Time

www.TrackerSuite.com/Time

Automation Centre

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IBM Business Partner
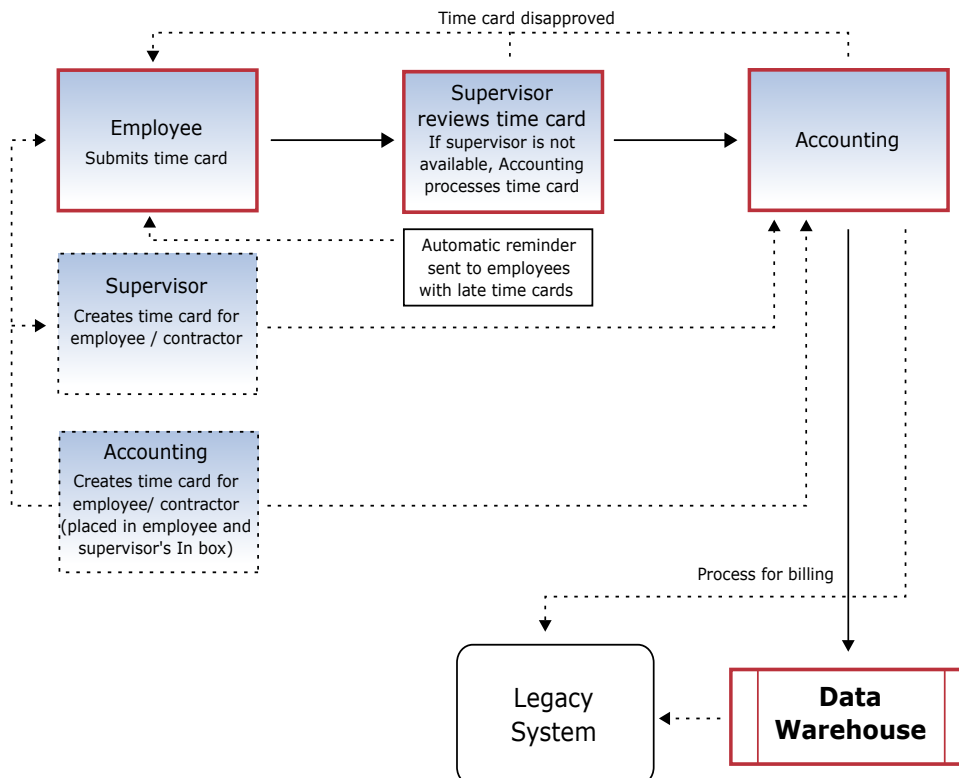
Time Tracker

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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.
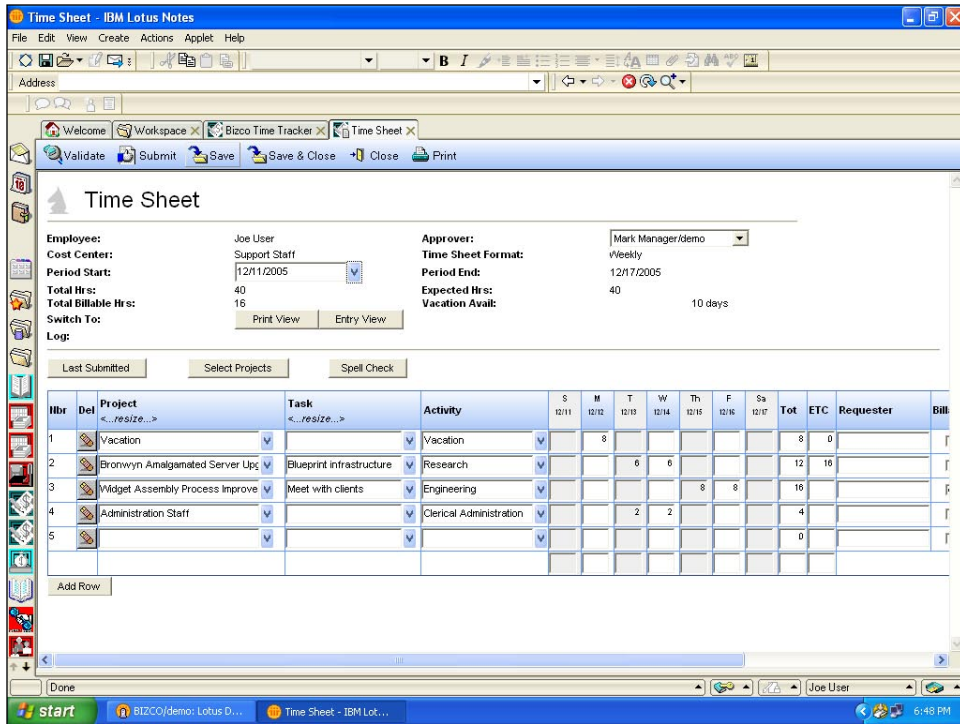
Time Tracker secures reporting by automatically routing submitted time sheets to designated supervisors through the approval process, and generating activity logs that record the progress of time sheets from creation to final processing. Time Tracker supports time sheet templates and validation profiles 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.
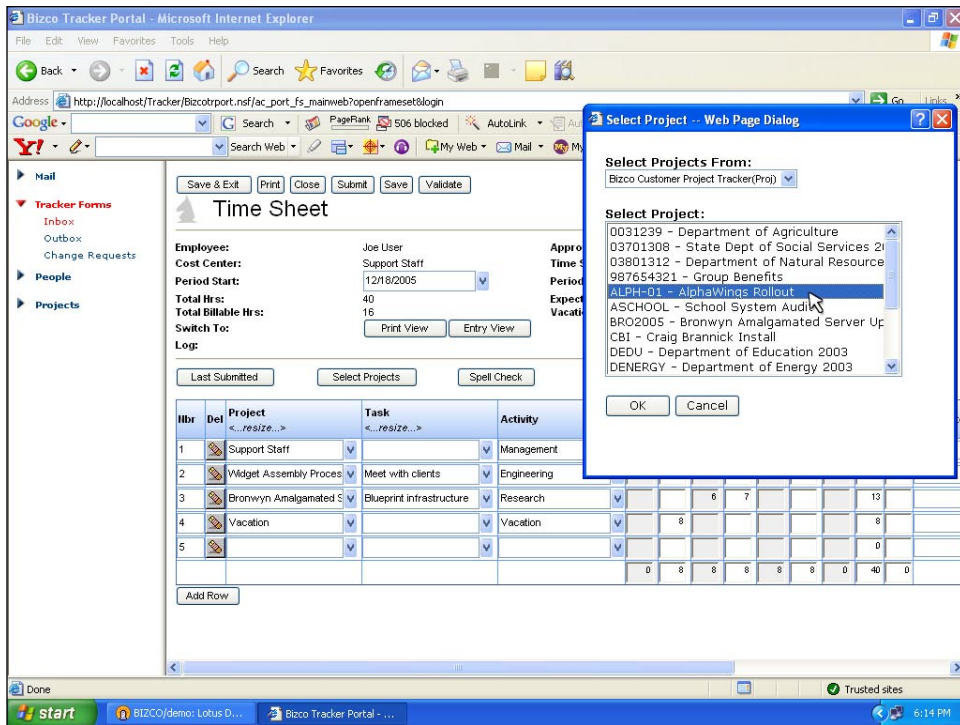
Time Tracker integrates seamlessly with other Tracker Suite modules, including **Project Tracker** (project management) and **Support Tracker** (help desk services). The **Tracker Data Warehouse**, a Web based reporting engine, receives data from Time Tracker and generates reports including Time Card Compliance and Time Pie graphs.

Time sheets in Lotus Notes

Time sheets over the Web

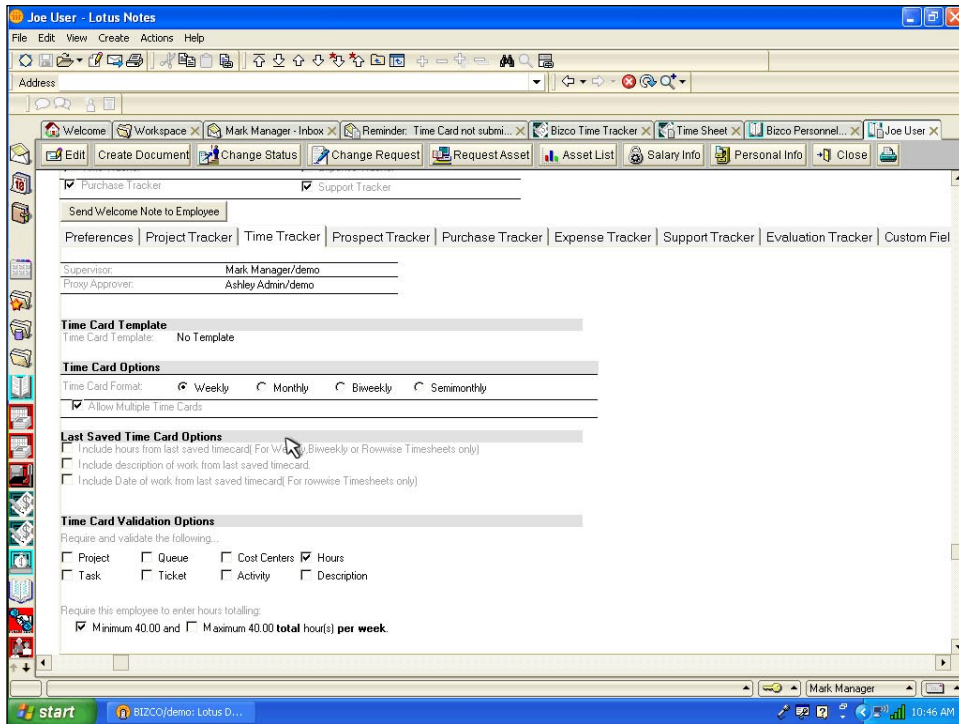www.TrackerSuite.com/Time

Time sheet approval / disapproval

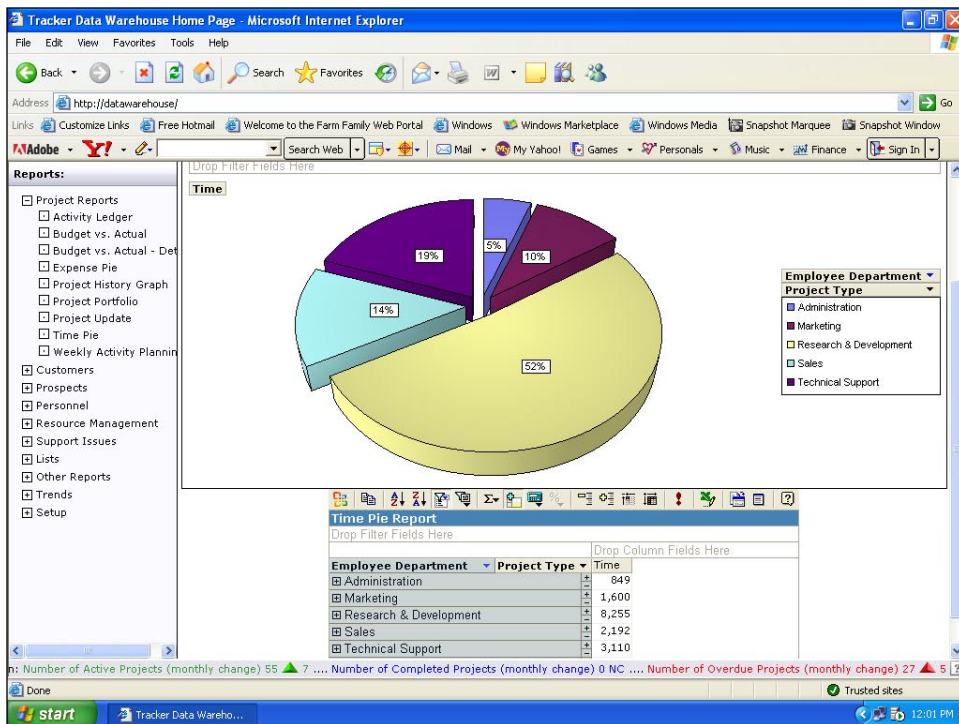**Time sheet activity logging**
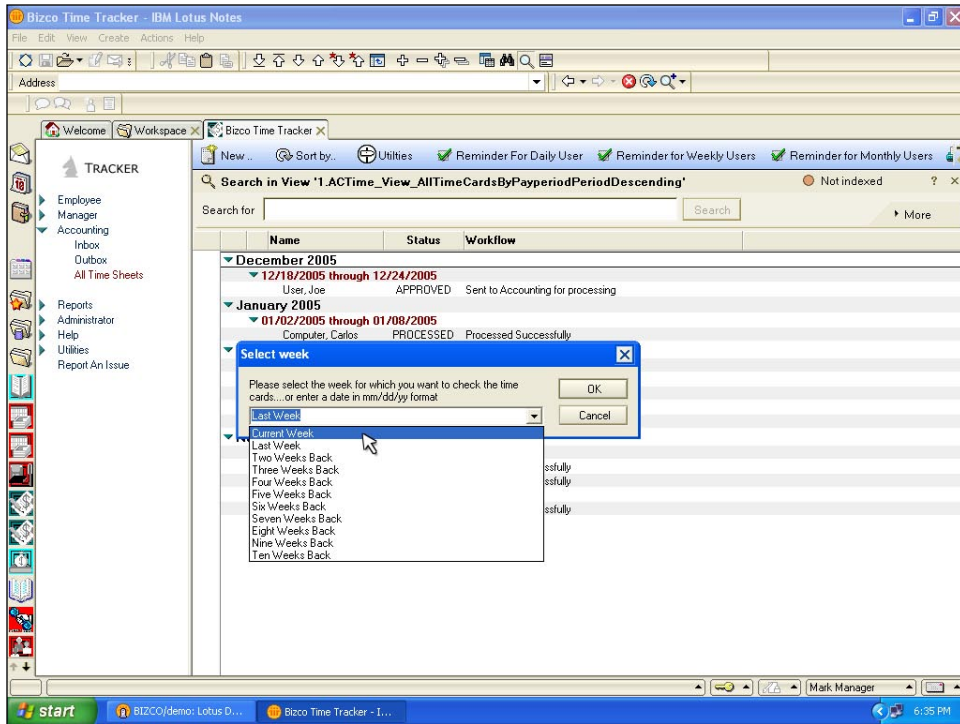
Trigger automated reminders
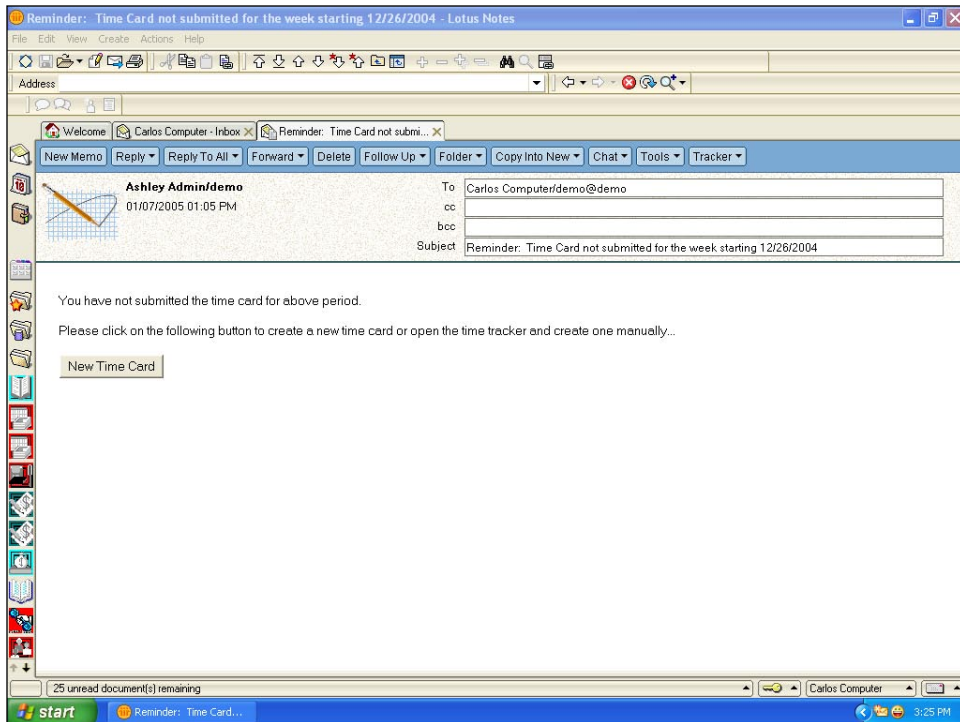
Automated reminder with button link

Select templates and validation profiles

Reports in the Tracker Data Warehouse

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