



Time and Activity Management - Timesheet Software Software presentation



The Timesheet application (which tracks the time worked and time spent per activity) allows you to record projects and tasks in hours or days, and by period or customer. Key features:

- Automatic timesheet email notifications to managers
- Customer pre-invoicing
- Production cost and margin analysis per project.

Activity report, timesheets

Allocation of time spent by customer, project, task, etc.

Simplified entry of hours worked using the time-clock button

Budget tracking: Sales rates and production costs defined by customer and employee

Summary dashboard reporting which can be broken down using several filters (period, department, structure, employee, customer, project, task, actual, etc.)

Automatic calculation of higher-rate overtime hours (paid or taken in lieu)

Online self-clock in and out, with calculation of break periods.

Time and Activity Management - Timesheet Software

Index card software



DATE	START TIME	END TIME	WORKING	COMMENTS
Monday 2010-05-11	08:30	12:00	03:30	
Tuesday 2010-05-12	08:30	12:00	03:30	
Wednesday 2010-05-13	08:30	12:00	03:30	
Thursday 2010-05-14	08:30	12:00	03:30	
Friday 2010-05-15	08:30	12:00	03:30	Time in 2010-05-15 08:00:00-2010-05-15 12:00:00
Saturday 2010-05-16	08:30	12:00	03:30	Time in 2010-05-16 08:00:00-2010-05-16 12:00:00
Sunday 2010-05-17	08:30	12:00	03:30	Time in 2010-05-17 08:00:00-2010-05-17 12:00:00

Planned hours	Hours worked	Overtime	Completed	Selected
Current timesheet	25:00 hours	30:14 hours	<5:14 hours	<20:00 hours
Maximum possible timesheet	0:00 hours	30:14 hours	<2:40 hours	<20:00 hours

400 customers (40 000 users) extract:

Audition Santé (Sodinvest)
 Berger-Levrault
 Cabinet
 Philippe Chabagno & Cie
 Chaabi Bank
 Crèches et Malices
 Dimension Data
 FFMAS
 Fullsave
 Gras Savoye (Suisse)
 Humanis
 IDTGV
 Intuilab
 ITB
 Netbooster
 Newrest Group International
 Novapost
 Oodrive
 Smith & Nephew
 STP
 (Santé au Travail Provence)
 Wiztivi
 ...

For Employees

Management of full-time and part-time employees, flat-contract staff, managerial staff

Management of night shifts, cyclical shifts, etc.

Ability to view task calendar and activity calendar

Allocation of time spent (in hours or days) by period and by customer, project, task or sub-task

Self-declaration of arrival and departure times ("clock in and out", in hours or days)

Ability to view overtime hours, compensation days, and compensatory leave

Automatic notification by email of Time & activities submission sent to managers for approval

For Managers

Approval of overtime worked by employee

Definition of a task calendar by employee

Definition of sales rates and production costs by customer, project, task, etc.

Approval or rejection of entries by team members (with option to add comments)

Automatic email notification of submission approval to employees

Temporary or permanent delegation of authority to approve timesheets or activities in case of absence

Time and activities history by employee, customer, project, task or activity

A range of summaries, reports and dashboards

Management of rules and notification of clock-in discrepancies: mandatory minimum break, maximum (or minimum) number of working hours in a week...

For Management

Budget (actual vs provisional) tracking and calculation of gross and net margins in relation to production cost and sales rate

Pre-invoicing by period, customer and project

Tracking and automatic calculation of overtime

Standardization of time tracking processes

Compliance with regulatory requirements (work inspections)

Traceability of all data in case of dispute

Accountability for time management transferred to employees and managers

Analysis and tracking of time worked by company, department, store, customer, project, task, employee, etc.

A range of summaries, reports and dashboards

Export data

Ability to export data to other systems (Excel, CSV, PDF and XML formats) – thereby removing the need for data re-entry and the associated risk of error

Interface with the main swipe card readers on the market (AGT System, KABA, Bodet, Horoquartz, etc.)

Automatic export of data to business intelligence software



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