

Vacations and TimeControl®

Managing Vacations with the
TimeControl timesheet system





HMS History

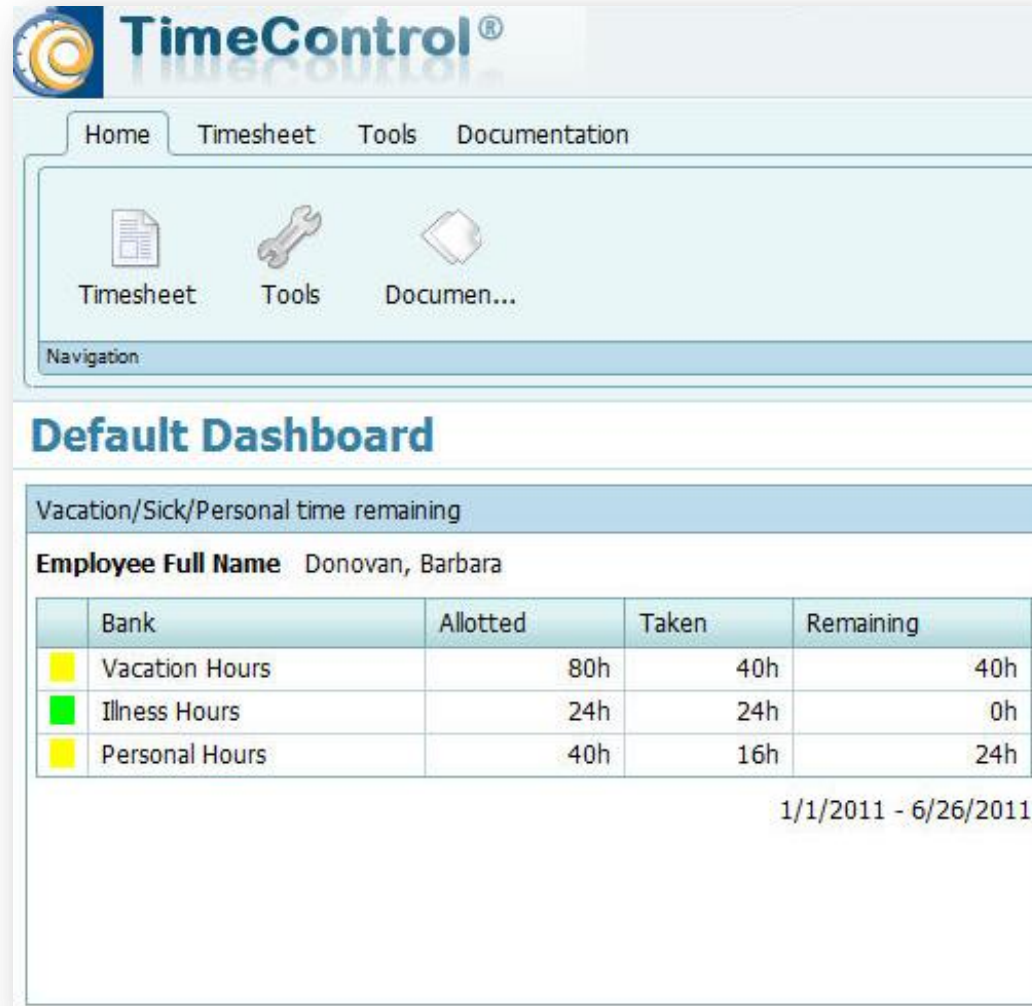
- 1984 HMS Software founded. First project: automating the project office at Philips Information Systems and creating a project timesheet
- 1985 HMS becomes a Welcom Software alliance partner
- 1994 HMS releases TimeControl 1.0
- 1995 HMS releases TimeControl 2.0 for Windows
- 1995 TimeControl published with links to Microsoft Project
- 1995 HMS joins Microsoft Project Solution Partner program
- 1997 HMS becomes a Primavera Technology Alliance Partner
- 1997 HMS releases TimeControl 3.0 as a client/server product
- 1999 HMS releases first web timesheet interface for TimeControl
- 2001 HMS releases TimeControl 4.0, a full web-based version
- 2004 HMS named as a Premier Microsoft Project Solution Provider
- 2005 HMS becomes a Microsoft Gold Certified Partner
- 2006 HMS named as a “First to Market partner” by Microsoft
- 2007 HMS releases TimeControl Industrial 4.7
- 2007 HMS releases TimeControl 5.0
- 2008 HMS becomes Deltek ISV Alliance Partner
- 2009 HMS releases TimeControl Industrial 5.1
- 2010 HMS becomes Oracle Gold Partner
- 2010 HMS releases TimeControl 6.0
- 2011 HMS releases TimeControl Mobile



Managing Vacations in TimeControl

- ✓ Dashboard vacation indicators
- ✓ Banked time
- ✓ TimeRequest™
- ✓ Vacation validation rules
- ✓ AutoFill
- ✓ Alternate user
- ✓ Mobile

TimeControl Dashboard



The screenshot shows the TimeControl dashboard interface. At the top left is the TimeControl logo, a stylized 'C' with a clock face. To its right is the text 'TimeControl®'. Below the logo is a navigation bar with tabs for 'Home', 'Timesheet', 'Tools', and 'Documentation'. Underneath the navigation bar are three icons: a document for 'Timesheet', a wrench for 'Tools', and a folder for 'Documen...'. Below these icons is a 'Navigation' section. The main content area is titled 'Default Dashboard' and contains a section for 'Vacation/Sick/Personal time remaining'. This section displays the 'Employee Full Name' as 'Donovan, Barbara' and a table with columns for 'Bank', 'Allotted', 'Taken', and 'Remaining'. The table lists three categories: 'Vacation Hours' (80h allotted, 40h taken, 40h remaining), 'Illness Hours' (24h allotted, 24h taken, 0h remaining), and 'Personal Hours' (40h allotted, 16h taken, 24h remaining). The date range '1/1/2011 - 6/26/2011' is shown at the bottom right of the table.

TimeControl®

Home Timesheet Tools Documentation




Timesheet Tools Documen...

Navigation

Default Dashboard


Vacation/Sick/Personal time remaining

Employee Full Name Donovan, Barbara

Bank	Allotted	Taken	Remaining
 Vacation Hours	80h	40h	40h
 Illness Hours	24h	24h	0h
 Personal Hours	40h	16h	24h

1/1/2011 - 6/26/2011

Managing Banked Time

- 
- ✓ TimeControl can manage banked time including:
 - ✓ Banked overtime
 - ✓ Vacation accruals
 - ✓ Time taken from the vacation bank including negative banked time
 - ✓ Validation rules to make sure you don't take time you're not entitled to

TimeRequest™

Time Request List - Internet Explorer provided by Dell

http://docs.timecontrol.org/Application/Timesheet/TimeRequests.aspx?mnu=109&st=TIMESHEET

TimeControl® Gail Robinson Dashboard My Account Logout Help

Home Timesheet Reports Tools

Timeshe... Add Delete Release Reject Print Options Filter

Time Requests

Request for Time-off Close

Employee Robinson, Gail **Owner** Gail Robinson **Releasing To** POSTING
Source Gail Robinson **Last Owner**

Insert Delete

<input type="checkbox"/>	Date	Charge Code	Charge Description	Rate Code	Hours
<input type="checkbox"/>	7/26/2010	INTERNAL.VACATION	Paid Vacation	GR-STD	8h
<input type="checkbox"/>	7/27/2010	INTERNAL.VACATION	Paid Vacation	GR-STD	8h
<input type="checkbox"/>	7/28/2010	INTERNAL.VACATION	Paid Vacation	GR-STD	8h
<input type="checkbox"/>	7/29/2010	INTERNAL.VACATION	Paid Vacation	GR-STD	8h

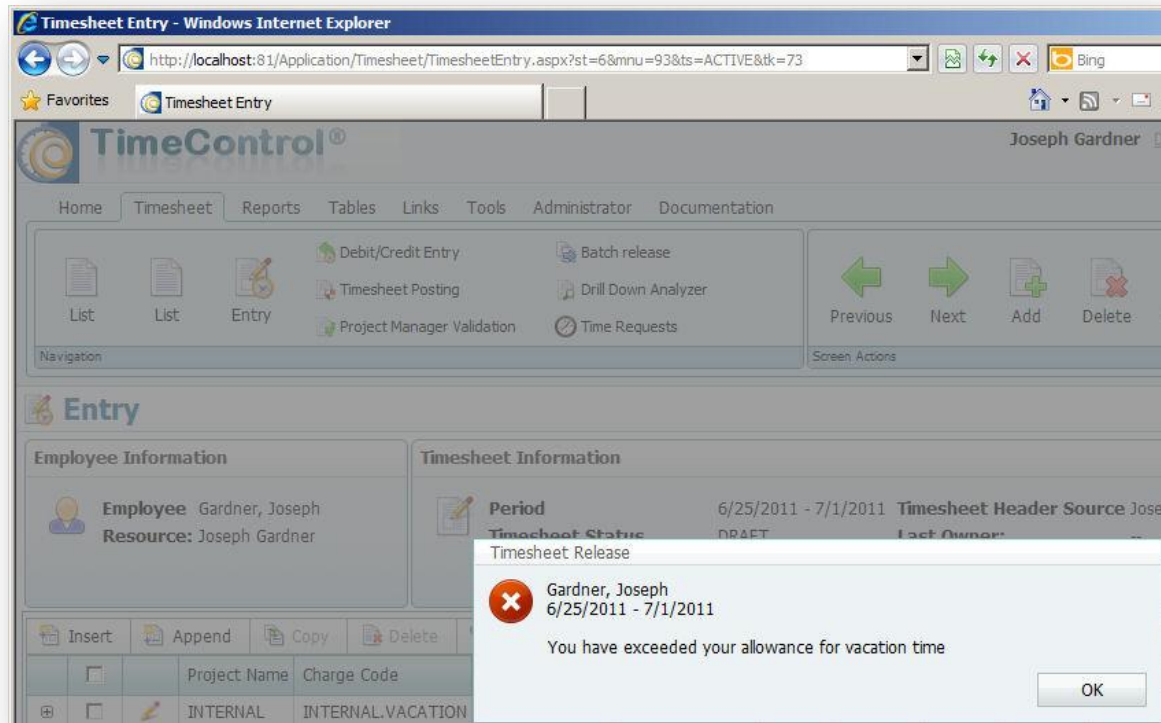
Time Request List

<input type="checkbox"/>	Description	Employee Full Name	Total Hours	Status	Owner	Source	
<input type="checkbox"/>	Vacation Request	Gardner, Joseph	40h	DRAFT	Joseph Gardner	Joseph Gardner	View
<input type="checkbox"/>	Personal Time Request	Robinson, Gail	8h	Released	Tom Logan	Gail Robinson	View
<input type="checkbox"/>	Request for Time-off	Robinson, Gail	40h	DRAFT	Gail Robinson	Gail Robinson	View

Done Internet | Protected Mode: Off 100%

Validation Rules

- ✓ Check available vacation
- ✓ Check approved TimeRequests



The screenshot displays a web browser window titled "Timesheet Entry - Windows Internet Explorer" with the URL <http://localhost:81/Application/Timesheet/TimesheetEntry.aspx?st=6&menu=93&ts=ACTIVE&k=73>. The application is "TimeControl" and the user is "Joseph Gardner". The interface includes a navigation menu with options like Home, Timesheet, Reports, Tables, Links, Tools, Administrator, and Documentation. Below the menu are several action buttons: List, List, Entry, Debit/Credit Entry, Batch release, Timesheet Posting, Drill Down Analyzer, Project Manager Validation, Time Requests, Previous, Next, Add, and Delete. The main content area is divided into "Employee Information" and "Timesheet Information". The "Employee Information" section shows "Employee Gardner, Joseph" and "Resource: Joseph Gardner". The "Timesheet Information" section shows "Period 6/25/2011 - 7/1/2011", "Timesheet Status DRAFT", and "Timesheet Release". A validation error message is displayed in a dialog box over the "Timesheet Release" section, stating: "Gardner, Joseph 6/25/2011 - 7/1/2011 You have exceeded your allowance for vacation time". The dialog box has an "OK" button.

TimeControl AutoFill function

Timesheet Criteria

Step 1 of 3

Timesheet AutoFill Creation Criteria

- Create for timesheets that do not exist
- Add hours to timesheets that exist but do not have the total hours specified
- Allow updates to existing posted timesheets (all timesheets will be posted immediately)

Upon completion leave the timesheets....

- Owned by the employee
- Owned by < Posting >
- Posted (no validation rules are checked)

Timesheet Options

- Only use the employee timesheet defaults (project/charge/rate) to fill timesheet
- Only use these project, charge and rate codes

Project Name Charge Code Rate Code

- Use the employee timesheet defaults (project/charge/rate) to fill timesheet if available and these where none exist

Project Name Charge Code Rate Code

Hours per day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="40"/>

Timesheet Criteria

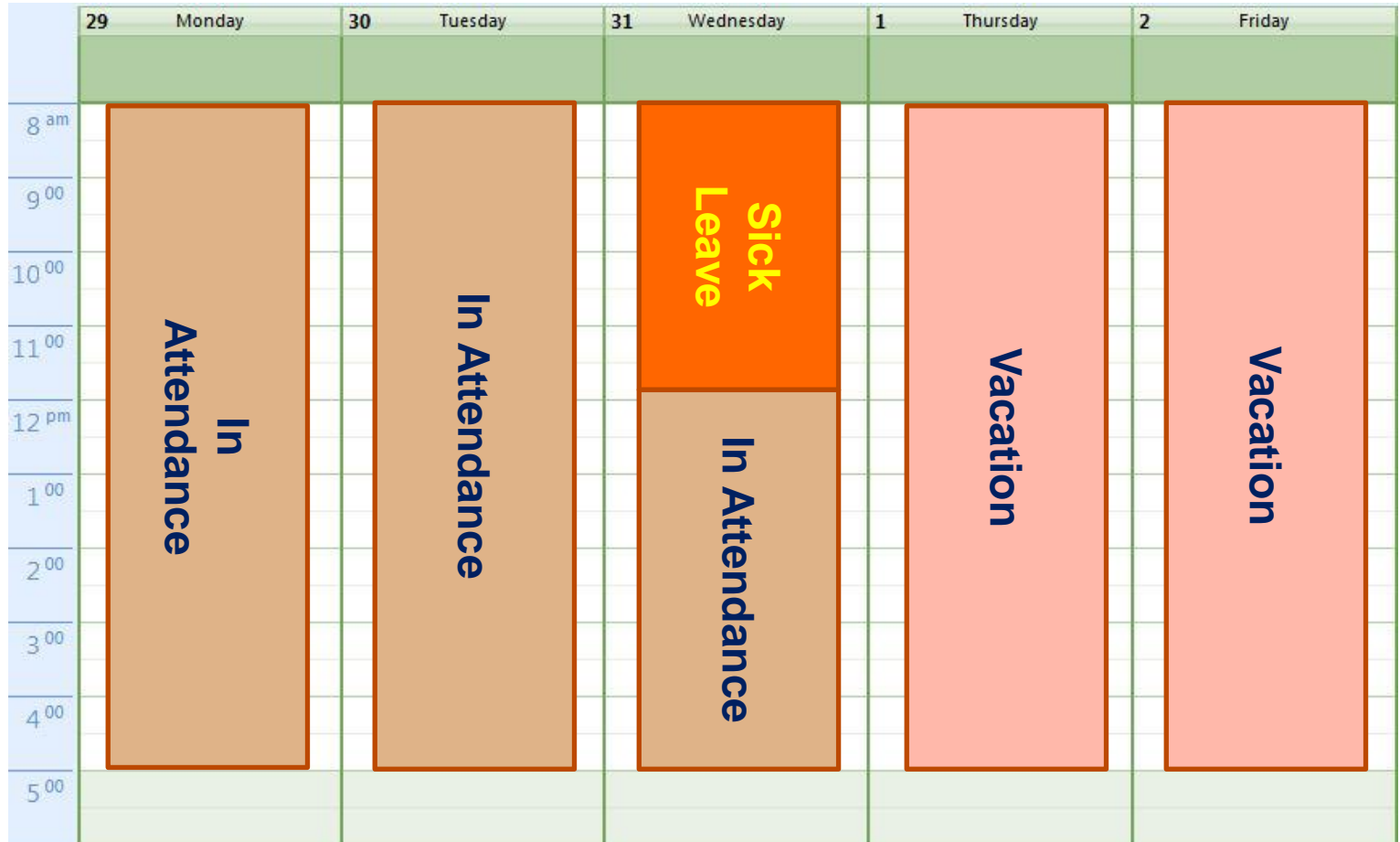
Week Ending Date To:

- All Employees
- Only employees that release to me
- Only employees who match this criteria

Back

Next

TimeControl AutoFill function



Alternate User

TimeControl - Windows Internet Explorer

http://localhost:81/Application/Tables/MyAccount.aspx?st=37&mnu=38

TimeControl

TimeControl®

Home Timesheet Tools Documentation

My Account

Apply Undo

Navigation Screen Actions

My Account

TimeControl User Account	Email Address <input type="text"/>
	Language English
	Template: Default Dashboard
	<input type="button" value="Change Password"/>
Alternate User	User Joseph Gardner
	Expiry Date 7/22/2011

Alternate User



TimeControl - Internet Explorer provided by Dell

http://docs.timecontrol.org/AlternateUser.aspx

Favorites TimeControl

TimeControl®

 **JOEG**
Joseph Gardner

[Login as myself](#)

Other users have assigned you as an alternate user. You can either 'login as yourself' using the link above or as any of the users listed below using 'Login' link next to the desired user.

 BARBD Barbara Donovan	Login
 JANEK Jane Carpenter	Login



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TimeControl Key Features

- ✓ Easy web interface
- ✓ *and* a mobile Interface
- ✓ Multi-browser support
- ✓ Multilingual
- ✓ Flexible architecture
 - ✓ SQL Server
 - ✓ Oracle
 - ✓ MySQL
- ✓ Expense tracking
- ✓ Matrix Approvals
- ✓ Automated Approvals
- ✓ Vacation Requests
- ✓ Flexible Reporting
- ✓ Links to Project Mgt
 - ✓ Microsoft Project
 - ✓ Project Server
 - ✓ Oracle-Primavera
 - ✓ Deltek OpenPlan
 - ✓ Deltek Cobra
- ✓ Links to ERP/Finance
 - ✓ SAP
 - ✓ Oracle Financials
 - ✓ Dynamics
 - ✓ Others...
- ✓ Government compliance
 - ✓ DCAA
 - ✓ European Time Directives
 - ✓ SOX, FMLA, Others...

Links to HR, Project Mgt and Finance

- ✓ HMS Software is a Technology Alliance Partner with Primavera and a Gold Certified Microsoft Partner
- ✓ TimeControl includes direct integration with popular project management systems such as Microsoft Project and Project Server, Deltek Open Plan and Cobra and Primavera. You can move data on a scheduled or on-demand basis
- ✓ Supports multiple project management systems and versions simultaneously
- ✓ Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle Financials, PeopleSoft, Microsoft Dynamics and other HR and Finance systems



Some HMS clients





TimeControl works in many industries

Engineering/Construction

Aecon Construction
AeroInfo
Koch Business Solutions
Kongsberg Devotek
Thompson Beta

Gas / Utilities

Gulf South Pipeline
Acergy
Petrocon
VenCorp

Manufacturing

Alcan
Parker Hannifin
Dofasco
Georgia Pacific
John Deere
Magneti Marelli
Mercury Marine
Tennant
Wagner Spray Tech
Vision Systems

Defense / Aerospace

Bombardier Inc.
CAE Electronics
General Motors Diesel
Lockheed Martin
Rolls Royce
SAAB

Government

Dutch Railways
Government of Saskatchewan
Railway Procurement Agency
(UK)

Technology

Arivia
CSI Piemonte
DRS Power Control Tech
EDS
Face Technology
Fuel Plus Software
GE Access
Lockheed Martin
Positron
Psion Techlogix
DRUCK Ltd

Telecommunications

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

Financial

Standard Life
Development Bank of One

Health/Pharmaceutical

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

TimeControl Dealer Network





Thank you!

For more information:

To find out more about TimeControl:

www.timecontrol.com

Try TimeControl for free

freetrial.timecontrol.com

To find out about HMS Software:

www.hmssoftware.ca

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