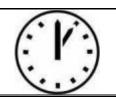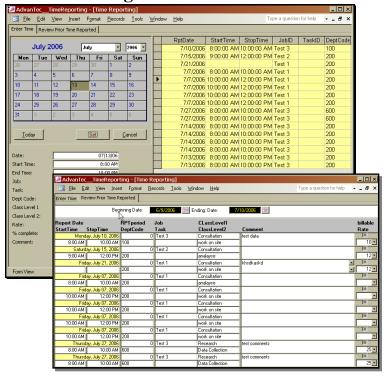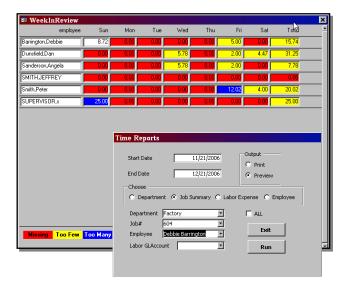## Time Recording



- Centralized Time Reporting and/or individual user input. (daily or weekly views)
- Remote time reporting is supported with Terminal Services (RDP)
- Easy to use – settings remain until told to clear to allow repeating classification entries
- Allows collection and classification of time for day, week, month
- Allows recording/ reporting expenses
- Comment per time record
- Classification by Job/ Task integrates with Job Cost Module
- Classification by Department Code
- Classification by Class Level administrator defined levels that allow directed association of accounting classifications to time record.
- User can recall and review all prior period entries.
- Management Console displays reporting status all users
- Billable and Non-Billable
- Expense Reporting / Reimbursement

### Integration / set-up



Additional administrative forms include clients, Jobs, tasks, employees; classifications etc.

- Time reports reviewable/ updateable by authorized system managers for all employees
- Time reports available for selected time period grouped by : Department Code, Job/ Task, Class Levels, Employee, Date
- System administration defined time report classifications Level 1 and 2.
- Level 2 Classification also includes GL account assignment.
- System Jobs/ Client and related tasks are drawn from Active Client/Job Lists /and can be optionally extended by users.
- Time Manger simplifies reporting performance (left)
- Reports:  all with billable / non billable
  - Time by Job/Client
  - Time by Work order
  - Time by classification codes
  - Time by employee
- Optionally Feed Billable Time To AR
- Optional feed to Payroll time card cards for payment
- Optional feed to AP 1099 non employee/ contracted worker