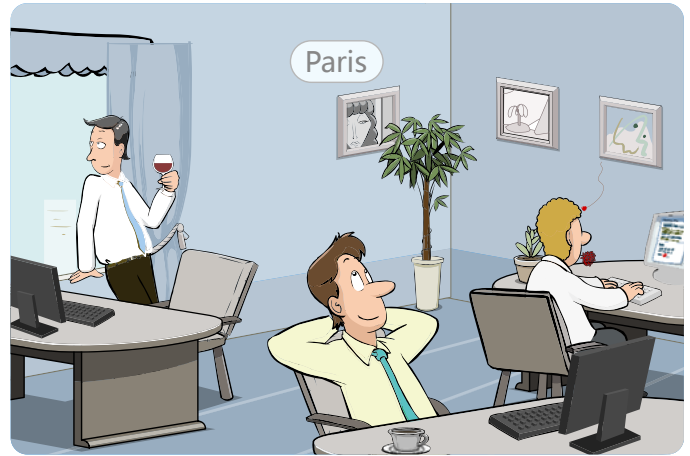
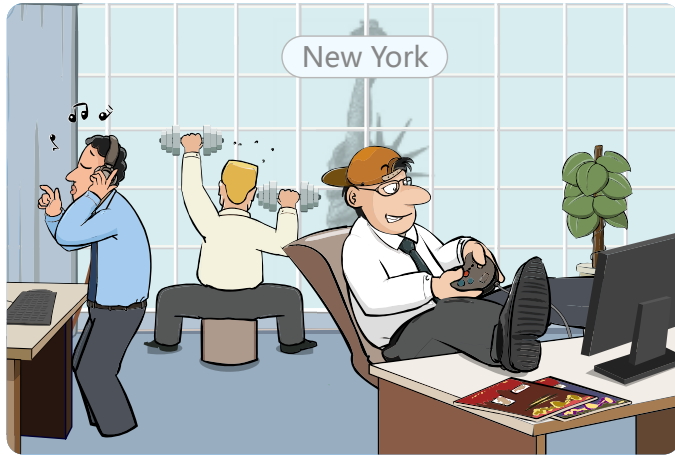


8 Timesheet Management

Clearly and accurately tracks the working hours
of each employee for both project and non-project activities

8 Timesheet

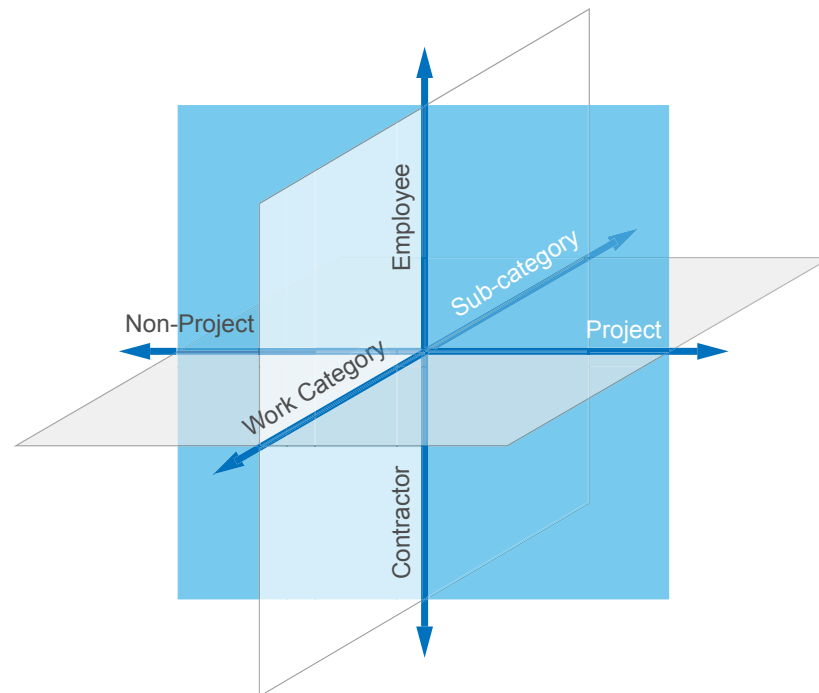


**Do you know how your employees
spending their thime at work?**

8 Timesheet assists you to track the working hours of hundreds and thousands employees for both project and non-project activites across different departments and locations.

1. Work Category & Charge Account

8 supports Work Category and Charge Account mechanisms to allow the enterprise to record their time spent according to its categories of work and process time charges based on its charge rates and charge accounts. The enterprise can choose using 1 or 2 levels of work categories to keep track of their employees and contractors' time, depending on the level of details that it accustom to.



8 allows the enterprise to define project work categories and non-project work categories (e.g., leave, recruitment, production support) and track time spent by category, subcategory, project, department, job level or individual. **8** is also able to track individual's idle time and utilization rate. When combining with the PM module, **8** Timesheet can further track planned efforts vs. actual efforts for each project. The detection of the discrepancy of planned vs. actual at the earliest possible time will allow the manager to take actions to improve the situation promptly.

2. Resource Calendar

Calendar

Name: Normal Working Hours

Description: Normal Working Hours

Enterprise Default Calendar: ☐

Section Punch: ☐ Submitted Timesheet Hours cannot be longer than Normal Working Hours for 8 hour per week

Working Hours

	Hours	Session 1		Session 2		Session 3	
		Start Time	End Time	Start Time	End Time	Start Time	End Time
Sunday	7.50	09.00	12.00	13.00	17.30		
Monday	7.50	09.00	12.00	13.00	17.30		
Tuesday	7.50	09.00	12.00	13.00	17.30		
Wednesday	7.50	09.00	12.00	13.00	17.30		
Thursday	7.50	09.00	12.00	13.00	17.30		
Friday							
Saturday							

Because different types of resources may have different working hours (e.g., Office Staff 09:00 to 18:00, Data Centre Operator day & night shifts, Mainframe Computer 24 hours a day except Sunday), 8 allows each resource type, resource group and even each individual resource to have its own calendar to define its working hours, working days and holidays. Resource Calendar is the key feature that allows managing different types of resources across different countries which have different working hours and holidays.

3. Cycle, Rules & Automatic Generation

Different enterprises might have different timesheet cycles. 8 allows each enterprise to choose weekly, semi-monthly or monthly timesheet cycle and its start date. 8 allows each enterprise to define its own overtime, pre-submission, month-end and escalation rules. 8 also allows the manager to set limits on overtime submission for her subordinates or project personnel and also whether the overtime is for “record only” or “record & pay” purpose.

Timesheet Cycle

Enable Timesheet: ☒ [View History](#)

Timesheet Cycle:

Once the timesheet is approved:

Overtime Handling

☒ actual working hours beyond normal working hours will be used to calculate compensatory time

Timesheet Re-submission Policy

☒ Allow to pre-fill and submit times working days before

Timesheet Reinforcement Policy

☒ Overdue timesheet will be escalated days passed due date

Timesheet Month End Cut Off Policy

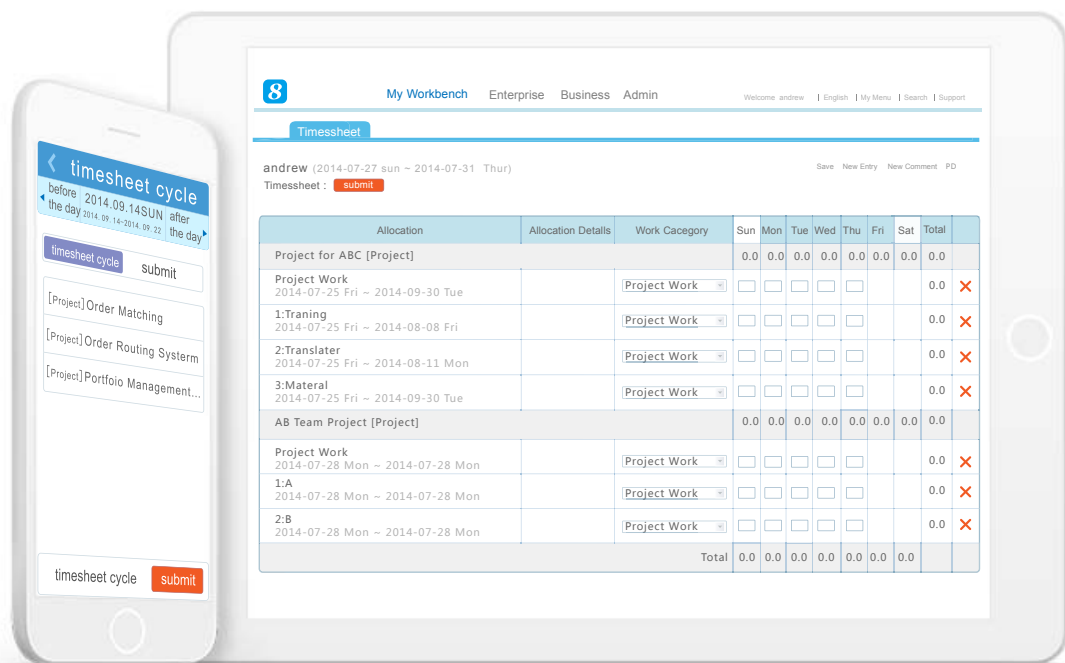
☒ Timesheet of each month must be submitted before of the month

4. Assignment, Project and Automatic Generation

Allocation	Allocation Details	Work Category Level 1	Work Category Level 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
AB Team Project3 (Project)				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2014-09-04 Th~2014-09-10 W	Planned 24 hours	<input type="text" value="Project Work"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	✗
Data Centre Leaking Water (Assignment)				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2014-08-19 Tu~2014-09-09 Tu	Acknowledged	<input type="text" value="Assignment Work"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	✗
HP Hardware Delav (Assignment)				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2014-08-19 Tu~2014-09-09 Tu	Acknowledged	<input type="text" value="Assignment Work"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	✗
Total				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

8 can automatically generate timesheet for each individual in each timesheet cycle. When combining with the PM module, 8 Timesheet can automatically carries the individual's assignments and project activities that occur during the timesheet cycle to the timesheet screen and app. If the individual is being planned or allocated for project activities, 8 will carry the planned or allocated time information to the timesheet screen and app so that the user doesn't need to across check of information before she fills in the timesheet.

5. Screen, App & Approval Flow



8 provides IE, Firefox, Chrome and Safari screens and Android and iOS apps for users to enter their timesheet information. Information entered through the interface will store directly to the database through mobile internet connection. Users can conveniently enter their timesheet information in their office, in subway or at home.

6. Search & Reports

8 provides powerful search mechanism to allow managers and HCM personnel to search timesheet information according to employee, department, period, total # of hours and approval status. The search result set can be exported to Excel or PDF for filing and mailing.

8

My Workbench Enterprise Business

Resource Timesheet Report

Resource /Work Category	Total		Jan 2016		Feb 2016		Mar 2016	
	Hours	Days	Hours	Days	Hours	Days	Hours	Days
白捷 (BaiJie)	178.0	19.80	44.0	5.0	44.0	5.0	90.0	9.80
Internal IT Work	2.0	0.20	0.0	0.00	2.0	0.20	0.0	0.00
Project work	85.0/219.0	9.69/24.69	43.0	4.89	42.0	4.80	0.0/90.0	0.00/9.80
Result Presentation	44.0	7.23	0.0	0.00	0.0	2.23	44.0	5.00
Project Management	46.0	7.23	0.0	0.00	0.0	2.43	46.0	4.80
鲍工 (Baogong)	44.0	4.75	0.0	0.00	44.0	4.75	0.0	0.00
Project work	44.0	4.75	0.0	0.00	44.0	4.75	0.0	0.00
Total	222.0	24.55	44.0	5.00	88.0	9.75	90.0	9.80

Resource Time Report

8 provides various reports to show time spent by resource or job level for the following over different periods of time:

- Department
- Project
- Work category
- Charge account

All real-time reports can be exported to Excel or PDF for filing and mailing.

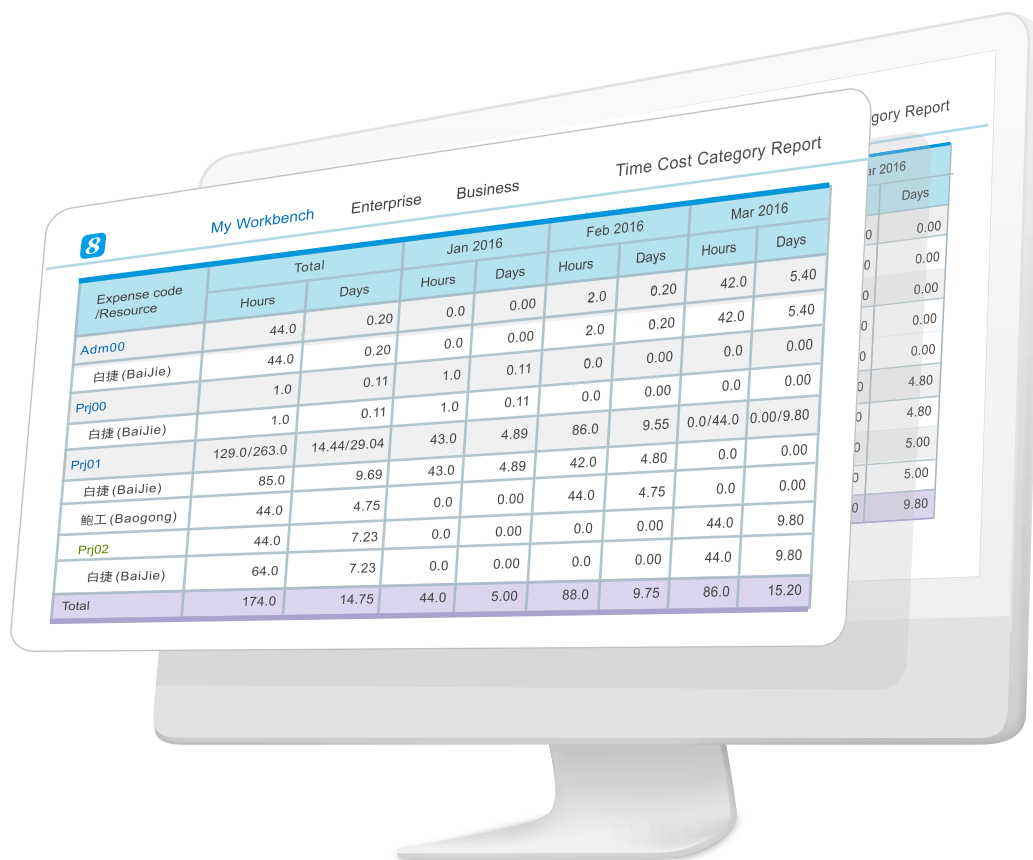
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My Workbench Enterprise Business

Project Timesheet Report

Project Code	Project /Resource	Total		Jan 2016		Feb 2016		Mar 2016	
		Hours	Days	Hours	Days	Hours	Days	Hours	Days
RY201602	AAA+pay [Project]	40.0	4.40	0.0	0.00	0.0	0.00	40.0	4.40
	白捷(BaiJie)	40.0	4.40	0.0	0.00	0.0	0.00	40.0	4.40
RJ022	Apay [Project]	128.0	14.05	0.0	0.00	78.0	8.65	50.0	5.40
	白捷(BaiJie)	104.0	9.30	0.0	0.00	34.0	3.90	50.0	5.40
	鲍工 (Baogong)	44.0	4.75	0.0	0.00	44.0	4.75	0.0	0.00
RJ018	BT05软件 [Project]	51.0	5.79	43.0	4.89	8.0	0.90	0.0	0.00
	白捷(BaiJie)	51.0	5.79	43.0	4.89	8.0	0.90	0.0	0.00
	Total	219.0	24.24	43.0	4.89	86.0	9.55	90.0	9.80

Project Time Report



Work Category Summary Report & Charge Account Summary Report

8 also allows the user to produce multidimensional reports for analysis of things such as below:

- Time spent by key resources on multiple projects
- Time spent by key resources on multiple work categories
- Project effort by job level and subdivided by resource
- Work category effort by job level and subdivided by resource

The interactive report generation capability provided by 8 helps the manager to conduct intelligent analysis of how her resources spent their time and devise better methods of managing her valuable resources.

8 can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

8 CRM : Corporate Client CRM and Consumer CRM

8 Service : Service Management

8 SRM : Supplier Management, e-Procurement and e-Tender

8 PPM : Project and Portfolio Management

8 New Way : Visual Agile and Lean

8 Timesheet : Resource Time and Cost Management

8 EDMS : Electronic Document Management System

8 OA : Office Automation

8 HCM : Human Capital Management

8 All-in-one : Enterprise Full Automation