

Save time with on-line timesheets!



Timesheets:

HRW@RE Timesheets automates the collection of employee work time, and Paid Time Off (PTO), for employees within your company. It is a complete electronic time processing system that eliminates paper and improves productivity throughout the enterprise.

This easy to use on-line system features an employee time sheet to enter work hours and/or paid time off, based on your payroll frequency/cycle. Time entry supports both hours and exception only methodologies for complete flexibility to capture work time for salaried and hourly employees.

Central to the system is an approval mechanism for better absence management and controls throughout the company. Work hours may be allocated to specific departments, locations, units or even projects. This helps with future budgeting/hours allocation.

Flexible Acquisition Options:

Traditional In-House Model

- One Time Capital Expenditure
- Managed In-House as a Traditional Business System

Hosted Model

- Monthly Operational Expense
- Outsource Management of Application, Database & Hardware

Enjoy Exceptional Features:

Admin/Payroll Features

- Flexible User-Defined Time Periods
- Accommodates different pay frequencies for different groups of employees
- "Lock" and "Unlock" pay period
- Proxy mechanism to enter or approve time on behalf of others
- Exception reports

Employee Features

- Timesheets are entered on-line via ESS
- Pre-generated time sheets with approved days off pre-populated
- Hours (start/stop times) or exception only timesheets
- Hours (in any increment) may be assigned to a department or project
- Timesheets automatically routed to manager for approval or rejection

Management Features

- Timesheets for all assigned employees displayed on one screen
- Identifies submitted and not submitted timesheets
- Approve or reject multiple timesheets to save time
- Managers can enter time on employee's timesheet

HRWARE is changing the way Canadian organizations compete in the global business arena. For more on what HRWARE can offer you, visit us at www.hrware.com, call (905) 840-2521 or email:

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