


Advanced time monitoring & project planning tool

The InTime module is a web based time sheet management system that allows users to enter their hours against projects and activities. Rosters may be copied from previous periods and bulk entry of timesheets for groups of people is available. Annual and sick leave are managed if required.

InTime has flexible roster creation and management tools. Rosters are displayed on the time sheet entry page to assist in matching time sheet entry with rostered activities and holidays. time sheet authorisation follows a workflow that is configured to your requirements. Rejection of timesheets with comments is available. Hardcopy timesheets may be printed for on job signoff.

Timesheet Entry - People

Timesheet Details

Person: LEE, Levin  Date Range: Tue 24 Aug 2010 to Mon 06 Sep 2010

Approver(s): LEE, Levin Timesheet Type: Individual

Status: ● Authorised Timesheet Cycle: Fortnightly

[Recall](#)
[Add New Period](#)
[Export to Excel](#)
[Timesheet Report]

Quickly see your hours per day or total for each entry. Allows supervisor to approve the timesheet or reject it through the recall function.

Project	Activity	Shift	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 01	Thu 02	Fri 03
Boddington Gold Exploration 1	Design and Planning	N Day				4.00							
Boddington Gold Exploration 1	Project Management	N Day			4.00	2.00							
Boddington Gold Exploration 1	Surveying	N Day			3.00	2.00							
HR - Administration Overheads	Annual Leave	N Day	10.00	10.00									
Jumping Jack Exploration	Drilling	N Day			2.00								
Jumping Jack Exploration	Supervision	N Day			3.00								
Project Management Stage 1	Administration	N Day							6.00	7.00	5.00	7.00	6.00
Total			10.0 h	10.0 h	12.0 h	8.0 h			6.0 h	7.0 h	5.0 h	7.0 h	6.0 h

InTime includes powerful reporting and diagnostic tools to display and analyse project hours and activities. The system displays budget Vs actual times by project and person to give project managers an instant check on progress. A rate code can be allocated against activities to track resource costs. InTime can be interfaced to financial and payroll systems as required.

Features & Benefits



- ▶ People are assigned to project roles and activities including estimated hours
- ▶ Online submission and group approval with automatic email notification
- ▶ Real-time view of plan Vs actual hours on the employee time sheets
- ▶ Individual and group timesheet options
- ▶ Time can be assigned to project activities or overhead activities
- ▶ Gantt chart presentation of plan and actual hours
- ▶ Integrates with major payroll software packages
- ▶ Import and export function to Microsoft Office
- ▶ Accurate, straightforward time sheet entry
- ▶ Equipment timesheets

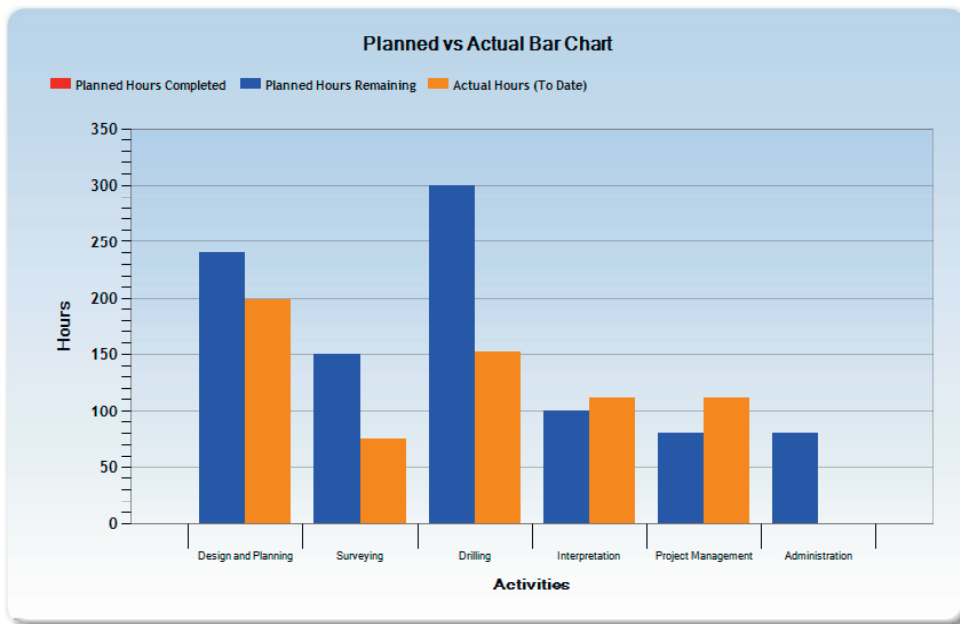
InTime is designed to record and report project, individual, group and equipment contribution hours. It allows you to report on and graph project activities, costing, person and project time summary, utilisation, timesheets. The Adhoc reporting and graphing function utilises all the data in the system to allow the user to create their own personalised reports and graphs which can be saved for future use.

Project Graphs

Select Project: 

Planned vs Actual Bar Chart || Overall Bar Chart || Activity-based Pie Chart || Person-based Pie Chart || Workgroup-based Pie Chart

Actual hours to:   Refresh



Project: Commissioning Stage A

Activity	Shift	Start Date	End Date	Cost	Charge
Commissioning	Day	01 Nov 2009		1,500.00	2,000.00
Design	Day	01 Nov 2009		1,800.00	2,200.00
Electrical	Day	01 Nov 2009		2,000.00	2,400.00
Engineering	Day	01 Nov 2009		1,500.00	2,000.00
Planning	Day	01 Nov 2009		1,800.00	2,200.00

Assess and analyse the activity cost and time on a project , individual, group or equipment level and generate reports from this. All reports can be pushed out into PDF format or in to Excel for further modification. All graphs can be saved on to the local system.



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