TimeControl®6

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

Easy to use timesheets...

In today's challenging economy, just tracking hours is no longer an effective way of managing time. These days, to be effective, it's not enough to know how much time your organization spends, you need to know what it is being spent on! *TimeControl* is a multi-purpose timesheet that lets employee time be identified by task. *TimeControl* is a highly flexible 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 for installation at your premises <u>or</u> as a subscription service in the Cloud where you could be running with *TimeControl* instantly.
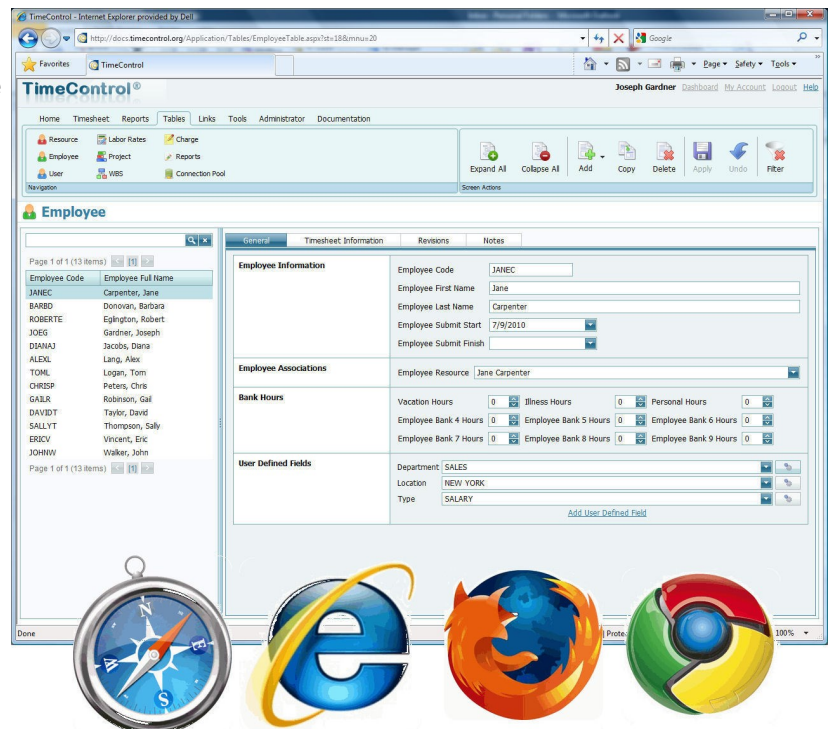
Vacation Management with TimeRequest™

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.
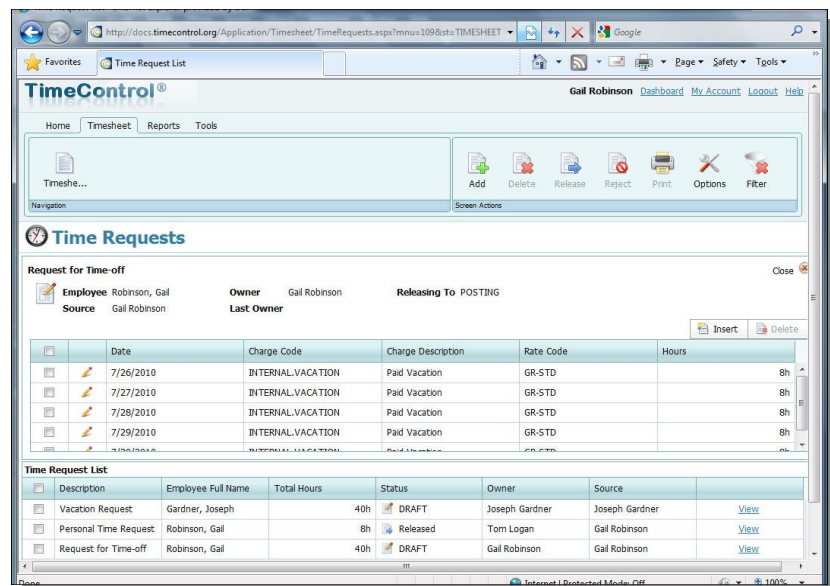
TimeControl Mobile™

TimeControl Mobile is a web interface that is included with *TimeControl.* As a mobile web-application there's nothing to install. The user simply points their smartphone browser to a specific URL of their *TimeControl* implementation and they are directed to the interface specifically created for their iPhone, BlackBerry, Android or Windows 7 Mobile device.

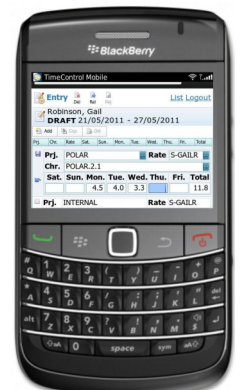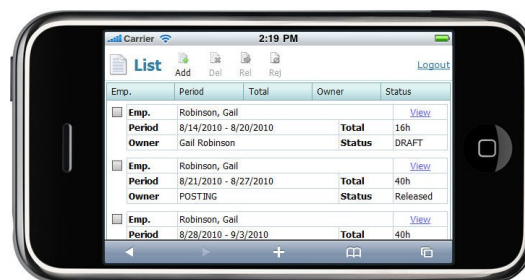## Timesheet Matrix Approvals

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.

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.

TimeControl's MyAccount lets users customize their TimeControl experience.

TimeControl already integrates with Microsoft Project and Project Server, Oracle Primavera 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,

Total Flexibility with User Profiles

The *TimeControl* user experience is completely customizable in the User Profile area. This includes which functions, reports, data and even fields are displayed and how they're named. No other system on the market today offers this much flexibility. Along with flexibility comes one of the most secure timesheet systems on the market today. 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 and Project Server, Oracle Primavera, Deltek's Open Plan, and Cobra. 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.
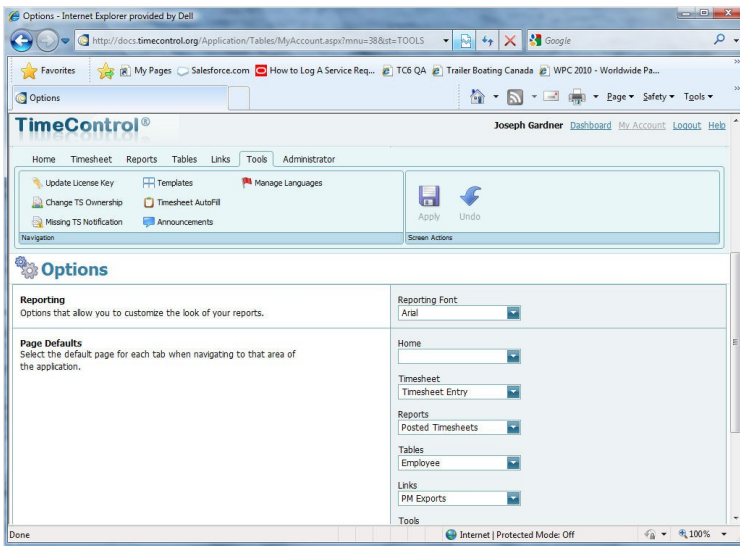
Links to Finance Systems

TimeControl also links to virtually any Finance, Billing, HR or Payroll system or service such as Microsoft Dynamics, ADP, PeopleSoft and countless others. *TimeControl*'s batch tracking of any exported data ensures that it will not be exported twice inadvertently.

Our fully auditable adjustment functionality and an ability to close previous periods from adjustments, allows *TimeControl* data to be accepted by the Finance system with confidence.
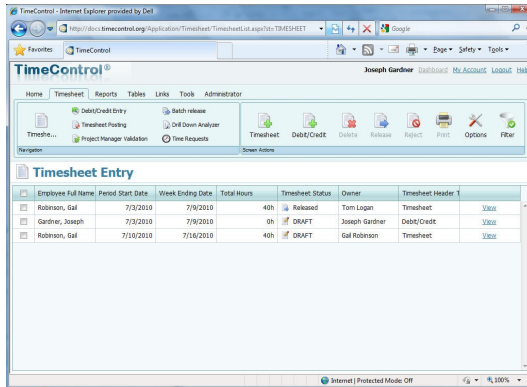
The auditable nature of *TimeControl* means you don't need to worry about reconciling the data from multiple timesheet systems or multiple sources.
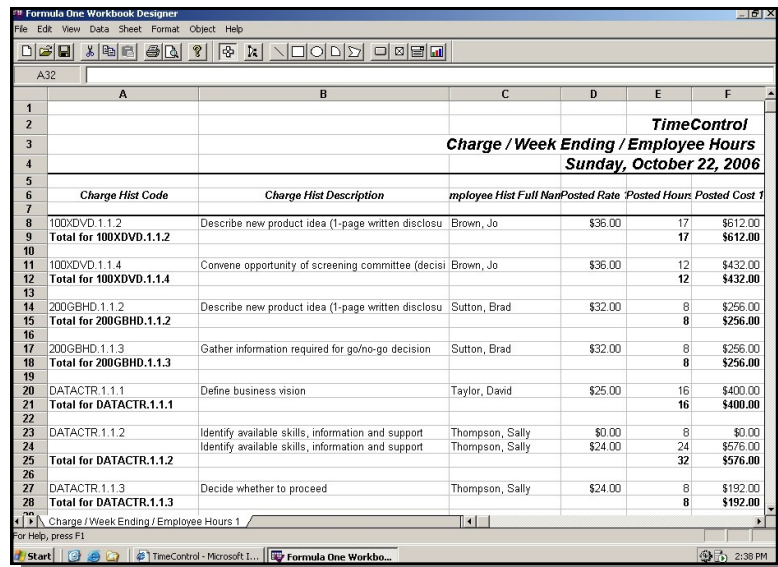
Expense Reports

TimeControl includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line.

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
- 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
- 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
- **TimeControl Mobile™** web interface for smartphones included

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 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

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 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