NRT e-Timesheet®

WEBTIMESHEET

Earnings Code	Project/Labor Category	MON 02/02	TUE 02/03	WED 02/04	THU 02/05	FRI 02/06	SAT 02/07	SUN 02/08	Totals	Comments
Regular	GENLADM-00001 (G&A)	8	8	8					24	
Regular	T&MTEST-00000 (Time and Material) / DATACON (Data Consultant)				8				8	
									0	
									0	
									0	
Totals		8	8	8	8	0	0	0	32	

Week ending 02/08/2009 | Week ending 02/15/2009 ✓ ↶ ✂ 📋 📋 ✕ 🖨

e-Timesheet
Timesheet
Expense Report
Edit Stand Charge Number
Choose Surrogate
Surrogate
Delegate Approval
Leave Balance Overides

Reports Menu
Reports Menu

User Utilities
Change Password

E-Mail
Send E-mail

Log Off

Employee No: 00JVP0001
Name: Pechiney, Joseph
Period End Date: 2/15/2009
Hours Remaining in Period: 48
Date: 01/01/0001
Vacation Hours Available: -2.14

[Print Timesheet]
[Submit/Approve Timesheet]
[Select Future Period]

REPORTS

- Current Logged on Users Report
- Daily Notice Log Report
- Payroll Interface Report
- Employee Audit Trail Report
- Employee Assignment Report
- Employee Timesheet Report
- Missing Timesheets Report
- Project Manager Timesheet Report
- Period End Notice Log Report
- Project Manager Audit Trail Report
- Submitted Timesheets Report
- Unsubmitted Timesheets Report
- Unapproved Timesheets Report

Designed for QuickBooks Pro Platform

NRT e-Timesheet™ is a web-based time-keeping module specifically designed to work with QuickBooks Pro Desktop and the NRT Project Accounting™ module. This robust yet user friendly application enables you to enter, manage, & track employee time remotely using the Internet and ASP.net Platform.

The Web Timesheet can be set up to run as a real time program or scheduled to run on user specified intervals under a SQL Server Database. It collects employee time & brings it right into QuickBooks Pro Desktop Accounting System.

Meets DCAA Audit Guidelines

NRT Incorporated has designed the NRT e-Timesheet™ to be compliant with DCAA's **Standard Form 1408** which requires a time-keeping system to be able to identify employees' labor hours by intermediate or final cost objectives. Under these guidelines, each employee assigned to a project(s) is given a secure username & password to allow access to the system anytime, anywhere. The system tracks timesheets based on projects or tasks. Employees located in different parts of the country can also be tracked. The system allows audit trails & logging of transactions.

Web Timesheet for QuickBooks Pro: The NRT e-Timesheet™ is a unique web-enabled time-keeping solution for QuickBooks Pro. Employees using QuickBooks Pro with NRT Project Accounting can easily enter time online using this module. The system is designed to track all employee timesheet traffic. Employees are required to select their earnings code & project ID or project description and enter their time. Once the time has been approved and submitted, it can be easily imported into QuickBooks Pro via the NRT Project Accounting™ module. The system uses 2 Interfaces.

Employee User Interface: Allows Users to log into the system via the web and enter their time on Projects that have been assigned to them. Each Employee has a unique Username/Password. All projects assigned to Employees in QuickBooks Pro are automatically seen in the NRT e-Timesheet™ module.

Administration User Interface: Allows the System Administrator to change passwords and assist users with logging in. All default settings can be changed through this interface. Email Settings, Password Setting, e-Timesheet Signature and Maintenance Settings, Other Setup options such as using the Manager Approval Wizard, Manager Delegation and Surrogate Setup are all done via this interface. There is a very minimal setup requirement, and the system is compatible with all Microsoft Internet Explorer versions, Chrome, MS Edge, and utilizes the dot.net technology.

NRT eXpense Reporting – (JTR Compliant): Designed specifically for project-based businesses such as government contractors, non-profit organizations, and R&D-based organizations, NRT eXpense Reporting simplifies the expense reporting process. Automating travel policy enforcement, approval workflows within the system drastically reduce submission errors & pre-validating accounting & project data before it is posted in your QuickBooks Pro system. All expenses are entered online reducing paperwork and repetition. Automated tasks & e-mails enable you to take immediate action, from approving an expense report, authorizing reimbursement for going over ceiling or verifying receipts. For organizations operating under federal travel guidelines, NRT eXpense Reporting is compliant with FAR and JTR. **Joint Travel Regulations Compliant –** Allows per day ceilings for lodging, meals, and incidentals, and is 100% compliant with per diem and lodging rate schedules.

NRT Business Solutions Inc. focuses on providing robust software solutions for all project driven government-contracting firms. We focus on making sure our clients are compliant with FAR, CAS, and DCAA so they are confident with a product that is designed specifically to work with them, making sure that they are always following the regulations. Our modules offer a comprehensive government & business solution that brings together accounting & project information, including employee timekeeping and project data, into one powerful system. The system allows you to manage the accuracy of project cost data by reducing double entry, supporting business needs while putting man-hours where you need them most, significantly reducing set-up time for new projects, and eliminating manual complexities in data-discrepancy handling.

FEATURES

Select from Hourly & Start/Stop Daily Timecard	System allows time entry by the hour or by minute increments. The Start/Stop timecard allows users to enter time based on 15-minute start & stop time blocks over a 24-hour period. This is a highly detailed time entry tracking timesheet. The hourly timecard allows users to enter time based on hours worked each day. System can be used to track bi-weekly, semi-monthly, or monthly pay cycles. Allows multiple labor periods.
Project & Labor Category Assignment for Employees	This system is an assignment-based system. Employees must be assigned to at least one project to be able to enter time. Each labor category can be selected during time entry.
Time by Project Tracking	The Timesheet allows users to enter time based on projects, by Project ID, Description, or any other naming structure. Employee time is tracked based on Projects assigned in the NRT Project Accounting module.
Audit Trails & Transaction Tracking	All transactions within the system are tracked & posted to an Audit Log Table. This table provides a detailed account of all activity within the system and can be accessed for reporting. Everything can be tracked including who accesses which information in the system.
Timesheet Surrogate Setup, Assignment & Surrogate Mode	This feature allows the system users to select surrogates. These Surrogates can be authorized to enter time on an Employee Level, Manager Level, or a company wide access. System allows a single individual to serve multiple surrogate capacities. All surrogates are visible to the Manager or System Administrator. Access can be controlled to allow or disallow individuals to enter their own time or have their authorized representative enter their time for them.
Crystal Reports V10, Adobe & Microsoft Office Integration	All standard reports can be accessed as an HTML, MS Word, or MS Excel. You can also view these reports using Adobe Reader or Crystal Reports.
Robust Reporting on Entered Time & Timesheet Data	Several canned reports are available for reporting the time entered or other information contained within timecards. System User can also develop additional ad-hoc reports through Crystal Reports.
Electronic Signature by Both Employee & Manager, Secure Timesheet Entry	System maintains & tracks the progress of the timesheet entry process, within the system. The e-Timesheet allows employees to sign-off on the timecard before submitting it to their manager. System can be setup to allow managers to approve or reject timecards. The system has a built-in approval & rejection option for greater security and manager intervention required by the regulations. The system replicates the function of a paper timecard - the only difference is that it's done online!
Manager Delegation, Approval & Rejection	This allows manager intervention. Managers can be delegated to approve or reject timecards. Once the employees submit timecards, the manager can review and decide to approve or reject the timecard with an explanation. Manager-Employee relationships are established in the NRT Project Accounting Module™ and integrated seamlessly to NRT e-Timesheet™
Self-Approval Timecard Signature Option.	The System Administrator can set up selected users with a self-approval option for submitting their timecard.
Create a Standard Day	This feature allows the user the ability to setup their individual standard day charging options, e.g., project/task, labor category, earnings code. The user can then select these options when filling in their timecard.
Continuous Verification/Validation of Available Leave Balances (Vacation, Personal, Sick)	Leave balances are seamlessly integrated with the NRT Project Accounting module and updated for verification when the user charges to various leave categories. Leave Balances are validated and will not allow over-balance charges.
Holiday Schedule Setup & Tracking	Each administrator can easily set up all the company Holiday schedules, by calendar year, and track them regularly.
Explanation for Timecard Rejection	Upon timecard submittal, the approving manager can reject the timecard, requiring the employee to correct his/her time, with a detailed explanation as to why the timecard is being rejected. This audit trail is tracked in the Audit Log table and is accessible for reporting.
Secured Login, Password Protected and Administration Options	Each employee is required and must be authorized to access the system. Passwords are assigned through the Administration Interface to all Users. Employee Time & Reporting information is maintained via the Administration Interface. Leave, vacation, city, state, etc. can also be tracked via Other Options.
Enter Time from virtually Anywhere, anytime.	This feature allows all users to access the system from virtually anywhere in the world, at any time, 7 days a week, via the internet.
Easy Schedule Setup	The system allows easy employee and holiday scheduling. This enables users to enter their time based on the schedule assigned to them.
Email Notification in the NRT e-Timesheet system.	All Users can email anyone they wish within the system. Managers can send an email notification when a new employee is setup and for rejected timesheets. Managers can email employees if they have not submitted their timesheets.
Correcting timesheets	NRT e-Timesheet™ provides employees with the means to correcting previously submitted and approved timecards. These correcting timesheets require approval by the approving manager and then are imported and posted with NRT Project Accounting and QuickBooks Pro.