

Time

www.TrackerSuite.com/Time



Automation Centre

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Time Tracker

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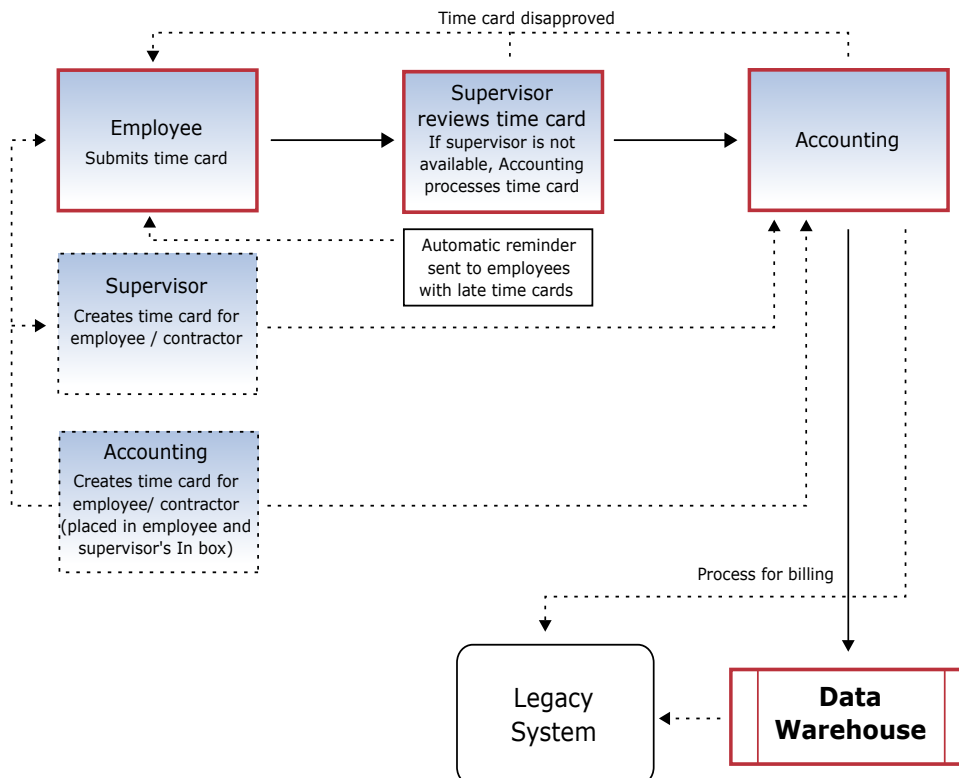
Improve time reporting accuracy, security and compliance through Lotus Notes and the Web

Time Tracker improves the time reporting process from start to finish. Web enabled time sheets allow users to report time whether they are in the office or working remotely. Automated reminders ensure that users submit their time sheets when they are due. Using picklists in their time sheets, users can assign time to cost centers, project tasks and support tickets, improving the accuracy of activity reporting and facilitating invoicing. Time Tracker supports billable, non-billable and fixed-price billing formats.

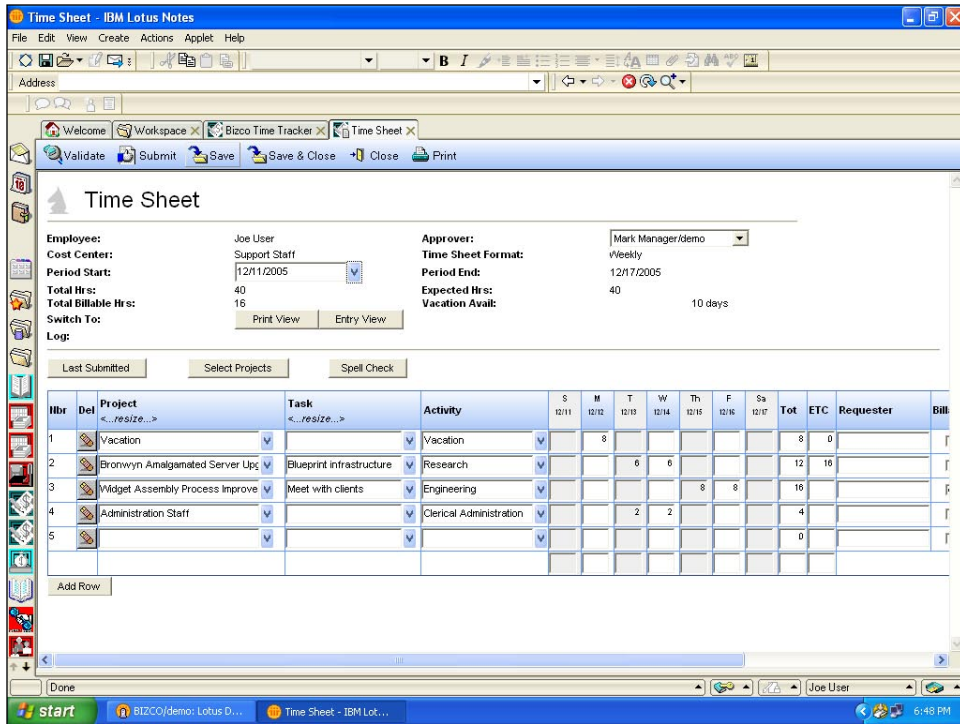
Time Tracker secures reporting by automatically routing submitted time sheets to designated supervisors through the approval process, and generating activity logs that record the progress of time sheets from creation to final processing. Time Tracker supports time sheet templates and validation profiles for individuals, such as minimum/maximum hours and valid project codes.

Time Tracker supports multiple time sheet formats: weekly, biweekly, monthly and semi-monthly. Organizations can customize time sheets to their particular needs, with configurable columns, formats and messaging.

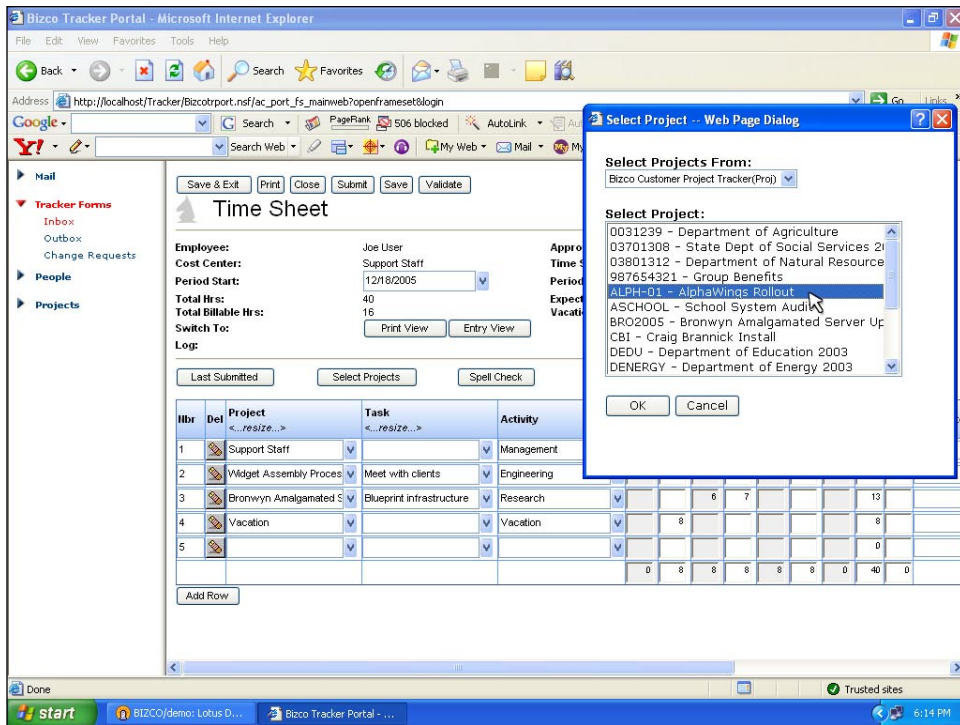
Time Tracker integrates seamlessly with other Tracker Suite modules, including **Project Tracker** (project management) and **Support Tracker** (help desk services). The **Tracker Data Warehouse**, a Web based reporting engine, receives data from Time Tracker and generates reports including Time Card Compliance and Time Pie graphs.



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Time sheets in Lotus Notes



Time sheets over the Web

Time Sheet - SUBMITTED

Employee: Joe User
 Cost Center: Support Staff
 Period Start: 12/1/2005
 Total Hrs: 40
 Total Billable Hrs: 16
 Log: 12/20/2005 6:50:46 PM : Time Sheet submitted by employee: Joe User

Approver: Mark Manager/demo
 Time Sheet Format: vWeekly
 Period End: 12/17/2005
 Expected Hrs: 40
 Vacation Days Available: 10

Proj Code	Project	Task	Activity	12/11 (S)	12/12 (M)	12/13 (T)	12/14 (W)	12/15 (Th)	12/16 (F)	12/17 (Sa)	Total	ETC	Description	Bill?	Mark Complete	Requester
VAC	Vacation		Vacation		8						8		0:Vacation	N	N	
BR02005	Bronwyn Amalgamated Server Upgrade	Blueprint infrastructure	Research			6	6				12		16:Met with Bronwyn IT staff, reviewed their IT documentation, began drafting proposal	N	N	
1	Widget Assembly Process Improvement	Meet with clients	Engineering					8	8		16		16:Met with customer's engineer reps, began working out process	Y	N	
ADMIN	Administration Staff		Clerical Administration			2	2				4		4:General clerical work	N	N	
				0	8	8	8	8	8	0	40					28

Disapproval Reason dialog box:
 Reason for disapproving Time Sheet.
 [Joe, where's the ETC for the Widget Assembly Process?]
 [OK] [Cancel]

Time sheet approval / disapproval

Time Sheet - PROCESSED

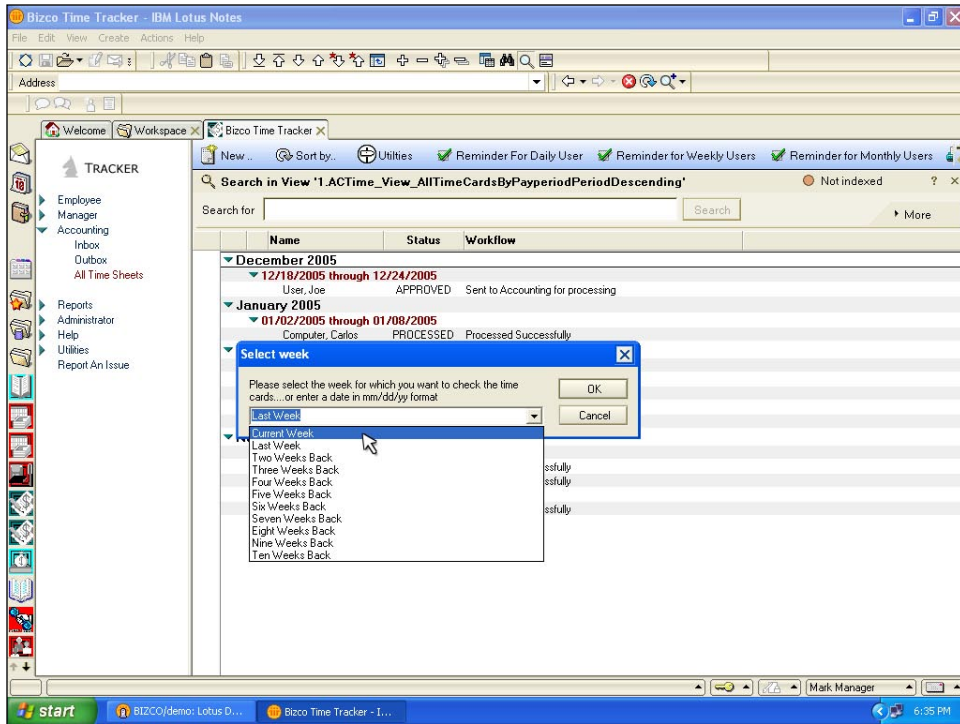
Employee: Joe User
 Cost Center: Support Staff
 Period Start: 12/1/2005
 Total Hrs: 40
 Total Billable Hrs: 16
 Log: 12/20/2005 6:50:46 PM : Time Sheet submitted by employee: Joe User
 12/20/2005 6:51:55 PM : Time Sheet disapproved by : Mark Manager, Reason : Joe, where's the ETC for the Widget Assembly Process?
 12/20/2005 6:53:13 PM : Time Sheet submitted by employee: Joe User
 12/20/2005 6:59:23 PM : Time Sheet approved by supervisor: Mark Manager
 12/20/2005 7:00:01 PM : Time Sheet processed by accounting: Ashley Admin

Approver: Mark Manager/demo
 Time Sheet Format: vWeekly
 Period End: 12/17/2005
 Expected Hrs: 40
 Vacation Days Available: 10

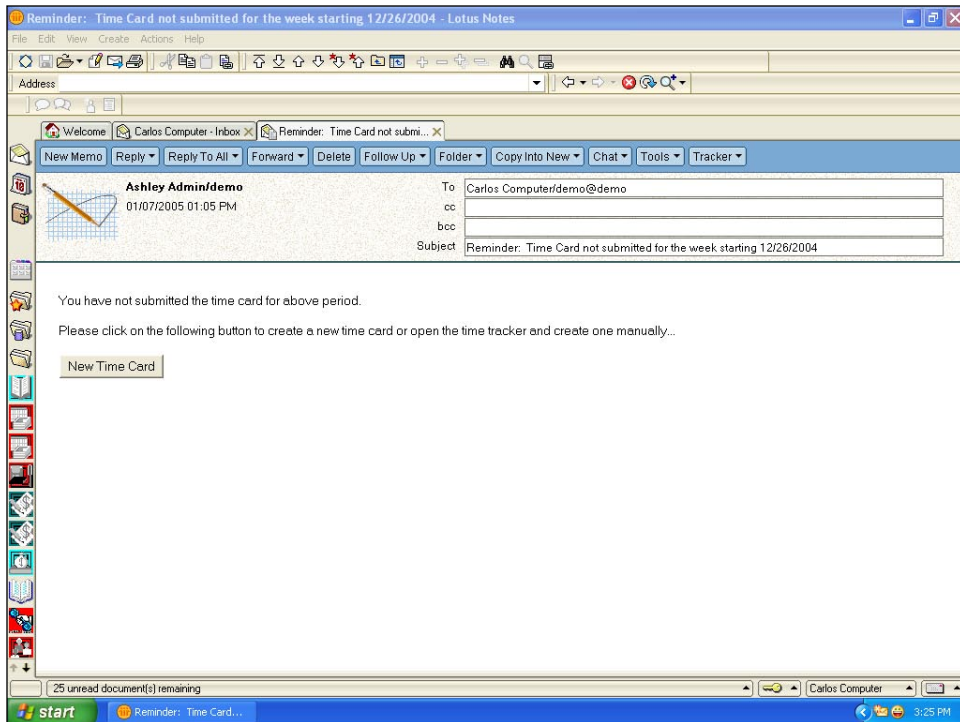
Proj Code	Project	Task	Activity	12/11 (S)	12/12 (M)	12/13 (T)	12/14 (W)	12/15 (Th)	12/16 (F)	12/17 (Sa)	Total	ETC	Description	Bill?	Mark Complete	Requester
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				0	8	8	8	8	8	0	40					28

Activity Log (indicated by a red arrow):
 12/20/2005 6:50:46 PM : Time Sheet submitted by employee: Joe User
 12/20/2005 6:51:55 PM : Time Sheet disapproved by : Mark Manager, Reason : Joe, where's the ETC for the Widget Assembly Process?
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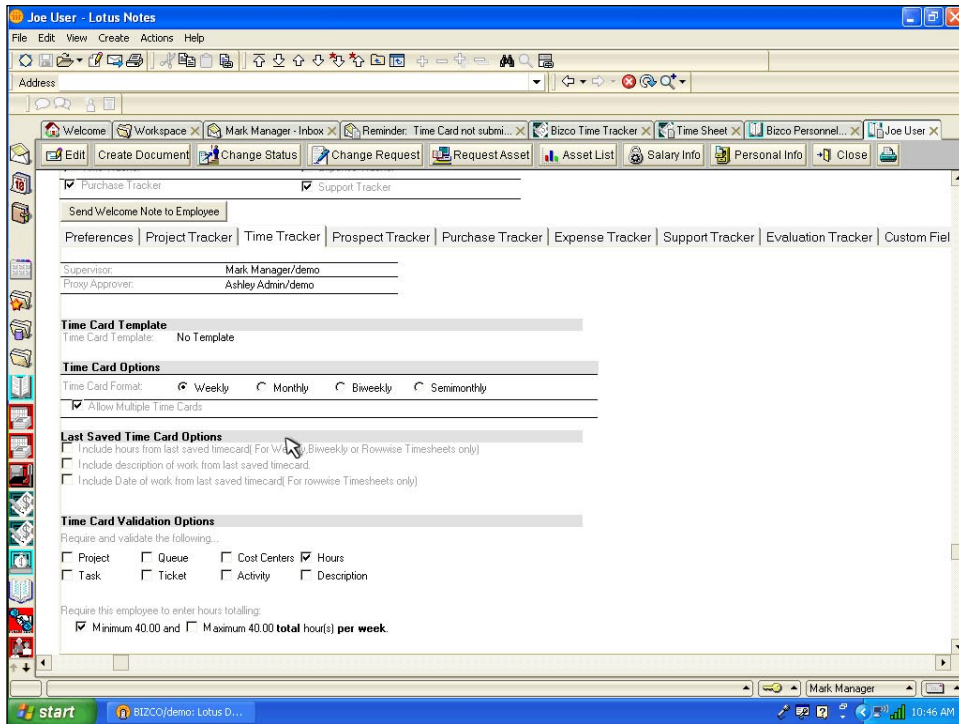
Time sheet activity logging



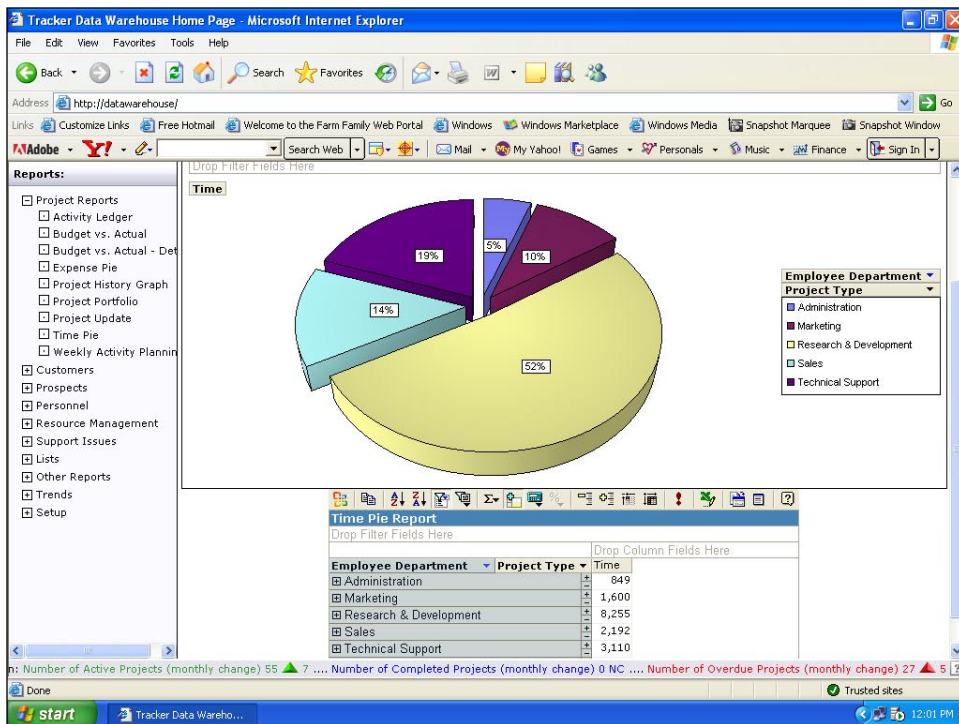
Trigger automated reminders



Automated reminder with button link



Select templates and validation profiles



Reports in the Tracker Data Warehouse