

## **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:

Rome	Timesheet fo	or Jus	ty Holliday					Sa End
Request TimeOut				411 Dece	mber 31, 2	011 010712 >>		
Calendar				Request will	I be made to 1	fom Jones		
Cancel Requests		Sun Dec 25	Mon Dec 26	Tue Dec 27	Wed Dec 28	Thu Dec 29	Fri Dec 30	Sat Dec 31
Transactions Profile	Worked:	0			×		10	R
nter Timesheets	Start:			08:30AM +	08.35AM +		08:30AM +	08:30AM
Show Timesheets	End:			05.30PM *	05.30PM +		05:30PM *	05:30PM
hange Password	Unpaid Time:			01:00 -	01.00 +		01:00 -	01:00 +
Approval Response (4)	Reason:					Sick •		
	Half Day:			8				
	Comment:		Christmas Observed			SICK		
	Employee Comment:							

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:



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### 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:

-	Timesheet fo	ir Amy R	toman					the true
inquest TimeOut			ex Previou		ber 31, 2011 made to Tom Jo	Beathe		
ancel Requests	Date	Total	In/Out 1	In/Out 2	In/Out 3	In/Out 4	Day Type	Edit
Cancer Requests	Sun Dec 25			Christe	nas Day			1
Profile	Mon Dec 26	7.25	08.30 AM	01.00 PM 02.00 PM	02:30 PM 05:00 PM			1
inter Timesheets	Tue Dec 27	7.25	08.45 AM 12.00 PM	01.00 PM				1
thow Tenesheets	Wed Dec 28	7.50	08.30 AM	01.00 PM				1
Change Password	Thu Dec 29	7.50	08 30 AM 12 00 PM	01.00 PM				1
	Fri Dec 30	7.50	08:30 AM	01:00 PM				1
	Sat Dec 31	0.00						0

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

	Timesheet for	Amy Roman	<b>Sa</b> 200
equest TimeOut		Edit Work Day	
alendar ancel Requests	Date		Edit
ancel Requests	Sun Dec 25		1
volter	Mon Dec 26	Tue Dec 27 Worked? (2)	1
nter Timesheets	Tue Dec 27	In/Out 1 In/Out 2 In/Out 3 In/Out 4 Day Type	1
how Taxesheets	Wed Dec 28	In DEALAME OF SOPHIE DE SOPHIE E select E	1
hange Password	Thu Dec 29	Out mean a 05.00PM a 05.00PM a a	1
	Fri Dec 30	Clear	1
	Sat Dec 31	Canada Canada	1
	Sat Dec 31 Employee Co	OK Cancel Result Al	

Employee's *READ ONLY* view of Timesheet:

lone in the second	Timesheet fo	r Amy R	toman					<b>6</b> m
Request TimeOut				Decembe Request will be m	r 24, 2011 ade to Tom Jo	mes		
Calendar	Date	Total	In/Out 1	In/Out 2	In/Out 3	In/Out 4	Day Type	Edit
Cancel Requests	Sun Dec 18	0.00						
ransactions Profile	Mon Dec 19	8.00	68.30 AM 12.30 PM	01.30 PM 05.30 PM				
Inter Timesheets	Tue Dec 20	8.25	08:30 AM 12:00 PM	01.00 PM 05.45 PM				
Show Timeshoets	Wed Dec 21	8.50	08.30 AM 12.00 PM	01.00 PM 06.00 PM				
Change Password	Thu Dec 22	8.25	08.30 AM 12.15 PM	01.15 PM 05.45 PM				
	Fri Dec 23	8.00	08.30 AM 12:15 PM	01.15 PM 05.30 PM				
	Sat Dec 24	0.00						
	Employee Con Manager Con							

#### Manager Approval

Similar to TimeOut leave requests, the manager receives and email 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.

Home	Employee Ti	me Shee	rt List								8	End.
Approval Requests (2) Request TanaOut	Employee	Week Of	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Details	Approv
Calendar Cancel Requests	Any Roman	12/24/11	Regitouts 40.00 Deatine (01.00		-	01.28		08.25	08.00		0	13
Transactions	Ein Gulden	122411	Rep House 40.00		-			08.00	08.00		0	
Profile											As	prove
Delegate	+ Bas	k .									_	
Act On Behalf Of												
Change Password												

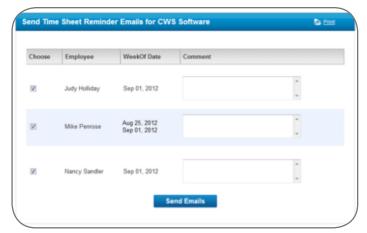
If a manager clicks on the Details icon, they can adjust the hours that the employee submitted.

# 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.

how All 🔹	Sort by time	Outstand	Outstanding Timesheets Only				
Employee	WeekOf Date	Submitted	Approved	Processed By Payroll	Supervisor Name		
Judy Holliday	08/04/12	08/23/12	08/23/12	08/23/12	Tom Jones		
udy Holliday	08/11/12	08/07/12	08/07/12	08/16/12	Tom Jones		
fike Penrose	08/11/12				Tom Jones		
lancy Sandler	08/11/12	08/13/12	08/13/12	08/16/12	Tom Jones		
udy Holliday	08/18/12	08/16/12	08/16/12	08/16/12	Tom Jones		
Mike Penrose	08/18/12				Tom Jones		

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.