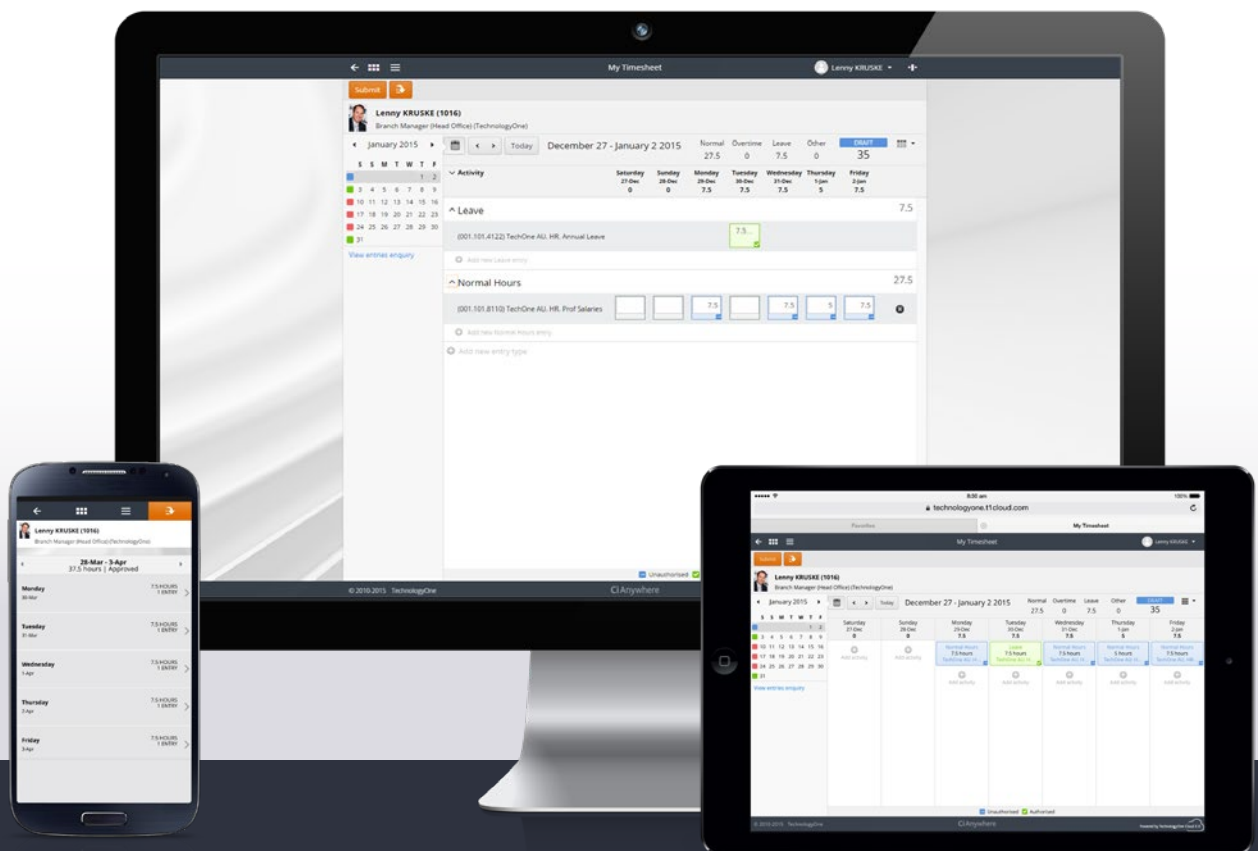


# HUMAN RESOURCE & PAYROLL MY TIMESHEET

Simplify time collection and streamline manager approvals with TechnologyOne's browser-based timesheet app.



## KEY FEATURES AND BENEFITS

- Complete timesheets anywhere, at any time
- Work from any web-enabled device, including PC's, smartphones and tablets
- Eliminate data entry errors and double handling
- Easily track costs against projects and activities in near to real-time financial posting
- Intuitive to use, even for casual users

MINIMISE THE TIME AND EFFORT ASSOCIATED WITH TIMESHEET ENTRY, COLLECTION AND APPROVAL BY EMPOWERING YOUR STAFF TO DO IT THEMSELVES. TECHNOLOGYONE MY TIMESHEET ENABLES YOUR ENTIRE WORKFORCE TO USE SMART MOBILE DEVICES TO ENTER TIME WORKED DIRECTLY INTO YOUR SYSTEM.

### **Streamline manager approvals**

The inbuilt workflow gives managers a consolidated view of all timesheet items requiring attention. Timesheet approvals can be actioned with a seamless single action.

Colour coded calendars show a complete view of a team's status, including staff with outstanding timesheets. My Timesheet also supports dual approvals, such as where an employee's timesheet must be approved by both the supervisor and responsible project manager for labour costing.

### **Eliminate errors**

My Timesheet eliminates errors caused by administrators re-keying timesheet data from handwritten timesheets. Staff enter time worked directly into the system. The data is automatically passed along the approval chain and then to the payroll department for processing, payment and financial posting.

### **Track costs against projects and assets**

Track the day-to-day operations of your employees against work performed. For employees, whether full time, part time, casual or contractor, My Timesheet provides a single-entry user interface for capturing hours. Finance departments and managers can easily allocate costs against projects and assets.

### **Access anywhere, any time, on any device**

The My Timesheet app is available on any web-enabled device; no downloads or configuration is required. Device security concerns are minimised and data is protected with a username and password.

### **Intuitive user interface**

My Timesheet has a simple, consumer-oriented interface that requires minimal guidance. This ensures a fast uptake among even the most casual users in your organisation.

### **Simplify payroll accounting**

My Timesheet can be fully integrated with an Award Interpreter as well as our own financials, payroll and asset systems. This simplifies payroll accounting through automated entries.

### **Easily track irregular shifts**

Never lose track of hours worked by integrating My Timesheet with your rostering system. Start and stop times are automatically shared and populated in the employee's timesheet.

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## MY TEAM TIMESHEETS

For further functionality, combine My Timesheet with the My Team Timesheets app for managers and team leaders. My Team Timesheets allows line and project managers to edit and change their team's timesheets, such as entering sick leave and editing errors that would otherwise delay the approvals process.

