



Powered by
EMPulse Series™

Time Entry & Approval

BENEFITS

Spend less time on administrative tasks

Provide employees and managers with direct access to centralized electronic timesheets and save countless hours of mundane manual entry from printed time cards.

Speed up the entry & approval process

Employees and supervisors have convenient access to timesheet and expense data through the company Intranet or an Internet connection. This improves communication and speeds up the approval process.

Increase the accuracy of payroll processing

Avoid re-entering timesheet data into your payroll software and reduce the chance of introducing errors into your payroll.

Easily track costs and labour allocations

With OuiPay Select's Time Entry and Approval module you have all the data you need to allocate labour costs, issue payments, and submit billing requests for even the most demanding projects. Configure the timesheet so that employees can easily record hours at any level of detail including job codes, activities, sites, and cost centers to describe exactly what they did on any given day. For further clarification, each entry can even be accompanied by a descriptive note.

Simplify reporting for time and expense approvals

Automatically capture time and expenses for easy approval and reimbursement reporting. Supervisors can quickly approve employee submissions and can even generate detailed reports to support signature-based approval processes.

Reduce the number of queries related to accrual balances

Employees can request and execute withdrawals directly through the timesheet and immediately see the updated status of their time banks - no more need to ask about accrual balances.

OuiPay Select's Timesheet Entry & Approval module gives employees, supervisors and data entry clerks a quick and easy way to enter, collect and approve timesheet data. Based on the EMPulse Series, this utility will allow you to save countless hours, and improve workflow between departments, by empowering employees to enter their own time and expenses. You'll also avoid frustrating and costly errors, since supervisors and payroll administrators will never again need to re-enter printed timesheets, keep track of email requests, or search for random slips of paper. In fact, no one needs to remember to collect or interpret employee timesheet details, since employees enter their hours and expenses directly into the system -- from anywhere, any time.

With OuiPay Select's Timesheet Entry & Approval module, you will cut down the approval process to just minutes by providing project managers and supervisors with instant access to timesheets, reimbursement requests and time bank withdrawals for their entire team.

OuiPay Select's Timesheet Entry & Approval helps avoid the redundancy of data re-entry to other systems for costing, manufacturing, billing or accounting, and is the first step in allowing your company to follow best business practice procedures and to stay fiscally responsible.

The screenshots show the OUI Pay Select software interface. The top-left window displays a calendar view for the week of Friday, May 18, 2007, with a grid for tracking hours. The top-right window shows employee information for James South, 1380 Dufferin Ave, Surrey, BC, V4H 2S0, and a summary table of hours worked from 2/25/2007 to 3/3/2007. The bottom window shows a detailed timesheet for Robert Borden on 5/6/2007, listing activities like Regular Hours Worked, Overtime work @ 1.5, and Reimb - Mileage Allowance, with columns for days of the week and rates. A summary table at the bottom of this window shows total hours worked for each day and a total of 41.50 hours.

Item	Job / Activity /	Rate	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly
Regular Hours Worked	0001	17.74			7.50	7.50	7.50	7.50		30.00
Regular Hours Worked	0009	17.74								7.50
Overtime work @ 1.5	0003	26.61				4.00				4.00
Reimb - Mileage Allowance	0001	0.40			14.00					14.00

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This versatile tool lets you collect more than just time information by defining as many time banks and accruals as fits your business needs, and empowers employees to view their accrual balances themselves. As management, you decide who has access and who has control.

You can also define any number of job codes, cost centers or other project-related parameters that tell you not only how much employees worked but also what they did in great detail. This timesheet information translates directly into labour allocations that flow straight into the OuiPay Select's EMPulse Payroll and Project Costing modules and can then be reported further into your general ledger. With just a few mouse clicks, your timesheet data is automatically turned into pay cheques, project reports, and general ledger or billing transactions. Entering and managing employee time has never been easier!



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YOUR PAYROLL... OUIPAY!

FEATURES

Simple, convenient timesheet entry	OuiPay Select's Time Entry & Approval module's intuitive and easily configurable interface makes it simple for employees to enter information from any workstation with an Intranet/Internet connection.
Delegated approvals	Supervisors can designate delegates to replace and/or assist them with employee timesheets.
Instant accrual updates	Users can view their accrual bank balances at all times and obtain an instant update whenever changes occur. The timesheet automatically calculates necessary accrual adjustments based on your company rules -- no matter how complex they are.
Accurate Labour Distribution	Record hours and expenses according to job, location, department, cost center, customer or any other pre-defined parameter. This data is automatically available to OuiPay Select's EMPulse Payroll and Project Costing modules to accurately allocate labour costs. It can also easily be exported to external financial, ERP and costing systems for other purposes including billing and integrated job costing.
Import time entries from external sources	You can easily import time entries from external sources including point-of-sale systems, time clocks, or spreadsheets directly into the timesheet interface. The time entries are further processed in the payroll module to automatically determine the correct pay rate, to make accrual adjustments etc. as per your specific policies and rules. You also get to review the time entries in an easy to understand calendar-based view to help you confirm and approve regular hours and exceptions.
Complete Integration with Payroll and Project Costing	Timesheet data flows directly into OuiPay Select's EMPulse Payroll and Project Costing modules. These integration points eliminate the need for tedious re-entry of your timesheet data into other systems and reduce the likelihood of errors.
Detailed accrual transaction reports	Quickly and easily generate reports listing all accrual withdrawals, with transaction dates, for the previous and current year.
Data entry notes	Each entry can be annotated with comments and explanations for internal use and to support the billing process.
Historical views	Scroll backward or forward in time to view any pay period as defined in your payroll calendar.
Billing interface	Export billable hours (by day, costing parameter, client, etc.) to the Accounts Receivable module of your financial application.
Flexible reporting	Time Cards and Data Entry reports can be previewed, printed, emailed or exported to a variety of formats. Reporting tools include detail and summary reports such as Employee Time Cards, Absentee Reports, and Accrual Status.



1980 Sherbrooke St. W., Suite 450, Montreal, Quebec, H3H 1E8 Canada
Tel: 514.861.1999 • Toll Free: 877.761.1999 • Fax: 514.939.5888
info@ouipay.ca
www.ouipay.ca