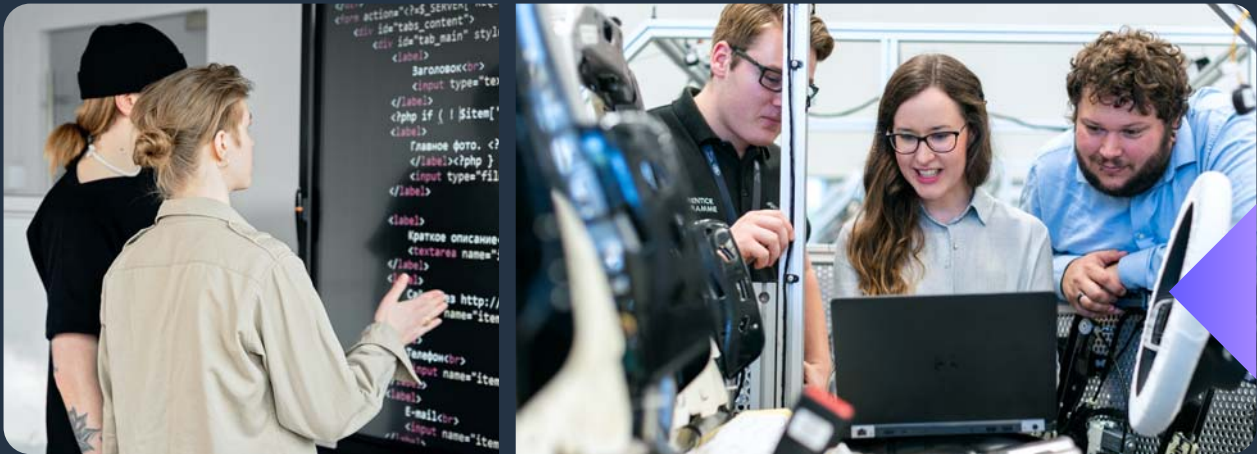


8 Timesheet Management

Clearly and accurately tracks the working hours of each employee for both project and non-project activities

# 1 Work Category & Charge Account



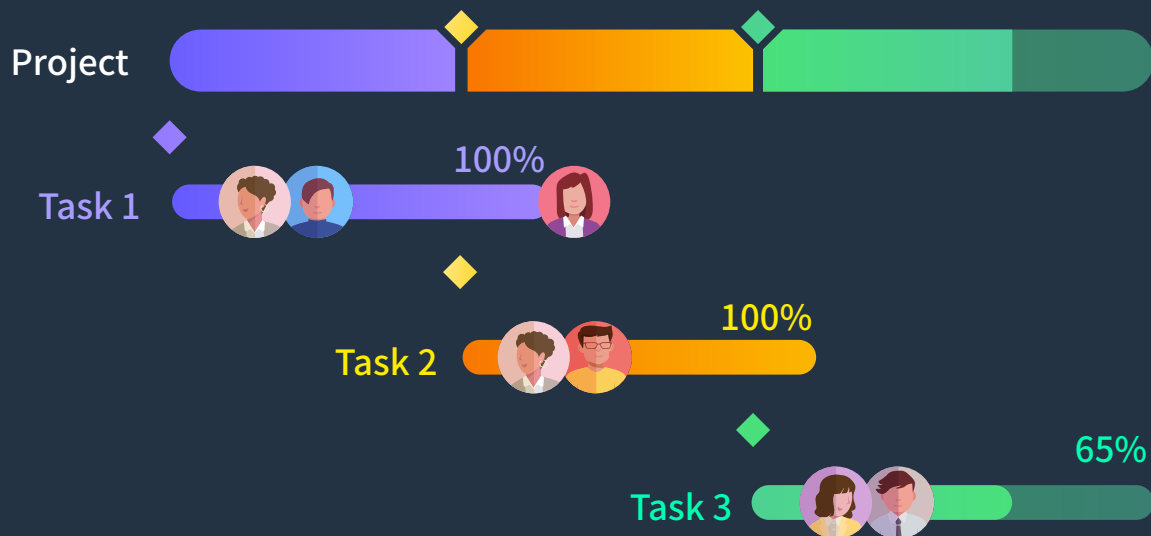
8 supports Work Category and Charge Account mechanisms to allow the enterprise to record their time spent according to its categories of work and process time charges based on its charge rates and charge accounts. The enterprise can choose using 1 or 2 levels of work categories to keep track of their employees and contractors' time, depending on the level of details that it accustom to.



8 allows the enterprise to define project work categories and non-project work categories (e.g., leave, recruitment, production support) and track time spent by category, subcategory, project, department, job level or individual. 8 is also able to track individual's idle time and utilization rate. When combining with the PM module, 8 Timesheet can further track planned efforts vs. actual efforts for each project. The detection of the discrepancy of planned vs. actual at the earliest possible time will allow the manager to take actions to improve the situation promptly.

## 2 Measure effort, cost, progress & speed

8 Timesheet is extraordinary important for effort, cost, progress and speed management of an organization in the following ways:



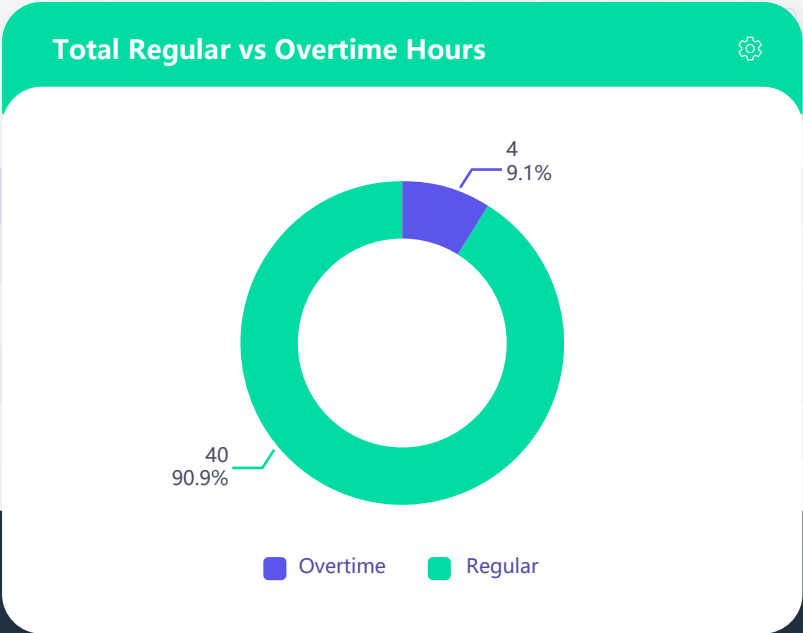
- By tracking the time of an employee on an assignment, the manager can qualify the employee for a new assignment, role and expected performance.
- By analyzing time usage of an employee, the manager can determine the employee's skills and utilize him or her in parts of a project for which he or she is better suited.
- 8 Timesheet helps in identifying areas in which an employee takes more time than allocated and needs additional training.
- 8 Timesheet is helpful in measuring the overall efficiency of your project.
- 8 Timesheet helps in identifying the availability of employees assigned to a project, making it easy to distribute the workload among employees.
- 8 Timesheet enables managers to monitor progress and anticipate delays.
- 8 Timesheet helps managers estimate costs and compare them to the actual costs during execution.

# 3 Timesheet Generation

8 can automatically generate timesheet for each employee based on their assignments in each timesheet cycle. 8 will carry each employee's planned or allocated time information to the employee's timesheet screen so that the employee doesn't need to cross check the information before he or she fills in the actual time spent.

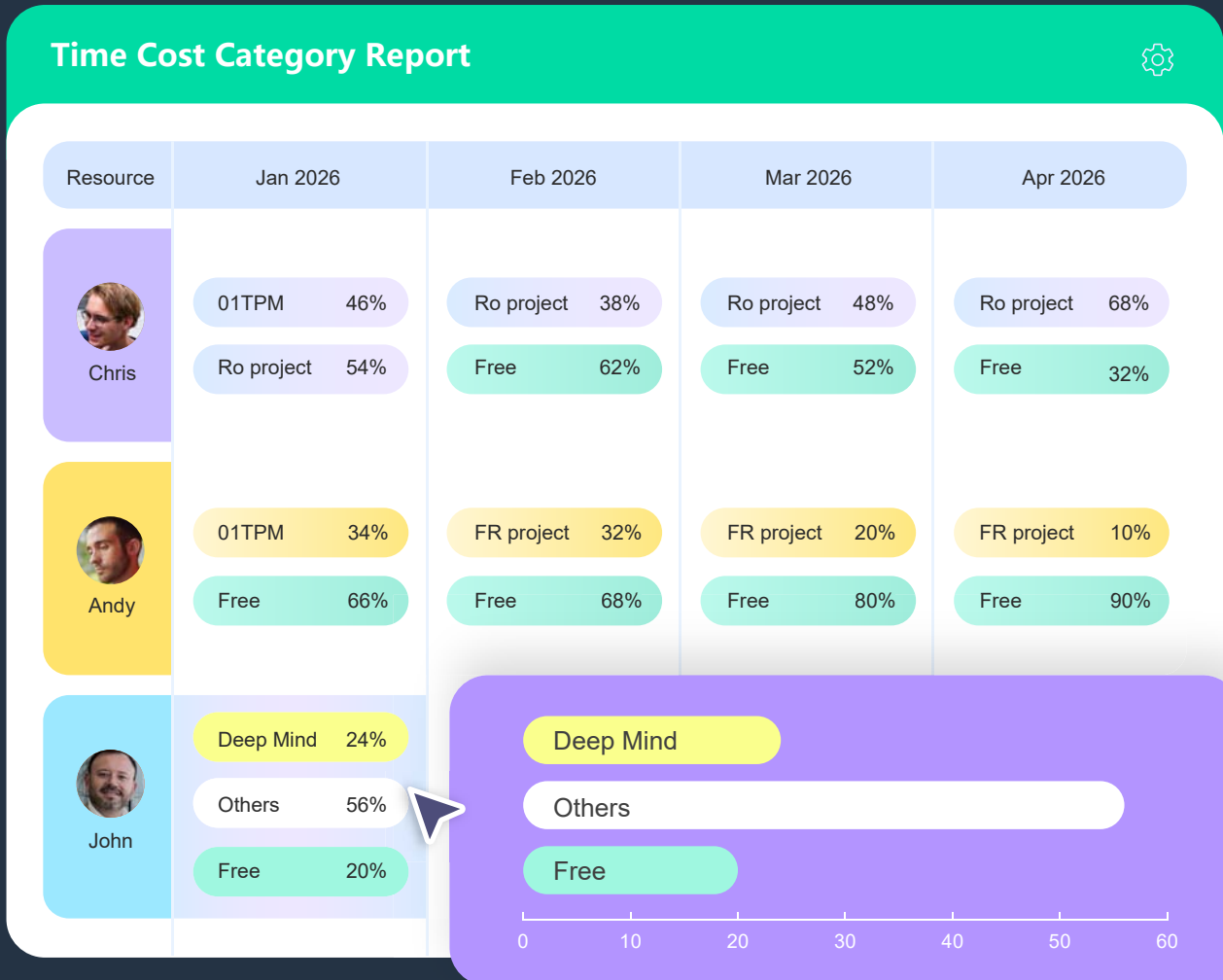
## Time Cost Category Report


Allocation	Allocation Details	Work Category	Sun	Mon	Tus	Wed	Thu	Fri	Sat	Total
Project for ABC			0.0	9.0	9.0	8.0	10.0	8.0	0.0	44.0
Project Work		Project Work	<input type="text"/>	0.0	2.0	1.0	2.0	0.0	<input type="text"/>	<input type="text"/>
1:Traning		Project Work	<input type="text"/>	2.0	2.0	2.0	3.5	2.5	<input type="text"/>	<input type="text"/>
2:Translator										
3:Material										
AB Team Project										
Project Work										
1:A										
2:B										



8 Timesheet supports the approval process that includes steps to formally approve work from different levels of the project and/or organization. The work can include project and/or non-project work that needs a series of approvals from different teams and/or departments.

## 4 Resource Calendar



Because different types of resources may have different working hours (e.g., Office Staff 09:00 to 18:00, Data Centre Operator day & night shifts, Mainframe Computer 24 hours a day except Sunday),  allows each resource type, resource group and even each individual resource to have its own calendar to define its working hours, working days and holidays.

Resource Calendar is the key feature that allows managing different types of resources across different countries which have different working hours and holidays.

# 5 Timesheet Reports

8 provides various reports to show time spent by resource or job level for the following over different periods of time:

- Department
- Project
- Work category
- Charge account

All real-time reports can be exported to Excel or PDF for filing and mailing.

## Time Cost Category Report ⚙️

Resource/Work Category	Total		Jan 2023		Feb 2023		Mar 2023	
	Hour	Days	Hour	Days	Hour	Days	Hour	Days
Andy <span style="color: blue;">Adm00</span>	44.0	5.5						
Andy <span style="color: blue;">PRJ 00</span>	1.0	0.1						
<span style="color: blue;">PRJ 01</span>	132.0/236.0	16.5/29.0						
Bob <span style="color: blue;">PRJ 02</span>	44.0	5.5						
<b>Total</b>	<b>221.0</b>	<b>27.6</b>						

### Time Cost Category Report ⚙️

■ Adm00
■ PRJ 00
■ PRJ 01
■ PRJ 02

8 also allows the user to produce multidimensional reports for analysis of things such as below:

- Time spent by key resources on multiple projects
- Time spent by key resources on multiple work categories
- Project effort by job level and subdivided by resource
- Work category effort by job level and subdivided by resource

The interactive report generation capability provided by 8 helps the manager to conduct intelligent analysis of how her resources spent their time and devise better methods of managing her valuable resources.

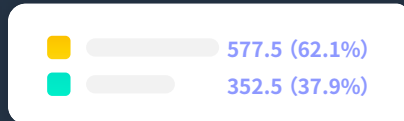
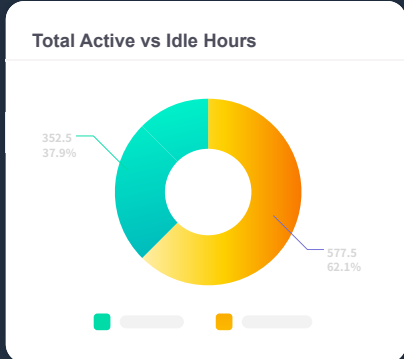
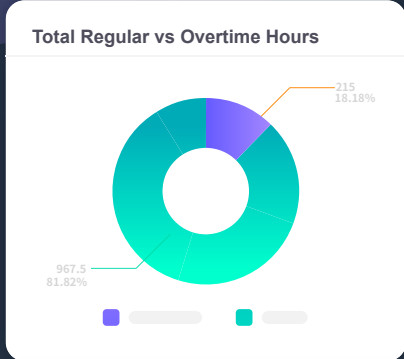
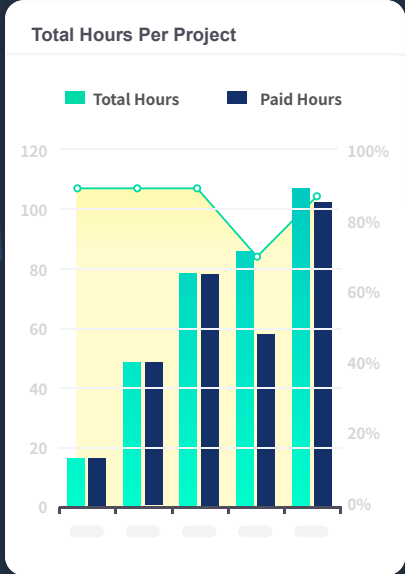
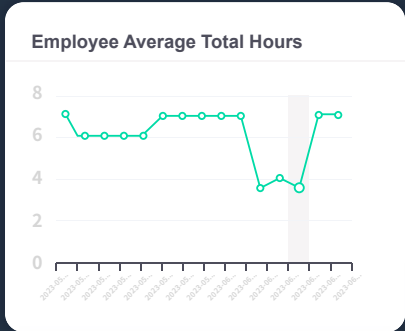
# 6 Mobile Timesheet

**Control Working Hours**

Timesheet increases your awareness of team capacity and improves profitability for your business.

Get Started →

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8 Timesheet App allows seamless time tracking. Employees can clock on and clock off with ease via their mobile. This can help improve client communication, pricing and dedicated resources. This is the data you'll need to provide the most accurate estimates you can to your client.

# Feature List

Feature	Description
<b>Work Category, Charge Account &amp; Resource Calendar</b>	
Work Category & Charge Account	Allow enterprise to set policy to choose using single-level work categories or two-level work categories.
	Allow enterprise-defined project work categories (e.g., requirements, design, construction, testing) and non-project work categories (e.g., recruitment, product support).
Resource Calendar	Allow different calendars for different types of employees (e.g., regular office hours, datacenter shift duty) in different locations (e.g., Hong Kong, Singapore).
	Allow each resource type, resource group and even each individual resource to have its own calendar to define its working hours, working days and holiday.
<b>Cycle &amp; Rules</b>	
Cycle, Rules & Auto Generation	Allow the enterprise to select weekly, semi-monthly and monthly timesheet cycle.
	Allow to set that certain users are mandatory and certain users are discretionary to submit timesheet for each cycle .
	Allow to set policy to control the maximum number of overtime hours per week for each type of employee.
Functional Approvers	Allow to set functional approvers for each timesheet submitter.
Pre-fill & Submission	Allow to set policy to allow pre-filling and submitting timesheet N days ahead of the due date.
Month-end Cutoff	Allow to set the month-end timesheet submission cutoff date.
Overdue Alert & Escalation	Allow to set auto alert trigger for overdue timesheets.
<b>Assignment, Project and Auto Generation</b>	
Automatic Generation of Timesheet	Generating timesheet for each user automatically according to the pre-defined timesheet cycle.
Automatic Generation of Timesheet Information	Timesheet entries for the projects and activities that the user is planned and allocated for will included in the timesheet generated by the system.
<b>Filling in Time Info</b>	
Filling in Time Information Associated with Project or Activity	Allow user to enter time spent for each item of work for each day in the timesheet.
Creating a New Entry for Non-project Work	Allow user to create a new entry for associated with a work category for the non-project work item in the timesheet.
Entering Comments	Allow user to enter comments associated with the time specification of each work item in the timesheet.
<b>Employee Portal</b>	
Communication	Support corporate address book, announcements, discussion forums and chatting.
My Attention	Allow to view and handle work items from dashboard, and support personalized dashboard settings.
Profile & Delegate	Support personalized settings such as personal password, delegation, my menu etc.



**8** can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

**8 CRM** : Corporate Client CRM and Consumer CRM

**8 Service** : Service Management

**8 SRM** : Supplier Management, e-Procurement and e-Tender

**8 PPM** : Project and Portfolio Management

**8 New Way** : Visual Agile and Lean

**8 Timesheet** : Resource Time and Cost Management

**8 EDMS** : Electronic Document Management System

**8 OA** : Office Automation


**8 HCM** : Human Capital Management

**8 All-in-one** : Enterprise Full Automation

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