

# time @ work

**Features Summary 2017**



**“time@work is a highly functional, scalable, integrated and easy to use Time Recording, Expense Management and Budgeting solution deployed by organisations throughout the world”**

## Introduction

time@work is a highly functional, scalable, integrated and easy to use Time Recording, Expense Management & Budgeting solution deployed by organisations throughout the world.

time@work includes extensive workflow options and advanced reporting functionality and will integrate with existing Business Systems including Finance and Payroll.

time@work is designed as a scalable and modular solution that will evolve with the needs of your organisation and can operate in a distributed international Multi Location environment with strong Multi-Currency and Multi-Company credentials.

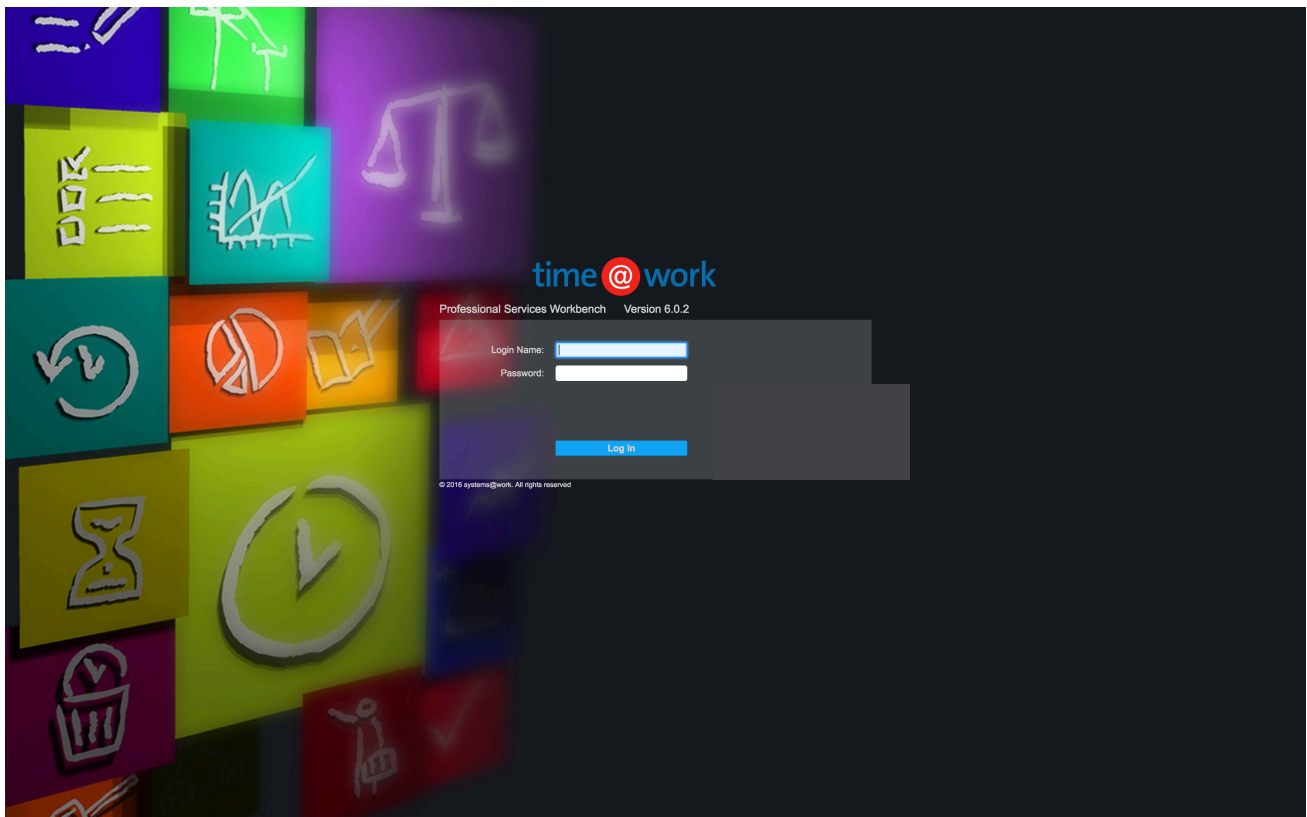
Organisations deploying time@work ensure internal and regulatory compliance, exceptional financial control and powerful project reporting.

time@work is renowned for its ease of use and is implemented in organisations throughout the UK, Ireland, Europe, Asia and The United States.

time@work exports data to all the leading Finance Systems including:



Further information on time@work can be found at the systems@work Website at <http://www.systemsatwork.co.uk/timeatwork/>



## Our Team



At systems@work, we recognise that the most important aspect of any solution is the team of Consultants tasked with managing the implementation and the after sales support available once the project is completed.

At the heart of our offering is a group of experienced and highly skilled application specialists, systems architects and support staff who are responsible for delivering all aspects of our Professional Services.

We have extensive experience in designing, implementing and supporting systems which address the needs of organisations ranging in size from 20 to 5000 users.

Operating from offices in 9 European countries and the United States and with a worldwide user community of many thousands, systems@work has a unique passion and expertise for delivering the cost savings and productivity improvements made possible through new and emerging technologies.

Further information on our company can be found at <http://www.systemsatwork.co.uk>



## Features At A Glance

The screenshot displays the time@work dashboard. At the top, there's a navigation bar with the 'time@work' logo and a user profile for '0003 Simon Singh'. Below the navigation bar, the dashboard is organized into several functional areas:

- To Do:** A list of tasks including 'Create Timesheet', 'Create Form', 'Current Timesheet', 'Timesheets Overdue', 'Timesheets Not Overdue', and 'Forms In Progress'.
- Approve:** A section for 'Forms To Authorise/Review' and 'Fees to Approve'.
- Diary:** A section for 'My Diary' and 'Allocation Alerts'.
- Reports:** A section for 'Forms Outstanding' and 'Timesheets Outstanding'.
- Welcome to Version 6:** A message dated 11-07-16 announcing a new PSW interface.
- News:** A section for 'Welcome to Version 6' and 'The Demonstration Database'.
- Links:** A list of external links including 'systems@work', 'HMRC', 'American Express', 'expense@work Demo', and 'Twitter - systems@work'.
- Shortcuts:** A list of quick actions like 'Find a Skill', 'Fees by Period', 'Fees By Project', 'Fees v Budget: Employee', 'Project - Actuals vs Plan', 'Project Status Report', and 'My Team'.

- Record Time and Expenses using time@work's easy to use Timesheets & Forms.
- Accessible anywhere via a browser or Mobile Device.
- Automated workflow with backup authorisers and email notifications.
- Authorise Timesheets using time@work's rule based document routing engine.
- Sophisticated Budget Entry, Project Planning and Forecasting.
- Highly configurable Invoicing Module for T&M, Milestone, Planned & Ad-Hoc billing.
- Extensive Reporting options.
- Finance Integration module.



# Key Features of time@work

## Easy Time Recording

time@work 0001 Stephen Hughes

0001 (Stephen Hughes) 2016043 Timesheet Unit: H 1/4 (Quarter an Hour)

Project	Project Name	Activity	Subreport	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	30 Sun	Total
<input type="checkbox"/>	100-001	Oil Int - Sys Proj UK [T&E]	Services	2	2	2	2	2			10
<input type="checkbox"/>	100-001	Oil Int - Sys Proj UK [T&E]	Research	2	2	2	2	2			10
<input type="checkbox"/>	102-002	Hotels Inc - Aus Exp [T&E]	Research	2	2	2	2	2			10
<input type="checkbox"/>	106-001	Air Paris - Seating SW	Documentation	2	2	2	2	2			10
				8	8	8	8	8			40

Submission Notes:

Response:

time@work enables employees to enter timesheet data quickly and effortlessly using forms that can be designed with drop down fields to speed entry and eliminate errors.

0001 (Stephen Hughes) 2016043 Timesheet Unit: H 1/4 (Quarter an Hour)

Project	Project Name	Activity	Subreport	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri
<input type="checkbox"/>	100-001	Oil Int - Sys Proj UK [T&E]	Services	2	2	2	2	2
<input type="checkbox"/>	100-001	Oil Int - Sys Proj UK [T&E]	Research	2	2	2	2	2
<input type="checkbox"/>	102-002	Hotels Inc - Aus Exp [T&E]	Research	2	2	2	2	2
<input type="checkbox"/>	106-001	Air Paris - Seating SW	Documentation	2	2	2	2	2
				8	8	8	8	8

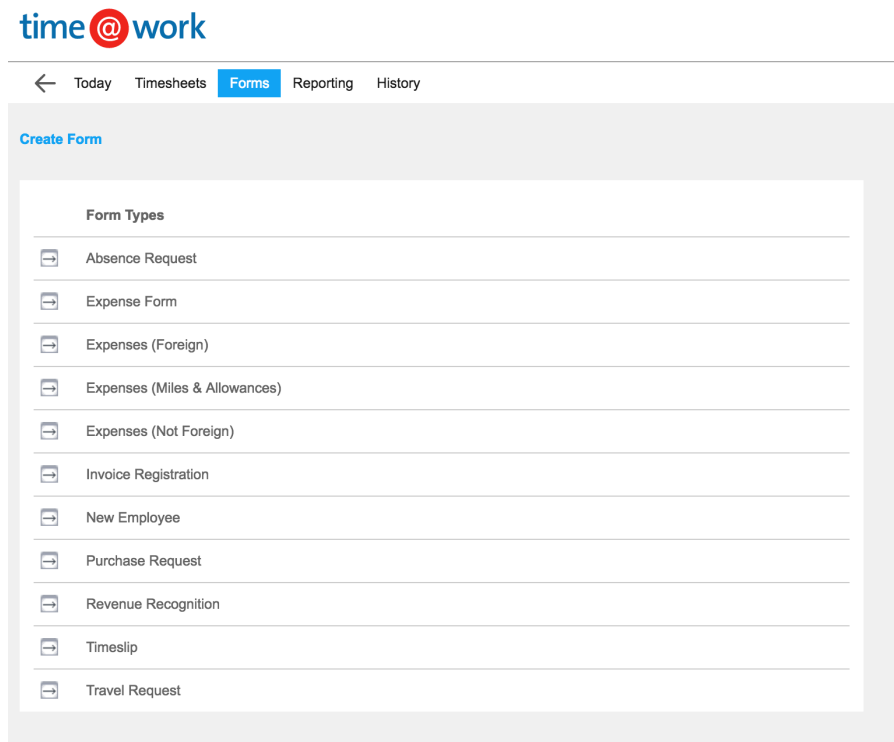
## Utilisation

	Days	Available	Adjusted	Utilised	Util %	Chg Util	Chg Util%
Stephen Hughes	60	55	55	53.38	97.05	53.38	97.05
PSO UK	60	55	55	53.38	97.05	53.38	97.05
	60	55	55.00	53.38	97.05	53.38	97.05



## Standard or Customised Forms

Multiple expense and other form types can be setup and configured in time@work depending on data capture requirements.



Different form types can be made available to groups of employees (so for example US based employees see a different form than UK employees).



0001 (Stephen Hughes) Reference Number 104 Expense Form

Export Only Template

Memo [?](#)

October Expenses

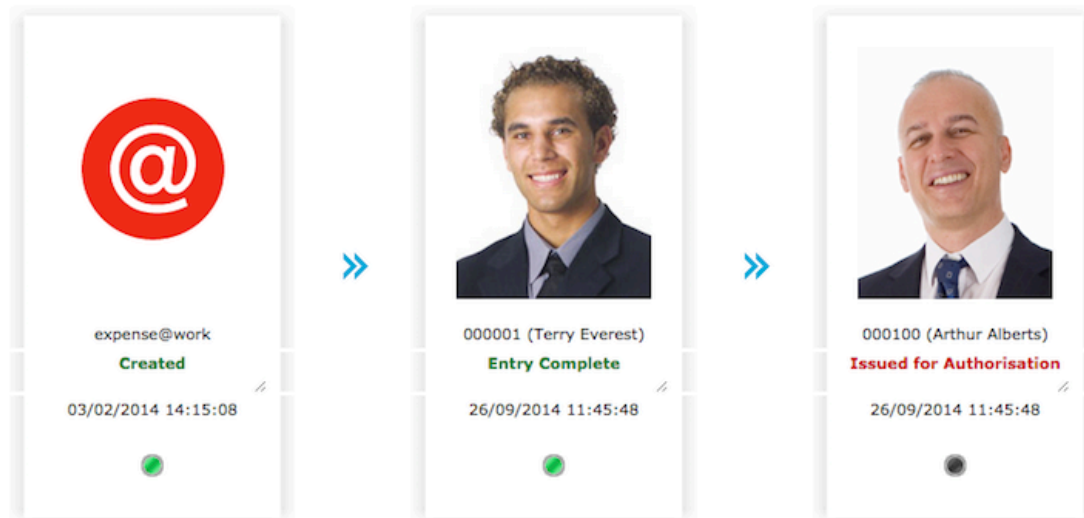
<input type="checkbox"/>	Trans. Date	Project	Project Name	Expense Type	Receipt	Notes	Status	Expense Total	Vat	Net	Attachment
<input type="checkbox"/>	19-10-16	100-00	Oil Int - Sys Proj UK [T&E]	Accommodation	Yes - VAT	Hotel In London	Charge	120.00	GBP 20.00	100.00	
<input type="checkbox"/>	19-10-16	100-00	Oil Int - Sys Proj UK [T&E]	Meals	Yes - Non VAT	Dinner In London	Free	15.00	GBP	15.00	
<input type="checkbox"/>	20-10-16	100-00	Oil Int - Sys Proj UK [T&E]	Travel	Yes - Non VAT	Train To Office	Free	35.00	GBP	35.00	
								170.00	GBP 20.00	150.00	



## Advanced Workflow

The time@work routing rules and workflow engine enables timesheets and forms to be routed to multiple approvers throughout the organisation based on a combination of definable factors:

- Forms and Timesheets can be routed based on reporting lines.
- Forms can be routed based on spending limits.
- Forms can be routed based on project selection or other customisable rules.



When employees submit their timesheets or expenses they are given a clear visual representation of where the document is being routed for authorisation.



## Extensive Reporting

time@work includes an extensive range of reporting options to ensure that employees, management and finance have full visibility over time spend on projects and expenses expenditure.

# Project Status Report

Project: 000-001

Project Currency: GBP

Project Name: Admin

Project Contract Value: GBP

Project Location:

Current Month: October

Role	Rate	Employee Name	Total Act + F'cast		Actuals		Actuals - October		Forecast - October		Future Months	
			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Intermediate	94.48	Total:	2,031	153,351.11	767	29,431.85	45	4,251.65	632	61,959.63	1,264	123,919.26
Junior	62.5	Total:	1,066	56,357.96	426	7,963.14	40	2,500	320	24,197.41	640	48,394.82
Senior	106.25	Total:	1,756.5	89,982.77	1,244.5	32,222.03	40	4,250	256	28,880.37	512	57,760.74
<b>TOTAL:</b>			<b>4,853.5</b>	<b>299,691.84</b>	<b>2,437.5</b>	<b>69,617.02</b>	<b>125</b>	<b>11,001.65</b>	<b>1,208</b>	<b>115,037.41</b>	<b>2,416</b>	<b>230,074.82</b>

Reports can be configured as required and made available to some or all individuals based on role or other criteria.

Project Name Employee Name / Activity	Days					Fees					Project Cost	Margin	Margin %	Cross Charge
	Total	WIP (Charge)	WIP (Free)	Invoiced	Write Off	Actual	Invoiced	Discount / Write Off	WIP	Realisation %				
<b>Oil Int - Sys Proj UK [T&amp;E]</b>	<b>72.38</b>	<b>37.63</b>	<b>0.00</b>	<b>34.75</b>	<b>0.00</b>	<b>54318.75</b>	<b>26012.5</b>	<b>0</b>	<b>28306.25</b>	<b>47.89%</b>	<b>32782.5</b>	<b>-6770</b>	<b>-26.03%</b>	<b>0</b>
Mark Evans	7.50	5.00	0.00	2.50	0.00	3750	1250	0	2500	33.33%	2250	-1000	-80%	0
Simon Singh	23.25	7.00	0.00	16.25	0.00	19762.5	13812.5	0	5950	69.89%	12090	1722.5	12.47%	0
Stephen Hughes	22.88	9.63	0.00	13.25	0.00	14868.75	8612.5	0	6256.25	57.92%	8692.5	-80	-0.93%	0
Susan Davies	17.75	15.00	0.00	2.75	0.00	15087.5	2337.5	0	12750	15.49%	9230	-6892.5	-294.87%	0
Travis Brown	1.00	1.00	0.00	0.00	0.00	850	0	0	850	0%	520	-520	0%	0
<b>United Air - Route Plan [T&amp;E]</b>	<b>25.63</b>	<b>7.25</b>	<b>0.00</b>	<b>18.38</b>	<b>0.00</b>	<b>19867.88</b>	<b>14452.28</b>	<b>0</b>	<b>5415.6</b>	<b>72.74%</b>	<b>9461.25</b>	<b>4991.03</b>	<b>34.53%</b>	<b>0</b>
Christine Dumont	9.88	0.00	0.00	9.88	0.00	7594.66	7594.66	0	0	100%	3653.75	3940.91	51.89%	0
Georges Auric	7.25	4.25	0.00	3.00	0.00	4646.52	1922.7	0	2723.82	41.38%	1812.5	110.2	5.73%	0
Jeanne Gris	8.50	3.00	0.00	5.50	0.00	7626.7	4934.92	0	2691.78	64.71%	3995	939.92	19.05%	0
<b>Big Buildings - Supply Chain [T&amp;E]</b>	<b>41.38</b>	<b>3.00</b>	<b>0.00</b>	<b>38.38</b>	<b>0.00</b>	<b>32349.38</b>	<b>30042.14</b>	<b>0</b>	<b>2307.24</b>	<b>92.87%</b>	<b>19393.75</b>	<b>10648.39</b>	<b>35.44%</b>	<b>9735</b>
Christine Dumont	11.25	3.00	0.00	8.25	0.00	8652.15	6344.91	0	2307.24	73.33%	4162.5	2182.41	34.4%	0
Georges Auric	10.00	0.00	0.00	10.00	0.00	6408.99	6408.99	0	0	100%	2500	3908.99	60.99%	0
Jeanne Gris	6.38	0.00	0.00	6.38	0.00	5720	5720	0	0	100%	2996.25	2723.75	47.62%	0
Mark Evans	3.00	0.00	0.00	3.00	0.00	1922.7	1922.7	0	0	100%	1350	572.7	29.79%	1350
Susan Davies	5.75	0.00	0.00	5.75	0.00	5159.24	5159.24	0	0	100%	4485	674.24	13.07%	4485
Travis Brown	5.00	0.00	0.00	5.00	0.00	4486.3	4486.3	0	0	100%	3900	586.3	13.07%	3900
<b>Hotels Inc - Aus Exp [T&amp;E]</b>	<b>25.94</b>	<b>8.44</b>	<b>0.00</b>	<b>17.50</b>	<b>0.00</b>	<b>24075.98</b>	<b>16949.48</b>	<b>0</b>	<b>7126.5</b>	<b>70.4%</b>	<b>16361.25</b>	<b>588.23</b>	<b>3.47%</b>	<b>14111.25</b>
Mark Evans	6.00	4.00	0.00	2.00	0.00	4108.98	1369.66	0	2739.32	33.33%	2700	-1330.34	-97.13%	2700
Naomi Jacobs	4.50	0.00	0.00	4.50	0.00	4622.58	4622.58	0	0	100%	2250	2372.58	51.33%	0
Stephen Hughes	3.00	1.00	0.00	2.00	0.00	2568.12	1712.08	0	856.04	66.67%	1710	2.08	0.12%	1710
Susan Davies	4.00	0.00	0.00	4.00	0.00	4108.96	4108.96	0	0	100%	3120	988.96	24.07%	3120
Travis Brown	8.44	3.44	0.00	5.00	0.00	8667.34	5136.2	0	3531.14	59.26%	6581.25	-1445.05	-28.13%	6581.25
<b>Big Buildings - Dubai [T&amp;E]</b>	<b>23.00</b>	<b>1.00</b>	<b>0.00</b>	<b>22.00</b>	<b>0.00</b>	<b>17322.45</b>	<b>16569.3</b>	<b>0</b>	<b>753.15</b>	<b>95.65%</b>	<b>8740</b>	<b>7829.3</b>	<b>47.25%</b>	<b>0</b>
Ramesh Shah	23.00	1.00	0.00	22.00	0.00	17322.45	16569.3	0	753.15	95.65%	8740	7829.3	47.25%	0
<b>Widgets Inc - Prod Auto [T&amp;E]</b>	<b>29.00</b>	<b>3.00</b>	<b>0.00</b>	<b>26.00</b>	<b>0.00</b>	<b>30577.89</b>	<b>27414.66</b>	<b>0</b>	<b>3163.23</b>	<b>89.66%</b>	<b>16385</b>	<b>11029.66</b>	<b>40.23%</b>	<b>0</b>
Barry Smith	29.00	3.00	0.00	26.00	0.00	30577.89	27414.66	0	3163.23	89.66%	16385	11029.66	40.23%	0
<b>German OS - HR [T&amp;E]</b>	<b>37.66</b>	<b>1.00</b>	<b>0.00</b>	<b>36.66</b>	<b>0.00</b>	<b>31470.94</b>	<b>30530.95</b>	<b>0</b>	<b>939.99</b>	<b>97.01%</b>	<b>23341.42</b>	<b>7189.53</b>	<b>23.55%</b>	<b>23341.42</b>
Barry Smith	5.00	1.00	0.00	4.00	0.00	4699.95	3759.96	0	939.99	80%	4237.5	-477.54	-12.7%	4237.5

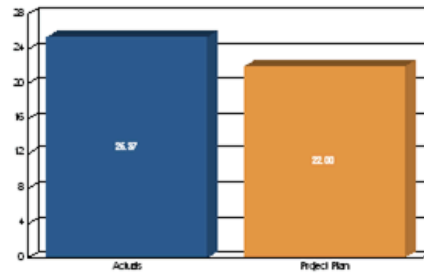




**Project Summary**

<b>Actuals</b>	25.37
	36,050.00
<b>Project Plan</b>	22.00
	44,550.00

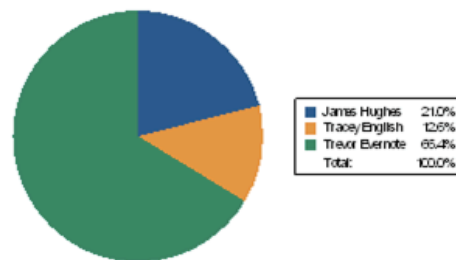
**Credit Risk**



	Q2	Q3	Q4
<i>Actuals</i>	1.33	6.00	18.03
<i>Project Plan</i>	0.00	0.00	22.00
<b>Total By Period</b>	1.33	6.00	40.03

**Actuals**

<i>James Hughes</i>	5.33
<i>Tracey English</i>	3.20
<i>Trevor Evernote</i>	16.83
<b>Total By Employee</b>	25.37



**Time Margin Analysis**

Period	Project Company	Project	Project Name	Employee Company	Employee	Employee Name	Drilldown	Fees	Cost
+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾		+ ▾	+ ▾
2016005	PSO Australia	102-002	Hotels Inc - Aus Exp [T&E]	PSO Australia	0041	Naomi Jacobs	..	2,054.48	1,000
2016005	PSO Australia	102-002	Hotels Inc - Aus Exp [T&E]	PSO UK	0006	Travis Brown	..	5,136.2	2,600
2016005	PSO Australia	105-001	Sydney City - CRM (FP)	PSO Australia	0041	Naomi Jacobs	..	2,824.91	1,500
2016005	PSO Australia	105-001	Sydney City - CRM (FP)	PSO Australia	0042	Sam Lee	..	10,546.34	5,600
2016005	PSO Australia	105-001	Sydney City - CRM (FP)	PSO Dubai	0031	Ramesh Shah	..	753.31	380
2016005	PSO Dubai	102-001	Hotels Inc - Qtr Anal [QF]	PSO Australia	0041	Naomi Jacobs	..	3,351.94	2,000
2016005	PSO Dubai	102-001	Hotels Inc - Qtr Anal [QF]	PSO Dubai	0031	Ramesh Shah	..	4,189.9	2,470
2016005	PSO Dubai	102-001	Hotels Inc - Qtr Anal [QF]	PSO UK	0001	Stephen Hughes	..	1,289.2	760
2016005	PSO Dubai	103-002	Big Buildings - Dubai [T&E]	PSO Dubai	0031	Ramesh Shah	..	9,037.8	4,560
2016005	PSO France	101-001	United Air - Route Plan [T&E]	PSO France	0011	Georges Auric	..	1,922.7	750
2016005	PSO France	101-001	United Air - Route Plan [T&E]	PSO France	0012	Christine Dumont	..	1,538.16	740
2016005	PSO France	103-001	Big Buildings - Supply Chain [T&E]	PSO France	0011	Georges Auric	..	2,563.6	1,000
2016005	PSO France	103-001	Big Buildings - Supply Chain [T&E]	PSO France	0012	Christine Dumont	..	4,806.75	2,312.5
2016005	PSO France	103-001	Big Buildings - Supply Chain [T&E]	PSO France	0013	Jeanne Gris	..	672.94	352.5
2016005	PSO France	103-001	Big Buildings - Supply Chain [T&E]	PSO UK	0002	Susan Davies	..	3,364.72	1,950
								343,401.23	180,977.2



## Corporate & HMRC Policy Enforcement

One of the most important functions available in time@work is the ability to enforce corporate expenses policy. Rules can be configured in time@work to ensure that employees enter all required information and the system can then validate the expense claim at the point of entry and advise the employee if there are any problems with the claim.

000001 (Stephen Hughes) | Reference Number 30 | Expense Form

Export Only Template

Summary Description [?](#)

October 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		340.00	GBP	340.00	340.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
									10.01	610.50	610.50		

Warning 1 A limit of 300 GBP applies to hotels for all UK Employees

Policies can be set at a global, country, departmental or individual level and configured to be either advisory warnings or rejections.

000001 (Stephen Hughes) | Reference Number 30 | Expense Form

Export Only Template

Summary Description [?](#)

October 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
26/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
26/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
									10.01	536.50	536.50		

Error 7 Trans. Date You have entered a future date

Error 8 Trans. Date You have entered a future date

Additionally, submission messages can be created which require employees to acknowledge their understanding of company policy. These messages can be configured on a per form basis so that employees in different jurisdictions or with different roles see messages that are tailored to them.



## Mileage Calculations

time@work forms can be configured to automatically calculate reimbursable mileage amounts based on HMRC or taxation authority guidelines.

Alternatively mileage calculations can be based on company policy and can vary depending on vehicle type, vehicle ownership and other factors such as employee role or location.

000001 (Stephen Hughes) Reference Number 30 Expense Form

Export Only Template

Summary Description: Sept 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	240.00		240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City		5.01	2.25		2.25		
									5.01	242.25		242.25	

time@work tracks employee mileage and automatically changes the reimbursement rates based on company or taxation rules.

### My Mileage

Reference	Date	Expense Type	Notes	Miles	Total	Curr
0000000004	17/10/2016	Mileage	Nth London To Watford	16.45	7.4	GBP
0000000006	05/02/2016	Mileage	Nth London To Watford	16.45	7.4	GBP
0000000016	17/03/2016	Mileage	Office to Client	4.09	1.84	GBP
0000000024	19/10/2016	Mileage	Office to meeting	4.06	1.83	GBP
0000000026	21/10/2016	Mileage	London to Watford	16.45	7.4	GBP
0000000027	06/09/2016	Mileage	London To Oxford RTN	100	45	GBP
0000000027	28/09/2016	Mileage	London to Cambridge	95	42.75	GBP
0000000028	21/10/2016	Mileage	London to Watford	16.66	7.5	GBP
0000000028	21/10/2016	Mileage	Watford to City	21.3	9.59	GBP
				290.46	130.71	GBP

Finance, managers or employees can view reports at any time showing miles and mileage claimed by employees.



## Budgeting

The time@work Budgeting Module enables organisations to establish unlimited budgets for forecasting and planning of both time and expenses.

time@work 0003 Simon Singh

1.8 Sales Forecast (Forecast) - Timesheet Unit: D 1/100 (One hundredth a Day) Sys. Admin Calendar

From 2016001 Columns 12 Type Acc Period Grouped By Manipulate

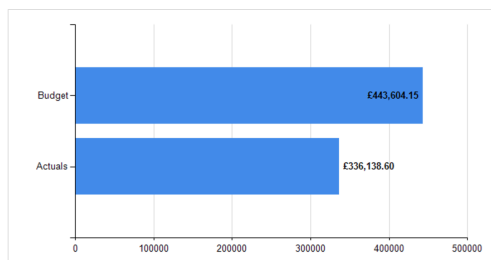
Project	Project Name	Role	Subreport	001 Jan 1	002 Feb 1	003 Mar 1	004 Apr 1	005 May 1	006 Jun 1	007 Jul 1	008 Aug 1	009 Sep 1	010 Oct 1	011 Nov 1	012 Dec 1	T-Stand
1	100-001 .. Oil Int - Sys Proj UK (T&E)	Intermediate		10	10	10	10	12	12	12	12	10	9	9	9	
2	100-001 .. Oil Int - Sys Proj UK (T&E)	Junior		5	5	5	5	7	7	7	4	10	8	8	8	
3	100-001 .. Oil Int - Sys Proj UK (T&E)	Senior		5	5	5	5	5	5	5	5	5	5	5	5	
4	100-002 .. Oil Int - Sys Proj US (MFP)	Senior		5	5	5	5	5	3	4	5	6	5	5	5	
5	100-004 .. Oil Int - 1 year IT (FPI)	Intermediate		9	9	9	9	9	9	9	9	9	9	9	9	
6	100-004 .. Oil Int - 1 year IT (FPI)	Junior		6	6	6	6	6	6	6	6	6	6	6	6	
7	100-004 .. Oil Int - 1 year IT (FPI)	Senior		5	5	5	5	5	5	5	5	5	5	5	5	
8	101-001 .. United Air - Route Plan (T&E)	Intermediate		6	6	6	6	5	12	12	16	20	9	9	9	
9	102-001 .. Hotels Inc - Qtr Anal (QF)	Junior		7	7	7	7	4	12	5	4	2	9	9	9	
10	102-001 .. Hotels Inc - Qtr Anal (QF)	Senior		2	2	2	2	1	1	1	1	2	2	2	2	
11	102-002 .. Hotels Inc - Aus Exp (T&E)	Intermediate		5	5	5	5	7	8	8	8	7	3	3	3	
12	103-001 .. Big Buildings - Supply Chain (T&E)	Intermediate		7	7	7	7	10	10	9	10	6	6	6	6	
13	103-001 .. Big Buildings - Supply Chain (T&E)	Junior		4	4	4	4	6	6	6	6	8	9	9	9	
14	103-001 .. Big Buildings - Supply Chain (T&E)	Senior		6	6	6	6	4	4	4	4	3	3	3	3	
15	103-002 .. Big Buildings - Dubai (T&E)	Intermediate		8	8	8	8	10	10	8	12	9	7	7	7	
16	103-002 .. Big Buildings - Dubai (T&E)	Senior		5	5	5	5	2	2	2	2	3	3	3	3	
17	104-001 .. Widgets Inc - Prod Auto (T&E)	Intermediate		9	9	9	9	14	14	12	20	21	9	9	9	
18	105-001 .. Sydney City - CRM (FP)	Intermediate		9	9	9	9	18	13	16	25	17	10	10	10	
19	106-001 .. Air Paris - Seating SW	Intermediate		9	9	9	9	6	4	2	1	9	9	9	9	
20	106-001 .. Air Paris - Seating SW	Junior		4	4	4	4	8	8	6	4	7	4	4	4	
T - Standard Cost GBP				58,635	58,635	58,635	58,635	67,845	77,335	72,900	89,435	72,740	58,495	58,495	58,495	
T - Fees GBP				114,638.9	114,638.9	114,638.9	114,638.9	132,816.8	151,517.5	142,020	136,171.9	142,740.8	116,037.4	116,037.4	116,037.4	
Total				147	147	147	147	171	197	183	175	184	151	151	151	

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### Fees vs Budget



	Actuals	Budget	Variance
Naomi Jacobs	18,874.09	43,020.00	-24,145.91
Sam Lee	24,482.58	47,678.40	-23,195.82
<b>PSO Australia</b>	<b>43,356.67</b>	<b>90,698.40</b>	<b>-47,341.73</b>
Ramesh Shah	23,180.35	42,498.00	-19,317.65
<b>PSO Dubai</b>	<b>23,180.35</b>	<b>42,498.00</b>	<b>-19,317.65</b>
Christine Dumont	28,835.35	38,313.00	-9,477.65
Georges Auric	21,479.86	30,915.00	-9,435.14
Jeanne Gris	24,394.46	26,155.35	-1,760.89
<b>PSO France</b>	<b>74,709.67</b>	<b>95,383.35</b>	<b>-20,673.68</b>
Dave Barber	0.00	0.00	0.00
Mahmoud Abiad	0.00	0.00	0.00
Mark Evans	21,480.08	38,959.20	-17,479.12



## Credit Card Import

time@work has been integrated with all the major Credit Card Providers and Financial Institutions.



Credit Card transactions can be imported into time@work and will automatically be assigned to the appropriate employee who can then review the statement and add any additional information required (such as justification notes and client or project details).

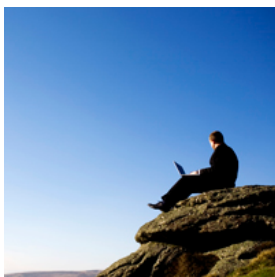
## Finance System Integration

One of the primary benefits of implementing an automated time recording and expense management system is the elimination of time consuming and error prone transaction rekeying.

time@work is unrivalled in its integration credentials and will export transactions in the appropriate format for all major accounting systems.



## Accessible From Anywhere

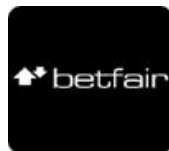


Because time@work is browser and app based it can be deployed within your organisation but still be available to employees in any location.

time@work supports HTTPS and also VPN based setup.



## Summary



### Proven Pedigree

time@work has been implemented throughout the UK, Europe, Asia and North America and in the past decade has established itself as one of the worlds leading Professional Services solutions.



### Exceptional Reporting

One of time@work's core strengths is the power and flexibility of its Analysis & Reporting engine which provides easy to use reporting options for users, administrators and management.



### Improved Business Process

time@work will eliminate data duplication, manual intervention and time lags inherent in current manual processes. With the time@work Planning and Budgeting Module, users will have far greater visibility of Employee Commitments, Project Deliverables and current progress against plan.



### Quick & Easy For End Users

time@work enables employees to enter timesheets, expense data and resource plans quickly and effortlessly. time@work forms are incredibly easy to use and no end user training is normally required.

