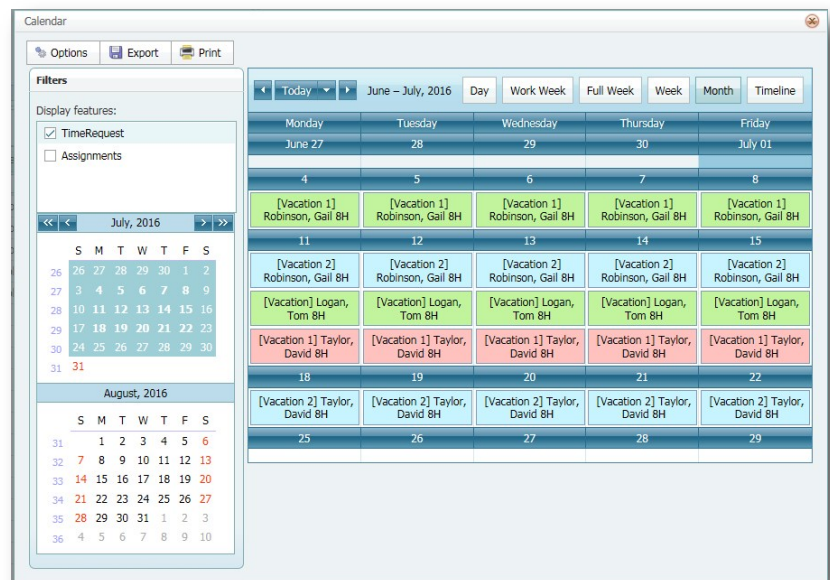
TimeControl includes the TimeRequest module which enables approval and management of time-off requests such as vacation or personal time or any other category of time in the future that must be approved in advance.

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.

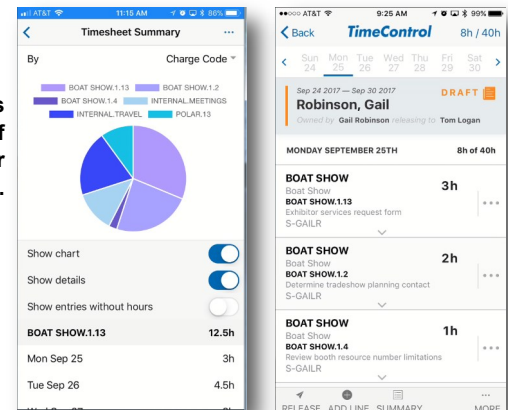


TimeControl's easy-to-use timesheet interface works with multiple browsers on PCs and tablets and hardware and end users don't need to install anything

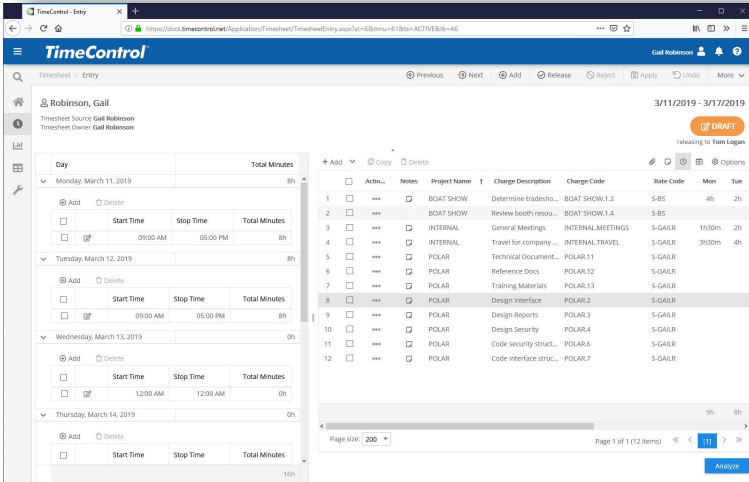


TimeControl includes a TimeRequest module to request and get approval for vacation, personal or other time off.

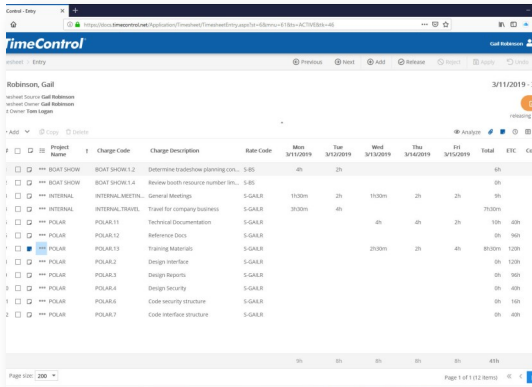
TimeControl Mobile brings the power and flexibility of TimeControl right to your smartphone's screen.



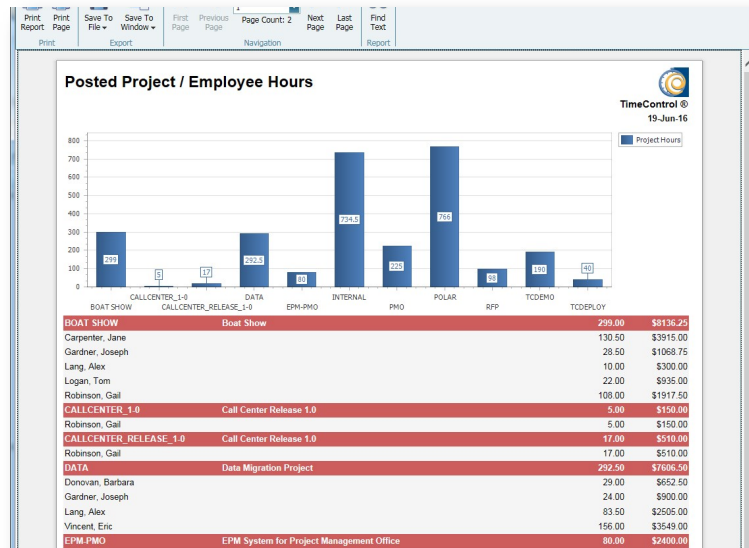
and multi-purpose capability



TimeControl's timesheet can be configured to show different elements for different 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 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.

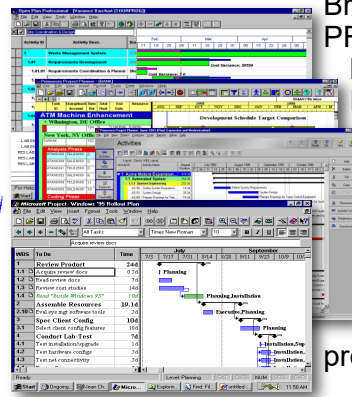
Total Flexibility with User Profiles

TimeControl is known in the industry as the most flexible timesheet system available. The entire user experience is customizable using User Profiles. This includes which functions, reports, data and even fields are displayed and how they're named.

Along with flexibility comes a level of security so strong that TimeControl can be used for sensitive payroll data and auditable government requirements. This makes TimeControl at once a secure, deployable system and an easy-to-use one as well. TimeControl's interface can also be integrated directly into portals like SharePoint.

Links to Project Management Systems

TimeControl includes direct links to project management systems such as Microsoft Project, Project Server and Project Online, Oracle Primavera, InEight's Hard Dollar, JIRA, BrightWork, SharePoint, ARES PRISM, VersionOne and, Deltek's EPM system.



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 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

HMS Software

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Pointe Claire, QC H9R 1E9
Tel: 514-695-8122
Fax: 514-695-8121
Email: info@hms.ca
Web: TimeControl.com

- 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

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