

DATABASICS Time

Easy for All Employees
"Yes!" to Your Requirements
Integrated with Accounting & Payroll



DATABASICS Time is a complete time tracking & reporting solution. It's easy-to-use, supports simple to complex projects, and streamlines the workflow process. With DATABASICS Time, you can better manage resource use, reduce administrative overhead for time reporting, and reduce Days Outstanding for billable work.

Fast & Easy for the End User

- ➔ Mobile Apps & Web Access
- ➔ Smart List & Pre-population of Projects/Activity Data for Quick Entry

Process Controls & Automation

- ➔ Automated Workflow & Hierarchy
- ➔ Employee & Approver Email Notifications
- ➔ Business Policy, Leave Balance, and Holiday Calendar Enforcement

Accounting & Payroll Integration

- ➔ Automated GL / Project / Payroll Mapping
- ➔ Support for Project Billing & Cost Accounting
- ➔ Open Payroll Integration to ADP, Ceridian, Paychex, and Others

Global Functionality

- ➔ Multiple Languages
- ➔ Country-specific Payroll & Policy Enforcement

The Next Level in Automation

- ➔ Self-service Administration
- ➔ Full Integration with DATABASICS Expense Reporting & Invoice Management
- ➔ Approval Routing by Project, Organizational Unit/Team, and Exception

“ DATABASICS Time has allowed us to facilitate for improved operational efficiency, predictability, and profitability. As a global company it is important for us to have standardized processes across all regions, and as our industry is very dynamic, we continue benefitting from DATABASICS services in facilitating for our changing reporting needs. We have always found the staff at DATABASICS to be cooperative and courteous when we request additional reporting features and system customization for our business needs. They are always quick to respond and are helpful at all times. I would like to congratulate them for their support and professionalism. DATABASICS have always been a joy to work with.”

- PROJECT MANAGER, REVENUE REPORTING SPECIALIST
CRITICAL PATH IRELAND

- ➔ Automatic Compliance & Business Policy Enforcement
- ➔ "Out-of-office" Setup for Proxy Approvals by Managers
- ➔ Time-in & Time-out
- ➔ Danger/Hazard Pay Calculation

Real-Time Visibility & Process Improvements

- ➔ Built-in Standard Reports & Ad Hoc Reporting
- ➔ Missing Timesheet & Approval Notifications
- ➔ Project & Department Budgeting with Graphic Visualization

How it Works

- ➔ Private Cloud Delivery
- ➔ Works on All Browsers
- ➔ Mobile Access: Smart Phones & Tablets
- ➔ Single Sign-on with SAML
- ➔ Automated Accounting, HRIS, and Payroll Integration
- ➔ Role-based Security & Data Encryption
- ➔ DCAA Compliant
- ➔ Sarbanes-Oxley Compliance
- ➔ Certifications: SAS-70, SSAE 16 (Financial Reporting), PCI (Credit Card), EU Safe Harbor (Privacy)

Ease-of-use & Mobile Access

- ➔ Mobile Apps available for All Mobile Operating Systems including Apple iOS and Android
- ➔ 100% Web-based with No Client Installation Required
- ➔ Modifiable Application "Behavior" based on your requirements with Customizable On-screen Help
- ➔ Multi-language Support
- ➔ Query-based Search of Project Codes
- ➔ Multiple Project Entry Modes (Key-in or Drop-down Selection)
- ➔ Pre-populated Timesheets with Frequently Used Projects
- ➔ Configurable Menu System with Easy-to-use Shortcuts
- ➔ Unrestricted Work Breakdown Structure (WBS)
- ➔ Project Integration with Code Mapping & Allocations
- ➔ Flexible Policy Engine with WBS & Time Type Business Rule Enforcement
- ➔ Auto-scrolling & Ability to Save Individual Preferences

Accounting Support

- ➔ Multiple Reporting Periods: Weekly, Bi-weekly, Semi-monthly, Monthly, and Definable Reporting Calendar
- ➔ Configurable Time Increments: Minutes, Quarters, Hours, Days, etc.

- ➔ Support for Clock-in & Clock-out with Clocks and/or Bio-metric Scanners
- ➔ Form-driven Business Rule Construction with Selectable Action Options
- ➔ Holiday Schedules by Location that can be Configured to Pre-populate
- ➔ Support for Prior Period Adjustments
- ➔ Configurable Time / Pay Codes (vacation, sick leave, etc.)
- ➔ Configurable Automatic Generation of Missing Timesheets
- ➔ Multi-level Security & Access Control
- ➔ DCAA Compliance for Federal Contracting including Audit Trail Maintenance
- ➔ Support for Canadian Payroll

Reporting

- ➔ Missing Timesheets
- ➔ Utilization Analysis
- ➔ Leave Balances (by employee)
- ➔ Timesheet Validation Warnings Report
- ➔ Fully Modifiable, Industry-leading Ad-Hoc Reporting Tool
- ➔ Audit Report (showing deleted items as well any other changes made to the report)
- ➔ Multiple Report Formats: PDF, XLS, TXT, XML, etc.
- ➔ Report Scheduling Tool with Email Broadcasting
- ➔ Billing Analysis
- ➔ Work Analysis
- ➔ Time Entry Verification

Workflow

- ➔ Email Notifications of Timesheet Processing Status
- ➔ Approval Routing by Project & Organizational Unit (department, company, etc.)
- ➔ Multiple Authorization Levels for Approvers
- ➔ Random or Predefined Audits Based on Organization's Desired Criteria



Go Mobile

Employee reporting should be hassle-free. Why limit your employees to work on expense reports and timesheets from a computer? With the DATABASICS Mobile App, submitting or approving reports is easy and convenient from any phone, tablet, and other mobile device!



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