

# TIME PLUS

## Time and Activity Tracking

### Manage Costs, Inventory, & Equipment

With TimePlus, viewing the most current project or road costs, equipment usage, and labor status is easy. Through straightforward, click-able entries, employees track labor, equipment, project, road, material, and payroll data in one location.

Inventory reports, project and road cost tracking, equipment maintenance, and billable activities are updated real-time, providing intuitive management and monitoring for robust cost and labor oversight.

Equipment and Labor Report																							
On or After		12/01/2017		On or Before		01/09/2018 <th colspan="10">Projects</th> <td colspan="2">533207230 - 5TH NON-STORM WINTER ACT 0030-01-11</td>		Projects										533207230 - 5TH NON-STORM WINTER ACT 0030-01-11					
Employees		Support, RTVision		Roads		(All)		Activities		(All)		Overhead Activities		(All)		Inventory		(All)					
Departments		(All)		Segments		(All)		Overhead Activities		(All)		Inventory		(All)									
Equipment		(All)		Materials		(All)		Inventory		(All)				<th colspan="2"></th> <th colspan="2"></th>									
Date	Employee	Dept	Reg Time	Overtime	Project	Road Segment	Activity	Overhead	Equipment	Hours/Miles	Rate	Material	Quantity	Unit Cost	Inventory	Quantity	Unit Cost	Employee Cost	Equipment Cost	Material Cost	In		
12/06/2017	Support, RTVision		4.00	0.00	533207230		GRADE SHOULDERS			[DRFT] [2] \$25.13								\$114.08	\$50.26	\$0.00			
12/06/2017	Support, RTVision		4.00	0.00	533207230		MOW & WEED			[DRFT] [2] \$25.13								\$114.08	\$50.26	\$0.00			
12/20/2017	Support, RTVision		1.00	0.00	533207230		GRADE SHOULDERS											\$28.52	\$0.00	\$0.00			
12/21/2017	Support, RTVision		3.00	0.00	533207230		GRADE SHOULDERS											\$85.56	\$0.00	\$0.00			
Employee Hours / Cost (Reg Time = 12 / \$342.24, Overtime = 0 / \$0.00)									Equipment Hours (4)									\$342.24		\$100.52		\$0.00	

Employee Subtotals						
Employee	Regular Hours	Cost	Overtime Hours	Cost	Total Hours	Total Cost
Support, RTVision	12.00	\$342.24	0.00	\$0.00	12.00	\$342.24

Equipment Subtotals			
Equipment	Hours/Miles	Total	
0877	4	\$100.52	

### Electronic Time Entry Management & Supervisor Approval

Create custom timesheet options for groups, or even individuals, allowing employees to see pay types that are only relevant to them.

Automate overtime and comp time accruals by week or pay period for each employee. Setup automated shift differentials by time and/or day for easier rate increase tracking, in addition to 'out of class' pay increases.

Web-based timesheet access allow supervisors to review calendars and electronically approve employee's timesheets by day or by pay period. Electronic signature tracking provides an audit trail of changes or requested adjustments.



### SUMMARY

Time Plus is a web-based time and attendance solution designed to meet the needs of agencies wanting to have real-time visibility of projects, shifts, and work events within the work day.

### BENEFITS

- ✓ Real-time cost and audit reporting
- ✓ Payroll and cost accounting integrations
- ✓ Equipment and fleet maintenance management
- ✓ Electronic time and leave approval

### CONTACT

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## Time and Activity Tracking

### Request for Time & Leave Accruals/Balances

Using electronic requests for time off or extra pay types, employees and supervisors can easily track, review, and approve or deny requests. Employees and supervisors have access to current leave accruals and balances, providing warnings if requests and leave exceed available balances.

### Payroll/Cost Accounting Integrations

Accessibility for employees, accountants, and payroll! With almost a dozen different payroll integrations and multiple cost account integrations, TimePlus provides a seamless connection to send hours, pay types, activities, and project data to various systems. With mobile access and accessibility to view and track timesheets anywhere and anytime you have Internet connection, employees can have complete access and control of their time tracking information.

Project / Road / Customer / Repair Unit	Activity / Overhead	Total Hours	Cost Account	Sat 09/08	Sun 09/09	Mon 09/10	Tue 09/11	Wed 09/12	Thu 09/13	Fri 09/14	Sat 09/15	Sun 09/16	Mon 09/17	Tue 09/18	Wed 09/19	Thu 09/20	Fri 09/21
67909 (2) Regular (C.SAH)	(Design) Surveying	18.00	100010	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
67909 (1) Local	(Construction) Inspection	3.00	100010	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	2.00				
	Meetings	34.00	50010	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	Regular	53.00			9.00	9.00	9.00	9.00	9.00				8.00				
	Overtime	2.00											2.00				
	Time Off	0.00															
	Total	55.00			9.00	9.00	9.00	9.00	9.00				10.00				

Payroll summaries and reports can be easily prepared for common reporting requirements.

- ✓ Add multiple activity and project entries per day
- ✓ Customize group or department time entry options
- ✓ Track billable labor hours, material and equipment usage
- ✓ Automate project and road cost reporting
- ✓ Customize pay codes, accruals, and shift differentials per group or organization
- ✓ Equipment and fleet maintenance reports
- ✓ Request for time with electronic supervisor approval

Contact Us  320.632.0760  
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