



## **TIMEplus – (Profile)**

True Books® Time Sheet Management System, **"TIMEplus"** is a comprehensive application that will accurately meet the timekeeping and workforce management needs of your businesses. It is a powerful software solution that keeps track of employee timesheets, project status & costs, expenses and it can be applied to any business that needs to schedule employees to service clients and/or locations. By enhancing employee utilization, consolidating project management and driving in revenue, our esteemed customers are benefited. The system is designed to integrate with Financial Accounting.

TrueBooks®- Time Sheet Management system can be deployed both as a single user or a multi user. The system is capable of working with MS Access, MS SQL Server, or Oracle as the database. The number of users and transactions the system can handle depends upon the database and the hard disk capacity. We recommend MS Access for single user or Desktop version and MS SQL or ORACLE for multi-user or Enterprise version.

## **PRODUCT FEATURES**

- Employee Login with proper user id and password.
- Timesheet interface to enter start and end time (in/out)
- Daily or Weekly timesheet entry.
- Ensure accuracy and timeliness with multiple activity entry options.
- Comments describing work performed associated with time entry.
- Reminder notes recording facility.
- Display of pending entries (date-wise) in time entry screen.
- Facility to setup multiple projects with unlimited hierarchy.
- Actual hours worked, cross-referenced with the user's timesheet.
- Employee Time Sheet Approval by authorized person.
- Automatic calculation of elapsed time.
- Provides immediate access to current & history activity details.
- Activity details of all employees at a glance.
- Detailed activity report per month.
- Exporting of activity report to Excel work sheet.



- Calculation of hours worked by employees
  - Project wise.
  - Employee wise.
- Entry of Traveling Allowance (TA) and other expenses of employees.
- Details of TA and other expenses that have already been paid and that are yet to be paid.
- Job Costing.
- Employee wise costing of the projects.
- Cost center wise & Activity wise timesheet generation.
- Employee profiles.
- Provision to make the status of an Employee as inactive, in cases like long leave or regular absence.
- Complete client profiles.
- Department / Job codes / Cost centers.
- Provision to make the status of a work either as Active or Inactive.
- Calendar with Day, Month & Year

## Reports

- Summary of employees (absent/present)
- Project statistics.
- Employee wise job report
- Monthly/Weekly Attendance reports (department-wise & employee-wise)
- Early departures & Late arrivals (department-wise & employee-wise)
- Total hours spent over a project/work, (whole and Project-wise), and total cost
- Total hours spent over a project/work, (whole and employee-wise), and total cost.
- Details of Approved and pending entries.

## Security Implementation

- User profile setup (creating master details of each user)
- User group permission setup (assigning privileges)
- User group management (modifying the existing privileges)
- User password maintenance (modifying and resetting passwords)



## General Features

- Data entry with minimum keystrokes
- Uncomplicated and menu driven screens
- Standard pattern of operation for all screens
- Accessibility of items using both Keyboard and mouse
- Comprehensive Search facility
- Online help to ensure operational efficiency.

## Printer setup

Dot-matrix, Inkjet and Laser

## Additional Options available in the system upon request: -

Data Import / Export

Interoperability with existing systems and databases

Short Messaging Service (SMS)

## System Requirements

### **Software:**

### **Production Servers:**

Windows 2000 Server or Advanced Server, Windows 2003 Server Or Greater (We do not recommend that XP be used as a server)

SQL Server 2005, or SQL Server 2005 Express with the SQL Server Management Studio Express or MS Access.



### ***Client Machines:***

No special hardware requirements for the client's machine. If the system can run MS office application without problems then it should work fine with TrueBooks applications.. A Local Area Network Connection and a fast Internet Connection is recommended. Client machines will require minimum 5GB hard drive space for the application to run smoothly.

### ***Hardware:***

#### ***Production Server:***

Pentium IV Systems 1ghz + with at least 1GB Ram, 200MB for the Applications

#### ***Disk Space (estimated):***

At least 5MB for application, 50MB for the starting database, but leave yourself room to grow depending upon your transaction volume.

### ***Support Information:***

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### **Note:**

Product Profile is subject to modifications without prior notification.

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