

Timesheet Module



The TimeOut Timesheet module can be seamlessly integrated with TimeOut. It provides straightforward web-based timekeeping for hourly employees. Time is submitted weekly by employees and is automatically sent to managers for approval. Payroll data is then exported to your existing payroll system in any format required.

Any days off that are recorded in TimeOut are automatically shown on the employee's timesheet. Your organization's pay policies are configured to ensure strict adherence to Regular and Overtime rules.

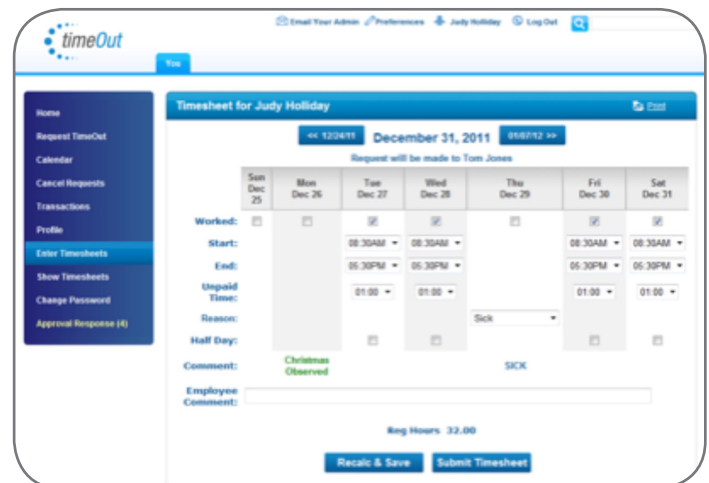
The Timesheet module is available in two formats: **Standard** (with Start Time/End Time/Unpaid hours) or **Multiple In/Out**.

Standard Timesheet

With the Standard Timesheet, the employee's normal work week hours are pre-configured. Any days off submitted via TimeOut show up automatically on the Timesheet. Employees can adjust Start, End and Unpaid time to reflect his or her actual hours worked. There is a free text comment area for employees to add a message to their manager.

The screenshots below, show the Standard Timesheet interface.

Employee view – weekly, not yet submitted:



Once the employee submits a Timesheet, it becomes read only. Date and Timestamps show when the Timesheet was submitted, approved and processed by payroll.

Employee's *READ ONLY* view of Timesheet:

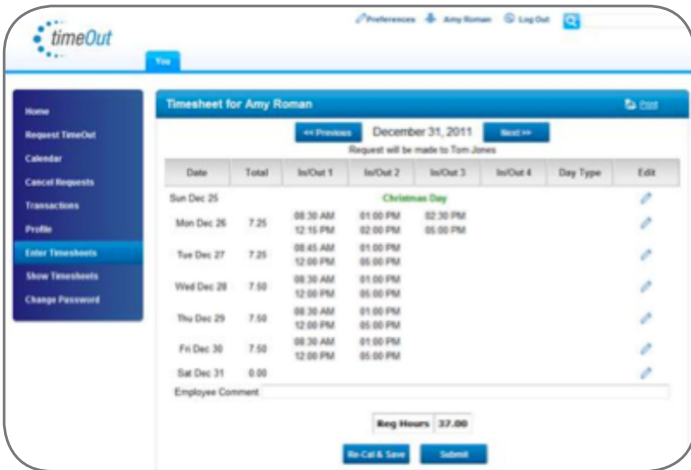


Multiple In/Out Timesheet

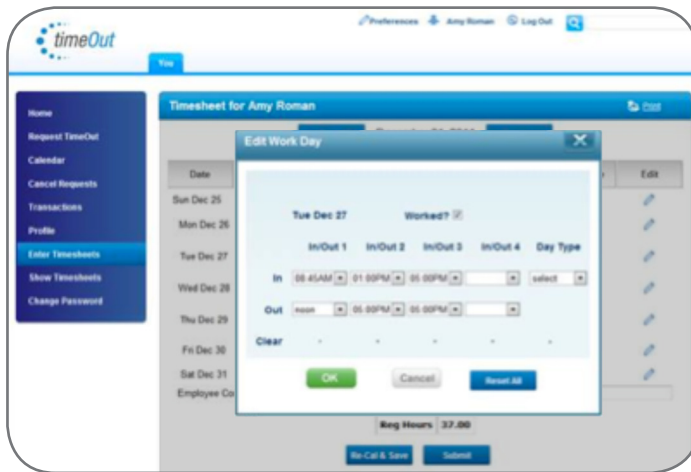
The Multiple In/Out Timesheet allows employees to enter the exact times that they go in and out of work during the day. The employee's standard hours can be pre-configured in the timesheet, or left blank.

The screenshots below, show the Multiple In/Out Timesheet interface.

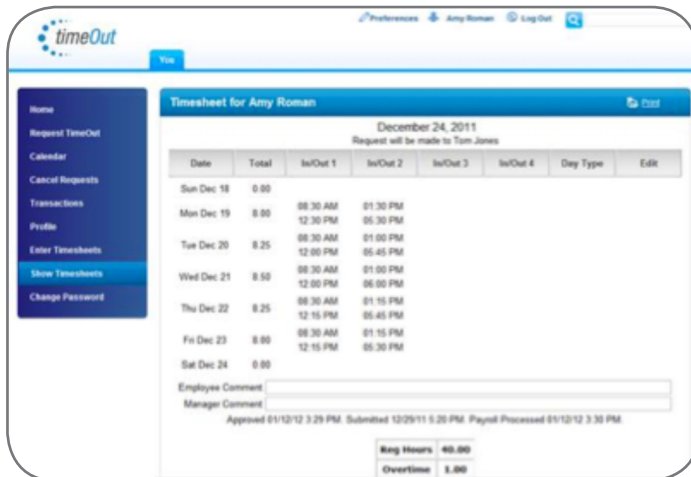
Employee view – weekly, not yet submitted:



Pop-Up for employee to edit in/out times:



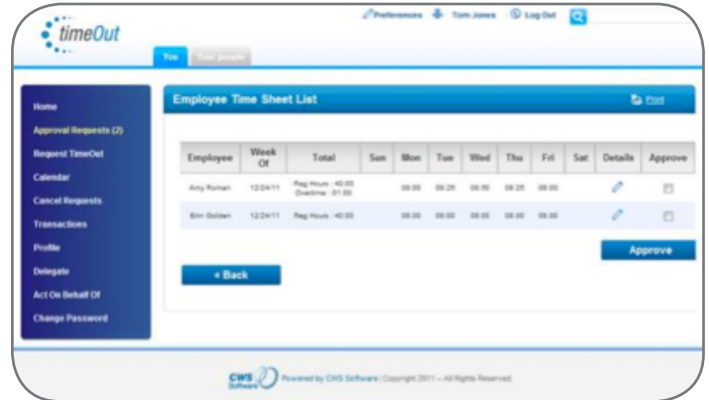
Employee's READ ONLY view of Timesheet:



Manager Approval

Similar to TimeOut leave requests, the manager receives an e-mail each time an employee submits their timesheet. By clicking on the link in the e-mail, the manager is brought directly to the approval page.

The Manager Approval page is the same for both versions. Weekly approval page lists all employees who have submitted for that week.



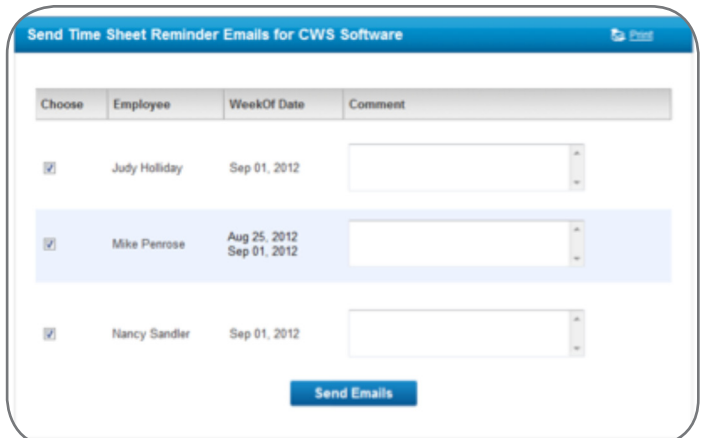
If a manager clicks on the Details icon, they can adjust the hours that the employee submitted.

Payroll Administrator

The Payroll Administrator can view a status of each employee's weekly timesheet showing when the timesheet was submitted, approved and processed by the payroll system.



The payroll administrator can easily send bulk emails to all employees who have yet to submit their timesheets.



The payroll export file is configured to precisely match the import requirements of your payroll system thus ensuring that the TimeOut Timesheet module can work with any payroll system.