# Time Management

## Capture Employee or Crew Time for Projects, Service, and Payroll with Mobile Time Entry and Flexible Approvals Workflow

Capture time from any device. Route time entries to supervisors for approval. Time Management is essential for project accounting, construction, service management, and payroll. Integrate Time Management with external Human Resource applications.
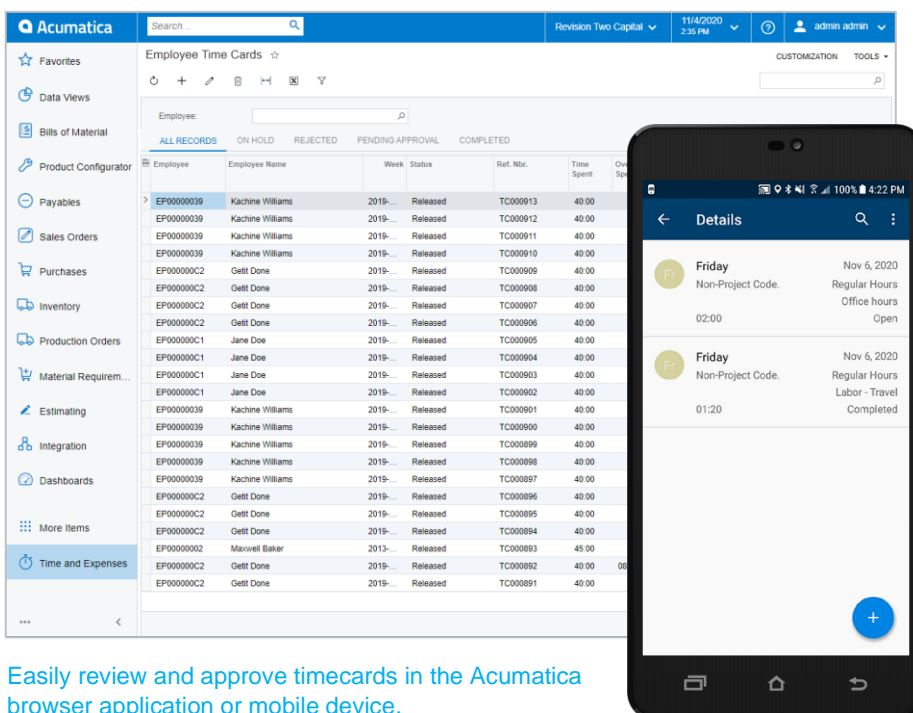
### Time Capture

Capture time for employees, contractors, and other staff or resources. Team leaders record time for crews of multiple employees with a single click. Time is entered into the application from any web browser or through the mobile application. Field service and manufacturing shop floor workers can clock-in and clock-out when performing tasks. Time is automatically calculated and collected on a consolidated timesheet.

### Approvals Workflow

Dynamically route timecards for multiple approvals depending on the employee and tasks being performed. Project managers and supervisors receive alerts when new time activities require their attention. Configure approval workflows to notify multiple managers for approval. Approvals may be made in the browser application or via mobile devices.

### Connected Applications

When used with Project Accounting, Time Management activities post to projects to account for costs and expenses against the project. Time activities are also used for construction, service management, manufacturing, and Acumatica Payroll. Time activities can be integrated with external Human Resource applications.



Easily review and approve timecards in the Acumatica browser application or mobile device.

## KEY BENEFITS

### NATIVE TIME CAPTURE

- Time Management is embedded and licensed with the Acumatica platform. There is no additional software to license or to install.
- Time Management connects to all system areas, including project accounting, construction, service management, manufacturing, and payroll.

### DEVICE AGNOSTIC

- Enter time activities through a secure browser or the mobile app on any device, anytime, anywhere.
- Managers review and approve time activities in the system or on the go with the mobile app.

### APPROVALS WORKFLOW

- Automated notifications alert managers when new time activities require their approval.
- Rejected activities notify employees so they can take appropriate action to correct the time activity.

### PROJECT INTEGRATION

- Time entries flow through to project accounting for project costing and billing. Time entries can be marked as billable or non-billable.
- Mark time entries for certified jobs, identify union local details, and work class compensation codes.

## TIME MANAGEMENT FEATURES AND CAPABILITIES

| | |
|---|---|
| **Time Entry** | Enter time in any browser or mobile device. Time entry activities support clock-in and clock-out transactions. |
| **Approvals Workflow** | Configure workflows to notify project managers or supervisors when time activities require their review. Project managers and supervisors can edit, approve, or reject time activities from a browser or mobile app. Workflows support multiple approval levels based on the employee or tasks performed. Approvals may be configured based on the employee, project, or other time activity detail. Notify employees when time activities are rejected or approved. |
| **Construction** | Track time spent on projects accurately. With Weekly Crew Time Entry, construction companies can enter work hours by team, reducing order entry time and errors. |
| **Project Accounting** | Time entry flows through to project accounting for costs and expenses related to projects or specific project tasks. Time activities are marked billable or non-billable. Billable activities can be marked-up depending on the project, task, employee, or activity being performed. |
| **Service Management** | Easily capture travel time, break time, and work time. Enter your individual time or for your entire crew. |
| **Acumatica Payroll** | Time entries can be defined for use with certified jobs and union locals with the capability to use work class compensation codes required for construction. |
| **Manufacturing** | Manufacturers can create time activities from the labor collection application. |
| **External Applications** | Integrate time activities with external applications such as human resources. |

*ABOUT ACUMATICA*

Acumatica Cloud ERP provides the best business management solution for digitally resilient companies. Built for mobile and telework scenarios and easily integrated with the collaboration tools of your choice, Acumatica delivers flexibility, efficiency, and continuity of operations to growing small and midmarket organizations. **Business Resilience. Delivered**.

**To learn more how Acumatica can help you manage your business, contact Summit Business Systems today: 905-771-7090 | summitbusinss.com**