

Time Sheet for **Asta Powerproject**

COMPLETE TASKS ON TIME, REPORT PROGRESS AND RECORD EXPENSES FROM ANYWHERE, ANYTIME

THE CHALLENGES

- Team members appear to be working at 100% capacity - but their actual progress on project tasks is less than 100% due to non-project related work, which is not accounted for.
- Manual or form-based time reporting creates an administrative burden with an overhead cost that far outweighs any benefits.
- Reducing administration costs and cutting operational costs by even £1 have a far greater impact on the bottom line than increasing revenue by £1.
- Fee-based organisations need to capture billable time quickly in order to speed up the invoice-to-payment cycle. Manual methods and time sheets that do not integrate with project management and billing systems slow down the organisation's ability to convert fee-earning activity into cash.

THE SOLUTION

Time Sheet is a flexible project oriented, web-based time sheet and expense management software solution that integrates with **Asta Powerproject**. Time Sheet provides team members with the information they need to complete tasks on time, report progress and record expenses. Once time sheets and expenses are approved by managers, the main project plan in **Asta Powerproject** is automatically updated.

KEY BENEFITS

- Update time sheets anywhere, anytime**
Extend time reporting to all members of the project team, regardless of location. Time Sheet allows office-based team members and remote users to access, edit and update their time sheets from the office or anywhere in the world.
- Increase productivity**
Eliminate paper-based time reporting procedures to enable fee-earners and other professionals to spend more time on project-related/revenue-generating work.
- Better time management**
Identify how much time employees are spending on project-related work (including overtime), non-project work (e.g. administration, meetings) and non work-related activities (e.g. holidays).
- Improved collaboration**
Time Sheet is dynamically linked in real-time to **Asta Powerproject**. All team members using Time Sheet

ID	Project manager	Project	Assignment	Mon Oct 6	Tue Oct 7	Wed Oct 8	Thu Oct 9	Fri Oct 10	Total	To Complete
1038			Holiday	0h	0h	7h 30m	0h	0h	7h 30m	
42170	Colin Everett	Miscellaneous Work Packages/Operations Support New Product Release Support		0h	0h	0h	3h	0h	3h	4h 30m
42171	<None>	Miscellaneous Work Packages/Operations Support Database Management		7h 30m	2h	0h	4h 30m	0h	14h	0h
42172	Dick Jackson	Miscellaneous Work Packages/Operations Support Operations Support		0h	5h 30m	0h	0h	7h 30m	13h	0h
Total:				7h 30m	7h 30m	7h 30m	7h 30m	7h 30m	37h 30m	

Comment for timesheet

Assignment	Comment for period
Holiday	
Miscellaneous Work Packages/Operations Support Database Management	Task nearly completed.
Miscellaneous Work Packages/Operations Support New Product Release Support	Still some work left to do on this task.
Miscellaneous Work Packages/Operations Support Operations Support	Task completed as planned.

Team members complete time sheets online before submitting to their managers for approval

have an up-to-date view of task data and hyperlinks to documents in order to complete their tasks successfully.

- Improve visibility**
The responsibility for recording progress against tasks is delegated to those actually doing the work. Employees are directly accountable for reporting progress, which results in faster decision making and improved organisational responsiveness to change.
- Tighter financial control**
With progress recorded at the point of activity, financial techniques such as Activity Based Costing (ABC) become possible. ABC tracks work at task level and ensures all necessary information about each task is captured. This is vital to services-based organisations for charging time accurately.
- Project Centric Approval**
In addition to resource managers, project managers can review individual assignments that relate to their projects. Reported time is broken down by project, enabling them to reject, approve and apply time reports individually or as a batch.

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TIME MANAGEMENT

Resource managers assign individuals to tasks via **Asta Powerproject**. Task details appear within Time Sheet, with related documents (e.g. specifications and task instructions) accessible via hyperlinks.

- Users can sort tasks by a variety of criteria and filter by date, helping them manage their time more effectively.
- Users can create new tasks, record unscheduled work, overtime, new non-project work, progress and estimate when a task or assignment will be completed. Team members can complete time sheets daily and submit them at the end of each week.
- Holidays can be booked and approval requested using Time Sheet.
- Time Sheet users can edit their own user information, such as skills and qualifications, to ensure project records are up to date.
- Managers approve, edit or reject time sheet submissions using the same Time Sheet interface. Rejected time sheet are sent back to the individuals for re-submission.
- Once time sheets are approved, they can be applied to the main plan held in **Asta Powerproject** to automatically update projects, providing an up-to-date view of progress across the organisation.
- Time Sheet is set up securely so that team members only view the information for those tasks to which they have been assigned.

EXPENSE MANAGEMENT

- Expense claims are entered within the expenses section of Time Sheet.
- All expenses can be recorded in Time Sheet – both project and non-project related.
- Once submitted, expense claims cannot be altered by the claimant.
- The claim can then be approved, rejected or altered by the line manager.
- Once approved, the expense claim is then distributed to the finance department for approval or rejection.

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Resource	ID	Status	Res Info Edited	Estimate To Complete Changed	Alloc Created	Comment for Timesheet	Time Reported On Allocations	Other Time Reported	Total Time Reported	Last Update	Update By
Andy Jacks	1367	Submitted			✓			37h 30min	37h 30min	29/08/2008	Admin
Colin Everett	1358	Submitted			✓	✓	30h		30h	29/08/2008	Timerep
Dan Took	1370	Submitted		✓		✓		37h 30min	37h 30min	29/08/2008	Admin
Daniel Chatt	1366	Re-submitted		✓				37h 30min	37h 30min	29/08/2008	Timerep
Dave Harpson	1361	Edited			✓		14h	23h 30min	37h 30min	25/08/2008	Timerep
Dick Jackson	1369	Submitted			✓		15h	15h	30h	29/08/2008	Timerep
Kirsty Barker	1362	Submitted				✓	15h	15h	30h	29/08/2008	Timerep
Mark Dean	1359	Applied		✓		✓	23h	7h	30h	01/09/2008	Admin
Mark Barry	1349	Submitted		✓	✓		27h	10h 30min	37h 30min	29/08/2008	Timerep
Martin Dean	1373	Submitted		✓	✓		29h	8h 30min	37h 30min	29/08/2008	Timerep
Matthew Hooker	1372	Submitted			✓		29h	1h	30h	29/08/2008	Timerep
Shushma Deal	1368	Re-submitted				✓	24h 15min	5h 45min	30h	29/08/2008	Timerep
Stuart Tew	1371	Submitted		✓	✓		21h 45min	15h 45min	37h 30min	29/08/2008	Timerep

The form managers use to approve time sheets

Resource Mark Dean
User Timerep
Expense item 1
State Edited

General expenses
Description Hotel stay for 2 nights
Date incurred 01/09/2008
Date submitted
State Edited Rejected
Expense category Hotel Rechargeable ✓ Receipt ✓
Amount * Amount £294.00 Taxable ✓ Net £174.36 Tax £29.64
Payment type Company credit card Tax rate 17.5 Exchange rate 1.00
Narrative Two nights stay in hotel while training staff in Bristol office.
Admin comment
Expense class Unrelated
Reimbursed Invoiced Applied Last edited Timerep 01/09/2008

A completed expense form

- If rejected the claim is flagged to the claimant.
- If approved the expenses are then recorded against the relevant task in the relevant project in Team Sheet. Time Sheet can be integrated with your billing system so that invoices are automatically generated. All features can be selected or switched off as required during configuration.