


# electronic Time Sheet Management Solution

**eTSMS:** The cure for the common payroll.



**With the electronic Time Sheet Management Solution (eTSMS), you can kiss payroll headaches goodbye. eTSMS is a secure, easy-to-use, Web-based employee management tool that automates time collection and approval processes, and cuts administrative and accounting costs.**

eTSMS is the ideal workforce management solution for any business that requires quick, accurate tracking and management of employees' time by project, department, customer or other user-defined category. For companies with multiple locations, eTSMS provides a secure, password-protected system available to employees and managers anywhere, anytime, from Internet-enabled computers.

## **Boost data access and productivity, cut paperwork**

The unique features of eTSMS help minimize the time employees spend recording their tasks, as well as reducing the time managers and administrators spend tracking and compiling information for reporting purposes. These features include:

- Electronic time sheets
- Leave balance management
- Online pay stubs
  - Seamless interface to existing accounting systems
  - Ad-hoc reporting capabilities

## **Simple to use**

Both managers and employees find eTSMS easy to use due to a graphical user interface and built-in help features. Drop down menus, time calculator, and automated reporting saves time and greatly increases reporting accuracy. In addition to time sheet features, eTSMS offers additional corporate functions including a company-wide news page, company roster, an online forms page for company-specific forms, and holiday schedules.

## **Added benefits for departmental, remote or multi-location requirements**

Without making a phone call or using a pen, employees can quickly access and update their time sheets, submit corrected time sheets, obtain their leave balance and direct deposit information, then instantly print the results. Past time sheets can also be viewed online without manager assistance. Electronic time sheet submission and online access to vital employee data is a great time-saver for both managers and employees.

### **Secure, government-compliant features**

This management tool provides peace of mind when facing stringent government reviews, including audits by the Defense Contractors Auditing Agency (DCAA). By judiciously applying internal controls, security measures, online employee and management training, and features that exceed DCAA requirements, eTSMS enables businesses to face audits with confidence.

### **Industry-standard architecture for seamless integration**

eTSMS was developed using industry standard, cross platform technologies, including Enterprise Java Beans, Java Server Pages, relational data base, and Secure Socket Layer (SSL) to ensure privacy of sensitive employee data. Our commitment to platform independence protects your hardware and software investments, and helps ensure a smooth migration to new software releases. Industry-standard technology means eTSMS can easily be integrated with your existing accounting solutions, resulting in faster, more accurate payroll, billing and financial reporting.

### **Improve profitability and productivity with eTSMS**

Automating your company's time sheet process with eTSMS will cut administrative and management costs through:

- Eliminating the need for manual entry of time sheets
- Increasing the accuracy of time sheet data

- Decreasing administrative/management time spent tracking late/missing time sheets
- Establishing online storage, eliminating hard copy retention
- Cutting search times for historic time sheet information
- Minimizing time spent answering employee leave and direct deposit questions
- Reducing calls for company specific forms, now available online
- Broadcasting pertinent announcements on the company-wide news feature

Enhance project management and management oversight of employees with eTSMS by:

- Assigning charge codes to employees' electronic time sheets, thereby meeting audit requirements and increasing accuracy
- Automating ad-hoc report generation, quickly and easily
- Restricting employees charge time to assigned codes only
- Automatically notifying managers of late or no time sheet submissions
- Notifying management via e-mail regarding unapproved time sheets
- Alerting managers when employees overextend sick leave
- Flagging potential leave abuse, e.g., taking sick leave the day after vacation

### **eTSMS: A cure for the payroll blues, a booster shot for your bottom line**

To learn how eTSMS will give you more time to devote to your core business, and increased management control by providing immediate access to real time, accurate employee and billing information, contact PM Consultants & Associates at 954-962-9864 or visit us online at <http://www.pmca-us.com>



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