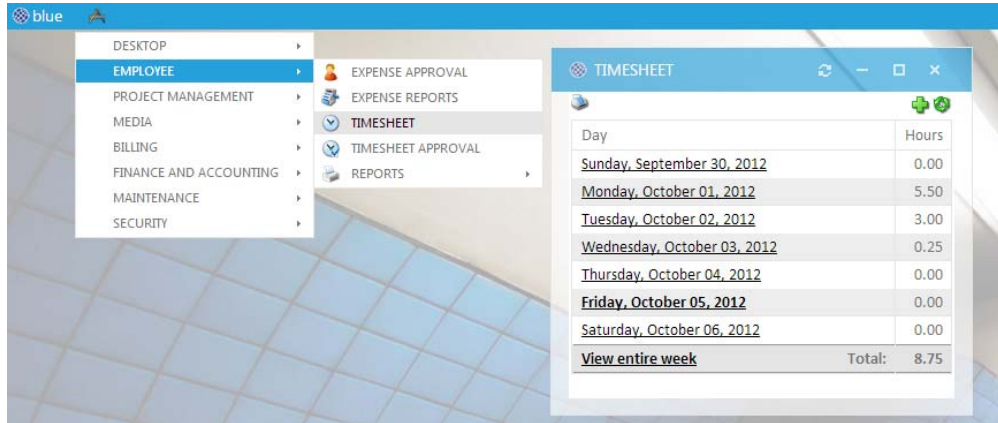


Timesheets

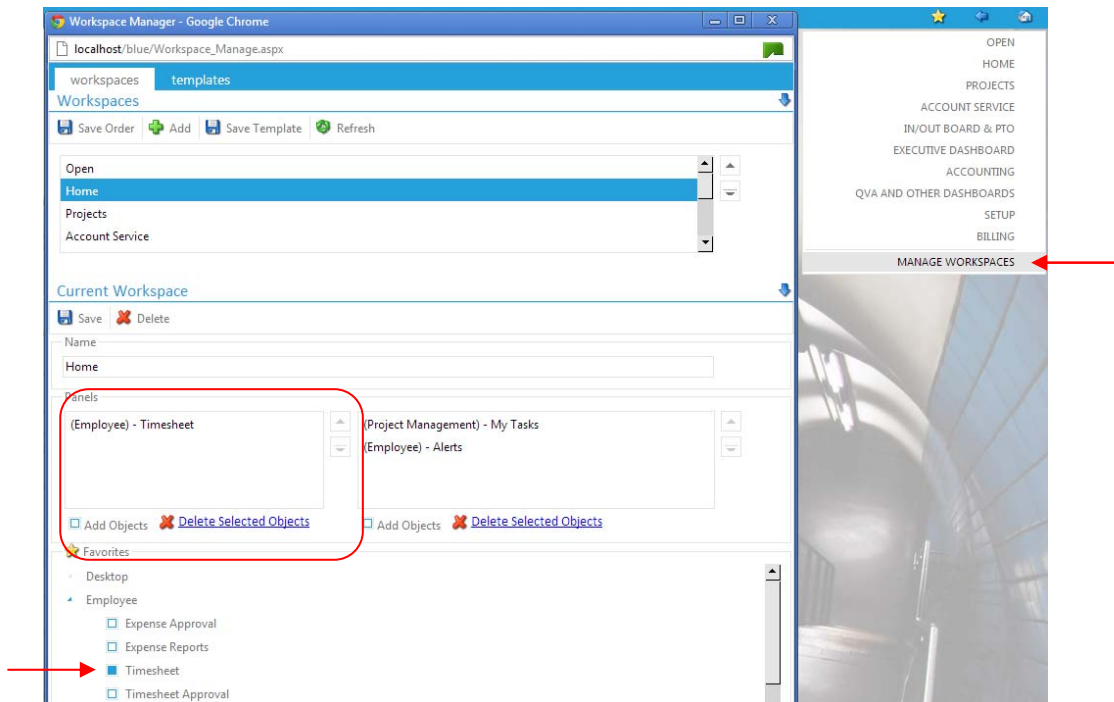
Achieve effortless time entry from anywhere – with a few clicks from your web browser. Enter time daily in a format by week or day using a template or your task list. Time is posted to projects immediately and can be compared to budget or project estimates. Variances are reported immediately.

ACCESSING TIME FROM THE WORKSPACE

Timesheet Workspace Object – View the entire week from this summary view and click on a link to access the full timesheet.



Manage Workspaces – Add the Timesheet workspace object and/or select Timesheet module as a favorite.



My Settings - check Float Objects so that any favorites like Timesheet selected in Manage Workspaces, will open automatically on the given workspace.



Theme selection may improve usability on mobile devices.

Search for timesheets from the Blue main menu | Find Time or from within Timesheet module for instant view of Time status' and percent complete. Click on a link to directly access the Timesheet module or to submit completed time.



FIND TIME			
Show	All Time	From 10/1/2012	To 10/9/2012
Time for Alan Able			
Day	Status	Hours	%
Monday, October 01, 2012	Not Submitted	5.50	69.00 %
Tuesday, October 02, 2012	Not Submitted	3.00	38.00 %
Wednesday, October 03, 2012	Not Submitted	0.25	3.00 %
Thursday, October 04, 2012	Missing	0.00	0.00 %
Friday, October 05, 2012	Missing	0.00	0.00 %
Saturday, October 06, 2012	Missing	0.00	0.00 %
Sunday, October 07, 2012	Missing	0.00	0.00 %
Monday, October 08, 2012	Missing	0.00	0.00 %
Tuesday, October 09, 2012	Not Submitted	1.50	19.00 %

TIMESHEET MODULE

From the full timesheet module, you'll find many ways to simplify time entry as well as ways to drill down to time details.

TIMESHEET														
Add New Add New (CV) Copy From: Set Approval Print Settings Search Refresh														
Employee Code: ama Week of: 9/30/2012 All days Group by: [None]														
<input checked="" type="checkbox"/>	Client	Project	Job Component	Project	Func/Cat	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Total	
		000000	00		Administrative	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.50	
	McDonalds	000139	01	New Business - POP Series RFP	Account Service	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	
	American Express Company	000147	01	Banking Services Ad Development	Account Service	0.00	1.00	2.00	0.25	0.00	0.00	0.00	3.25	
	Homestead Home Furnishings	000154	01	Outdoor Life Promo	Programming Design	0.00	3.00	1.00	0.00	0.00	0.00	0.00	4.00	
						0.00	5.50	3.00	0.25	0.00	0.00	0.00	8.75	Total
1 Page size: 15 4 items in 1 pages														

Settings and Preferences inside the Timesheet

Customize the main Timesheet module with Settings (Agency or User level) & Column Preferences. At the agency level, set defaults, but users may add their own preferences here.

TIMESHEET														
Add New Add New (CV) Copy From: Set Approval Print Settings Search Refresh														
Employee Code: ama Week of: 9/30/2012 All days Group by: [None]														
<input checked="" type="checkbox"/>	Client	Project	Job Component	Project	Func/Cat	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Total	
		000000	00		Administrative	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.50	
	McDonalds	000139	01	New Business - POP Series RFP	Account Service	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	
	American Express Company	000147	01	Banking Services Ad Development	Account Service	0.00	1.00	2.00	0.25	0.00	0.00	0.00	3.25	
	Homestead Home Furnishings	000154	01	Outdoor Life Promo	Programming Design	0.00	3.00	1.00	0.00	0.00	0.00	0.00	4.00	
						0.00	5.50	3.00	0.25	0.00	0.00	0.00	8.75	Total
1 Page size: 15 4 items in 1 pages														

Settings

- Choose 1, 5 or 7-day display default.
- Determine how comments are displayed and entered on the grid; Icon or Text Box. The text box option allows comment entry within the grid without clicking on the icon to reveal the popup window.
- Disable paging on the grid if you want to see all rows and totals by day.
- If desired, change the labels that identify the data you will enter on the timesheet.

Column Options

- Click on the columns you wish to display on your timesheet grid. Only display the ones you need.

WORKING WITH TIME FROM THE TIMESHEET MODULE

The popular week view enables entry throughout the week to be fast and efficient. Once time is added, edits are automatically saved as you work on the timesheet (if comments are not required). This means no page refreshing! Zero-hour rows are retained on the grid to provide ease of use and flexibility.

Client	Project	Job Component	Project	Func/Cat	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Total
	000000	00		Administrative	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.50
McDonalds	000139	01	New Business - POP Series RFP	Account Service	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
American Express Company	000147	01	Banking Services Ad Development	Account Service	0.00	1.00	2.00	0.25	0.00	0.00	0.00	3.25
Homestead Home Furnishings	000154	01	Outdoor Life Promo	Programming Design	0.00	3.00	1.00	0.00	0.00	0.00	0.00	4.00
					0.00	5.50	3.00	0.25	0.00	0.00	0.00	8.75
												Total

- Use navigation arrows to move between weeks or days with ease. Move back to current day or week by clicking *current* icon between arrows.

- The single day view is available by clicking specific day from Timesheet summary object or by selecting drop-down view options for all days or specified day of the week. The single day view takes a 'slice' of the week and displays in a condensed view, but rows for the week are displayed. But you can view single, 5 or 7-day views on demand.
- Use the **Group by** drop down options when you wish to group rows by job, client or other grouping options. This helps to consolidate records on large timesheets.
- **Add new** records to your timesheet using **Add New** or **Add New (CV)** {comment view with text fields open}. The stopwatch feature is always available for the current day.
 - Select a job and component for client (direct) time.
 - Skip the job and component and enter a time category for indirect or agency time.

TIP: Find jobs fast and pre-fill the form by clicking on the Job Component field label and search by job title, client code, or number. See how Client, Division, Product, Job, and Job Component fields all auto fill after selection.

- Or **Copy** from *My Timesheets* (previous weeks), *My Projects* (task assignments) or *My Templates* (stored jobs or functions) to quickly add one or more jobs or functions to the designated week with a click.
 - Copy from previous timesheets – pick and choose the records to copy.
 - Copy from projects you're assigned to that have a 'start date' as of the current timesheet date.
 - If you work on the same tasks or jobs every day, the Template option works well.
 - In all three Copy options the function code can be modified before adding to the timesheet.
- Comments are displayed in the grid automatically in single view, and can also be displayed in the grid of the week view using the text box option in Settings.
- Click on the magnifying glass to see a record of time you've posted to this job and function before. Compare to quoted and planned (scheduled) hours!

Estimate and Traffic Info

☒ Quote Vs. Actual

☐ Employee Only (Displays quoted and actual hours by employee.)

☐ Traffic Hours

Quote Vs. Actual

Client: amerx

Job: 000132

Component: 01

Estimate: 000106-01

Quote: 01

Revision: 00

Function: as

Actual Hours:

American Express Company

Ad Revisions - Non Billable

Ad Revisions - Non Billable

Account Service

Hours Quoted: 28.00

Hours Posted: 3.50

Hours Remaining: 24.50

Amount Quoted: 7929.79

Amount Posted: 947.33

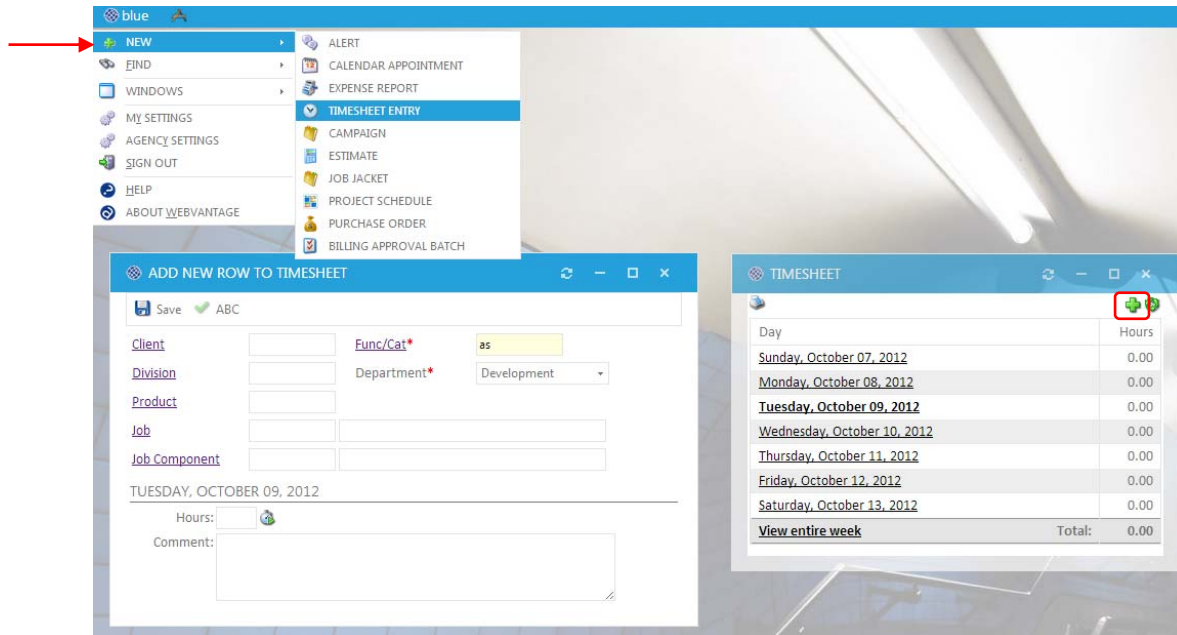
Amount Remaining: 6982.46

Date	Hours	Amount	Comments
10/21/2012	0.00	0.00	
10/22/2012	1.00	270.67	Meeting with client.
10/23/2012	2.00	541.33	Creative Meeting
10/24/2012	0.50	135.33	Photo shoot.
10/25/2012	0.00	0.00	
10/26/2012	0.00	0.00	
10/27/2012	0.00	0.00	
Total	3.50	947.33	

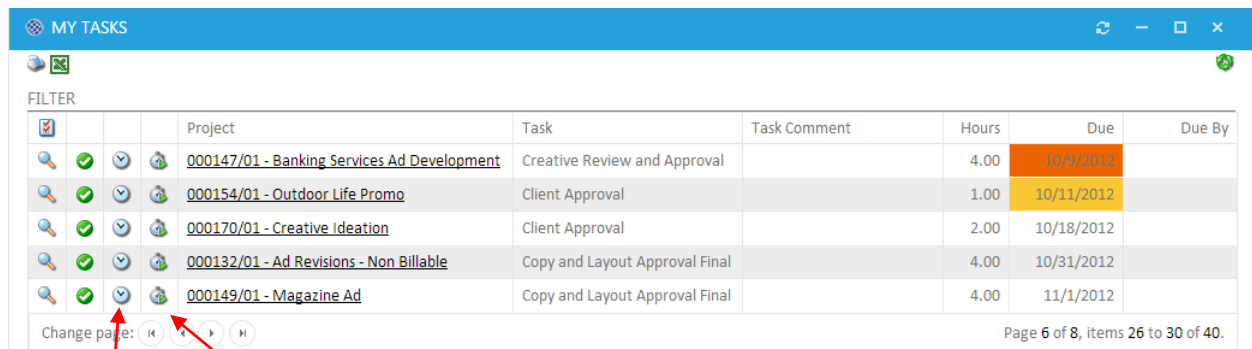
- What happens when **Comments are required**? If the maintenance setting from Advantage to require time comments is enabled, here are some important facts:
 - Auto-saving of data on the Timesheet grid is disabled and entries must be saved.
 - Add New CV will be main tool for adding new jobs within the Timesheet module.
 - Comments will always be required and the textbox for each entry will be open to make it easy.

TIMESHEET ENTRY FROM OTHER AREAS

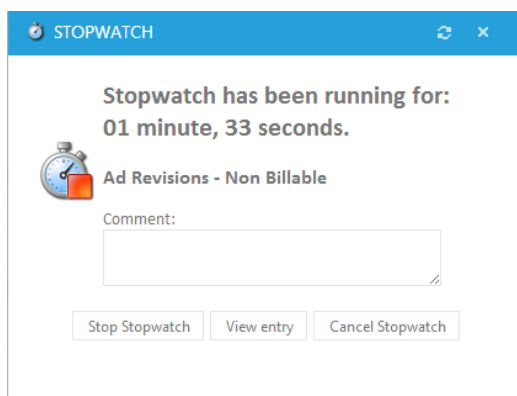
Quickly add records from main menu anytime or from Timesheet workspace object *Add* option.



The My Tasks workspace object provides a great tool for entering Time.



Use Add Time or the Stopwatch to automate timesheet entries!



- Use the stopwatch for “today” to enter time for a single job and task/function at a time.
- The stopwatch will keep running until it is stopped (accepted) or cancelled even if user logs out or is timed out. Anything less than .03 (1.80 minutes) or more than 24 hours is not recorded. If the stopwatch is stopped before 1.80 minutes or after 24 hours, a row is added to the timesheet where it may be edited manually.
- Exact time increment with comments will be added to the Timesheet and can be updated as needed.
- Navigate workspaces or any area in Webvantage and Stopwatch continues.
- Stopwatch available from **New Timesheet Entry, My Tasks, Project Viewpoint**, and within the Timesheet module for the current day.
- Mobile devices such as iPads, Tablets, iPhones, or any Smartphone can be used to access and input Timesheets.

Client	Project	AE	Start Date	Due/Completed	Status	Icons
amerx/amerx/credit	000157/01 - Online Video Production	Alan M. Able	9/5/2012	8/1/2012	In Concept	[Icons]
amerx/amerx/credit	000147/01 - Banking Services Ad Development	Alan M. Able	9/5/2012	12/7/2012	In Production	[Icons]

SUPERVISOR APPROVAL OF TIME

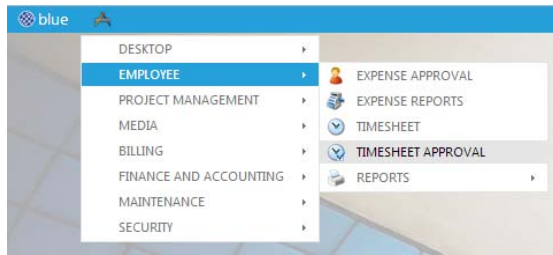
There are many benefits to requiring supervisor approval of time. It's easy to submit, easy to approve and locks the timesheet for modifications after approval is complete. All zero or unused records are automatically deleted during this process.

Set Approval from within the timesheet or back on the Find Time search window to electronically submit the Timesheet to a supervisor. Submit daily or full week. The supervisor will receive an Alert and Email notifying them that time is ready to be approved.

Client	Job	Component	Job	Func/Cat	Sun 10/07	Mon 10/08	Tue 10/09	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	
	000000	00		Administrative	0.00	1.00	0.25	0.50	0.00	0.00	0.00	1.75	
American Express Company	000132	01	Ad Revisions - Non Billable	Account Service	0.00	4.50	2.00	0.00	0.00	0.00	0.00	6.50	
Homestead Home Furnishings	000154	01	Outdoor Life Promo	Programming Design	0.00	3.00	2.00	3.00	0.00	0.00	0.00	8.00	
					0.00	8.50	4.25	3.50	0.00	0.00	0.00	16.25	Total

Day	Current	Action
Sunday	[No hours]	
Monday		Submit
Tuesday		Submit
Wednesday		Submit
Thursday	[No hours]	
Friday	[No hours]	
Saturday	[No hours]	

The **Timesheet Approval** module for Supervisors displays all details and comments for the timesheets needing approval. Within this module, filter for missing time by date, employee and status or search for time not submitted, denied, approved or time pending approval only.



TIMESHEET APPROVAL

Save Search Alert **Pending** Mark All Mark Checked Expand

Start Date: 9/18/2011 End Date: 9/24/2011 Employee: [All] Pending Denied Approved Not Submitted

	Employee Name	Date	Day	Status	Standard Hours	Hours	Approval Comments
>	<input type="checkbox"/> Rick C. Smith	9/19/2011	MON	Pending	8.00	8.00	
>	<input type="checkbox"/> Rick C. Smith	9/20/2011	TUE	Pending	8.00	8.00	
>	<input type="checkbox"/> Rick C. Smith	9/21/2011	WED	Pending	8.00	8.00	
>	<input type="checkbox"/> Rick C. Smith	9/22/2011	THU	Pending	8.00	8.00	
>	<input type="checkbox"/> Rick C. Smith	9/23/2011	FRI	Pending	8.00	8.00	

REPORTS, WORKSPACE OBJECTS & DASHBOARDS

Employee Indirect Time – Workspace Object

If you want a real-time view of your indirect time (vacation, sick, personal, and other), place the Employee Indirect Time object on your workspace using Manage Workspaces. Manager can view employees they supervise and accounting can use the “All” view to see everyone’s status.

EMPLOYEE INDIRECT TIME

Start Date: 1/1/2012 End Date: 12/31/2012

[For Other Indirect Time]

Category	Dates	Hours Available	Hours Used	Variance
<input type="checkbox"/> Vacation	1/1/2012 - 12/31/2012	80.00	18.75	61.25
<input type="checkbox"/> Sick	1/1/2012 - 12/31/2012	40.00	2.00	38.00
<input type="checkbox"/> Personal	1/1/2012 - 12/31/2012	16.00	4.00	12.00
<input type="checkbox"/> Administrative			84.95	
<input type="checkbox"/> Agency Time			1.50	
<input type="checkbox"/> Collections			1.00	
<input type="checkbox"/> Holiday			32.00	
<input type="checkbox"/> New Business			17.25	

Show Supervisor Employees

Employee Indirect Time – Workspace Object

If you want a real-time view of your indirect time (vacation, sick, personal, and other), place the Employee Indirect Time object on your workspace using Manage Workspaces. Manager can view employees they supervise and accounting can use the “All” view to see everyone’s status.

Weekly Time Graph – Workspace Object

A visual snapshot of time entered for the week.

Billable Hours Goal – Workspace Object

A visual snapshot of time entered for the month as compared to the monthly billable hours goal.

Desktop | Report Writer | Dynamic Reports – Multiple data sets include time information you can use to create your own reports.

Employee | Reports | Direct Time & Indirect Time Report – A pre-defined report for reporting on employee time of all types.






















Finance and Accounting | Dashboards/Queries | Client Time Analysis (graphs!) – A great view of client hours by various categories.

Finance and Accounting | Dashboards/Queries | Employee Utilization (graphs!) – An analysis of employee productivity and realization based on time posted and billed.

ADVANTAGE SERVICES

Your IT department can setup additional communication automation so that you can receive pro-active alerts and communicate through alerts from your mobile device. Decide which tools are useful for you. The results will be shown in your Email and on the Alerts workspace object and in the Alerts application. *Two alerts related to timesheet data are:*

- **Missing Time** (for employees and supervisors)
- **QvA** (Quote vs. Actual) Updates

ALERTS				
IN				
FILTER				
<input checked="" type="checkbox"/>			Subject	Project
>			Category: Action	Last Updated
>			Category: Issue	Last Updated By
✓			Category: Missing Time Report - Supervisor	
			Missing Time Report for Supervisor Alan M. Able	2/19/2012 12:35 PM Alan M. Able
✓			Category: Past Due Task	
			Past Due Tasks for Alan M. Able	2/19/2012 12:33 PM Alan M. Able
✓			Category: Quote Vs Actual Alert	
			Quote vs. Actual Results - Alert Level 1 - Between 50% and 80% Actual to Estimate	2/19/2012 12:32 PM Alan M. Able
			Quote vs. Actual Results - Alert Level 2 - Between 81% and 100% Actual to Estimate	2/19/2012 12:32 PM Alan M. Able
			Quote vs. Actual Results - Alert Level 3 - You are WAY over.	2/19/2012 12:32 PM Alan M. Able
Change page:    				Page 1 of 2, items 1 to 10 of 14.