

POWERFUL

The GCAS *eTimecard* system is a Web-enable Java Application that allows users to input their time and local mileage remotely. The *eTimecard* software is a companion product to GCAS Government Cost Accounting System so the files created by *eTimecard* are automatically transferred electronically into your GCAS accounting database. *eTimecard* allows the individual staff members to enter time and submit their timecard and local mileage from anywhere in the world. Managers at remote locations can view their subordinates' entries as well as a timesheet report showing the labor by selected personnel or by selected projects.

EFFICIENT

Eliminate problems with late timecards, interpreting illegible manual entries, keying hand-written timesheet details into the computer, checking for correct project and other assignment data entry errors by the employee or consultant, and delays in obtaining supervisor's approvals. Maintain a detailed description history of work performed. Immediately generate labor reports showing project and employee utilization, automatically distribute the labor to the GCAS General Ledger, and generate detailed project reports or invoices to your customer.

SECURE

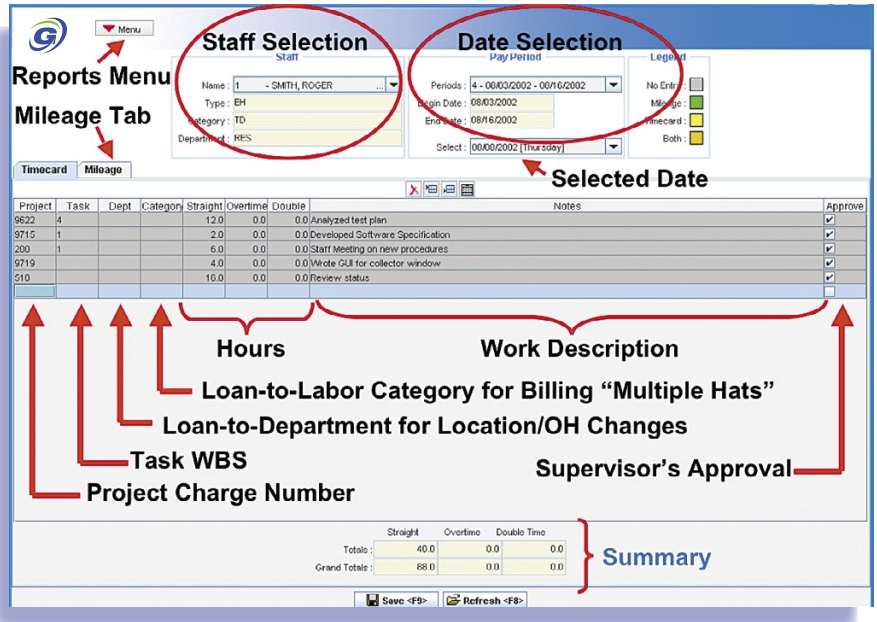
Timecard and mileage/activity records are always securely saved as part of the GCAS accounting database which is accessed with the *eTimecard* software over the Internet or your company's Intranet. *eTimecard* contains all the data entry integrity checks for valid projects, tasks, labor categories, departments, staff members and pay periods that are found in the full GCAS accounting product. Changes to these lists of valid data elements are easily and quickly disseminated by the central accounting office out to your designated *eTimecard* users electronically.

FLEXIBLE

Of course, you have total control over who has access to *eTimecard*. For example, although *eTimecard* is designed to allow individuals within the company to enter their own time and mileage, you can elect to have a data entry clerk entering the data for the site or group of individuals within the site.

COST EFFECTIVE

The productivity gained by using *eTimecard* will result in improved cash flow & profits due to the elimination of duplication & error prone data entry; replaced by speedy, more accurate direct data record.



The screenshot shows the eTimecard interface with several key features highlighted by red circles and arrows:

- Staff Selection:** A dropdown menu for selecting the staff member (e.g., SMITH, ROGER).
- Date Selection:** Fields for selecting the pay period, begin date, and end date.
- Selected Date:** A field showing the selected date (08/08/2002 Thursday).
- Hours:** A table with columns for Project, Task, Dept, Category, Straight, Overtime, and Double.
- Work Description:** A column for describing the work performed.
- Loan-to-Labor Category for Billing "Multiple Hats":** A field for specifying the billing category.
- Loan-to-Department for Location/OH Changes:** A field for specifying the department.
- Task WBS:** A field for specifying the task.
- Project Charge Number:** A field for specifying the project charge number.
- Supervisor's Approval:** A checkbox for supervisor approval.
- Summary:** A table showing totals for Straight, Overtime, and Double Time.

Project	Task	Dept	Category	Straight	Overtime	Double	Notes	Approve
9822	4			12.0	0.0	0.0	Analyzed test plan	<input checked="" type="checkbox"/>
9715	1			2.0	0.0	0.0	Developed Software Specification	<input checked="" type="checkbox"/>
200	1			6.0	0.0	0.0	Start Meeting on new procedures	<input checked="" type="checkbox"/>
9719				4.0	0.0	0.0	Write GUI for collector window	<input checked="" type="checkbox"/>
510				16.0	0.0	0.0	Review status	<input checked="" type="checkbox"/>

	Straight	Overtime	Double Time
Totals :	40.0	0.0	0.0
Grand Totals :	88.0	0.0	0.0

The eTimecard Module Features

- Real-time, on-line recording and updating of Employee or Consultant time and local travel charges
- Data entry popup and integrity checks of valid projects, tasks, departments and labor categories
- Hours divided into straight time and two user-defined categories of premium time such as overtime, double time, 3rd-shift differential, hazardous duty, etc.
- Description column provides a detailed historical record of work performed
- Project/task charging controlled by project budget, start/end-dates and to specified labor categories/authorized personnel
- Real-time calculation and validation of charges against available budget for the selected project/task
- Real-time calculation and validation of available Fringe Charges such as Vacation time remaining
- On-line Supervisor review and approval of time charges by staff
- On-line Project Manager review and approval of time charges to projects
- Convenient security-controlled ability to enter corrections/adjustments to prior pay periods
- Detailed reports of recorded hours by project in current period and previous periods for employee's records, manager review or external/client review
- Real-time pay period utilization analyses for employee productivity assessment