



Affinity Timesheet Management

Self Service Remote time sheet capture removes manual timesheet capture and manual award calculations to provide timely accurate payroll input. Capture employee – job, cost and project detail at source to remove duplication and administration costs.

Timesheet Screens

Timesheet screens are configurable to meet your individual requirements. Start/Finish times can be entered or just hours. Templates or prior periods can be copied and amended to avoid replication.

Convenient

At anytime workers, supervisors, project managers, contractors, clients, administrators etc can be given the ability to view/edit/authorise timesheets, approval processes, costing reports, payroll payments etc.

Costings

Timesheet entries can be optionally cost allocated to projects, tasks, jobs, cost centres, departments and/or clients. All data entry is validated to ensure no invalid cost allocations are recorded.

Notification

Automated emails advise authorisers that timesheets have not yet been submitted for approval. The system also notifies workers of rejected timesheets or timesheets they have failed to complete or send. If an authoriser fails to perform tasks in a timely manner the system performs the appropriate escalation.

Interfaces

Optional Interfaces to Microsoft Excel, Outlook, Project and other systems such as project management, manufacturing, ERP and invoicing systems.

Security

All users are required to logon using their user ID and a password to gain access. Access to data is controlled via security profiles, this is configurable for separate groups of users. SSL Encryption is used to ensure data being transmitted across the Internet cannot be intercepted or read by anyone other than the intended user.

Reporting

Reports to manage and control the workflow and report on the detail are available. Each report draws on the latest and most accurate data. Reports include timesheets not authorised, timesheets not submitted, timesheets paid, actual cost reports, along with other payroll and statutory reports.

Software

Employee	Project	Start	End	Hours	Rate	Total	Status
J. K. 12345	123	08:00	12:00	4.0	\$110	\$440	Approved
M. N. 67890	456	09:00	03:00	4.0	\$110	\$440	Not Submitted
P. Q. 11111	789	07:00	01:00	4.0	\$110	\$440	Not Authorised
R. S. 22222	012	06:00	10:00	4.0	\$110	\$440	Approved

Affinity Timesheet Management is a web application so there is no need for third party software.

Key Features

Eliminate paperwork, improve information and control, improve compliance, improve accuracy and improve speed and control/analyse costs.

“At any time workers, supervisors etc. can be given the ability to view timesheet details, approval processes, costing reports and payroll payments”

Increase capability, reduce costs and gain competitive advantage

AFFINITY
Employee Lifecycle Management

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