

CHRONOS SYSTEMS SOLUTIONS

Contractor Timesheet Management



BUSINESS OBJECTIVES

Chronos Systems' Contractor Timesheet Management provides an easy to use, web-based solution for managing resources, projects and resource allocations on projects.

This product is especially useful in the following cases:

- Organization or Department internal tracking of activities of the employees
- Service-oriented organization
- Time and material based accounting with clients

Due to the flexible architecture of the product the system can be customized to fulfill special requirements.

MODULES

The system implements the following modules:

- Administration
- Contractor/employee timesheet tracking
- Reporting

KEY FEATURES

User Management

The Administration module provides user management. Different types of users can be defined:

- System Administrator
- Contractor
- Employee
- Project Manager Approver
- Client Contact Person

Each user is identified by a unique login name and password pair in the system.

Organization/Client Management

This module makes possible to define legal or organizational entities assignments or projects (see next paragraph) relating to.

Attributes of the entities:

- Type (organization internal, external – client)
- Name of the organization
- Contact Person

Assignment/project management

Assignment is a unique representation of a contract or project, defining the identity of the client and the project manager or approver. Upon creation the status indicator of the assignment is set to "open" (editable). By the completion of the assignment this indicator becomes "closed" meaning the assignment is no longer editable.

Further attributes of an assignment:

- Type (on-going, fix term)
- Duration (start, end date)
- Assignment short name
- Brief description
- Requires approval (yes/no)
- Project manager/approver
- Currency

Management of resource allocation

Employees or contractors can be assigned to projects. The following attributes can be entered:

- Type (Time and Material, Fix price)
- Duration (start, end date)
- Hourly rate



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Timesheet maintenance

Contractors and employees are able to access the list of their own ongoing assignments. For each assignment timesheet entries can be entered. Previously created (but not approved) entries can be modified also. The timesheet entry has of the following attributes:

- Short description
- Duration (in hours and minutes) or start/end date of the period when the action was performed
- Classification for the invoicing (e.g.: normal work, overtime work)
- Additional note (non-structured data)

Date picker supports easy navigation between weeks.

Reporting

Reporting module provides number of pre-defined reports supporting the invoicing or performance evaluation. Following reports are defined:

- Contractor/employee report: each activities of the contractor in the selected previous period. The report contains , duration and description of the activity.
- Assignment report: each activities, which were completed in frame of the selected assignment. The report contains duration of each activities and pricing info also. This report can be a basis for invoicing
- Resource utilization report by employee/contractor or summarized over a selected period

PROCESS WORKFLOW

System setup - Administrator

System Administrator creates the login accounts for project managers and fills in organization related information (client or organization management.)

Assignments – setup

Project managers are able to create new assignments / projects, create employees or contractors and assign resources to projects with additional information.

Timesheet – fill out

Once an employee or contractor is assigned to a project (s)he can enter timesheet details into the system.

Each ongoing assignments or projects are listed; the employee or contractor can populate timesheet details in an effective manner.

At the end of an invoicing period the contractor will send the completed part of the timesheet for approval. The approver person (project manager) will be warned by e-mail about the new approval request. After this action the status of the timesheet document becomes "sent" and neither the approver nor the contractor user is capable to modify it.

Timesheet – approval

Project managers are able to approve previously created timesheet documents. Approval process is optional and can be configured by assignments.

When the approver user logs in the list of the documents will be displayed which are waiting for

approval. The approver user is also capable to review all the timesheet documents of the assignments signed to him/her. The approver user will review the entries of the sent document and approve or reject them with an additional note about the reasons of the decision. Depending on the result of the approval process the status of the timesheet document becomes "approved" or "rejected". The rejected document can be edited again by the contractor user who will be warned about the approver's decision immediately by e-mail.

Reporting

System Administrator or project managers are able to access the built-in reports according to their privileges.

TECHNOLOGY, PLATFORM

The system architecture is built according to the **Microsoft DNA** standard; the web server should be Internet Information Server 4.0 (**IIS 4.0**) or Internet Information Services 5.0 (**IIS 5.0**).

The underlying database system could be **Oracle 8i** or **SQL-Server 7.0/SQL Server 2000**.