



## FEATURES

<b>Simple, Web-Based Timesheet Entry</b>	Web-based time entry makes it easy for employees to input information at their convenience. Employees can enter time and notes from any workstation running Microsoft Internet Explorer and an Internet/intranet connection.
<b>Easy Installation</b>	Sage TimeSheet is quick and easy to install. It can be implemented to a Web server with no additional setup necessary on workstations, reducing the number of desktop applications your IT department must support and upgrade.
<b>Automate Administrative Tasks</b>	Reduce the amount of time spent on administrative tasks by automating daily or recurring tasks. The Sage TimeSheet Job Scheduler allows the payroll administrator to automatically transfer information from employee timesheets into your payroll software.
<b>Online Approval Process With E-Mail Notification and Alerts</b>	Automatic e-mail and alert reminders simplify timesheet collection and save time. Managers and supervisors can review timesheet information and notes for employees online, and use workflow approval processes to approve or reject timesheet data.
<b>More Accurate Payroll Processing</b>	Eliminate the need for tedious re-entry of timesheet information into your payroll system, saving time and reducing the likelihood of errors sometimes associated with re-entry of timesheet data. With Sage TimeSheet – Payroll Edition, employees can record hours according to location, organization level, department, project, and profit center. Managers can calculate pay and report on overtime, vacation, holidays, and sick hours on a per-employee basis. An unlimited number of user-definable pay rules ensures that employees enter data more accurately. Managers can also easily add employees, assign security profiles and pay rules, and manage group and level dependencies.
<b>Simplify Expense Reporting</b>	Automatically capture employee expenses for easy reimbursement and reporting. Sage TimeSheet records mileage, tolls, travel, office supplies, and other user-definable expenditures. It also allows for a description and GL code for the expense entry into payroll.
<b>Comprehensive Reporting Tools for Quick Analysis</b>	<p>Reporting tools in Sage TimeSheet – Payroll Edition include detail and summary reports such as Missing Time, Employee Timesheet, Activity Analysis, and Exception reports. Payroll gets the answers they need quickly and easily, eliminating delays in the payroll process.</p> <p>Pay rule exceptions provide a way for supervisors to identify employees who have exceptions on their timesheets, such as incomplete information. Once exceptions are defined, payroll can generate a Payroll Exception report to quickly identify which employees must correct their entries.</p> <p>With the Detail Reports View, users can retrieve and use report templates to analyze data in Sage TimeSheet. A number of predefined reports are also included, or additional templates can be designed using Crystal Reports® or Microsoft Excel.</p>
<b>Easily Track Costs and Labor Allocations</b>	<p>Earnings codes can be mapped to update all accruals, saving hours in the reporting process and assuring more accurate payroll processing. Track overtime, vacation, jury time, bereavement, holiday time, and additional user-definable earnings codes.</p> <p>Capture labor allocations in Sage TimeSheet, then export and calculate them in payroll.</p>