

# **TimeControl: A Human Resources resource**



**Using TimeControl to support  
Human Resources requirements**

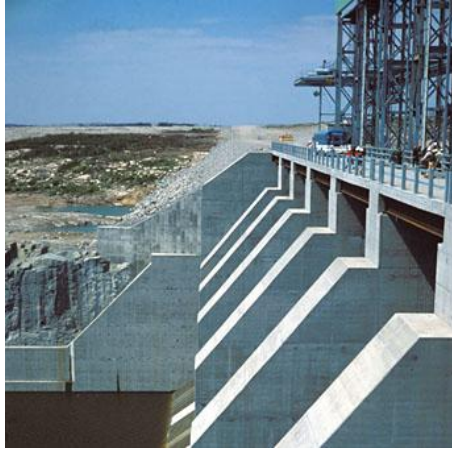
**Chris Vandersluis  
President, HMS Software**

# HMS History

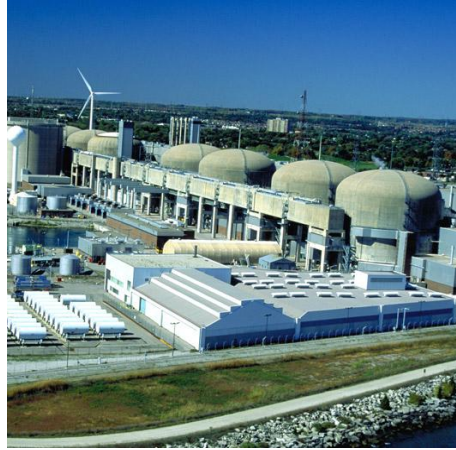


- 1984 HMS Software founded. First project: automating the project office at Philips Information Systems and creating a project timesheet
- 1985 HMS becomes a Welcom Software alliance partner
- 1994 HMS releases TimeControl 1.0
- 1995 HMS releases TimeControl 2.0 for Windows with links to Microsoft Project
- 1995 HMS joins Microsoft Project Solution Partner program
- 1997 HMS becomes a Primavera Technology Alliance Partner
- 1997 HMS releases TimeControl 3.0 as a client/server product
- 1999 HMS releases first web timesheet interface for TimeControl
- 2001 HMS releases TimeControl 4.0, a full web-based version
- 2004 HMS named as a Premier Microsoft Project Solution Provider
- 2005 HMS becomes a Microsoft Gold Certified Partner
- 2006 HMS named as a “First to Market partner” by Microsoft
- 2007 HMS celebrates 10 years as a Primavera Alliance Partner
- 2007 HMS releases TimeControl Industrial 4.7
- 2007 HMS releases TimeControl 5.0
- 2008 HMS becomes Deltek ISV Alliance Partner

# Some of our projects



**James Bay Hydro**



**Ontario Nuclear Plants**



**Light Armored Vehicle**



**Hibernia Oil Platform**



**CF18 Upgrade**

# Timesheet solutions



## Time and Attendance

HR Systems and  
Payroll



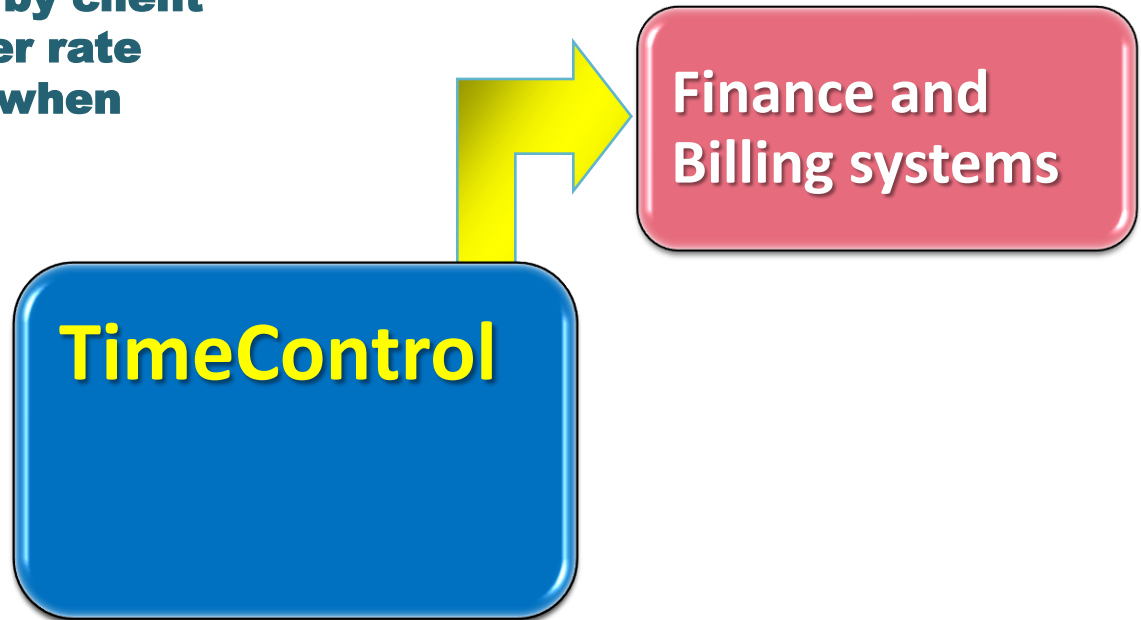
**TimeControl**

**Timesheet system sends  
attendance time and types of  
time off such as vacation and  
sick leave**



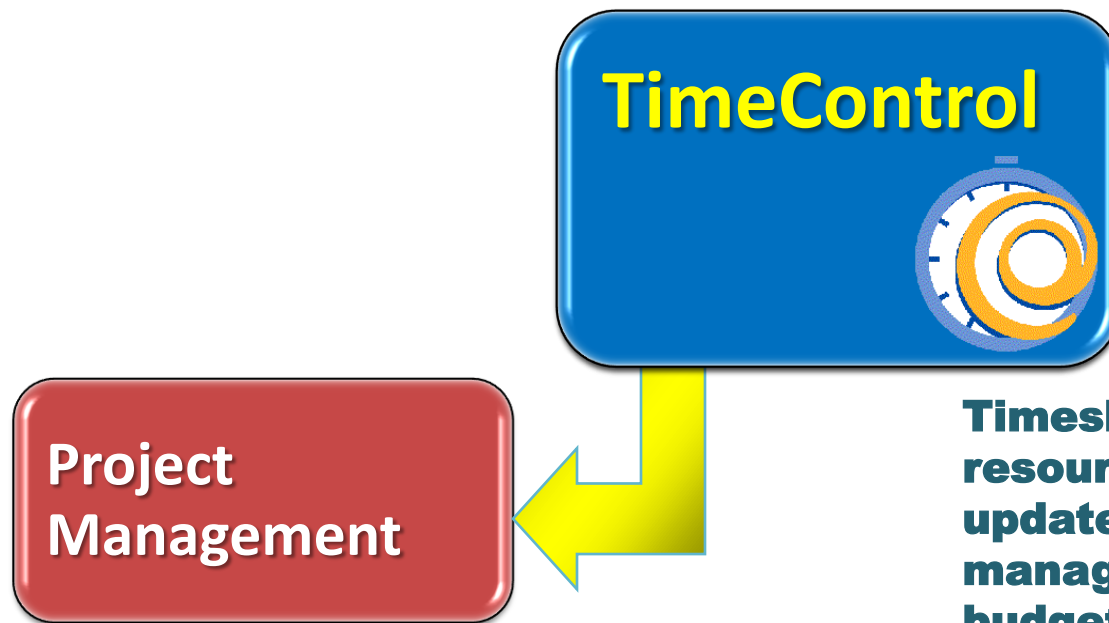
## Time and Billing

**Time is summarized by client  
and billed with proper rate  
codes and overtime when  
applicable**





## Project Statusing



**Timesheet lists time per resource on each task and updates the project management system for budget vs. actual analysis.**



## Governance



**Organizations are required to comply with government and shareholder compliance rules such as the DCAA, SOX, EEC work rules and general auditability**

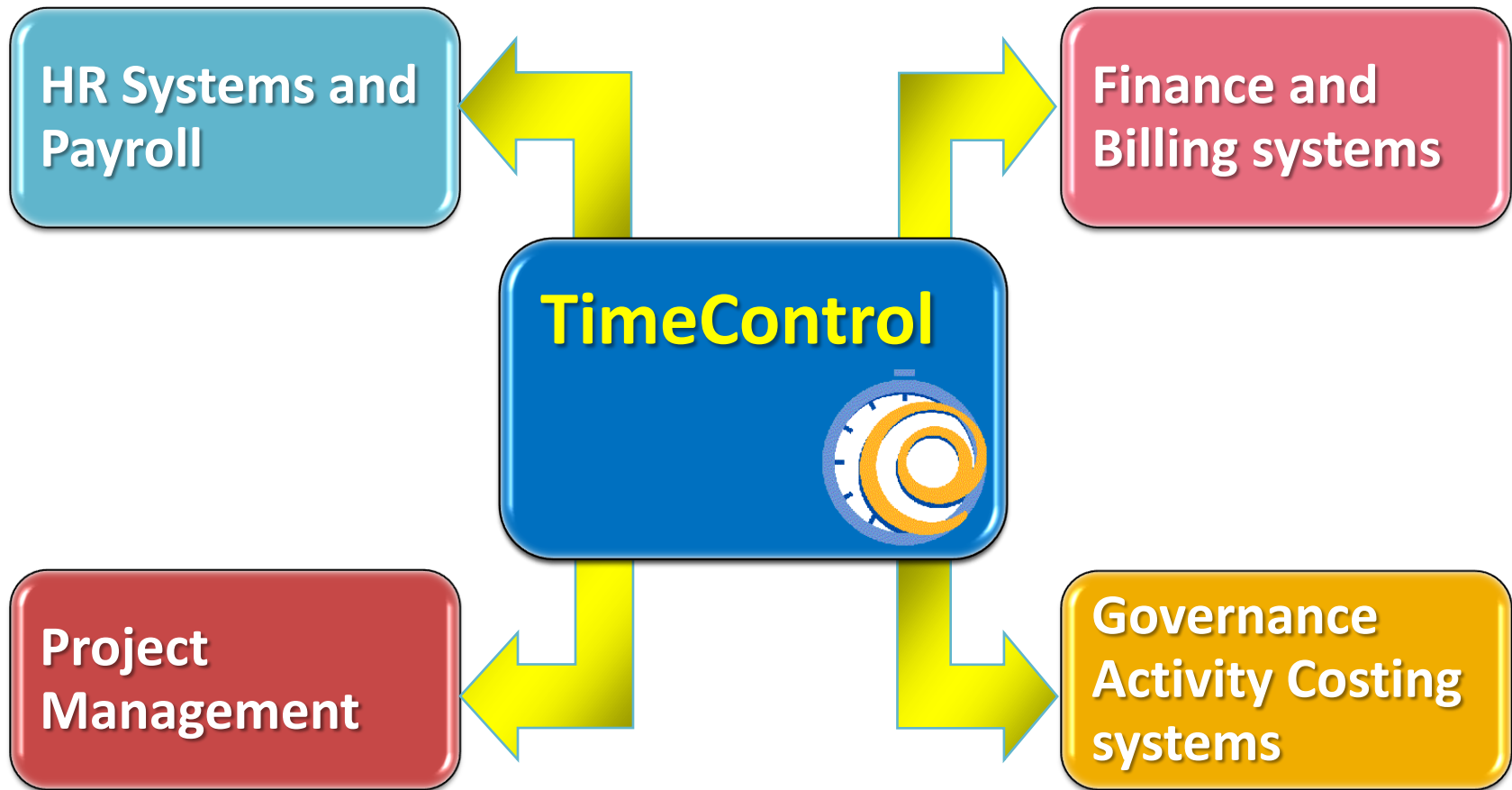


**Governance  
Activity Costing  
systems**





## TimeControl®





# HR Requirements managed by TimeControl

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- Tracking entitlements such as:
  - Vacation
  - Sick leave
  - Personal time
- Tracking banked time
- Payroll and banked hours
- Tracking employee departments and supervisors
- Tracking employee role
- Tracking Training and certifications
- Tracking non-project time

# TimeControl Functionality for HR

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- Automated Business Rules
- Dashboards
- No reconciliation
- Auto-fill – fill-by-exception
- Start/Stop – when did you arrive/leave?
- Links to HR, Finance and Project Systems

# Using 1 timesheet saves big

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- Using TimeControl as the one timesheet to use for...
  - HR
  - Payroll
  - Finance (Job Costing, R&D Tax Credits, Billing)
  - Project Management
  - Government compliance (Sarbanes Oxley, DCAA, European Work Rules ...)

... means **significant** savings by reducing timesheet redundancy

# Tracking Entitlements

Home | Support | Knowledge Base | Help

**TimeControl**

- My TimeControl Home
- Timesheet
  - Timesheet Entry
  - Debit/Credit Entry
  - Historical TimeSheet
  - TimeSheet Posting
  - Project Manager Validation
  - Batch Approval
  - Drill Down Analyzer
- Reports
  - Tables
  - Posted Timesheets
  - Timesheet Images
  - Missing Timesheets

**My TimeControl Home**

**Vacation/Sick/Personal Time Remaining**

Severity	Description	Alloted	Taken	Remaining
■	Vacation Time Remaining	120h	0h	120.0h
■	Sick Time Remaining	40h	8h	32.0h
■	Personal Time Remaining	24h	0h	24.0h

# Dashboards give instant feedback

Carpenter, Jane <span>▼</span> <span>Options</span>				
Status	Type	Earned	Taken	Remaining
	Vacation Time	80h	64h	16h
	Sick Time	40h	8h	32h
	Personal Time	24h	8h	16h
	Training Time	0h	0h	0h
	Banked Time	0h	0h	0h
	Bank 1	0h	0h	0h
	Bank 2	0h	0h	0h
	Bank 3	0h	0h	0h
	Bank 4	0h	0h	0h

## Announcements

### Staff Pool Party

This Friday is the annual Pool Party! Bring your bathing suit, an appetite and your good humour - we'll be hanging out on the pool deck and enjoying the sunny weather. See the whole message for details... [more](#)

Posted Date: 8/8/2007

## Personal Timesheet Status

Severity	Week Ending Date	Status
	3/28/2010	DRAFT
	3/21/2010	APPROVED
	3/14/2010	APPROVED

# Autofill enables timesheets by exception

The screenshot shows the TimeControl web application in a Windows Internet Explorer browser. The address bar shows the URL <http://hmsbase2003:83/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The TimeControl application has a navigation menu on the left with options like My TimeControl Home, Timesheet, Reports, Tables, Links, Tools, Options, Backup, Restore, Change TS Ownership, Missing TS Notification, Templates, Timesheet AutoFill, Administrator, System Preferences, Filters..., User Profiles..., Validation Rules..., Update License Key, Manage External Tables, Manage Scheduled Jobs, Approval Structure Updates, Announcements, Charge Deletion, Posting Procedures, Manage Languages, Help, and Logout. The main content area is titled "Timesheet Criteria" and "Step 1 of 3". It contains three sections: "Timesheet AutoFill Creation Criteria" with checkboxes for "Create for timesheets that do not exist", "Add hours to timesheets that exist but do not have the total hours specified", and "Allow updates to existing posted timesheets (all timesheets will be posted immediately)"; "Timesheet Options" with radio buttons for "Only use the employee timesheet defaults (project/charge/rate) to fill timesheet", "Only use these project, charge and rate codes", and "Use the employee timesheet defaults (project/charge/rate) to fill timesheet if available and these where none exist", each followed by input fields for Project Name, Charge Code, and Rate Code; and "Hours per day" with input fields for Monday through Sunday and a Total Hours field. At the bottom, there is a "Timesheet Criteria" section with "Week Ending Date" and "To" date pickers, and radio buttons for "All Employees", "Only employees that release to me", and "Only employees who match this criteria" with a corresponding dropdown menu. "Back" and "Next" buttons are at the bottom right. The status bar at the bottom shows "TimeControl | USER: JOEG | VIEW: Timesheet AutoFill" and "Local intranet 100%".

TimeControl - Windows Internet Explorer

http://hmsbase2003:83/

File Edit View Favorites Tools Help

TimeControl

Home | Support | Knowledge Base | Help

TimeControl

TimeControl

My TimeControl Home

Timesheet

Reports

Tables

Links

Tools

Options

Backup

Restore

Change TS Ownership

Missing TS Notification

Templates

Timesheet AutoFill

Administrator

System Preferences

Filters...

User Profiles...

Validation Rules...

Update License Key

Manage External Tables

Manage Scheduled Jobs

Approval Structure Updates

Announcements

Charge Deletion

Posting Procedures

Manage Languages

Help

Logout

Timesheet Criteria

Step 1 of 3

Timesheet AutoFill Creation Criteria

☒ Create for timesheets that do not exist

☒ Add hours to timesheets that exist but do not have the total hours specified

☐ Allow updates to existing posted timesheets (all timesheets will be posted immediately)

Upon completion leave the timesheets....

☐ Owned by the employee

☒ Owned by < Posting >

☐ Posted (no validation rules are checked)

Timesheet Options

☐ Only use the employee timesheet defaults (project/charge/rate) to fill timesheet

☐ Only use these project, charge and rate codes

Project Name Charge Code Rate Code

Use the employee timesheet defaults (project/charge/rate) to fill timesheet if available and these where none exist

Project Name Charge Code Rate Code

INTERNAL IN-ATTENDANCE STANDARD

Hours per day

Monday Tuesday Wednesday Thursday Friday Saturday Sunday Total Hours

8 8 8 8 8 0 0 40

Timesheet Criteria

Week Ending Date 12/6/2009 To: 12/6/2009

☒ All Employees

☐ Only employees that release to me

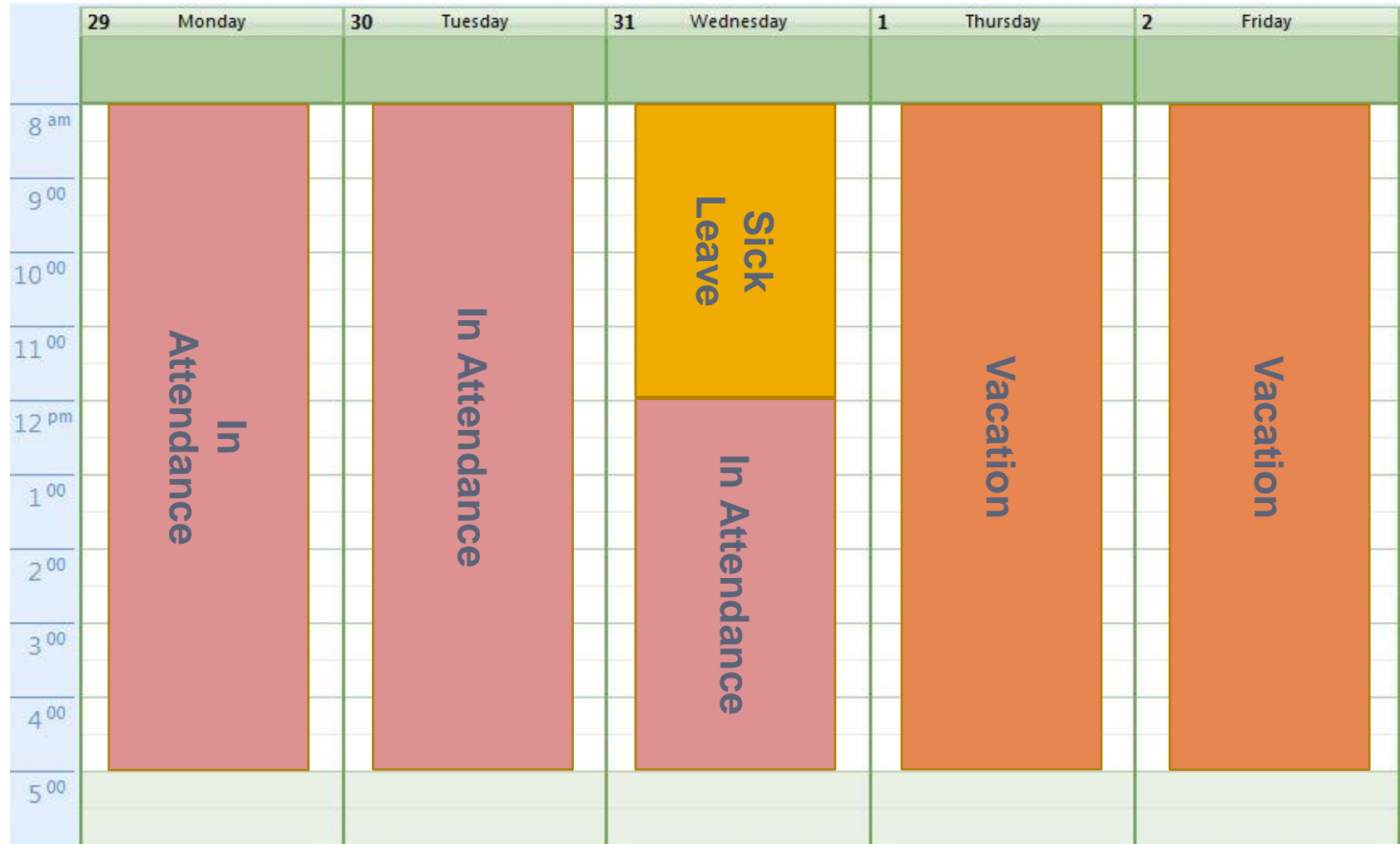
☐ Only employees who match this criteria

Back Next

TimeControl | USER: JOEG | VIEW: Timesheet AutoFill

Local intranet 100%

# Timesheets by exception





# Simple Attendance Interface

TimeControl - Windows Internet Explorer

http://hmsbase2003:83/

File Edit View Favorites Tools Help

TimeControl

Home | Support | Knowledge Base | Help

**TimeControl**

My TimeControl Home

Timesheet

Timesheet Entry

Historical TimeSheet

Reports

Tools

Help

Logout

Previous Next Apply Undo Add Delete Options Approve Unapprove Reject Print Window

Timesheet Entry Timesheet Notes Timesheet List

Employee Information

Name Robinson, Gail

Employee Code RG022

Resource STAFF.GAILR

Timesheet Information

Date 10/4/2009

Status DRAFT

Source GAILR

Last Owner N/A

Owner GAILR

Releasing To: Tom Logan

Timesheet Details Charge Notes Charge Details Activity Details Activity Steps Worksheet Expenses

Insert Append Copy Delete

Charge Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours Total
Employee was in attendance	8h	8h	8h	8h	8h			40h
Paid Sick Leave								
Paid Vacation								

8h 8h 8h 8h 8h 0h 0h 40h

Done.

TimeControl | USER: GAILR | VIEW: Timesheet Entry

Done

Start Local intranet 100%

TimeControl - Windo...

11:35 AM

# Do you have the information you need?

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According to a survey done of 385 IT and Finance VPs, 82% do not possess information which is of sufficient quality, trustworthiness or usefulness to manage their operations.

COMPUTING CANADA

Computing Canada Magazine  
April 7, 2006



# Demonstration

# Links to HR, Project Management 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



# Some of our clients



TOMMY HILFINGER

STRATOS



THOMSON

EXFO

EXPERTISE REACHING OUT



Georgia-Pacific



US Army Corps  
of Engineers®



CAE

VOLVO

ELECTRO MOTIVE

LOCKHEED MARTIN

Microsoft

Acergy



JOHN DEERE

SaskTel



Canadian Institute  
for Health Information  
Institut canadien  
d'information sur la santé



KELLY  
SERVICES



a Vancity company

PSION TEKLOGIX  
information in motion



Cimmetry  
Systems®



America's Career University®



Government of  
Saskatchewan



ADACEL



Transcontinental



DEMAND CHAIN SOLUTIONS



Galium



Montréal



MERCURY  
The Water Calls

LOGICIEL  
HMS  
SOFTWARE

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[www.timecontrol.com](http://www.timecontrol.com)

# For more information



To find out more about TimeControl:

[www.timecontrol.com](http://www.timecontrol.com)

To see our TimeControl Human Resources Solution page:

[www.timecontrol.com/solutions/hr](http://www.timecontrol.com/solutions/hr)

To find out about HMS Software:

[www.hmssoftware.ca](http://www.hmssoftware.ca)

To reach HMS Software:

[info@hmssoftware.ca](mailto:info@hmssoftware.ca)