Online Timesheet Software

PROCAS Time™

Many government contractors find that one of their greatest challenges is actively monitoring and reporting their most precious resource – the time of their workforce. Federal procurements require contractors to ensure that employee time is recorded promptly and accurately, is duly approved by managers and is supported by a full audit trail. While the regulations require a methodical, highly structured approach to timekeeping, business economics dictate that organizations make informed decisions using timely and accurate information.

PROCAS has developed a solution that satisfies both of these seemingly conflicting goals. The PROCAS timesheet software (PROCAS Time) is a simple yet powerful addition to the PROCAS accounting software platform.

Easy to Use
PROCAS Time provides an intuitive, user-friendly interface for employees. Timesheet data can be entered using popular web browsers – allowing users to enter time from the office, home, client site or anywhere access to the internet is available.

Powerful and Customizable
Each organization using PROCAS Time may customize the installation to reflect their time periods, approval groups, approvers and project approvers. Managers can access timesheet data at any time during the pay period, allowing decision makers to view hourly data without having to wait for the end of each accounting cycle.

Compliance
PROCAS Time allows organizations to be fully compliant with U.S. Federal Government requirements for labor charging, consistency, proper approvals, corrections and a complete audit trail. Contractors who have implemented PROCAS Time report that federal auditors have approved the system for use on all types of government contracts and agreements.

Smooth Integration
PROCAS Time integrates seamlessly with PROCAS Accounting and automatically imports information for employees, projects, tasks, accounts, labor categories, etc., from the accounting system. After submission and approval of timesheets, labor entries are created automatically in the PROCAS accounting software at the end of each time reporting period. Time can then be exported to commercial payroll processors, i.e., ADP and Paychex, etc.

PROCAS Time is an online timekeeping system that is easy for employees to use and provides business managers with a powerful tool for intelligent decision making.

Timesheet Software Features

Hunter, Alexander S. (100002): 5/16/20XX - 5/31/20XX

CHARGE CODE	WED 16	THU 17	FRI 18	SAT 19	SUN 20	MON 21	TUE 22	WED 23	THU 24	FRI 25	SAT 26	SUN 27	MON 28	TUE 29	WED 30	THU 31	TOTAL
Army Task 1	8	6				2		8								2.25	26.25
[5000105.10002.001.00.105.E07.R] Direct labor Army Engineer Level 7 Pay Code: Regular																	
EPA Task 1		2	4.5				8	2						5	8	1.75	31.25
[5000105.10003.001.00.105.E07.R] Direct labor EPA Engineer VII Pay Code: Regular																	
EPA Task 2								6	2				3		4		15
[5000105.10003.002.00.105.E07.R] Direct labor EPA Engineer VII Pay Code: Regular																	
Paid Time Off (PTO)										8							8
[6100000.E07.V] Engineer VII Pay Code: Vacation (PTO)																	
Holiday													8				8
[6110000.E07.H] Engineer VII Pay Code: Holiday																	
Overhead labor			3.5				4										7.5
[8000105.E07.R] Engineer VII Pay Code: Regular																	
TOTAL	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	96.00

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Status: Submitted By Hunter, Alexander S. 06/01/XX
Approved By Revere, Laurie T. 06/01/XX
Waiting for Project Manager(s) to approve

User Access

Timesheet users, including W-2 employees, 1099 consultants and subcontractors, may enter their time using popular browsers. No proprietary software or hardware is necessary.

Time Entry

Timesheet users are assigned a unique user ID, and each user establishes his/her own password, so timesheets are under the control of the user. Users are responsible for the accuracy and timeliness of timesheets.

Comments

Employees have the ability to add comments to each time entry. Employees, supervisors, project approvers and administrators can view the comments on a timesheet at any time.

Work Authorization

Employers determine what direct projects, tasks and indirect labor accounts are authorized for each employee.

Timesheet Submission and Approval

Employees complete and submit timesheets for approval, creating electronic signatures. Timesheets are required to be approved by supervisors. Separate approvals by project managers are optional. An unlimited number of alternate supervisors and alternate project approvers may be created in the system.

Automated Reminders

Employers can schedule automated email reminders for personnel who have not recorded their time for the previous day. Schedules can vary by person, and different time zones are accommodated. Supervisors can receive copies of reminders.

Email Notifications

Email messages are sent automatically to supervisors and project approvers, if appropriate, to alert them that timesheets are awaiting their approval. Email messages are then sent to employees to alert them when timesheets have been approved or disapproved.

Timesheet Status Summary

The Timesheet Status Summary report, which is available to supervisors, project approvers and system administrators, identifies timesheets that have not been started, have not been submitted, are awaiting approval and have been fully approved. Drill down is available within each section to see who may need a reminder and to view the timesheet data recorded so far. Administrators can view all timesheets; supervisors and project approvers are limited to viewing timesheets within their respective approval groups.

Pay Cycles

Weekly, bi-weekly, semi-monthly, monthly or any other user-defined pay cycle is accommodated. Weekly and bi-weekly pay cycles can be split across accounting periods to facilitate monthly billing and financial statements. Pay for salaried employees is automatically prorated between split periods.

Subcontractors and Consultants

In addition to employees, PROCAS Time accommodates use by subcontractors and consultants. Expenses and liabilities are recorded against the appropriate general ledger accounts when timesheets are imported into the PROCAS accounting software.

Budgeted Hours

Hours can be budgeted by person and by task. Employees, supervisors, project approvers and administrators can view the number of hours remaining for a person on a task at any time.

Starting and Ending Dates

Starting and ending dates can be entered by person and by task. Employees, supervisors, project approvers and administrators can view the ending date for a person on a task at any time.

Payroll Service Interface

Time recorded in PROCAS Time is automatically imported into PROCAS Accounting and can be easily exported to third-party payroll processors – eliminating transcription errors and expediting the payroll cycle.

PROCAS®