Moving from Excel timesheets to TimeControl®

# 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
1995	TimeControl published 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
2009	HMS releases TimeControl Industrial 5.1
2010	HMS becomes Oracle Gold Partner
2010	HMS releases TimeControl 6.0

Some of our projects
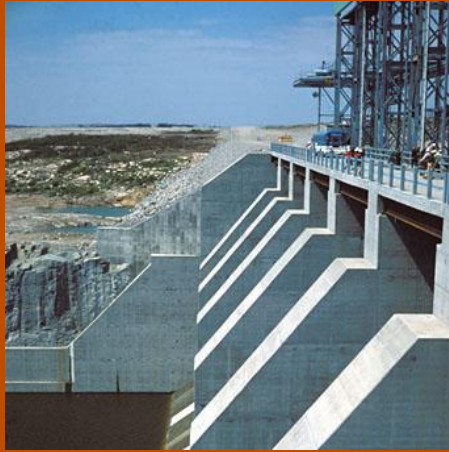
James Bay Hydro
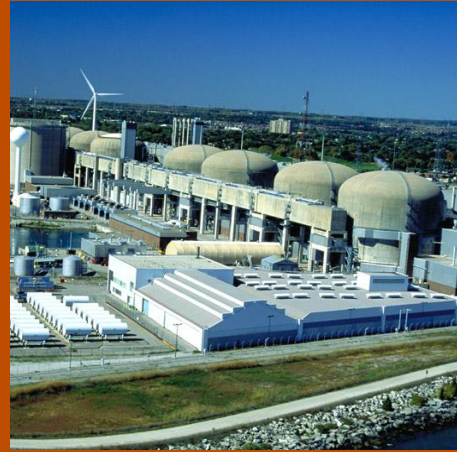
Ontario Nuclear Plants

Light Armored Vehicle

Hibernia Oil Platform

CF18 Upgrade

Excel for timesheets

Excel 2010

❖ It's the most natural thing imaginable

❖ Every timesheet interface looks like a grid with columns and rows of time with totals at the sides and bottom.

❖ If we think of the timesheet as only its interface what could be more natural than to do this in Excel?

❖ The entry of data into Excel is very easy

❖ There are numerous public domain templates that make creating the interface even faster…

Excel Example 1

Excel 2010

Employee Timecard

| Employee Name: | Joe Gardner | E-mail: | | Year to date totals: | | | | | | |
| Manager: | | Phone: | | Regular hrs: | 200.00 | Overtime hrs: | 9.50 | | Total: | 209.50 |

January, February, March — Employee Timecard: Daily, Weekly, Monthly, Yearly

January	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime	Week 5	Overtime
Monday	8.00	2.00	8.00		8.00		8.00		8.00	
Tuesday	8.00		8.00		8.00		8.00	1.00	8.00	
Wednesday	8.00	1.50	8.00		8.00		8.00	3.00	8.00	
Thursday	8.00		8.00		8.00	2.00	8.00		8.00	
Friday	8.00		8.00		8.00		8.00		8.00	
Saturday										
Sunday										
Total weekly hours	40.00	3.50	40.00	0.00	40.00	2.00	40.00	4.00	40.00	0.00
Jan. total: Regular hours	200.00	Jan. total: Overtime	9.50							

February	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime	Week 5	Overtime
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Total weekly hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb. total: Regular hours	0.00	Feb. total: Overtime	0.00							

March	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime	Week 5	Overtime
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Total weekly hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar. total: Regular hours	0.00	Mar. total: Overtime	0.00							

Excel Example 2

Excel 2010

Weekly time record

Acme Corp

[Street Address]		Employee:	Joe Gardner
[Address 2]		Manager:	
[City, ST ZIP Code]		Employee phone:	
		Employee e-mail:	

Week ending: 6/5/2005

Day		Regular Hours	Overtime	Sick	Vacation	Total
Monday	5/30/2005	8.00	2.00			10.00
Tuesday	5/31/2005	8.00				8.00
Wednesday	6/1/2005	8.00	1.50			9.50
Thursday	6/2/2005	4.00		4.00		8.00
Friday	6/3/2005				8.00	8.00
Saturday	6/4/2005					
Sunday	6/5/2005					
	Total hours	28.00	3.50	4.00	8.00	43.50
	Rate per hour	25.00	25.00			
	Total pay	$700.00	$87.50			$787.50

Employee signature _____ Date _____

Manager signature _____ Date _____

Excel Example 3

Excel 2010

Acme Corp

Weekly Time Record

Street Address	Week ending:	8/27/2006
Address 2		
Address 3	Employee:	Joe Gardner
City, ST ZIP	Manager:	
Phone	Employee phone:	
Fax	Employee e-mail:	
E-mail	Tax ID#:	

Day	In	Out	In	Out	Regular Hrs.	Overtime Hrs.	Sick Hrs.	Vacation Hrs.	Total Pay
Monday	8:00	11:00	12:00	18:00	8.00	1.00			
Tuesday	8:00	12:00	13:00	18:00	8.00	1.00			
Wednesday	9:00	12:00	13:00	18:00	8.00				
Thursday	8:00	12:00			4.00			4.00	
Friday								8.00	
Saturday									
Sunday									
				Total Hrs.	28.00	2.00	4.00	8.00	
				Hourly Rate					
				Total Pay					

Employee signature   Date

Manager signature   Date

Excel Example 4

Weekly time record

Acme Corp

[Street Address]
[Address 2]
[City, ST ZIP Code]

Employee: Joe Gardner
Manager:
Employee phone:
Employee e-mail:

Week ending: 6/5/2005

Day		Regular Hours	Overtime	Sick	Vacation	Total
Monday	5/30/2005	8.00	2.00			10.00
Tuesday	5/31/2005	8.00				8.00
Wednesday	6/1/2005	8.00	1.50			9.50
Thursday	6/2/2005	4.00		4.00		8.00
Friday	6/3/2005				8.00	8.00
Saturday	6/4/2005					
Sunday	6/5/2005					
	Total hours	28.00	3.50	4.00	8.00	43.50
	Rate per hour	25.00	25.00			
	Total pay	$700.00	$87.50			$787.50

Employee signature   Date

Manager signature   Date

The real cost of an Excel timesheet…

- ❑ It takes time to collect each timesheet
- ❑ It takes effort to find any missing timesheets
- ❑ It takes effort to develop the template with correct formulas, drop downs etc.
- ❑ You have to develop a summary master page report which make be complex
- ❑ It takes effort to maintain the drop down lists in each template
- ❑ You may have extra work to export or worse to double enter time into corporate systems
- ❑ It takes time to audit the template formulas

If we use Excel what do we miss?

- Multiple or conditional validation rules
- Automatic tracking of missing timesheets
- Links to corporate systems such as project management or payroll
- Reporting or data mining other than a master summary

Timesheet solutions

Time and Attendance

HR Systems and Payroll

Timesheets

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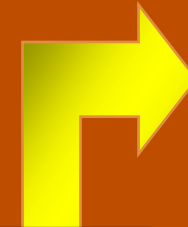
Timesheet solutions

Time and Billing

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

Finance and Billing systems

Timesheets

Timesheet solutions

Project Statusing

Timesheets

Project Management

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

Timesheet solutions

Governance

Timesheets

Governance Activity Costing systems

Organizations must have good governance and often must comply with government rules such as the DCAA, SOX, ARRA, R&D Tax Credits, EEC work rules as well as general auditability

TimeControl®

HR Systems and Payroll

Finance and Billing systems

TimeControl

Project Management

Governance Activity Costing systems
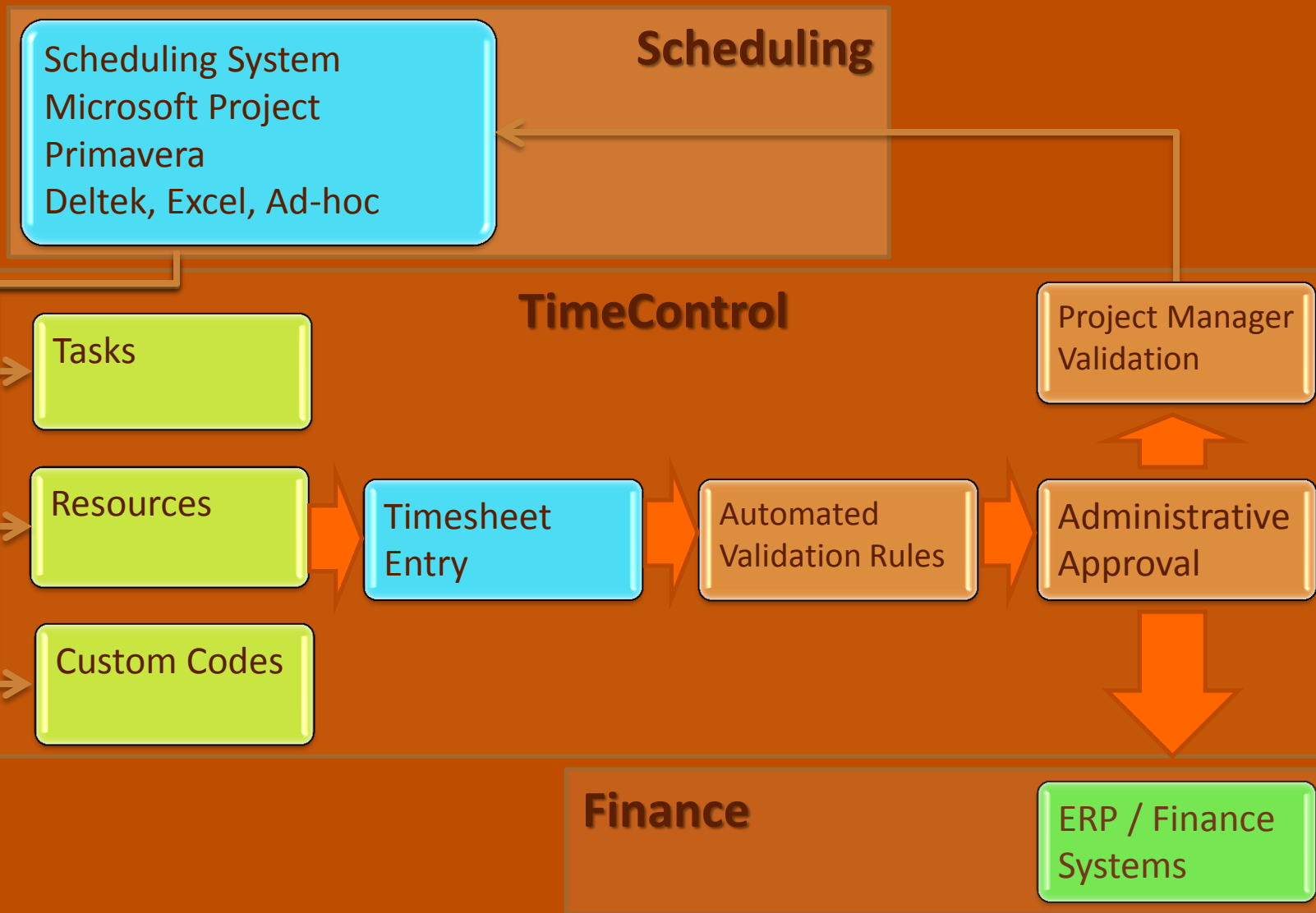
With TimeControl you get

- ❏ Data in a database
- ❏ Missing timesheet report and email reminders
- ❏ An easy to use web interface
- ❏ Architecture that is 'finance-ready'
  - ❏ Controls for Human Resources already there
  - ❏ Controls for Payroll already there
  - ❏ Controls for Billing already there
- ❏ Links to Project Management already there
- ❏ Reporting, and ad-hoc drill down at any level
- ❏ Dashboards
- ❏ Auditability

Demonstration

The Matrix Approval Process

Scheduling

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

TimeControl

Tasks

Resources

Custom Codes

Timesheet Entry

Automated Validation Rules

Project Manager Validation

Administrative Approval

Finance

ERP / Finance Systems

TimeControl makes you more efficient

❖ TimeControl can make your organization more efficient by identifying where labor hours are being spent. It is no longer sufficient to know just how much is being spent on labor, in today's economy you must also know what it is being spent on.

❖ Having a reliable, timely and verifiable source of timesheet data for multiple purposes lets management make decisions based on what different activities are actually costing the organization.

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

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

Microsoft
GOLD CERTIFIED
Partner

PRIMAVERA
AUTHORIZED
PARTNER

Deltek.
PARTNER

SAP

ORACLE Gold Partner

Deploying TimeControl

✓ For most organizations TimeControl can be deployed in a single week with our QuikStart™ program

✓ Quikstart includes:

  ✓ Installation

  ✓ Loading your pre-prepared Employee, Project, Charge and Rate data

  ✓ Linking to Project Management and/or Finance/HR

  ✓ Basic Reports

  ✓ Training a TimeControl Administrator

Some more HMS clients
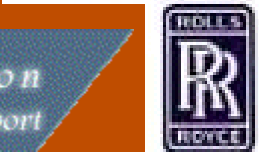
TimeControl works in many industries

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)
MICC Québec
City of Montreal

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
Organon
RTS Thurnall
UK National Health Service (NHS)
Canadian Institute for Health Info
Iogen
Registrat
Zimmer

TimeControl Dealer Network

Thank you!
For more information

To find out more about TimeControl:

www.timecontrol.com

To see our TimeControl Excel Solution page:

www.timecontrol.com/solutions/excel

To find out about HMS Software:

www.hmssoftware.ca

To reach HMS Software:

info@hmssoftware.ca