



# iTime Base



## iTimeBase

iTimeBase is a user friendly web-based Time and Labor Management application designed to manage timesheets and reports for payrolls, invoices and expenses based on company names, projects and tasks. iTimeBase provides fast deployment and easier configuration; reinforced with three levels of security. Through better Time and Project Management, iTimeBase helps smaller to larger corporations at the lowest ongoing cost of acquisition and operation.

iTimeBase provides a browser based thin client user interface to access the time sheet interface under corporate security and control, eliminating the need to be installed on individual client systems. iTimeBase makes it easy to generate automated reports for payroll and invoicing.

## Key Benefits

- Employees can easily enter time from anywhere at any time.
- Employees can submit expenses for all their projects at one time.
- Users can check and review the weekly hours worked on different projects before submitting their timesheet, reducing errors while increasing efficiency.
- Project managers can review individual employee working hours assigned to different projects and assignments, thus reducing errors before invoicing customers.
- iTimeBase centralized information and web based application for employee time management makes the data easily accessible, reducing administration time and allowing managers to focus on core business functions.
- Organizations benefits from the employee reports which gives the manager the tools to accurately analyze the employee time dedicated to certain projects and assignments.
- An administrator can generate payroll reports for all employees for quick processing of payroll.
- Remote users and departments can participate by exporting all time and attendance data in the form of word and XML files with the click of a eliminating, the need for any manual calculations or time in/time out entry thus saving time and resources while increasing efficiency through automation.

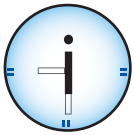
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## iTimeBase key Features

### **Time Sheet:**

Allows employees to submit hours based on assigned tasks and day-to-day records.

### **Distributed Office:**

With the Import/Export Module, data from geographically dispersed workstations can be transferred to the central database.

### **Manage Time:**

Organizes supervisor approval of hours submitted by employees.

### **Offline Application:**

Generates offline timesheets on a local server and uses Import/Export module to synchronize with the time sheet database.

### **Search:**

Universal search to access Employee, Customer and Project records for fast editing and reporting.

### **Reports:**

Generates Payroll and Invoice reports based on various filters that may be exported in various formats, (e.g., DOC, PDF, XLS, RTF, HTML, XML etc.).

### **Leave Management**

Complete leave management cycle, submit leave request, approve and reject leaves, track leave, extra hours calculation, cultural leave management for financial year.

### **Security:**

Controls access based on security levels for each employee and group.

### **Configuration:**

Employees, Customers, Projects, Tasks and Activities can be configured depending upon unique organizational needs.

### **Integration:**

Enables use of existing external systems.

### **Deployment:**

User friendly set-up ensures fast and easy deployment.

### **Mini iTimeBase:**

It is a small pop up window with a stopwatch that stays on the desktop for employees to enter their task description as and when they are done with it.

### **Employee Performance Management**

Schedule performance cycle and dates, receive alerts, track performance, automate performance cycle with payroll management

### **Payroll Management**

Set payroll for employees, generate payroll statements, keep track of employee payroll and manage payroll

