



The **Timesheet Module** is 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.

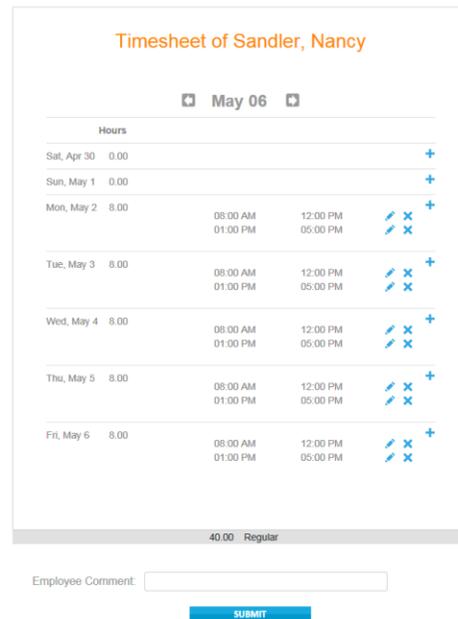
Web Punch In/Out is available or simply pre-configure standard hours for easy collection and submission of time.

In/Out Time Entry

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:



Hours			
Sat, Apr 30	0.00		+
Sun, May 1	0.00		+
Mon, May 2	8.00	08:00 AM 01:00 PM	12:00 PM 05:00 PM
Tue, May 3	8.00	08:00 AM 01:00 PM	12:00 PM 05:00 PM
Wed, May 4	8.00	08:00 AM 01:00 PM	12:00 PM 05:00 PM
Thu, May 5	8.00	08:00 AM 01:00 PM	12:00 PM 05:00 PM
Fri, May 6	8.00	08:00 AM 01:00 PM	12:00 PM 05:00 PM
40.00 Regular			

Employee Comment:

SUBMIT

Once the employee submits a Timesheet, it becomes read only. Date and Timestamps show when the Timesheet was submitted, approved and processed by payroll.

Configurable Pay Policies control pay rate calculations such as Standard, Regular, Overtime, Double time, etc. The summary is automatically calculated and shown on the bottom of each Timesheet.

40.00	Regular
1.51	Overtime
2.00	Double time

Employee Comment:

SUBMIT

*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. Default formats are .xls, .xlsx and .csv.

Single Time Entry

This option allows an employee to simply enter the total hours worked for a day rather than specific in and out times.

Hours	HH:MM
Sat, Apr 30	0:00
Sun, May 1	0:00
Mon, May 2	8:00
Tue, May 3	8:00
Wed, May 4	8:00
Thu, May 5	7:50
Fri, May 6	8:50
Total	40.00

Employee Comment:

SUBMIT

This can also be used as Overtime Only entry for salaried employees.

Web Punch In/Out

The Web Punch In/Out 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 to highlight early or late punches as well as short or long lunches.

The Web Punch Timesheet interface:

Monday, 25, January 2016
3:58:11 PM

1 2 3
4 5 6
7 8 9
CLEAR 0 ENTER

After Punching, the employee will see a simple message confirming the punch.

Wednesday, 25, May 2016
4:12:29 PM

Sandler, Nancy
YOU ARE PUNCHING
OUT

You last punched in Today, May 25, 2016 at 08:00:00 AM

OOPS! I MESSED A PUNCH OOPS! I DIDN'T MEAN TO PUNCH

VIEW TIMESHEET **SHOW OUT**

From this screen, the employee will be able to undo the last punch, add a missed punch or view his/her Timesheet.

Manager Approval

Similar to TimeOut leave requests, the manager receives and e-mail 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 weekly approval page lists all employees who have submitted for that week.

EMPLOYEE	WEEK OF	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	DETAILS	APPROVE
Nancy Sandler	08/31/14	Reg Hours : 32.00			08:00	08:00	08:00	VAC	08:00		<input type="checkbox"/>
Cindy Taylor	08/31/14	Reg Hours : 40.00			08:00	08:00	08:00	08:00			<input type="checkbox"/>

APPROVE **BACK**

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.

EMPLOYEE	WEEK OF DATE	SUBMITTED	APPROVED	PROCESSED BY PAYROLL	SUPERVISOR NAME
Nancy Sandler	08/24/14	08/29/14	08/29/14	09/01/14	Tom Jones
Amy Roman	08/31/14	09/05/14	09/08/14		Tom Jones
Nancy Sandler	08/31/14	09/08/14	09/08/14		Tom Jones
Amy Roman	09/08/14	09/15/14			Tom Jones
Nancy Sandler	09/08/14				Tom Jones

The payroll administrator can easily send bulk emails to all employees who have yet to submit their timesheets.

CHOOSE	EMPLOYEE	WEEK OF DATE	COMMENT
<input checked="" type="checkbox"/>	Amy Roman	Jan 19, 2014 Jan 26, 2014	
<input checked="" type="checkbox"/>	Susan Wright	Jul 14, 2014 Jul 21, 2014	
<input checked="" type="checkbox"/>	Nancy Sandler	Jul 13, 2014 Jul 20, 2014	
<input checked="" type="checkbox"/>	John Doe	Nov 19, 2012	

SEND EMAILS