

TIME ENTRY

Does your organization spend too much time on time entry?

Many organizations have to track time for multiple reasons including payroll, project or grant tracking, cost allocation and more. In some cases, staff is working outside of the office or traveling and collecting the data requires paper forms or spreadsheets. If your organization uses spreadsheets to analyze time or has multiple staff members touching the time entry data, you can improve your efficiency with the Schneider Downs inSITE time entry process.

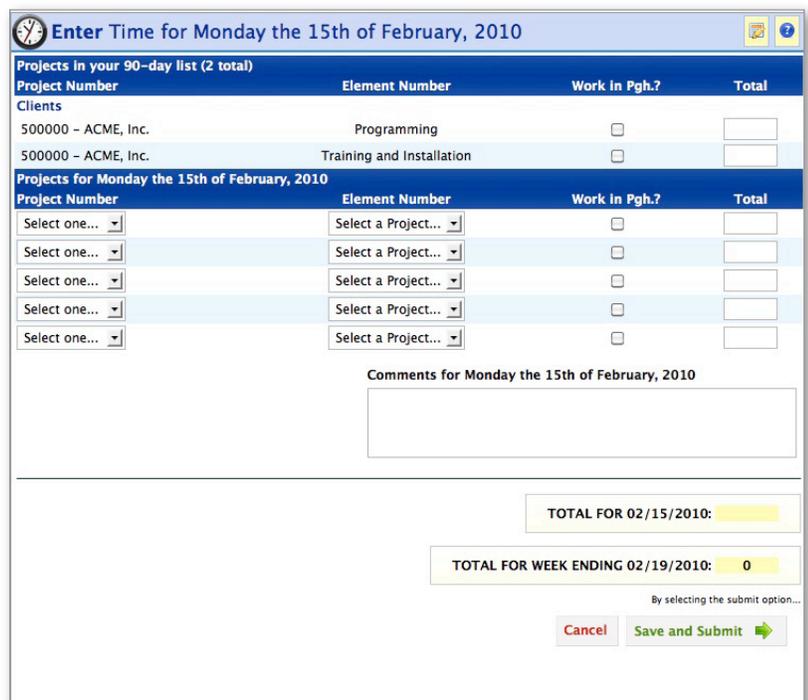
inSite Time Entry is a secure, web-based process. Your staff can report their time from any Internet-connected PC. The time entry screens provide many different formats, including: time clock, time by shift, time by project (or grant), time by client, time by time-of-day, time by reporting period and more. The time entry process is easy to learn and use. Many of our customers have commented upon the easy-to-understand screen design.

After time is entered, if it must be approved by a supervisor, the supervisor receives notification either by email or through inSITE. The supervisor can review the summary and detail of the time entries. The supervisor has access to time-off balances for the employee (ex. vacation, sick, paid time off, etc) to verify that charged time is appropriate. When the supervisor approves the time, it may be sent for another level of approval or setup for export to your payroll processing software. inSITE has been interfaced with many of the major payroll services (ex. Paychex, Ceridian, ADP) as well as in-house payroll software. If we don't have an interface to your payroll package, our software integration experts can work with your software provider to create the proper interface file.

Many companies have a need to track time-off balances. inSITE will enable your staff to track their current balances. If desired, when the employee is entering his/

her time he/she can see his/her current balance. inSITE includes a request module, so that employees can submit a request and have it approved by their supervisor. The approved request can be automatically inserted into the employees' time for the approved period saving the employee time and assuring the supervisor that only authorized time is taken.

One of the major benefits of the inSITE time entry module is that all time is charged to the correct accounts or projects. All charge codes are controlled by tables that your staff administers. The codes can be limited for certain groups or individuals. Only staff who are allowed to charge time will have access to the codes you define. This is a major time saving for many companies. The time entry is correct when entered and approved, saving the double checking in the payroll department and the need to reallocate time after the fact. Get it right, at the source, one time.



Project Number	Element Number	Work in Pgh.?	Total
Projects in your 90-day list (2 total)			
Clients			
500000 - ACME, Inc.	Programming	<input type="checkbox"/>	
500000 - ACME, Inc.	Training and Installation	<input type="checkbox"/>	
Projects for Monday the 15th of February, 2010			
Select one... ▾	Select a Project... ▾	<input type="checkbox"/>	
Select one... ▾	Select a Project... ▾	<input type="checkbox"/>	
Select one... ▾	Select a Project... ▾	<input type="checkbox"/>	
Select one... ▾	Select a Project... ▾	<input type="checkbox"/>	
Select one... ▾	Select a Project... ▾	<input type="checkbox"/>	

Comments for Monday the 15th of February, 2010

TOTAL FOR 02/15/2010:

TOTAL FOR WEEK ENDING 02/19/2010: **0**

By selecting the submit option...

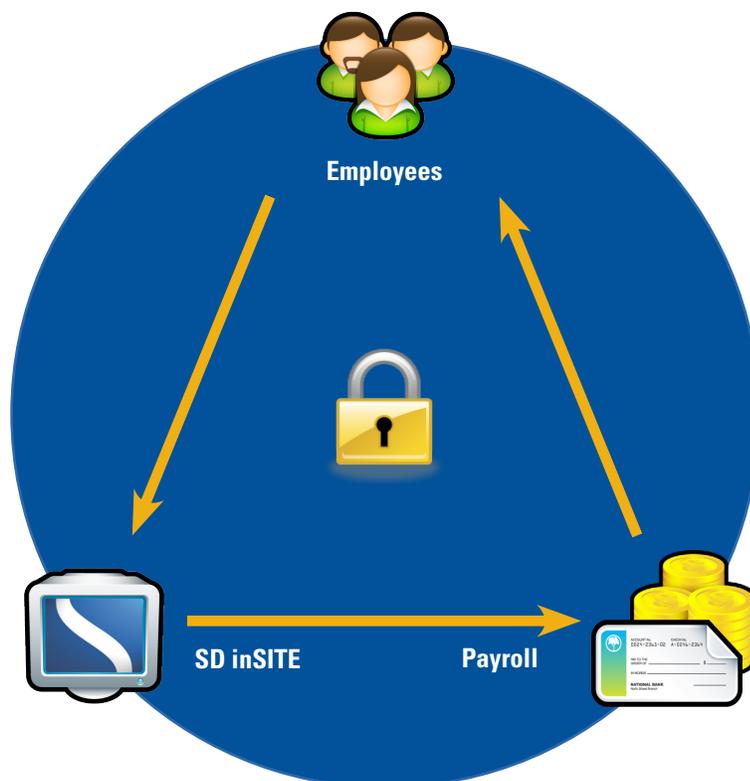
WORKING SMART

Get the time reported accurately and efficiently.

Many organizations spend a large amount of time collecting time for payroll, billing and cost reporting. Questions are constantly asked and researched, how much vacation time does John have? How do we transfer cost from project 1 to project 2?

How much time does your team spend transferring information from paper or spreadsheet documents to the correct data processing system? In some organizations, information has to be entered multiple times, reconciled and corrected costing valuable staff time. If it's not accurate, what mistakes are missed and are you subject to audit? It has to be correct.

The Schneider Downs Technology Advisors have invested time in developing and field testing quick and easy methods to enable your team to enter, review, approve and get the data to your payroll, billing and accounting systems. The key benefit is that the one-time entry and approval leads to balanced and accurate posting to all of the software systems in your organization. inSITE enables your organization to work smart.



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