Online Project/Time Tracking
Timesheet & Project Tracking Module

Streamline your Timesheet Tracking process with the **Online Project / Time Tracking Module**. This module is web-based and saves time for your employees, managers and the HR staff. It is an add-on module to the HRSource™-SelfSource™ HRIS solution. Here's how it works:

Employees log on and enter time worked per day, or per project.

- Employees can enter and edit their time sheets on a daily or weekly basis.
- At the beginning of each week employees begin a new timesheet.
- Retroactive changes are verbally communicated to Payroll.
- The *Total* column and *Total* row are calculated by the system.
- The system tracks up to 10 time codes per week per employee.
- Passwords come from HRSource™.
- Employee data (name, department, manager, active, etc.) come from HRSource™.

Managers approve timesheets online.

- Managers can view their employees' current and past (most recent) 5 timesheets.
- Managers approve their employees' weekly timesheets. If not approved the manager must contact the employee so the employee can explain or change the timesheet.
- Payroll can view a standard report that totals hours worked by time code for the specified workweeks. Payroll can input which workweek or string of workweeks they wish to view and total.
- The data can be exported to Microsoft Excel for additional analysis as needed.

Additional features:

- The time code is a pop-down menu. Each of the 10 rows would have the same pop-down menu options.
- Data can be exported into a text file for importation into payroll.
- Web-based reports for Managers include:
  - ➢ Past timesheets of employees
  - ➢ Current employees' timesheets for approval
  - ➢ Total hours worked by time code for a specified range of workweeks

Note that employees and managers can view Leave history and Leave balance from the standard SelfSource™ page.