

TimeControl[®]

Being DCAA compliant with TimeControl





Introductions

- ✓ HMS: Founded in 1984
- ✓ Specialists in timesheet and project management systems
- ✓ TimeControl released to market in 1994
- ✓ Partners with:
 - ✓ Microsoft since 1995
 - ✓ Oracle-Primavera since 1997
 - ✓ Deltek (Welcom) since 1985
 - ✓ Hard Dollar since 2012

Some of our projects



James Bay Hydro



Ontario Nuclear Plants



Light Armored Vehicle

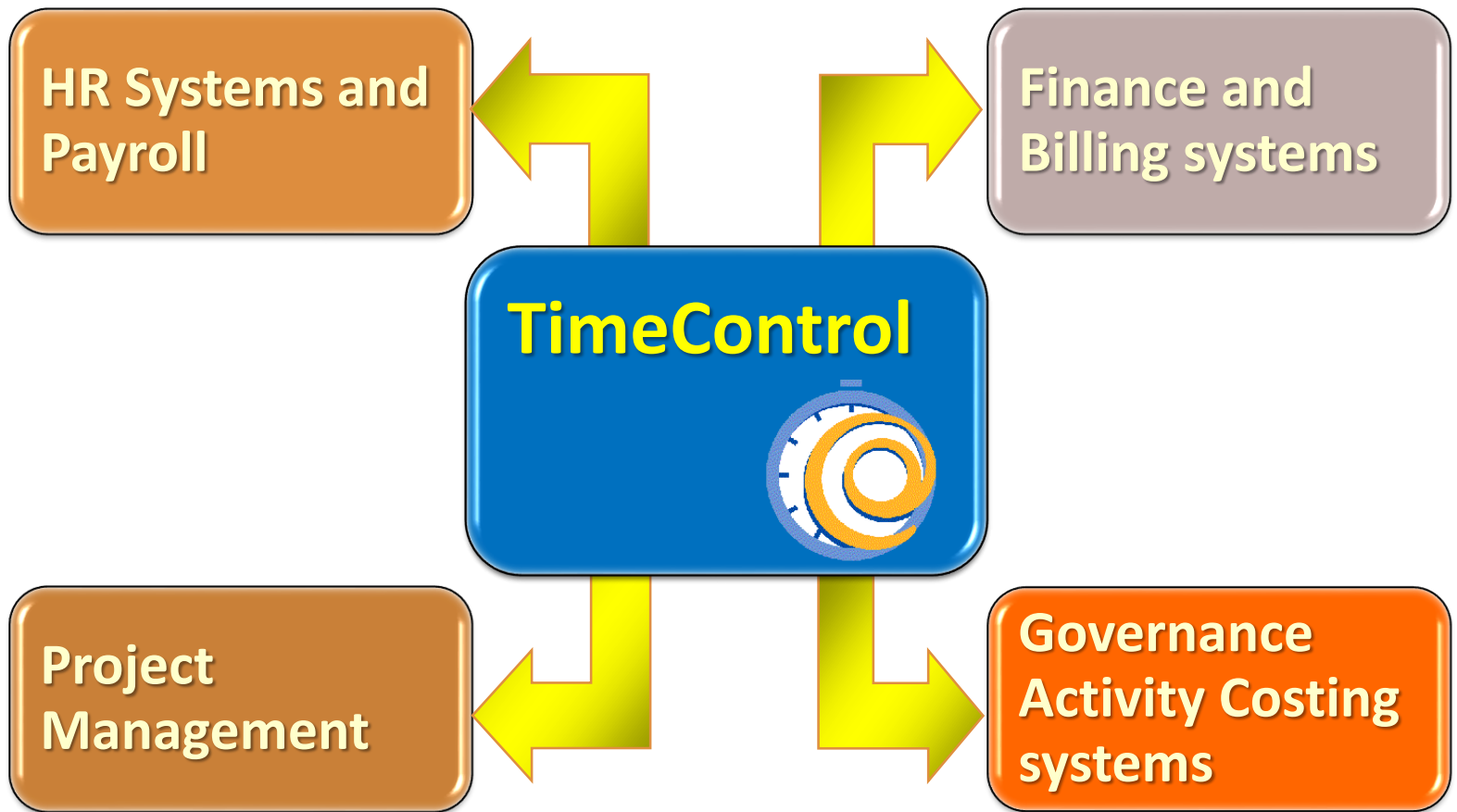


Hibernia Oil Platform



CF18 Upgrade

TimeControl®





What is the DCAA?

The Defense Contract Audit Agency is responsible for performing all contract audits for the Department of Defense, and providing accounting and financial advisory services regarding contracts and subcontracts to all areas of the US Department of Defense (DoD) which are responsible for procurement and contract administration.


www.dcaa.mil



DCAA Timesheet Criteria

1. Timesheet procedures
2. Separate timekeeping and payroll responsibilities
3. Employee Responsibilities:
 - ☐ Enter timesheet data daily
 - ☐ Record their own timesheet
 - ☐ Approve changes to their own timesheet
 - ☐ Certify the timesheet
4. Accurate project numbers and assignment identifiers
5. Record both paid and unpaid hours
6. Supervisor approval of timesheets
7. Identify uncompensated overtime
8. Supervisors entering timesheets for absent employees
9. Supervisors preparing a timesheet for an employee who is travelling
10. Time entered should be based on work done
11. Accurate timesheets are part of the employee's job

Timesheet procedures



TimeControl - Windows Internet Explorer

http://localhost:81/Application/Default.aspx?menu=0

TimeControl® Gail Robinson Dashboard My Account Logout Help

Home Timesheet Tools Documentation

Timesheet Tools Documen...

Navigation

Individual Dashboard

Vacation/Sick/Personal time remaining

Employee Full Name Robinson, Gail

Bank	Allotted	Taken	Remaining
Vacation Hours	80.00	16.00	64.00
Illness Hours	24.00	0.00	24.00
Personal Hours	40.00	0.00	40.00

Values based on dates Sunday, January 01, 2012 - Tuesday, August 21, 2012

Custom URL - http://www.timecontrol.net/hms_site/hms_ts_process.html

LOGICIEL HMS SOFTWARE

Timesheet Procedures

Timesheet due day
Please complete and release your timesheets no later than 9am Monday to avoid having someone ask you for them during the Monday staff meeting. You can fill in your timesheets from any browser at timesheet.hmssoftware.ca or on a mobile at timesheet.hmssoftware.ca/mobile.

How long is a day?
7 hours. For vacation, sick leave, personal days or a normal day's work, please enter 7 hours. If you have stayed late or are on a billable client project, then enter however many hours you did that day.

Can someone else enter my timesheet?
No. You need to do your own timesheet. You can use the mobile interface if you wish to do your timesheet while on the road.

How much time should timesheets take?
No more than 5 minutes per day or 20 minutes per week. If it is consistently taking you longer

Personal Timesheet Status

Employee Full Name Robinson, Gail

Period Start Date	Week Ending Date	Timesheet Status
8/4/2012	8/10/2012	POSTED
8/11/2012	8/17/2012	DRAFT
8/18/2012	8/24/2012	Released
7/28/2012	8/3/2012	MISSING

Done

Unknown Zone (Mixed) | Protected Mode: Off | 100%



Separate timekeeping and payroll responsibilities

- ✓ TimeControl fulfills the separation of payroll and timekeeping functionality.
- ✓ Payroll timesheet systems that only track attendance are often deficient in this area.
- ✓ TimeControl can track not just if an employee was present but also what they did with their time
- ✓ Auditable records from TimeControl can show that:
 - ✓ the employee entered their timesheet themselves
 - ✓ that they have reported on what tasks were progressed during the day and;
 - ✓ if this same data is used for payroll, can show how the employee's time balances against the payroll records

Employee Responsibilities

Enter timesheet data daily

TimeControl - Windows Internet Explorer

http://localhost:81/Application/ActiveX/ActiveX.aspx?st=6&mn=65

TimeControl® Joseph Gardner Dashboard My Account Logout Help

Home Timesheet Reports Tables Links Tools Administrator Documentation Maintenance

Navigation

- List
- List
- Entry
- Debit/Credit Entry
- Batch release
- Timesheet Posting
- Drill Down Analyzer
- Project Manager Validation
- Time Requests

Drill Down Analyzer

Drill Down Selection

View Selection: Unposted Data Review

Drill Down Details

Add..... Fields..... Refresh Export..... Full Screen

Employee Full Name: [Select]

Week Ending Date	Hours Monday	Hours Tuesday	Hours Wednesday	Hours Thursday	Hours Friday	Hours Saturday	Hours Sunday
Employee Full Name : Peters, Chris							
7/30/2010	8h	8h	8h	8h	8h	0h	0h
12/31/2010	8h	8h	8h	8h	8h	0h	0h
	16h	16h	16h	16h	16h	0h	0h
Employee Full Name : Robinson, Gail							
7/30/2010	8h	8h	8h	8h	8h	0h	0h
12/10/2010	8h	8h	8h	8h	8h	0h	0h
12/17/2010	8h	8h	8h	10h30m	0h	0h	0h
2/18/2011	8h	8h	8h	8h	8h	0h	0h
2/25/2011	8h	8h	8h	8h	8h	0h	0h
3/4/2011	8h	6h	8h	8h	8h	0h	0h
7/1/2011	4h	4h	4h	4h	8h	0h	0h
7/8/2011	7h30m	6h	5h	6h	4h	0h	0h
	59h30m	56h	57h	60h30m	52h	0h	0h
Employee Full Name : Taylor, David							
7/30/2010	8h	8h	8h	9h	8h	0h	0h
	8h	8h	8h	9h	8h	0h	0h
Employee Full Name : Thompson, Sally							
	204h30m	200h	201h	205h30m	186h	0h	0h

☐ Retrieve data from archive


Done.

Active Filter: < No Filter Selected >

Trusted sites | Protected Mode: Off | 100%

Employee Responsibilities

Record their own timesheet



Screenshot of the TimeControl web application interface for Timesheet Entry.

Browser Address Bar: <http://tcdemo1.timecontrol.org/Application/Timesheet/TimesheetEntry.aspx?st=6&mnv>

Page Header: TimeControl® Gail Robinson Dashboard My Account Logout Help

Navigation: Home Timesheet Reports Tools Documentation

Actions: Previous Next Add Delete Release Reject Print

Entry Section:

Employee Information:

- Employee: Robinson, Gail
- Resource Description: Gail Robinson

Timesheet Information:

- Period: 7/7/2012 - 7/13/2012
- Timesheet Status: DRAFT
- Timesheet Header Source: Gail Robinson
- Timesheet Header Owner: Gail Robinson
- releasing to: Tom Logan

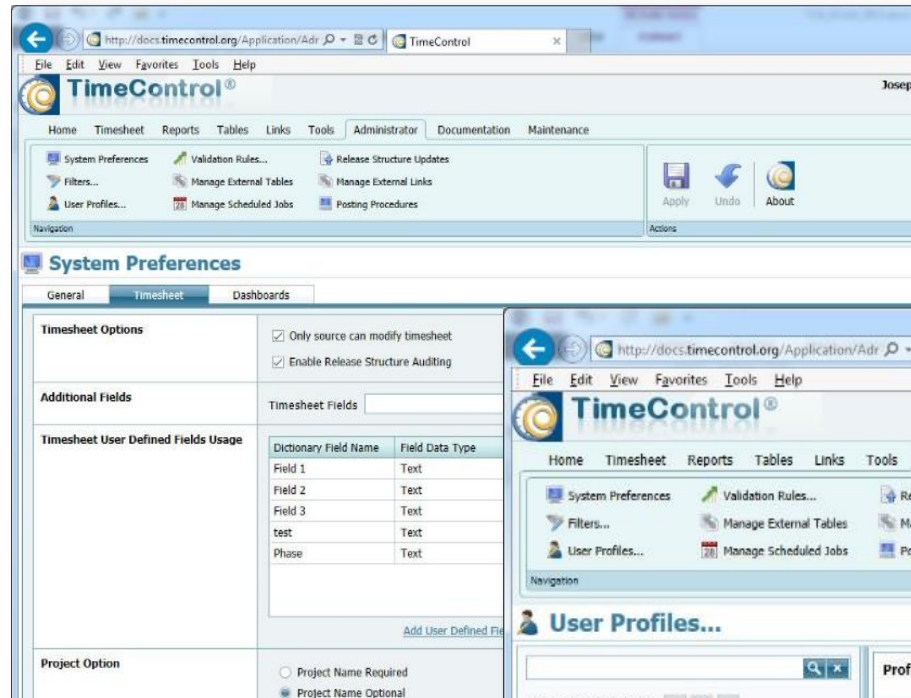
Table:

	Project Name	Charge Code	Charge Description	Rate Code	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	Source
<input type="checkbox"/>	INTERNAL	INTERNAL.MEETINGS	General Meetings	S-GAILR	4h		4h					8h	Gail Robinson
<input type="checkbox"/>	INTERNAL	INTERNAL.VACATION	Paid Vacation	S-GAILR				8h				8h	Gail Robinson
<input type="checkbox"/>	INTERNAL	INTERNAL.TRAVEL	Travel for company business	S-GAILR		2h						2h	Gail Robinson
<input type="checkbox"/>	POLAR	POLAR.1.1	Design Interface	S-GAILR	4h							4h	Gail Robinson
<input type="checkbox"/>	POLAR	POLAR.2.2	Code Interface structure	S-GAILR		2h	4h		5h			11h	Gail Robinson
<input type="checkbox"/>	POLAR	POLAR.3	Review Design	S-GAILR		4h			3h			7h	Gail Robinson

Summary: 8h 8h 8h 8h 8h 0h 0h 40h


Employee Responsibilities

Approve changes to their own timesheet



Employee Responsibilities

Certifying the timesheet



TimeControl

Joseph Gardner Dashboard My Account Logout Help

Home Timesheet Reports Tables Links Tools Administrator Documentation Maintenance

My Account Missing TS Notification Announcements Update License Key Dashboard Manage Languages Change TS Ownership Timesheet AutoFill Timesheet Release Log

Navigation Actions

Timesheet Release Log

Release log employee name	Date	Owned By	Owner	Status	Transaction Type	Resource	Timestamp
Robinson, Gail	7/29/2011	GAILR	TOML	Released	NORM		6/13/2011 12:45:00
Robinson, Gail	7/29/2011	TOML	POSTING	Released	NORM		6/13/2011 12:45:00
Robinson, Gail	7/15/2011	GAILR	TOML	REJECTED	NORM		6/13/2011 12:46:00
Robinson, Gail	7/29/2011	NULL	TOML	Released	NORM		8/22/2011 12:18:00
Robinson, Gail	8/26/2011	GAILR	TOML	Released	NORM		9/2/2011 09:34:00
Robinson, Gail	8/26/2011	TOML	POSTING	Released	NORM		9/2/2011 09:34:00
Robinson, Gail	8/26/2011	POSTING	POSTING	POSTED	NORM		9/2/2011 09:35:00
Gardner, Joseph	7/23/2010	NULL	JOEG	DRAFT	DBCR		9/9/2011 10:08:00
Gardner, Joseph	7/1/2011	JOEG	POSTING	Released	NORM		9/9/2011 01:38:00
Gardner, Joseph	7/23/2010	JOEG	POSTING	Released	DBCR		10/14/2011 02:44:00
Gardner, Joseph	7/23/2010	POSTING	POSTING	POSTED	DBCR		10/14/2011 02:46:00
Gardner, Joseph	7/23/2010	JOEG	POSTING	Released	DBCR		10/14/2011 02:53:00
Gardner, Joseph	7/23/2010	POSTING	POSTING	POSTED	DBCR		10/14/2011 02:54:00
Gardner, Joseph	7/23/2010	JOEG	POSTING	Released	DBCR		10/14/2011 02:59:00
Gardner, Joseph	7/23/2010	POSTING	POSTING	POSTED	DBCR		10/14/2011 02:59:00
Logan, Tom	8/6/2010	TOML	POSTING	Released	NORM		12/6/2011 05:47:00
Logan, Tom	8/6/2010	NULL	TOML	DRAFT	NORM		12/6/2011 05:47:00
Logan, Tom	8/6/2010	TOML	POSTING	Released	NORM		12/6/2011 05:48:00
Logan, Tom	8/6/2010	NULL	TOML	DRAFT	NORM		12/6/2011 05:49:00
Gardner, Joseph	7/30/2010	JOEG	POSTING	Released	DBCR		12/22/2011 04:24:00
Gardner, Joseph	7/30/2010	NULL	JOEG	DRAFT	DBCR		12/22/2011 04:25:00
Robinson, Gail	1/6/2012	GAILR	TOML	Released	NORM		1/6/2012 03:59:00
Robinson, Gail	1/6/2012	TOML	GAILR	DRAFT	NORM		1/6/2012 04:00:00
Robinson, Gail	1/27/2012	GAILR	TOML	Released	NORM		1/26/2012 05:15:00
Gardner, Joseph	1/6/2012	JOEG	POSTING	Released	NORM		4/19/2012 02:55:00
Robinson, Gail	2/3/2012	GAILR	TOML	Released	NORM	GAILR	2/7/2013 11:08:00

Page 1 of 2 (112 items)

100%

Accurate project and assignment identifiers

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: <http://tcdemo1.timecontrol.org/Application/Timesheet/TimesheetEntry.aspx?st=6&mnu>. The page title is "Timesheet Entry". The user is logged in as "Gail Robinson". The interface includes a navigation bar with "Home", "Timesheet", "Reports", "Tools", and "Documentation". A toolbar contains icons for "List", "Entry", "Batch release", "Drill Down Analyzer", and "TimeRequests". A "Select charge" dialog box is open, showing a tree view of charges. The "POLAR.2.2" charge is selected, which corresponds to "Code Interface structure". The dialog box has "OK" and "Cancel" buttons. In the background, the "Employee Information" section shows "Employee Robinson, Gail" and "Resource Description Gail Robinson". A table with columns "Project Name", "Charge", "Start/Stop", and "Source" is visible, showing various time entries for "POLAR" and "INTERNAL" projects.

Project Name	Charge	Start/Stop	Source
INTERNAL	INTERNAL	8h	Gail Robins
INTERNAL	INTERNAL	8h	Gail Robins
INTERNAL	INTERNAL	2h	Gail Robins
POLAR	POLAR	4h	Gail Robins
POLAR	POLAR	11h	Gail Robins
POLAR	POLAR	7h	Gail Robins

Record both paid and unpaid hours

The screenshot displays the TimeControl web application interface. The main window shows the 'Entry' section for Gail Robinson. A 'Select Rate Code' dialog box is open, displaying a list of rate codes. The background shows a timesheet grid with columns for days of the week and hours, and a table of employee data.

Select Rate Code Dialog:

Rate Code	Rate Description
BNK-OT	Banked Overtime
NC-OT	Non-Compensated Overtime
NOVA	Nova billing rate (Global)
PAID-OT	Paid Overtime
S-GAILR	Standard Rate for Gail Robinson
STANDARD	Standard Rate


Timesheet Grid (Partial):

	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total	Source
1h30m		3h	2h	3h			11h30m	Gail Robinson
2h30m		1h	2h				5h30m	Gail Robinson

Employee Data Table (Partial):

Project Name	Project Description	Charge Code
BOAT SHOW	Boat Show	BOAT SHOW.1
BOAT SHOW	Boat Show	BOAT SHOW.1
BOAT SHOW	Boat Show	BOAT SHOW.1
INTERNAL	Internal charge codes	INTERNAL.ME
INTERNAL	Internal charge codes	INTERNAL.TRA
POLAR	Polar Development	POLAR.4.3

Supervisor approval of timesheets



The screenshot displays the TimeControl web application interface for supervisor approval of timesheets. The browser address bar shows the URL: <http://tcdemo1.timecontrol.org/Application/Timesheet/TimesheetEntry.aspx?st=6&mn>.

The application header includes the user name **Tom Logan** and links to [Dashboard](#), [My Account](#), [Logout](#), and [Help](#). The main navigation menu includes [Home](#), [Timesheet](#), [Reports](#), [Tools](#), and [Documentation](#).

The **Timesheet** section contains several icons: [List](#), [Entry](#), [Batch release](#), [Drill Down Analyzer](#), and [TimeRequests](#). The **Actions** bar includes [Previous](#), [Next](#), [Add](#), [Delete](#), [Release](#), [Reject](#), and [Print](#). The [Release](#) and [Reject](#) buttons are highlighted with a red box.

The **Entry** section is divided into two panels:

- Employee Information:** Employee Robinson, Gail; Resource Description Gail Robinson.
- Timesheet Information:** Period 7/7/2012 - 7/13/2012; Timesheet Status Released; Timesheet Header Source Gail Robinson; Last Owner Gail Robinson; Timesheet Header Owner Tom Logan; releasing to POSTING.

The **Timesheet** table displays the following data:

	Insert	Append	Copy	Delete	Options		Project Name	Project Description	Charge Code	Charge Description	Rate Code	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Total	ETC	Source
+							INTERNAL	Internal charg...	INTERNAL.ME...	General Meeti...	S-GAILR			4h		4h			8h		Gail Rob
+							INTERNAL	Internal charg...	INTERNAL.VA...	Paid Vacation	S-GAILR						8h		8h		Gail Rob
+							POLAR	Polar Develop...	POLAR.1.1	Design Interface	S-GAILR			4h					4h		Gail Rob
+							POLAR	Polar Develop...	POLAR.2.2	Code Interfac...	S-GAILR				2h	4h		5h	11h		Gail Rob
+							INTERNAL	Internal charg...	INTERNAL.TR...	Travel for com...	S-GAILR				2h				2h		Gail Rob
+							POLAR	Polar Develop...	POLAR.3	Review Design	S-GAILR				4h			3h	7h		Gail Rob

The bottom of the interface shows a summary bar with the following values: 0h, 0h, 8h, 8h, 8h, 8h, 8h, 40h.



Entering timesheets for absent employees


- ✓ TimeControl includes functionality for supervisors to enter timesheets on behalf of their employees
- ✓ An audit is maintained of who created the timesheet and who entered each line of the timesheet so a supervisor can not enter a timesheet on behalf of an employee without this being recorded.



Employees who are travelling

- ✓ If an employee is absent for a prolonged period such as during travel, a supervisor or administrator can create timesheets on behalf of the employee if required
- ✓ As a web-based application, TimeControl can be made accessible from anywhere in the world
- ✓ TimeControl also includes functionality to delegate your TimeControl access to another user and in the background, TimeControl tracks who actually did the entries for auditing purposes

Delegation




TimeControl - Windows Internet Explorer



http://localhost:82/AlternateUser.aspx

TimeControl

TimeControl®

 **JOEG**
Joseph Gardner [Login as myself](#)

Other users have assigned you as an alternate user. You can either 'login as yourself' using the link above or as any of the users listed below using 'Login' link next to the desired user.


 DAVIDT David Taylor	Login
 ERICV Eric Vincent	Login



Time should be based on work done

- ✓ This is the core concept around which TimeControl was designed.
- ✓ TimeControl tracks not just when an employee was at work and how much time the employee spent at work but also what work the employee did while at work

Timesheets are part of the employee's job



TimeControl - Windows Internet Explorer

http://localhost:81/Application/Default.aspx?mnu=0

TimeControl®

Tom Logan [Dashboard](#) [My Account](#) [Logout](#) [Help](#)

Home Timesheet Reports Tools Documentation

Timesheet Reports Tools Documen...

Navigation

Supervisor Dashboard

Custom URL - http://localhost:83/Application/TimesheetCompliance.aspx

Timesheet Compliance

Options

Status	Employee Name	Percent
Department:		
Department: ADMIN		
●	Logan, Tom	50%
●	Peters, Chris	50%
●	Walker, John	50%
●	Logan, Tom	100%
●	Peters, Chris	100%
●	Walker, John	100%
Department: SALES		
●	Carpenter, Jane	50%
●	Eglington, Robert	50%
●	Jacobs, Diana	50%
●	Vincent, Eric	50%
●	Carpenter, Jane	100%
●	Eglington, Robert	100%
●	Jacobs, Diana	100%
●	Vincent, Eric	100%
Department: TECH		

Custom URL - http://localhost:83/Application/BankedTime.aspx

Robinson, Gal Options

Status	Type	Earned	Taken	Remaining
●	Vaction Time	80h	16h	64h
●	Sick Time	24h	0h	24h
●	Personal Time	40h	0h	40h
●	Banked Time 1	0h	0h	0h
●	Banked Time 2	0h	0h	0h
●	Banked Time 3	0h	0h	0h
●	Banked Time 4	0h	0h	0h
●	Banked Time 5	0h	0h	0h

Timesheets Awaiting Release

	Period Start Date	Week Ending Date	Quantity
■	2/12/2011	2/18/2011	1
■	2/19/2011	2/25/2011	1
■	2/26/2011	3/4/2011	1
■	3/24/2012	3/30/2012	1

Done

Trusted sites | Protected Mode: Off

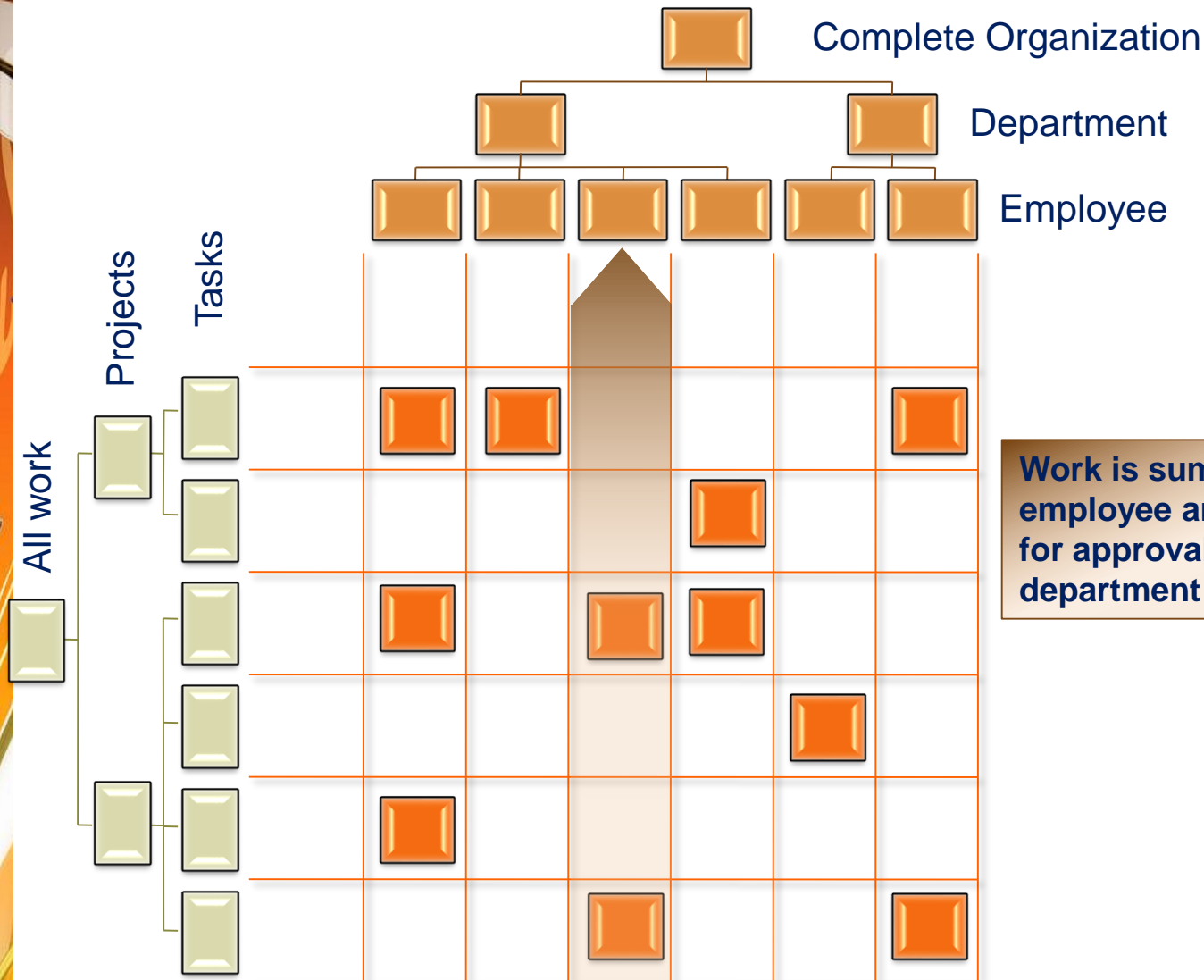
100%



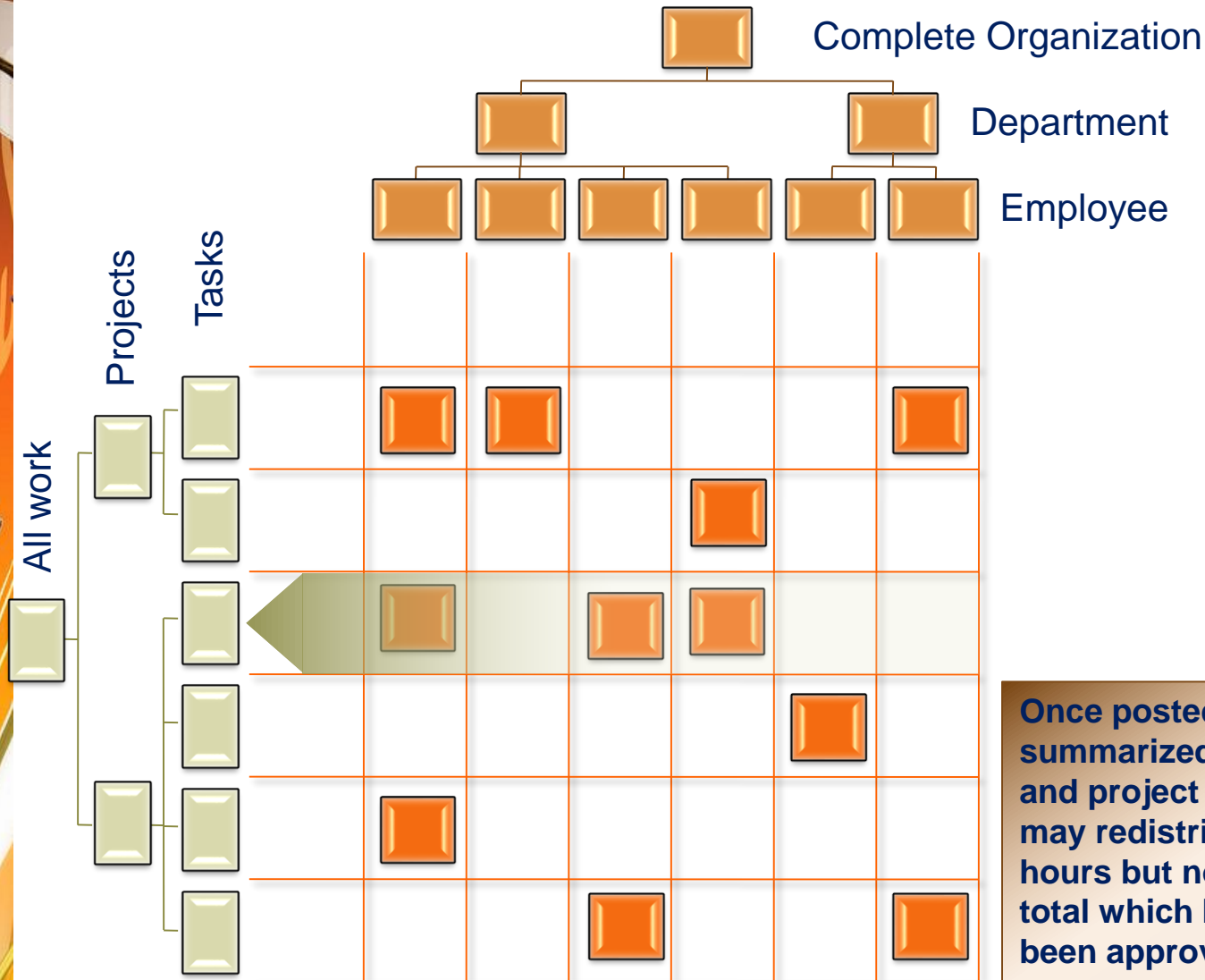
DCAA Compliance TimeControl Checklist

- ✓ **Set System Settings to “Only Source May Modify Timesheet”**
This will ensure that only the employee who creates a timesheet can change it.
- ✓ **Set System Settings to “Release Debit/Credit to original release path”**
This will ensure that any post-period adjustments are sent to the employee for review and approval.
- ✓ **Create a daily timesheet entry report or use the Drill Down Analyzer on unposted data to show who has entered timesheets each day**
This will make sure that you’re following employee compliance on entering their timesheet daily.
- ✓ **Set System Settings to Turn Logging on**
This will make sure you can get an audit of who entered, released and approved timesheets.
- ✓ **Create a timesheet entry process and make it available on the TimeControl dashboard and/or make it part of employee training**
This complies with the DCAA requirement of making sure that all employees are informed of your timesheet process.

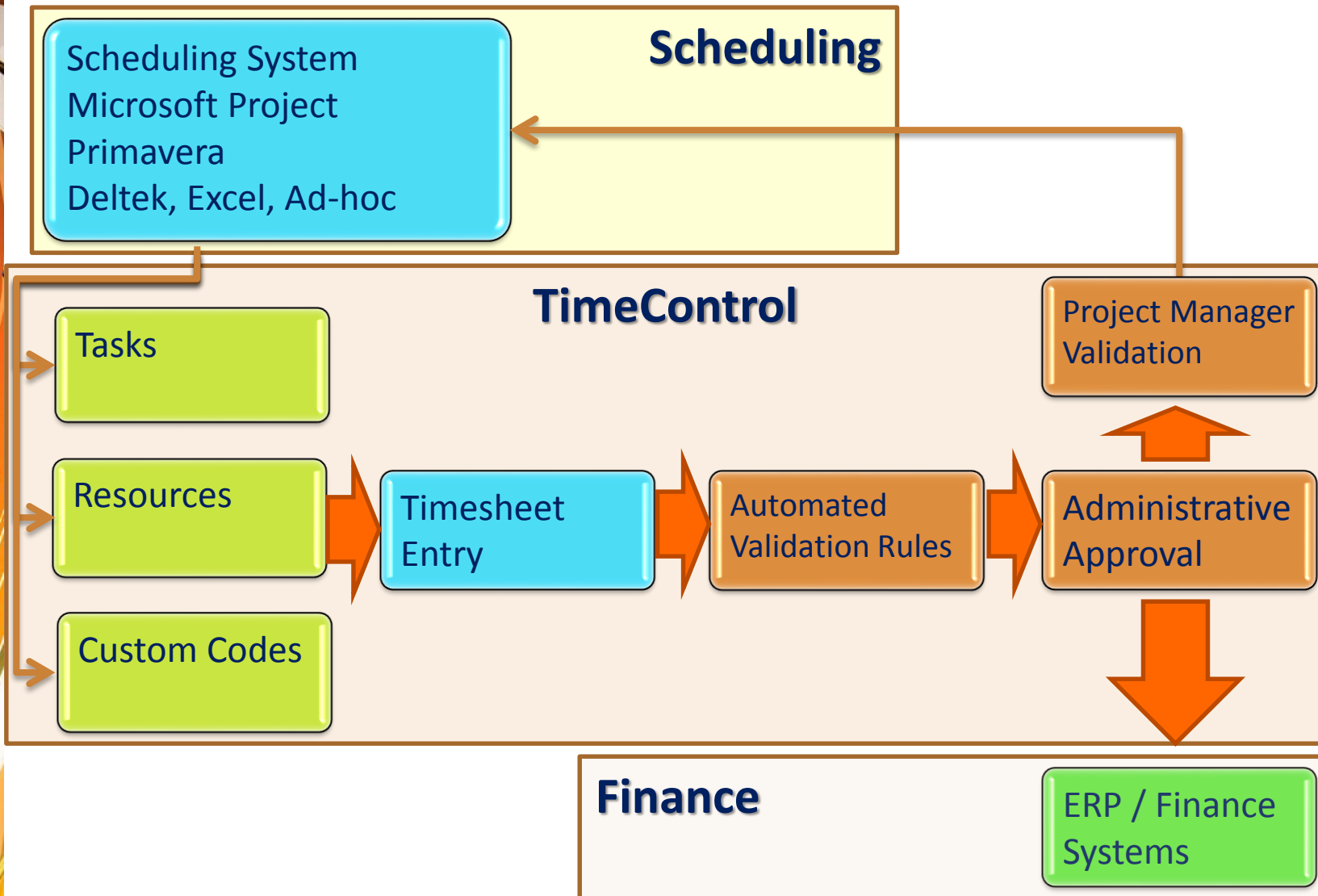
The Matrix Approval Process



The Matrix Approval Process

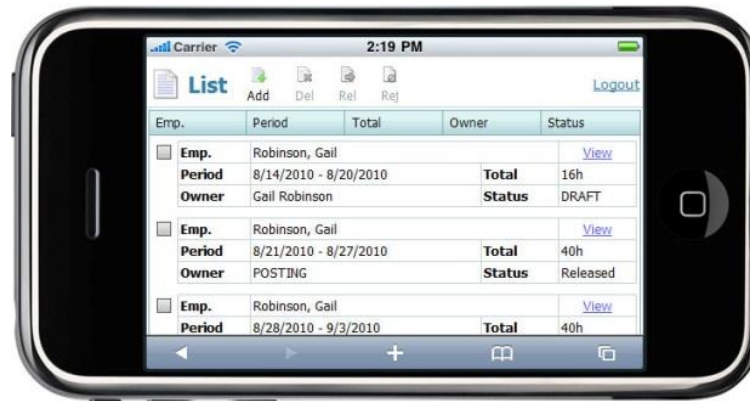
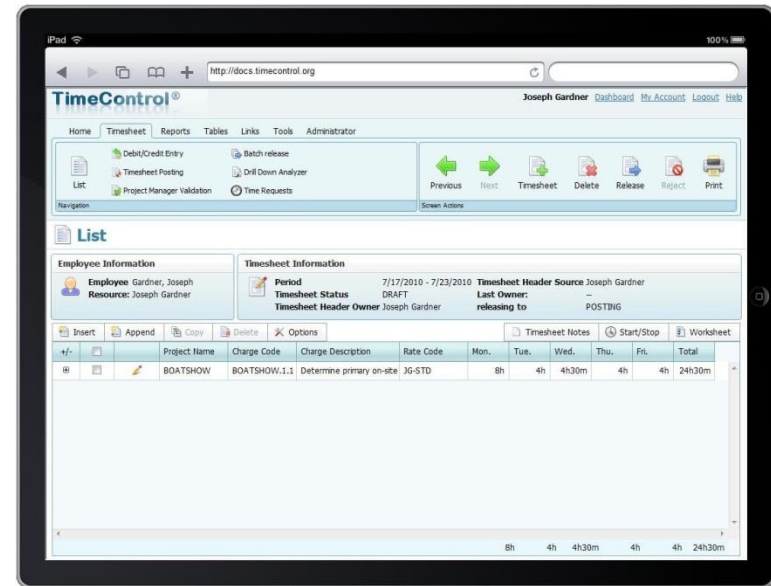


The Matrix Approval Process



Smartphone / Tablet Support

- ✓ iPhone
- ✓ Android
- ✓ Windows7 Mobile
- ✓ Blackberry
- ✓ iPad





TimeControl Key Features

- ✓ Easy web interface
- ✓ Multi-browser support
- ✓ Multilingual
- ✓ Flexible architecture
 - ✓ SQL Server
 - ✓ Oracle
 - ✓ MySQL
- ✓ Expense tracking
- ✓ Matrix Approvals
- ✓ Automated Approvals
- ✓ Vacation Requests
- ✓ Flexible Reporting
- ✓ Links to Project Mgt
 - ✓ Microsoft Project
 - ✓ Project Server
 - ✓ Oracle-Primavera
 - ✓ Deltek OpenPlan
 - ✓ Deltek Cobra
- ✓ Links to ERP/Finance
 - ✓ Dynamics
 - ✓ SAP
 - ✓ Oracle
 - ✓ Others...
- ✓ Government compliance
 - ✓ DCAA
 - ✓ European Time Directives
 - ✓ SOX, FMLA, Others...

Links to HR, Project Mgt and Finance

- ✓ HMS Software is a Technology Alliance Partner with Primavera and a Gold Certified Microsoft Partner
- ✓ TimeControl includes direct integration with popular project management systems such as Microsoft Project and Project Server, Deltek Open Plan and Cobra and Primavera. You can move data on a scheduled or on-demand basis
- ✓ Supports multiple project management systems and versions simultaneously
- ✓ Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle Financials, PeopleSoft, Microsoft Dynamics and other HR and Finance systems







TimeControl works in many industries

Engineering/Construction

Aecon Construction
AeroInfo
Koch Business Solutions
Kongsberg Devotek
Thompson Beta

Gas / Utilities

Gulf South Pipeline
Acergy
Petrocon
VenCorp

Manufacturing

Alcan
Parker Hannifin
Dofasco
Georgia Pacific
John Deere
Magneti Marelli
Mercury Marine
Tennant
Wagner Spray Tech
Vision Systems

Defense / Aerospace

Bombardier Inc.
CAE Electronics
General Motors Diesel
Lockheed Martin
Rolls Royce
SAAB

Government

Dutch Railways
Government of Saskatchewan
Railway Procurement Agency
(UK)

Technology

Arivia
CSI Piemonte
DRS Power Control Tech
EDS
Face Technology
Fuel Plus Software
GE Access
Lockheed Martin
Positron
Psion Techlogix
DRUCK Ltd

Telecommunications

Cable & Wireless Bartel
Ericsson
EXFO
Motorola
Philips Semiconductors
SARA Amsterdam
Stratos Global

Financial

Standard Life
Development Bank of One

Health/Pharmaceutical

Boehringer Ingelheim
Azko Nobel (Organon)
RTS Thurnall
UK National Health Service
(NHS)
Canadian Institute for Health
Info
Iogen
Registrat

TimeControl Dealer Network



“TimeControl, timesheet software so flexible you’ll think we wrote it just for you.”





What sets TimeControl apart

1. Mobile, Tablet interface
 2. Multi-browser, multi-language
 3. Vacation Approvals
 4. Install onsite or subscribe online
 5. Links to Project Management, SharePoint, Excel
- ✓ Most flexible and adaptive timesheet on the market



Thank you!

For more information:

To find out more about TimeControl:

www.timecontrol.com

To try TimeControl for free:

freetrial.timecontrol.com

To see more on TimeControl and the DCAA:

www.timecontrol.com/solutions/dcaa

To reach HMS Software:

info@hmssoftware.ca