



Timesheets for



Microsoft Dynamics™ NAV

BENEFITS

Full Integration drives business efficiency

Timesheet information is only entered once – there is no rekeying of data at any stage. Managers and Administration staff can easily and quickly process the timesheet entries via Payroll, Jobs/Projects, Manufacturing and Service. The time taken to compile, approve and account for timesheet entries is vastly reduced across all facets of the business.

Streamline payroll processes

Dynamics NAV Timesheets is tightly integrated with Dynamics NAV Payroll. Approved timesheets which include Normal Time, Overtime, Allowances, Leave etc are automatically shown in the Payroll Journal and the pay officer can make adjustments prior to posting. This streamlines the payroll process and drives payroll and payment efficiency.

Leverage your existing Microsoft Dynamics NAV investment for lower training, better ad hoc reporting and lower total cost of ownership

Dynamics NAV Timesheets uses the same navigation, forms and powerful reporting tools as the rest of Microsoft Dynamics NAV. It also integrates with other Microsoft technologies such as Word, Excel and SharePoint to provide “best-of-breed” functionality on the one technology platform, resulting in lower administration costs.

Simple and Familiar To Users

Processing is all performed within the familiar environment of Dynamics NAV, Excel, and SharePoint so there is little additional training required for users. The process of approving timesheets and transferring to other modules of Dynamics NAV is simple to follow.

Flexible Design

Using the Microsoft technology platform including Dynamics NAV, Word and Excel means that specific business rules can be quickly incorporated into the Dynamics NAV Timesheets to align with your corporate policies and procedures.

Timesheets for Dynamics NAV

Dynamics NAV Timesheets makes the process of capturing and recording staff time entries quick and easy for employees / contractors, approving managers and administration staff. The process is seamlessly integrated from the point of entering timesheets, all the way to payroll and the general ledger (including integration with Jobs / Projects, Manufacturing and Service if required).

Date	Start Time	End Time	No. of Hours	Pay Type	Pay Category	Pay Item	Department Code	Project Code
03/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
04/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
05/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
06/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
07/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
10/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
11/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
12/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
13/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
14/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
17/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
18/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES
18/10/09	9:00:00 PM	7:00:00 PM	2.00	EARNINGS	WAGES	OT	ADM	MERCEDES
18/10/09	7:00:00 PM	11:00:00 PM	4.00	EARNINGS	WAGES	OT	ADM	MERCEDES
19/10/09	9:00:00 AM	5:00:00 PM	8.00	EARNINGS	WAGES	NORMAL	ADM	MERCEDES

Employees enter their timesheet entries in a familiar, easy to use environment – choose from Excel, Web browser interface, or directly into Dynamics NAV. Employees can enter their timesheet in any date range (e.g. daily, weekly, fortnight), and can review the completed timesheet before submission in order to make any changes. Each timesheet line can be tagged with detailed information that is transferred to the other areas of Dynamics NAV.

Managers / Supervisors are given summary and detailed views of all submitted timesheets and can approve time entries for further processing. Timesheets can also be rejected with reason codes supplied back to the staff member.

Dynamics NAV Timesheets is tightly integrated with the other areas of Dynamics NAV; Payroll, Jobs/Projects, Manufacturing, and Service Management. Approved timesheet entries are transferred with detailed information to the other Dynamics NAV modules. Information transferred includes Global Dimensions, Job and Task Codes, Production Order and Route / Operation Number, Service Order and Service Item Nos.

FEATURES

Timesheet Entry Methods	<ul style="list-style-type: none">• Enter timesheets directly into Dynamics NAV• Enter timesheets into Excel spreadsheet and import into Dynamics NAV• Publish timesheet form to local intranet (such as Microsoft SharePoint) and enter timesheets via intranet which are then automatically transferred to Dynamics NAV
Entering Timesheets	<ul style="list-style-type: none">• Enter Start and End Time and calculate elapsed time, or alternatively enter elapsed time• Automatically round time to preset blocks e.g. 10 minute blocks• Warnings given during timesheet entry for Maximum Hours Per Day• Enter special charge rates• Enter Dimensions (e.g. Department, Cost Centre) against each timesheet line• Enter Job / Project details against each timesheet line including Job Task Nos and Work Type Codes• Enter Manufacturing Production Order and Production Order Route / Operation information against each timesheet line including Run time or Setup time• Enter Service Order and Service Order Line information against each timesheet line.• Choose which Pay Type elements can be entered in timesheets, for instance Normal Pay, Overtime, Leave, Allowances
Approval	<ul style="list-style-type: none">• Create and place employees in timesheet groups with multi level hierarchies for approval process• Approvers given consolidated views by of timesheets by Day / Week / Month / Quarter / Year / Custom Period to review timesheets in bulk• Supervisors can review, modify, approve or reject each timesheet• Rejected timesheets require reason codes and these are notified to the employee• Full history kept of approved timesheets• Warnings given to the approver if leave on a timesheet exceeds an employee's leave entitlement
Integration with Dynamics NAV Payroll	<ul style="list-style-type: none">• Timesheet employees are linked to Payroll Employees• Normal Pay, Overtime, Leave, and Allowances are transferred to the Payroll Module• The payroll officer can review all timesheets and optionally make amendments to summary timesheet information prior to including in payroll journal• Employees can be setup to be paid via timesheets and also have recurring payroll items, such as Allowances and Deductions which will be consolidated during the payroll process• Employees can still be setup to be paid via salary which allows for timesheet information to be collected and transferred to other Dynamics NAV Modules such Jobs, Manufacturing and Service – in this case employees will be paid their standard salary via Dynamics NAV Payroll
Integration with Dynamics NAV Jobs and Dynamics NAV Resources	<ul style="list-style-type: none">• Timesheet employees are linked with Resources• Approved timesheet information is transferred to the Jobs Module against the relevant Job and Job Task Line with the applicable Resource and time worked including Work Type Codes
Integration with Dynamics NAV Manufacturing	<ul style="list-style-type: none">• Approved timesheet information is transferred to Manufacturing Module against the relevant Released Production Order, Released Production Order Line and Route / Operation with the applicable Work Centre / Machine Centre time including Setup or Run type time
Integration with Dynamics NAV Service Management and Dynamics NAV Resources	<ul style="list-style-type: none">• Timesheet employees are linked with Resources• Approved timesheet information is transferred to the Service Management Module against the relevant Service Order, Service Order Line and Service Order Line Worksheet with the applicable Resource and time worked
Reporting	<ul style="list-style-type: none">• Approved Time Sheet Entry Report with details
Multi Company	<ul style="list-style-type: none">• Licensed for unlimited number of companies
Security	<ul style="list-style-type: none">• Access only granted to authorised personnel

