Timesheet Types

Choosing a timesheet system first requires deciding what kind of timesheet is required

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Timesheet types

➤ There are hundreds of commercial timesheet systems on the market. How do they all survive?

➤ These systems serve many different markets including:

  ➤ Time and Attendance

  ➤ HR/Payroll exceptions

  ➤ Access systems

  ➤ Time and Billing

  ➤ Manufacturing time and motion

  ➤ Project updating

  ➤ Manual / Excel-based timesheet systems

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Time and Attendance / Payroll / HR

➢ This is, by far, the most common type of timesheet system. A time and attendance system typically tracks:

  ➢ Employee identification

  ➢ Period being reported

  ➢ In or out of the office

  ➢ Absence for a specific reason: e.g. sickness, holiday, vacation

  ➢ Some systems report only by exception. (i.e. a non-entry means the employee was there the entire period)

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Access systems

- Access systems are the automated result of secure location offices. These offices have a bar code or magnetic code reader installed at each door to the building and the resulting information is sometimes used in Time and Attendance systems to verify attendance.

- The information tracked by an access system typically includes:
  - Employee access card identification
  - Time of the day
  - Access card reader number

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Time and Billing

➢ This is most often found in professional organizations. A time and billing system is often organized as a collection of time slips, each with a task written on it. Information typically tracked by a time and billing system includes:

  ➢ Client identification

  ➢ Employee identification of the employee billing the time

  ➢ Amount of time (often in ¼ hour blocks)

  ➢ A short description of the work performed

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Time and Motion

- Assembly lines were one of the first to enjoy timekeeping automation for the purpose of shortening assembly time

- Assembly systems are typically automated using bar code or magnetic code readers

- Information typically tracked by a manufacturing system includes:
  - Assembly identification
  - Assembly line station and/or employee identification
  - Start time and End time

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Project updating systems

- These systems are typically supplied by project schedule software vendors. They are designed to update the schedule with actual labor hours but are rarely designed to also accommodate the requirements of Human Resources and Payroll

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Manual timesheet systems

➤ There are also a plethora of manual or Excel-based timesheet systems for environments where there must be physical evidence of the timesheet or a signature for legal purposes or where the availability of a computer are limited. This might include a construction site or a plant shop floor

➤ Manual timesheet systems are found everywhere from construction sites to Fortune 500 organizations. Often data from manual systems is keypunched into a larger automated system
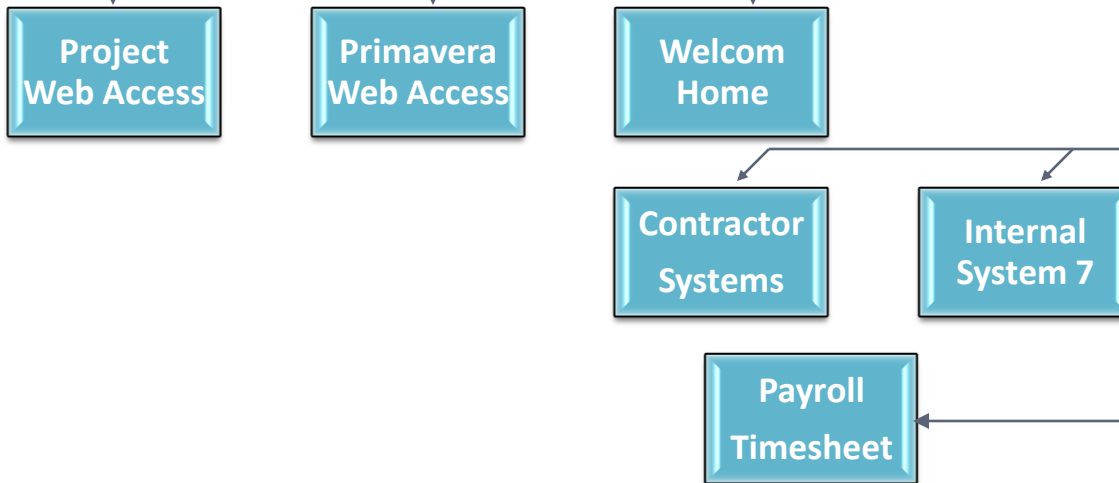
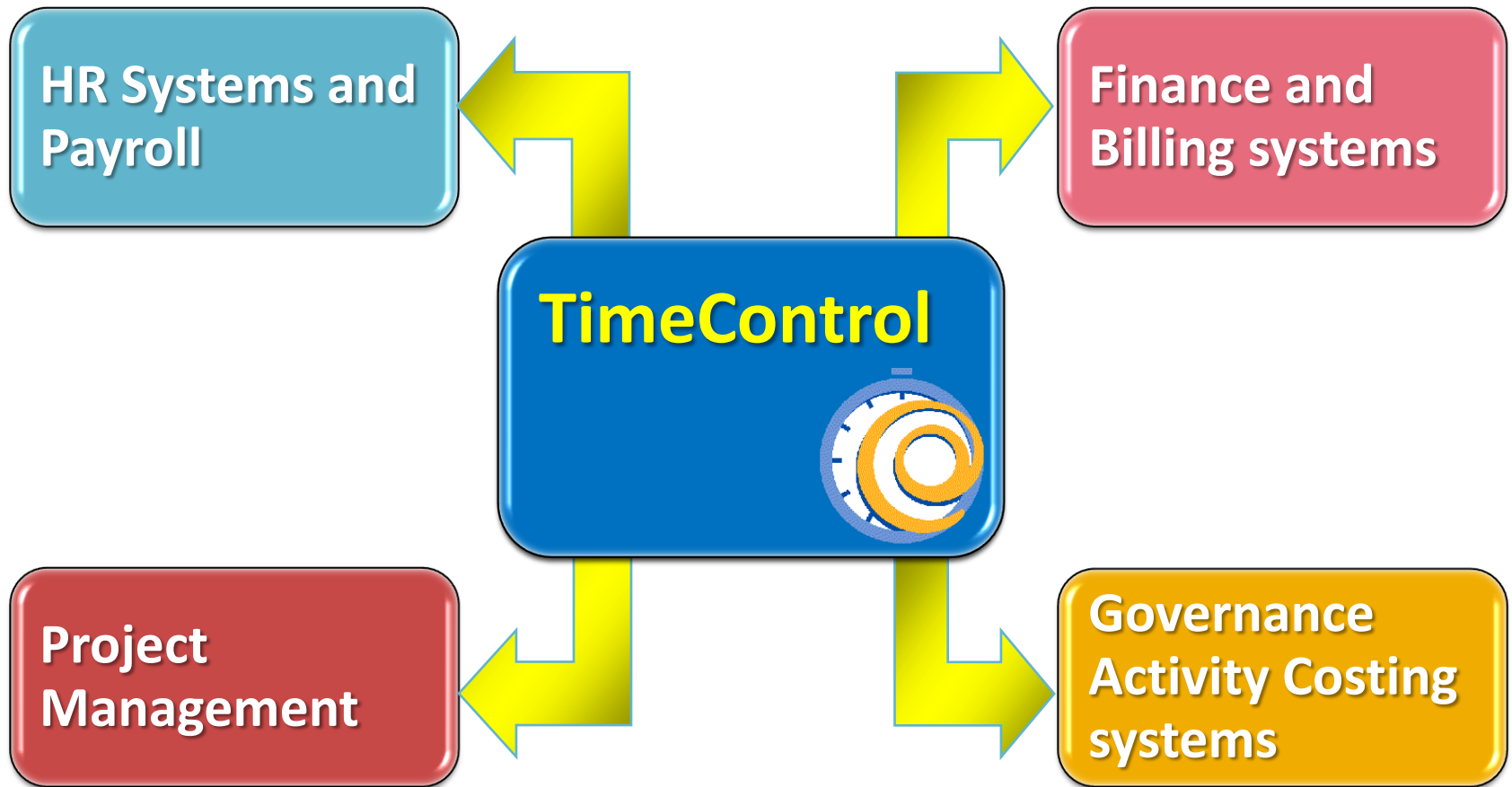# What companies try

Project Scheduling/Control Systems

- Microsoft Project
- Primavera
- Open Plan
- Excel
- Access card System

Timekeeping system

- Project Web Access
- Primavera Web Access
- Welcom Home
- Contractor Systems
- Internal System 7
- Payroll Timesheet

Financial Systems

- ERP Billing Payroll

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HR Systems and Payroll

Finance and Billing systems

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Project Management

Governance Activity Costing systems

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Matrix Approval Process for Labor Actuals™
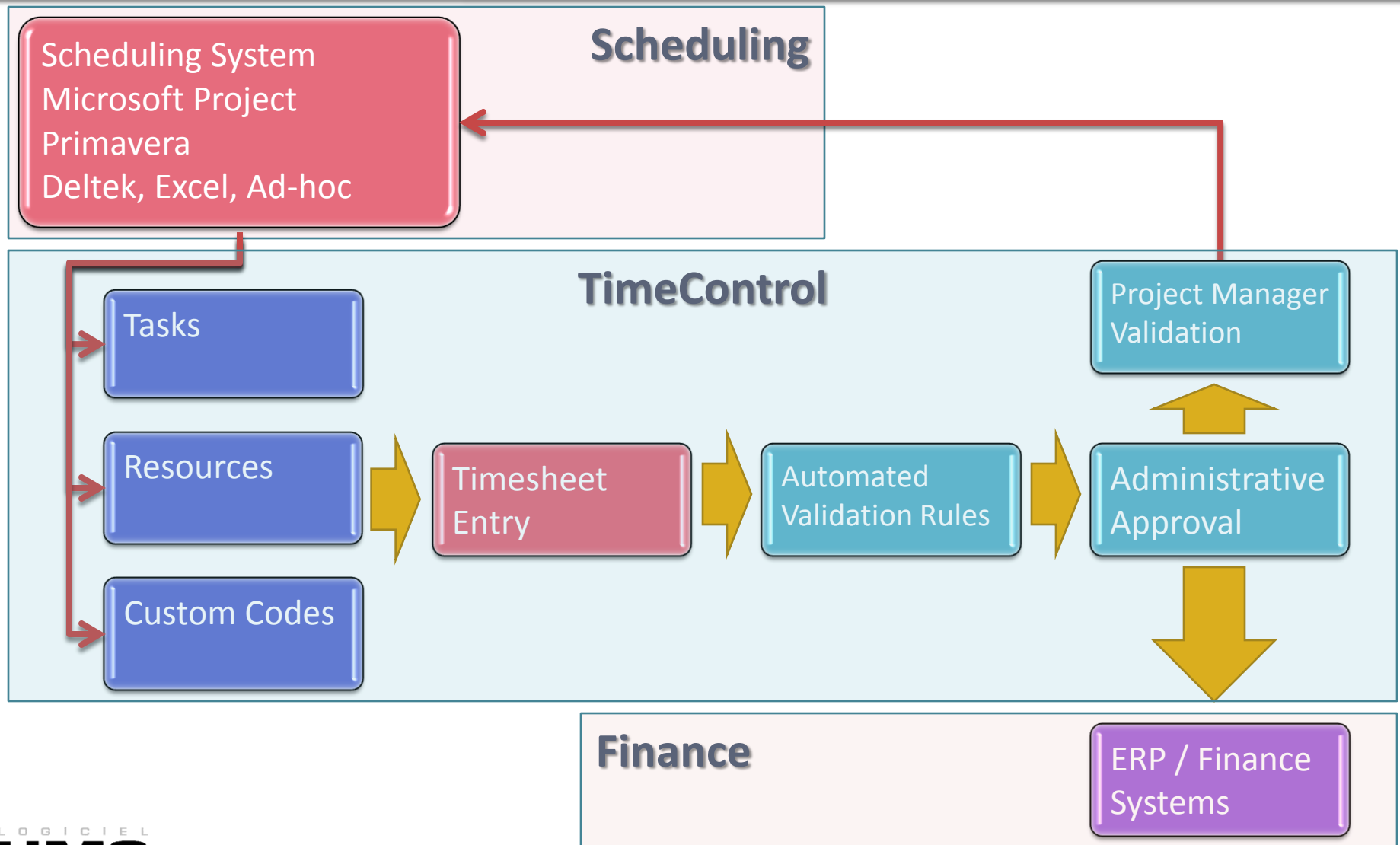
Scheduling

Scheduling System
Microsoft Project
Primavera
Deltek, Excel, Ad-hoc

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Tasks

Resources

Custom Codes

Timesheet Entry

Automated Validation Rules

Administrative Approval

Project Manager Validation

Finance

ERP / Finance Systems

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Some of our clients

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