



eTimesheets for Payroll

eTimesheets for Payroll takes your time tracking processes to the Web. The time-consuming process of collecting, tracking, reviewing and approving timesheet data is quickly and easily automated via a secure environment. Additionally, eTimesheets seamlessly integrates with U.S. Payroll and Canadian Payroll eliminating error-prone data validation and re-entry while streamlining the batch creation process.

Pay Code	Tu 5	W 6	Th 7	F 8	Sa 9	Su 10	M 11	Total
HOUR	8.00	8.00	4.00	4.00	0.00	0.00	8.00	32.00
HOLI	0.00	0.00	4.00	4.00	0.00	0.00	0.00	8.00
Total	8.00	8.00	8.00	8.00	0.00	0.00	8.00	40.00

Via a browser, employees can quickly enter timesheets allowing the information to be shared with payroll. This ensures timely and accurate pay processing.

Everyone wins with eTimesheets

eTimesheets benefits everyone involved in entering and approving time—employees, managers and payroll personnel equally—by automating each step. Employees can record their hours the moment they complete their work or whenever it's most convenient. Managers can review and approve timesheets with just a few clicks. Payroll batches are created automatically reducing data entry and ensuring timely and accurate pay processing.

eTimesheets is a natural application for the Web

eTimesheets' intuitive interface is easy to use, and since it doesn't require any special software, employees will be up and running in no time. Collecting timesheets for approval via eTimesheets is nearly effortless, saving managers' time and streamlining the entire process. Completely Web-based,

Microsoft Business Solutions Human Resource Management–Great Plains

eTimesheets allows home-based and traveling employees to enter hours via the Internet or corporate intranet. Get your business on the Web and give employees a straightforward way of tracking their time.

System: 11/6/2002 1:09:31 PM
Employee ID: ACK2001

Task/Description	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Total
HOUR	8.00	8.00	4.00	4.00			8.00	32.00
HOLI			4.00	4.00				8.00
Total:	8.00	8.00	8.00	8.00			8.00	40.00

Notes:

Task / Description	Date	Notes
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Comments:

Approved by: _____ Date: _____

If your organization requires a printed and signed timesheet, your employees can easily print their timesheet and eliminate data re-entry by automatically creating payroll transactions.

eTimesheets is easy

Easy to enter timesheet: Employees can enter regular and exception time along with descriptive documentation using their Web browsers.

Easy to review and approve: Managers can review and approve time entered or send it back to the employee for modifications.

Easy to update payroll: Based on setup information, timesheets submitted via the Web are automatically added to payroll batches reducing data entry time for payroll personnel while further streamlining the entire pay process.

eTimesheets is efficient

Efficient for employees: By simply selecting the Web address from their Favorites list and entering a password, employees will have access to their time tracking system.

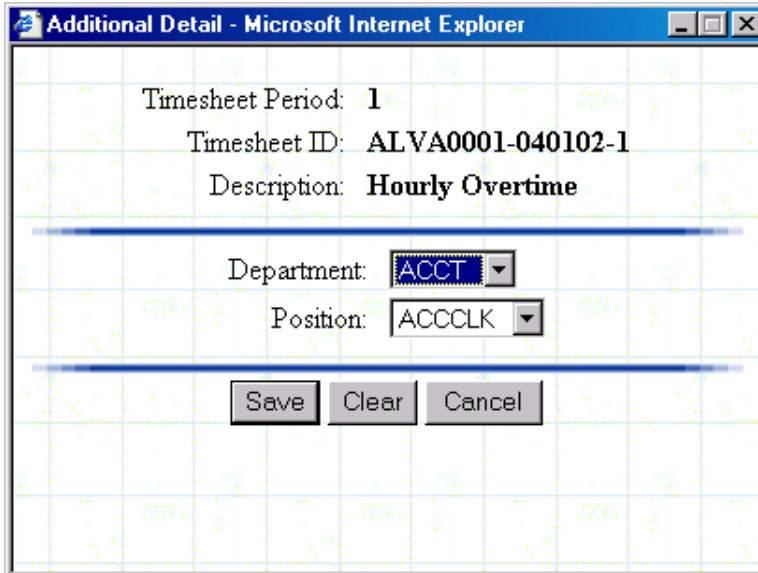
Efficient for managers: Timesheet approval takes only seconds with eTimesheets.

Efficient for the organization: Everyone spends less time working on timesheets (and more time being productive), and information is updated more quickly and accurately than with manual or other non-integrated systems.

eTimesheets is secure

Password protected: Each employee can only see his or her timesheet information. A variety of login options, including NT Login Authentication, ensure that sensitive business information remains secure.

Assigned Pay Information: Employees only enter their time against pay codes, departments and positions to which they are assigned, ensuring accurate payroll data.



Additional Detail - Microsoft Internet Explorer

Timesheet Period: 1
Timesheet ID: ALVA0001-040102-1
Description: Hourly Overtime

Department: ACCT
Position: ACCCLK

Save Clear Cancel

Employees can track their time against pay types assigned to them as well as applicable departments and positions.