

The Matrix Approval Process for Labor Actuals™



**Managing approvals for both Finance
and Project Management in the same
process**

**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
- 2010 HMS becomes Oracle Gold / Primavera Knowledge Partner

Some of our projects



James Bay Hydro



Ontario Nuclear Plants



Light Armored Vehicle



Hibernia Oil Platform



CF18 Upgrade

The timesheet interface

Weekly time record

Acme Corporation

[Street Address] 1000 Anywhere Lane
[Address 2] Suite 1000
[City, ST ZIP Code] Someville, AA, 12345
Week ending: 6/5/2010

Employee: Tom Lang
Manager: Joe Gardner
Employee phone: (555) 123-4567
Employee e-mail: toml@acmecorporation.noon

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Development	2.00				2.00	4.00
Design	4.00	1.00			2.00	7.00
Special Baker Project		2.00	4.00		1.00	7.00
Meetings	2.00	4.00	2.00		2.00	10.00
Sick Leave				8.00		8.00
Vacation						
Misc.		1.00	2.00		1.00	4.00
Total hours	8.00	8.00	8.00	8.00	8.00	40.00
Rate per hour	20.00	20.00	20.00	\$20.00	\$20.00	
Total pay	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$800.00

Employee signature _____ Date _____

Manager signature _____ Date _____

Project Approvals

Weekly time record

Acme Corporation

[Street Address] 1000 Anywhere Lane
[Address 2] Suite 1000
[City, ST ZIP Code] Someville, AA, 12345

Week ending: 6/5/2010

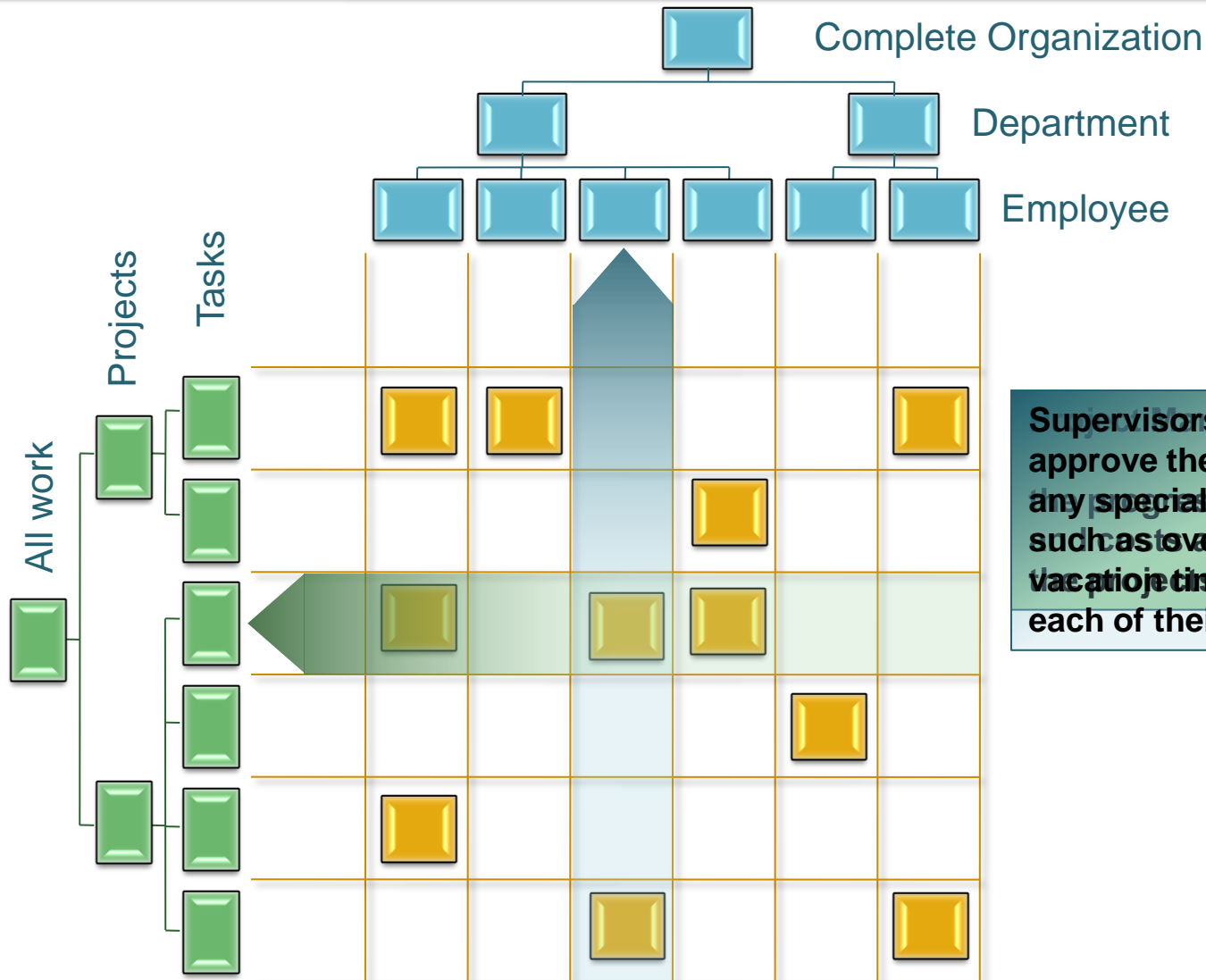
Employee: Tom Lang
Manager: Joe Gardner
Employee phone: (555) 123-4567
Employee e-mail: toml@acmecorporation.non

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Acme Project	2.00				2.00	4.00
Baker Project	4.00	1.00			2.00	7.00
Charlie Networks Projects		2.00	4.00		1.00	7.00
Internal Projects	2.00	4.00	2.00		2.00	10.00
Sick Leave				8.00		8.00
Vacation						
Misc.		1.00	2.00		1.00	4.00
Total hours	8.00	8.00	8.00	8.00	8.00	40.00
Rate per hour	20.00	20.00	20.00	\$20.00	\$20.00	
Total pay	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$800.00

Employee signature _____ Date _____

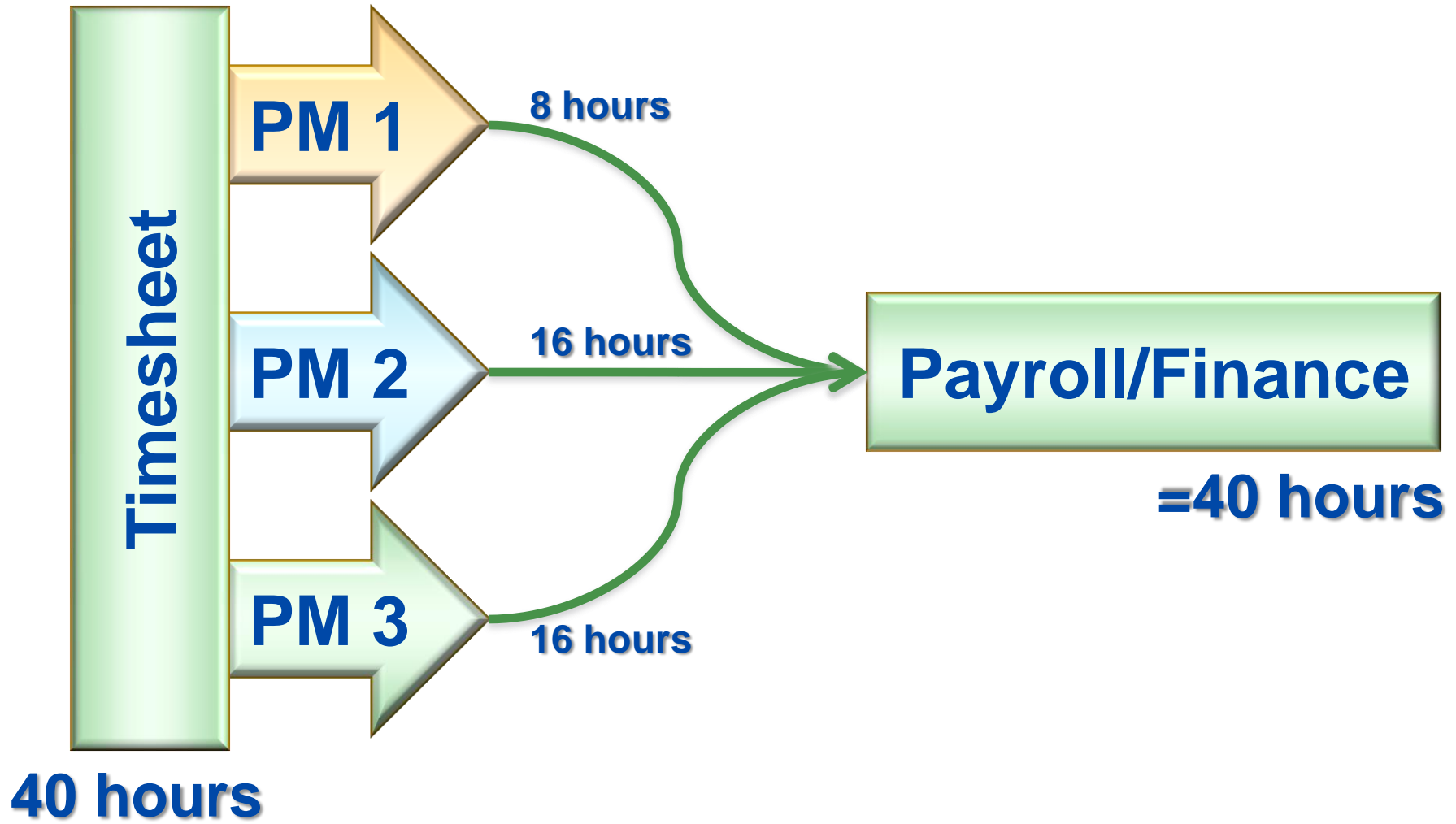
Manager signature _____ Date _____

The Matrix Approval Process

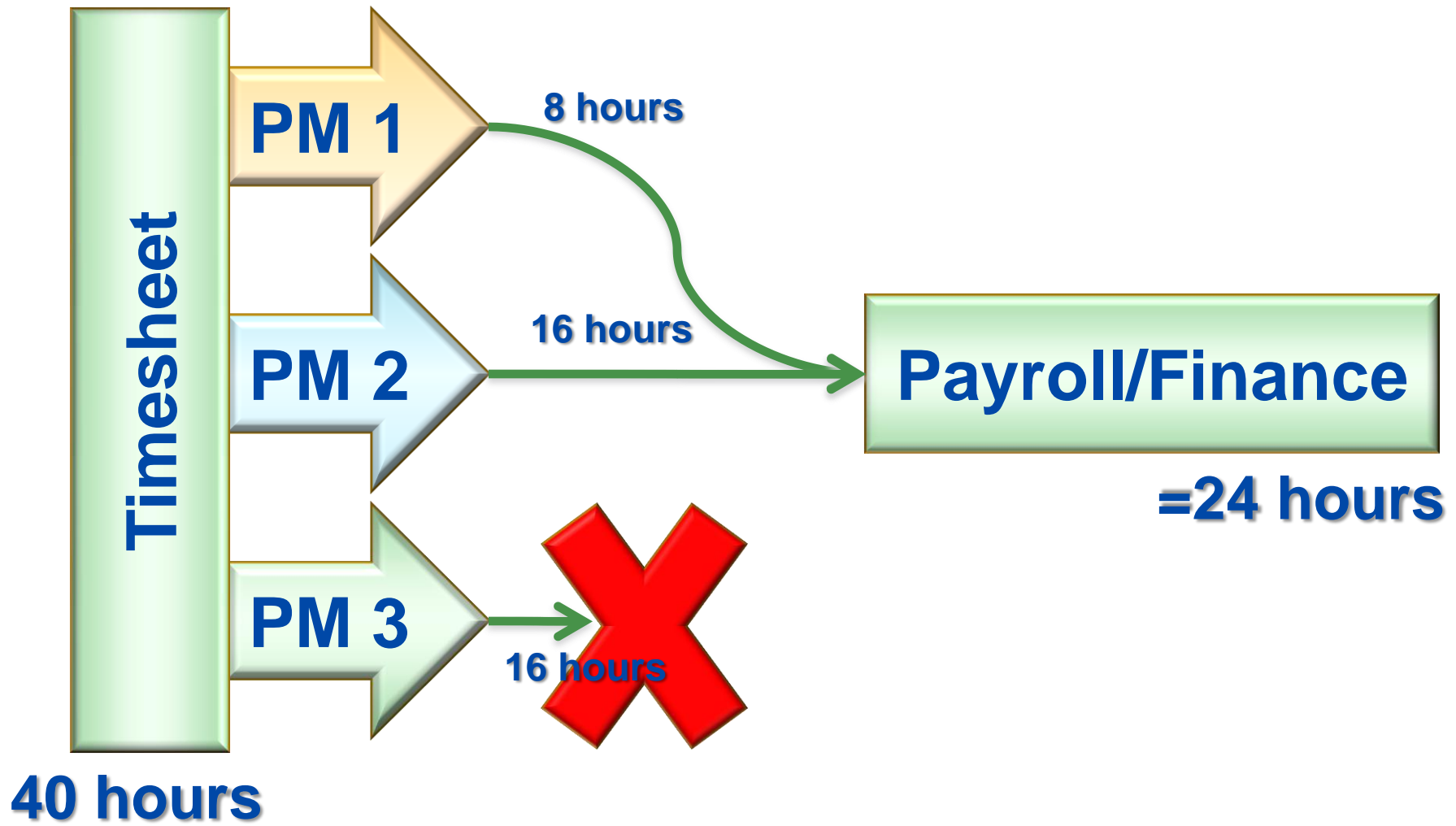


Supervisors need to approve the hours and any special conditions such as overtime, vacation time etc. for each of their employees.

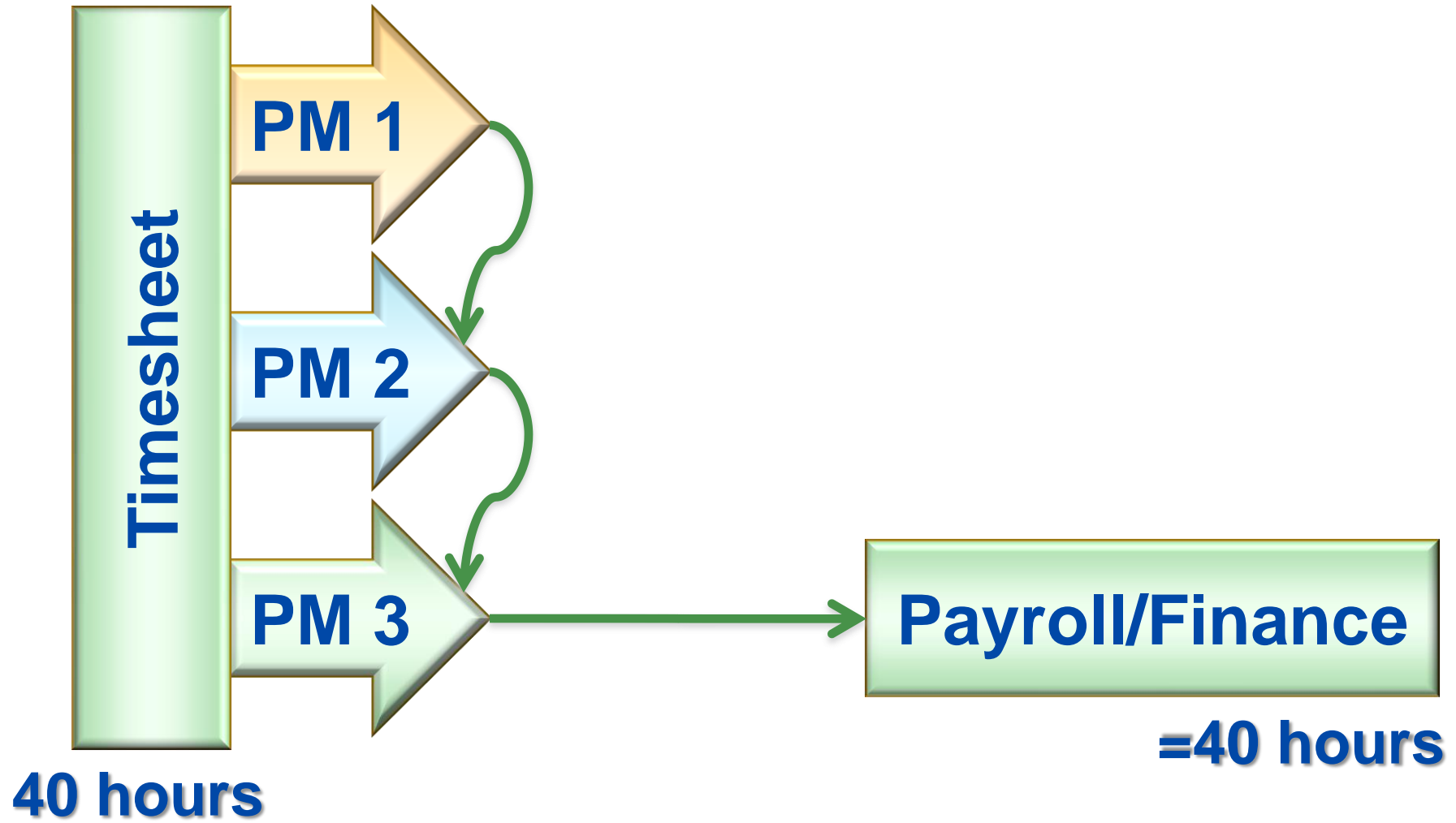
Line item Approval



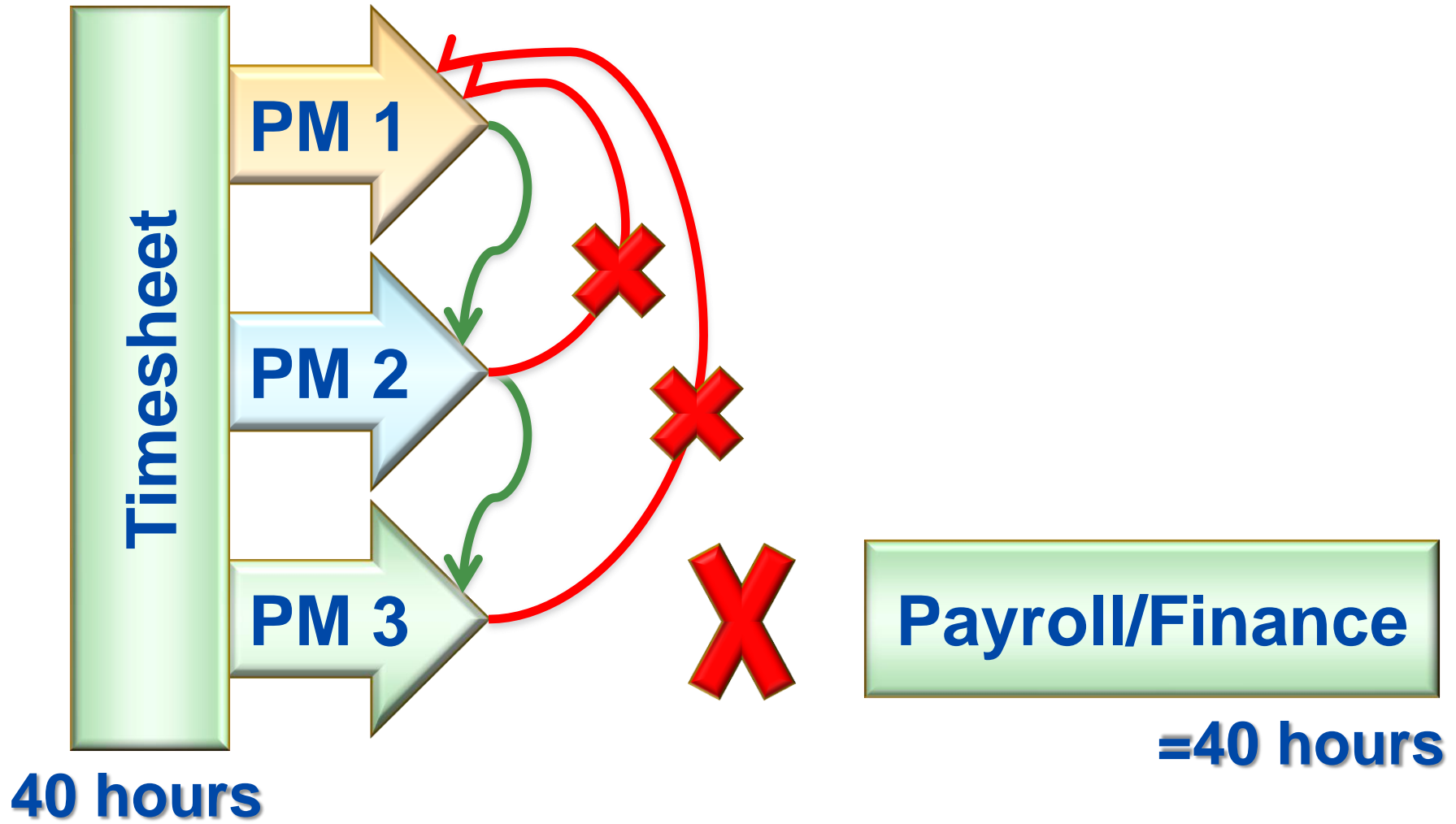
Line item Approval



Sequential Approvals



Sequential Approvals



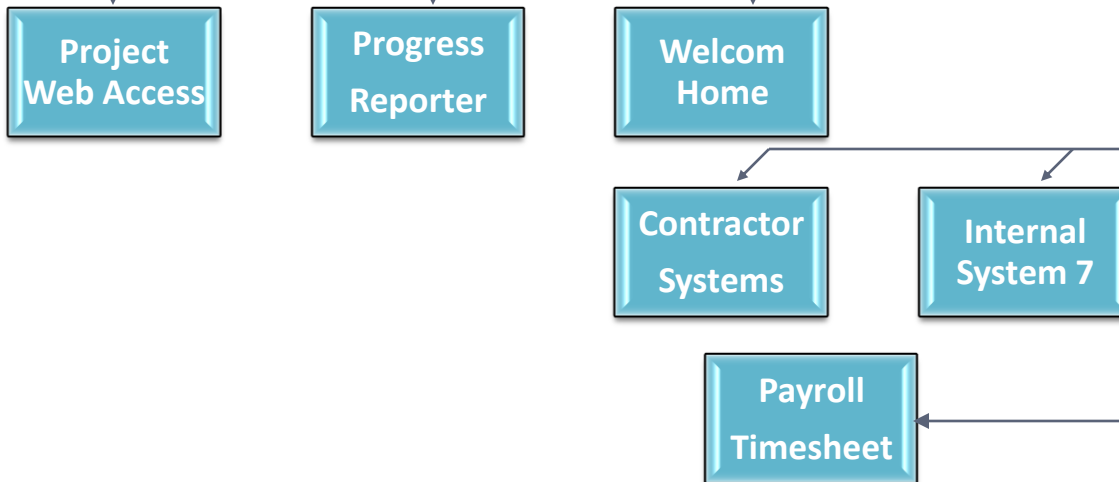
What companies try



Project Scheduling/Control Systems



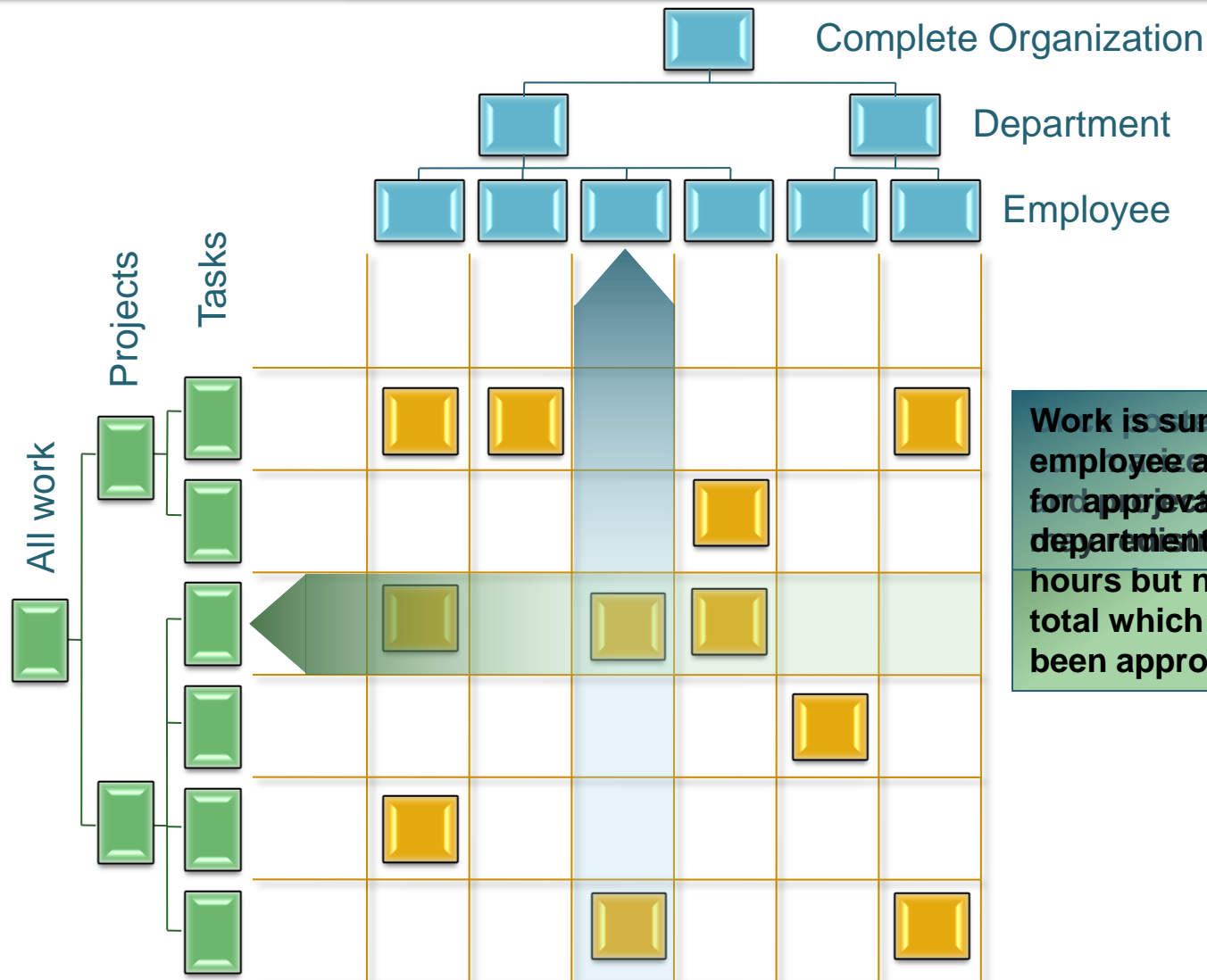
Timekeeping system



Financial Systems



The Matrix Approval Process



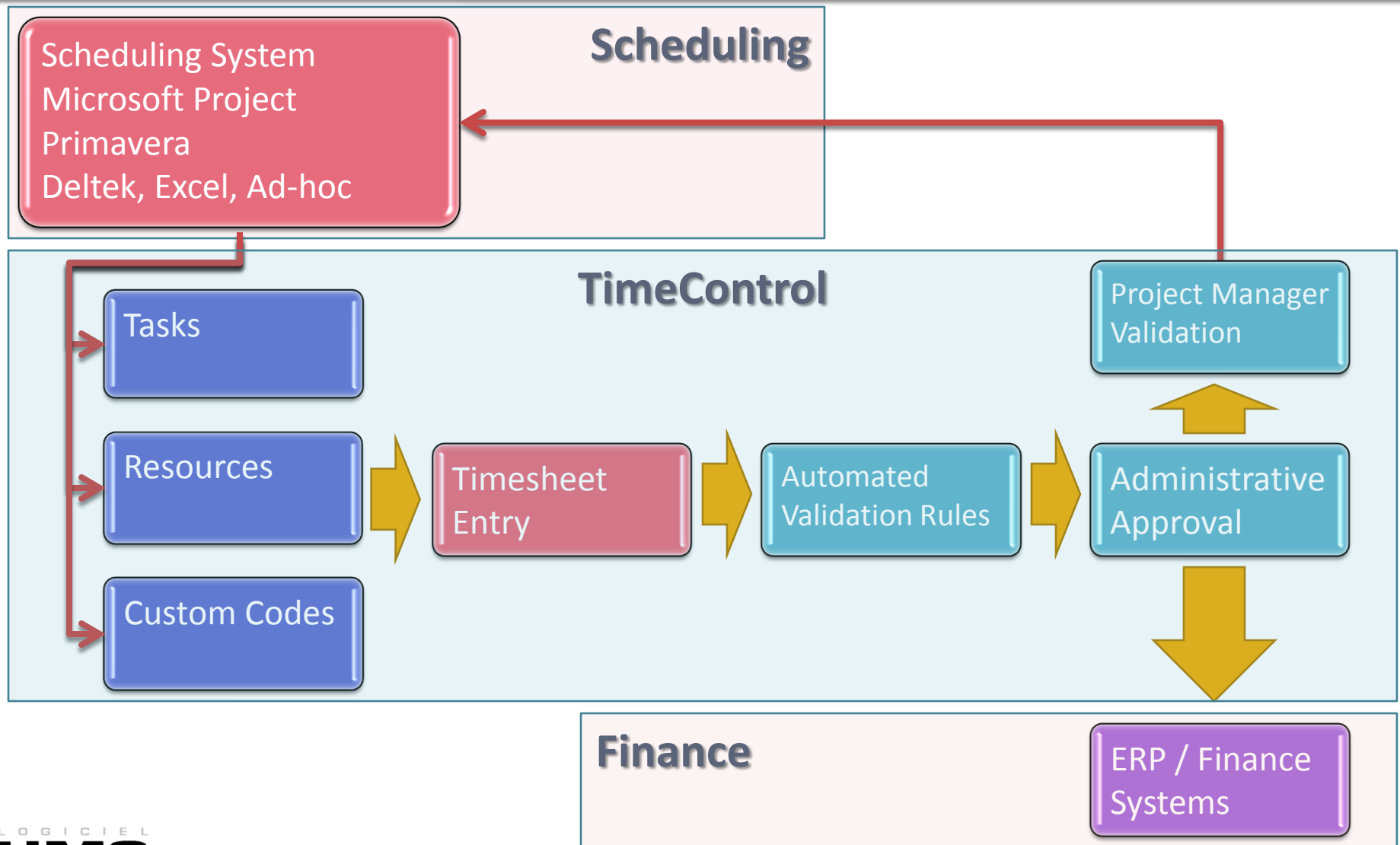
Matrix Approvals

- TimeControl is designed to allow timesheet data to be quickly found and approved through the Organization axis of the matrix with the following functions:
 - Automated Missing Timesheet Email Notification and Report
 - Automated Validation Rules
 - Multiple levels of manual approval
 - Delegation with Alternate users
 - Force change timesheet ownership for missing employees

Matrix Approvals

- TimeControl allows project managers to approve the hours prior to them being sent back to a project management system with the following functions:
 - PM Validation views
 - Variance reports
 - Balanced Debit/Credit allows timesheets to be changed so long as the total is the same after the change

Matrix Approval Process for Labor Actuals™



Timesheet solutions



Time and Attendance

HR Systems and
Payroll



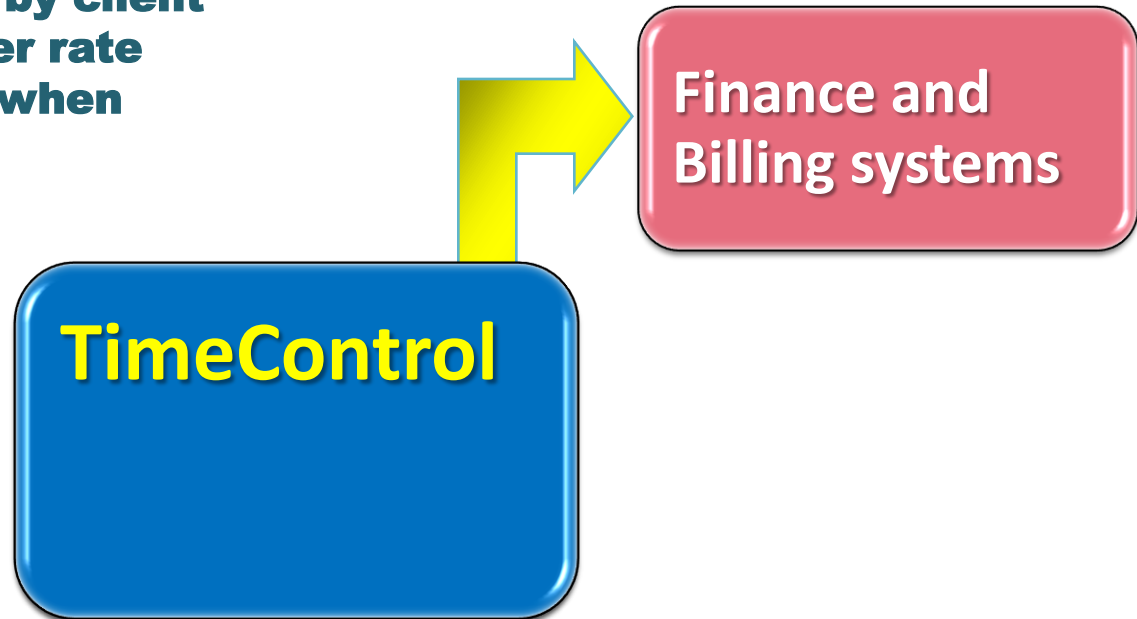
**Timesheet system sends
attendance time and types of
time off such as vacation and
sick leave**

TimeControl



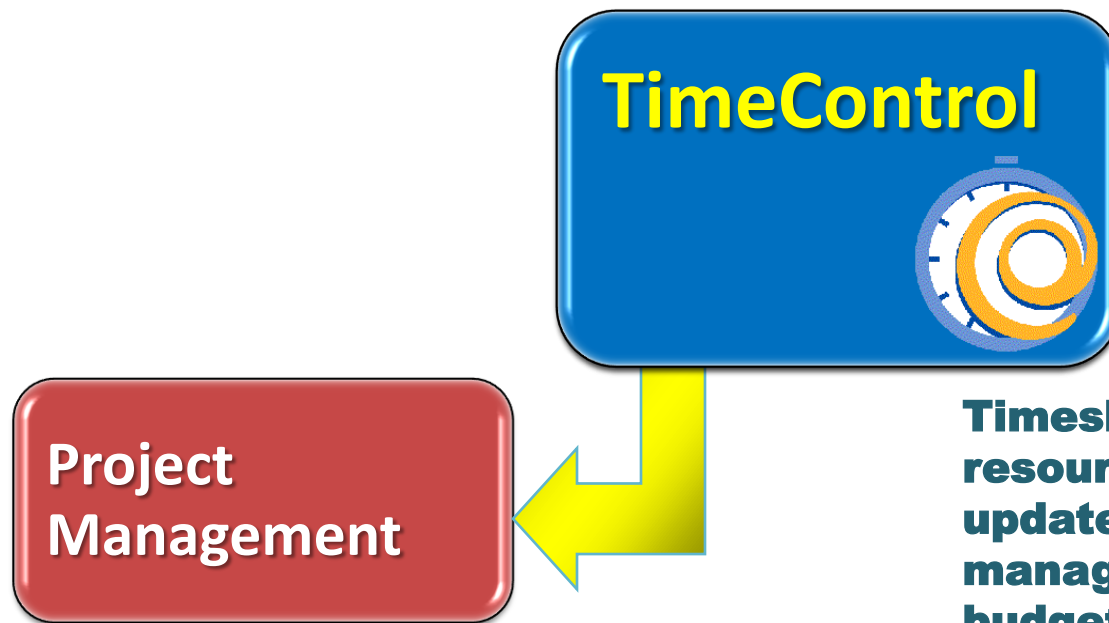
Time and Billing

**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



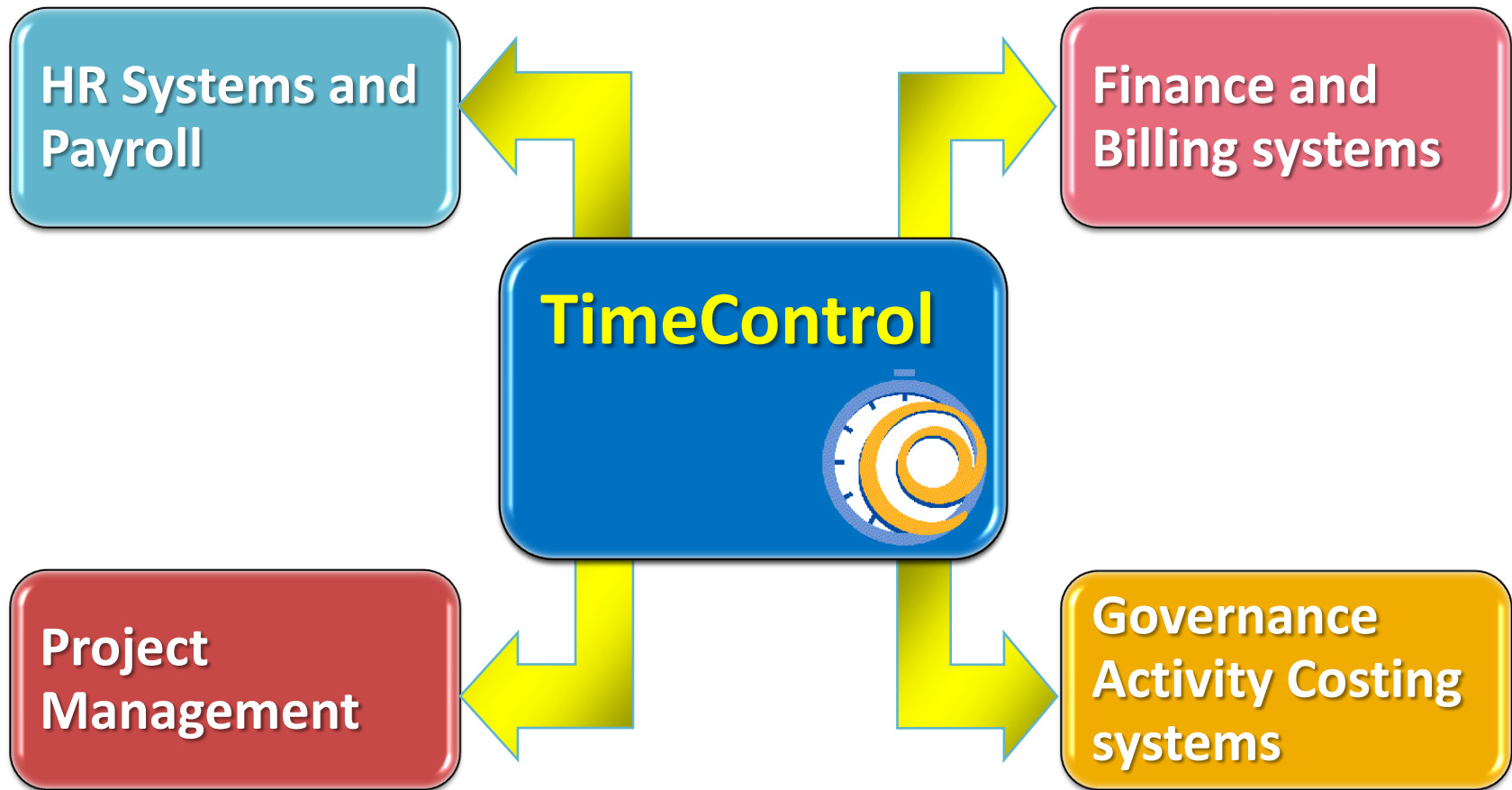
Organizations are required to comply with government and shareholder compliance rules such as the DCAA, SOX, EEC work rules and general auditability



**Governance
Activity Costing
systems**



TimeControl®



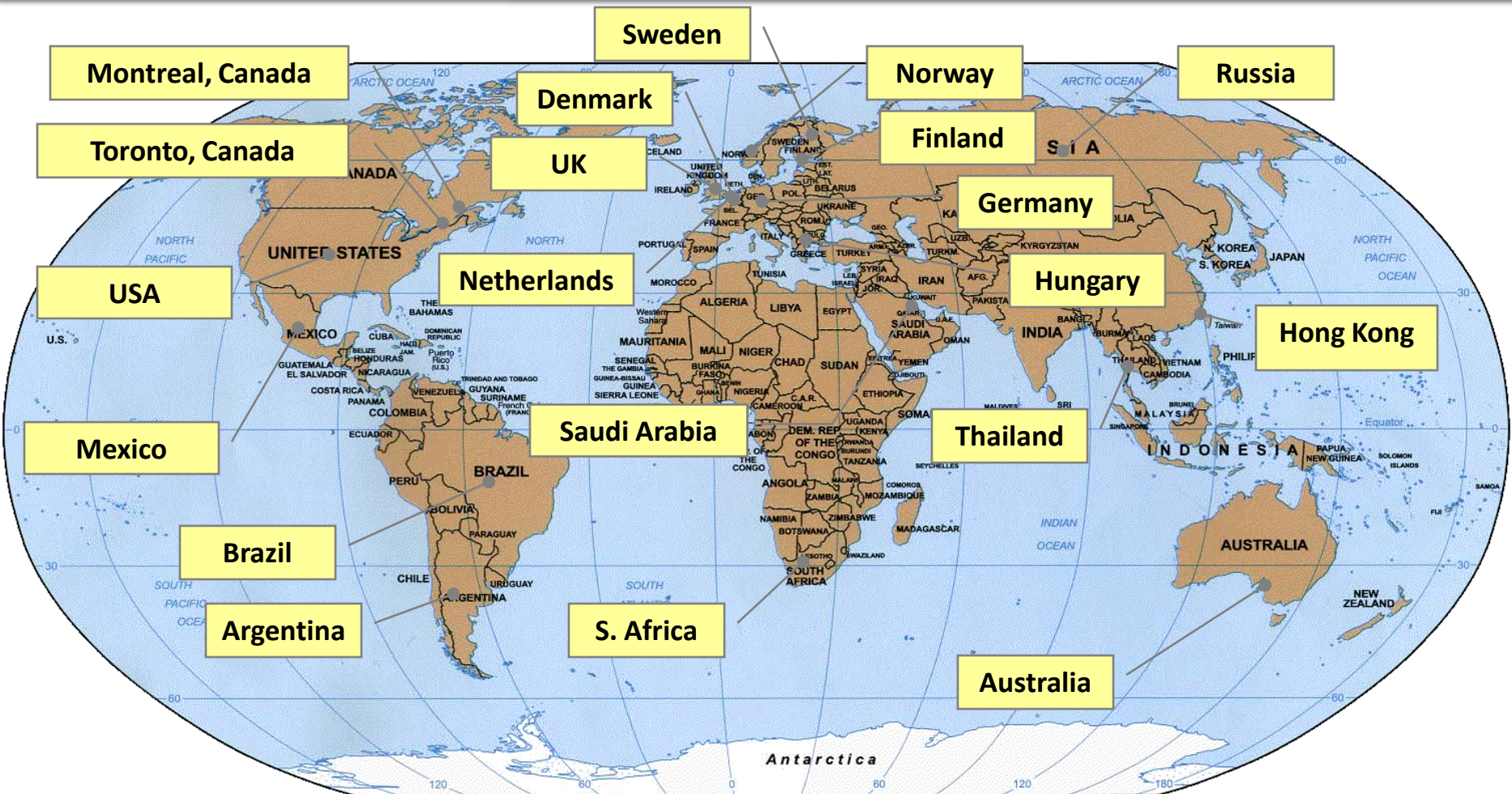
Is being more efficient worth it?

Cutting just \$1 of operational costs could have the same impact as increasing revenue by \$13.

CFO.com

Randy Myers Survey

HMS Dealers and Distributors



TimeControl works in many industries



Engineering/Construction

Lockerbie & Hole
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
Canadian Institute for Health Info
Iogen
Registrat

Some of our clients



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STRATOS



THOMSON

EXFO

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Georgia-Pacific



US Army Corps
of Engineers®



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VOLVO

ELECTRO MOTIVE

LOCKHEED MARTIN



Acergy



JOHN DEERE

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Institut canadien
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SERVICES



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Government of
Saskatchewan



ADACEL



DEMAND CHAIN SOLUTIONS

Montréal



The Water Calls

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SOFTWARE

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www.timecontrol.com

For more information



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