Sage TimeSheet

Payroll Edition

Sage TimeSheet – Payroll Edition is a Web-based application that allows for quick, easy entry and collection of employee timesheet data. You can eliminate time-consuming, administrative tasks associated with collecting employee timesheets and save countless hours in reentering data into your payroll system. Information retrieval is a snap with the Sage TimeSheet Job Scheduler, which allows the payroll administrator to automatically transfer information from employee timesheets into your payroll software.

Sage TimeSheet – Payroll Edition captures employee information for export to payroll, including earnings codes, labor allocations, and expenses. Automatically map earnings codes to payroll to easily update accruals, providing more accurate payroll reporting. A comprehensive audit trail in Sage TimeSheet provides documented compliance that meets DCAA Contract Audit standards, assuring labor hours are accurately verified with a date and time stamp.

Time-saving features in the workflow approval process allow managers to oversee employee time entry in Sage TimeSheet. The process is user-definable and can be customized to include multiple approval steps as they pertain to your company's workflow structure. Sage TimeSheet makes the approval process even easier with e-mail notifications (using SMTP) that include reminders to employees, managers, and administrators about timesheets that do not meet the defined criteria. Managers and employees are automatically notified at specific levels in the approval process, making it easier for managers to keep track of workflow approval processes. E-mail notifications include approval process steps, as well as payroll and unsubmitted time reminders.

Sage TimeSheet provides comprehensive reporting tools for quick answers to your payroll-related questions. Eliminate delays in the payroll process with valuable reports such as Missing Time and Exception reports, Employee Timesheet, and Activity Analysis.

BENEFITS

- **Easy, Web-Based Timesheet Entry**
  Easy access to Web-browser timesheets makes it simple for employees to enter time at their convenience, through the company intranet or an Internet connection.

- **Automatic E-Mail Reminders**
  Automatic e-mail and alert reminders simplify the timesheet collection process and save time for managers, ensuring the Payroll department gets employee information on time.

- **Online Approval Process**
  Speed up the approval process for managers and supervisors with online employee data review and Sign Off button, to approve or reject timesheet data.

- **Record Expenses**
  Automatically record employee expenses for easy reimbursement and reporting. Sage TimeSheet–Payroll Edition records mileage, tolls, and other user-definable expenditures and allows a description and general ledger (GL) code for the expense entry in your payroll software.

- **Ensure Appropriate Labor Allocations**
  Capture labor allocations in Sage TimeSheet, then export and calculate them in your payroll software.

- **Time Clock**
  With the Time Clock, employees can "clock in" and "clock out" at workstations when they log on to Sage TimeSheet, eliminating the need for a separate Time Clock interface and duplicate entry of employee time.
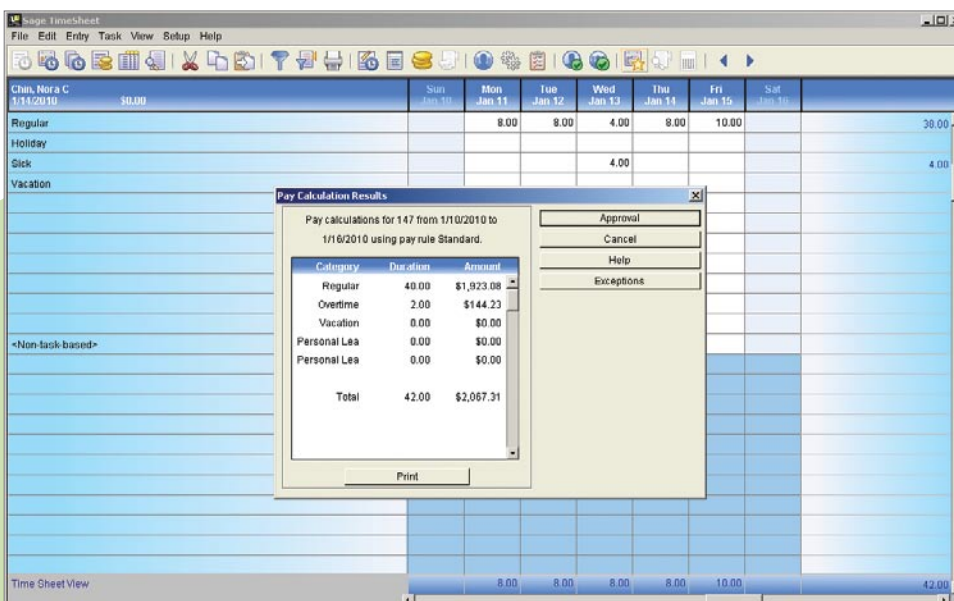
◀ Intuitive data entry fields make it easy for employees to enter timesheet information.

FEATURES

Simple, Web-Based Timesheet Entry

Web-based time entry makes it easy for employees to input information at their convenience. Employees can enter time and notes from any workstation running Microsoft® Internet Explorer® and an Internet/intranet connection.

Easy Installation

Sage TimeSheet is quick and easy to install. It can be implemented to a Web server with no additional setup necessary on workstations, reducing the number of desktop applications your IT department must support and upgrade.

Automate Administrative Tasks

Reduce the amount of time spent on administrative tasks by automating daily or recurring tasks. The Sage TimeSheet Job Scheduler allows the payroll administrator to automatically transfer information from employee timesheets into your payroll software.

Online Approval Process With E-Mail Notification and Alerts

Automatic e-mail and alert reminders simplify timesheet collection and save time. Managers and supervisors can review timesheet information and notes for employees online, and use workflow approval processes to approve or reject timesheet data.

More Accurate Payroll Processing

Eliminate the need for tedious reentry of timesheet information into your payroll system, saving time and reducing the likelihood of errors sometimes associated with reentry of timesheet data. With Sage TimeSheet – Payroll Edition, employees can record hours according to location, organization level, department, project, and profit center. Managers can calculate pay and report on overtime, vacation, holidays, and sick hours on a per-employee basis. An unlimited number of user-definable pay rules ensures that employees enter data more accurately. Managers can also easily add employees, assign security profiles and pay rules, and manage group and level dependencies.

Simplify Expense Reporting

Automatically capture employee expenses for easy reimbursement and reporting. Sage TimeSheet records mileage, tolls, travel, office supplies, and other user-definable expenditures. It also allows for a description and GL code for the expense entry into payroll.

Comprehensive Reporting Tools for Quick Analysis

Reporting tools in Sage TimeSheet – Payroll Edition include detail and summary reports such as Missing Time, Employee Timesheet, Activity Analysis, and Exception reports. Payroll gets the answers they need quickly and easily, eliminating delays in the payroll process.

Pay rule exceptions provide a way for supervisors to identify employees who have exceptions on their timesheets, such as incomplete information. Once exceptions are defined, payroll can generate a Payroll Exception report to quickly identify which employees must correct their entries.

With the Detail Reports View, users can retrieve and use report templates to analyze data in Sage TimeSheet. A number of predefined reports are also included, or additional templates can be designed using Crystal Reports® or Microsoft Excel®.

Easily Track Costs and Labor Allocations

Earnings codes can be mapped to update all accruals, saving hours in the reporting process and assuring more accurate payroll processing. Track overtime, vacation, jury time, bereavement, holiday time, and additional user-definable earnings codes.

Capture labor allocations in Sage TimeSheet, then export and calculate them in payroll.

888 Executive Center Dr. West, Suite 100
St. Petersburg, FL 33702
Telephone: 800-477-6763
www.SageTimeSheet.com

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