



Timesheets

Introduction

Collecting time and expense information is often a problem for many organisations. If they use spreadsheets it is hard to keep track of who's done what and get an overall view, if they use a timesheet system it is often cumbersome and difficult to use. The Workspace timesheet module solves these issues by providing a simple, integrated web-based application. For the business it introduces an element of control, approval and co-ordination to help collect important information in a timely manner.

Main features

- Timesheets are completed weekly from a timesheet 'dashpart'; a new period can not be opened until the last period has been completed.
- Rules can be attached to the system to define the minimum / maximum number of hours that represent valid input in a day, and also for the whole week. This virtually eliminates the possibility of entry error.
- Overtime can be optionally turned on or off, depending on specific requirements.
- Projects can be automatically loaded into a new timesheet based on the users choice of 'use last weeks', 'use all projects I am currently involved with', or on an individually selected basis.
- Other entities, such as enquiries, can also be selected to allow time to be allocated to bid activity.
- Slack time such as holidays or sickness can be entered.
- Expenses can be optionally recorded through a very simple point and click routine. Expense values can be calculated if required based on pre-defined rates (e.g. Mileage).
- An expenses sheet can be printed which summarises the entries so that receipts can be attached and forwarded to the accounts department.
- A timesheet administrator has a management console to report on missing timesheets, to edit timesheets or to re-open existing timesheets for the user to go back and make changes.
- Once entered a timesheet can be saved for further editing or submitted into the system, after which it can not be edited further. Any previous timesheet can be printed by the originator or the timesheet administrator.
- Once processed a timesheet can enter the Workspace approvals system to be routed and approved by managers as required.

Who uses it?

Data collected through the system can be further analysed and reported in Workspace, summarised and keyed or automatically transferred into the accounts system (dependant on an interface being available). Many professional services businesses prefer to use the timesheet module because it provides a consistent, simple place in Workspace for information to be entered.