SLC Consulting

9 Dartmouth Circle, Media, PA 19063
www.slcconsulting.com (610) 566-0664

WEB-BASED TIME CAPTURE SYSTEM

This system is designed to be readily adaptable to any organization which requires employees to enter time on a job-by-job basis. It is web-based (meaning that it can be accessed from anywhere if you so desire). We can easily tailor the screens to suit your needs.

The "Internet" or "Intranet" side:

The Employee enters an Employee ID (validated against an employee ID list, so only valid ID's are used):

TIMESHEET SYSTEM	HOME | HELP

STEP 1:

Enter employee code to begin:

Employee Code: [   ]

[Submit]

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The employee selects whether they want to start a new week, pick from an existing week, or review a submitted (completed) week:

TIMESHEET SYSTEM   HOME | HELP | TIMESHEET LIST | LOGOUT

Employee Name and Code: JOHN BARR (B2105)

STEP 2:

Choose a period. You can edit a prior period if it has not been submitted to HR.

Incomplete Timesheets (these timesheets were started but was not completed)

[select... ▼]

[edit/continue]

Not Started (these timesheets were not started)

[select... ▼]

[start]

Submitted Timesheets (view old timesheets already submitted to HR)

[select... ▼]

[view only]

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If they have timesheets already saved, then the system allows them to copy the job data from a prior timesheet (some employees have repetitive weeks, others are different each and every week), or start a blank timesheet:

TIMESHEET SYSTEM   HOME | HELP | TIMESHEET LIST | LOGOUT

Employee Name and Code: JOHN BARR (B2105)

STEP 2:

To start with a blank timesheet form, click the [blank form] button:

[blank form]

To use a prior timesheet as a starting point for this timesheet, select the prior period in the drop down and click the [copy now] button:

[select .. ▼] [copy now]

Once on the timesheet, the Employee selects the Job, Cost Code, etc. (both the fields and the values in the drop-downs can be customized to a particular client's needs):

TIMESHEET SYSTEM

HOME | HELP | TIMESHEET LIST | LOGOUT

Employee Name and Code: JOHN BARR (B2105)

STEP 3:
Enter your time below.

Week Ending Date: 1/11/2009
Date Submitted to HR:

Job	Cost Code	Category	Pay	state	Local	SA	SN	M	T	W	H	F	Total
select .. ▼	select .. ▼	selec ▼	selec ▼	selec ▼	select .. ▼	0	0	0	0	0	0	0	0
										Save and Add Another Row			
Total Regular Time						0	0	0	0	0	0	0	0
Total Overtime Time						0	0	0	0	0	0	0	0
Total Hours Worked						0	0	0	0	0	0	0	0

STEP 4:

If you want to save this timesheet and return at a later time to finish, click the save and come back button. If you are ready to submit this timesheet period to HR, click the submit to HR button. Once you press the Submit to HR button, you will not be able to modify or update this timesheet.

Submit to HR	Save and Come Back
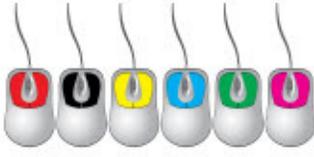
Simply fill out the information – columns and validated fields can be changed:

TIMESHEET SYSTEM

HOME | HELP | TIMESHEET LIST | LOGOUT

Employee Name and Code: JOHN BARR (B2105)

STEP 3:
Enter your time below.

Week Ending Date: 1/11/2009
Date Submitted to HR:

Job	Cost Code	Category	Pay	state	Local	SA	SN	M	T	W	H	F	Total
AZ-F0-56-PBX Room Upgrades	1-415	02	OT	MD	no local	0	0	6	0	0	0	0	6
00S-SICK	1-515	02	REG	MD	PHIL	0	0	0	8	0	0	0	8
select ..	select ..	selec	selec	selec	select ..	0	0	0	0	0	0	0	0
										Save and Add Another Row			
Total Regular Time						0	0	0	8	0	0	0	8
Total Overtime Time						0	0	6	0	0	0	0	6
Total Hours Worked						0	0	6	8	0	0	0	14

STEP 4:

If you want to save this timesheet and return at a later time to finish, click the save and come back button. If you are ready to submit this timesheet period to HR, click the submit to HR button. Once you press the Submit to HR button, you will not be able to modify or update this timesheet.

Submit to HR   Save and Come Back

Add new lines (as many of them as needed). The Employee can save and come back to the same timesheet multiple times, or submit to HR (or whatever the particular department is). Once a timesheet is submitted, it can't be adjusted by the Employee, just reviewed.

The technical 'stuff':

Data is all stored in a SQL database.

Final reports are custom designed, as required. They can be 'online' or 'MS-Access based', or queries can be 'self designed by the client', as the client has full access to the data via ODBC.

Maintenance of the data (e.g. week ending dates, job codes, etc.) is performed via an MS-Access 'bridge' to the SQL database.