TimeControl®

QuikStart Implementation Program

TimeControl QuikStart

Overview

The TimeControl QuikStart Implementation Program is designed to provide assistance to organizations in their start-up and deployment of TimeControl. Using TimeControl QuikStart services ensures as rapid and efficient an implementation of TimeControl as possible. Our implementation specialist will work with you remotely or, if required, at your location doing the basic installation, configuration and start up of TimeControl. At the end of this time, you will have a working TimeControl that is ready for you to start using.

The QuikStart includes the following:

Prior to configuration
- Online Feature review
- Review of QuikStart Checklist
- Review of QuikStart Spreadsheet
- Review Hardware Requirements
- Identify user defined field customizations
- Identify TimeControl Administrators

Design
- Establish initial roll-out schedule
- Execute database scripts and create TimeControl database
- Install TimeControl
- Establish General Settings

Configuration
- Review existing coding structures
- Review standard TimeControl reports
- Establish TimeControl coding requirements

- Establish security and access settings
- Populate User Profile table
- Populate pop-up table
- Populate project table
- Populate charge code table
- Populate overhead charges Populate rate Table
- Populate Employee Table
- Populate User table
- Populate Filter Table
- Create up to 5 Automatic Validation rules
- Establish missing timesheets process
- Establish Link to one Project management system
- Configure Approval Project Process and Matrix Approvals
- Establish period closing process
- Establish the posting process
- Create up to 5 custom reports using the Report Designer
- Define up to 3 exports for external systems

Training
- Administrator training
- Project Manager briefing
- Supervisor briefing
- Document "Setting up new users, security and properties settings"
- Corrections after posting (Debit/Credit)
- Write site-specific project management system link procedures
- Document links process for any finance or legacy systems
- Document process for closing out projects, tasks and employees
- Establish backup procedures

Wrap up
- Review troubleshooting issues
- Review implementation
- Troubleshoot any outstanding issues
- Wrap up meeting

Milestones

Some key milestones to track include:
- Preparation call. This is a call between the client and the TimeControl implementation specialist where the client will be briefed on what they must prepare to be ready for deploying the system.
- Completing the QuikStart Checklist and the QuikStart Spreadsheet. Configuration can't begin until these are fully complete.
- For remote access, ensuring that the TimeControl implementation specialist will get the access required to install and configure the system.
- For Onsite services, ensuring the travel arrangements are complete and that the appropriate internal subject matter experts are available at the appropriate time.
- Schedule of Training of the Administrator and project managers
- Hand-off. This is the delivery of your working TimeControl into your hands. You are ready to start putting timesheets into the system.

Implementation

A Phased Approach

HMS Software's TimeControl implementation specialists promote a phased approach to deploying this powerful and flexible timesheet system and the TimeControl QuikStart is a great way to get your first phase underway. A phased implementation starts with deploying a basic configuration of TimeControl and getting that deployment into live production as quickly as possible. We look for what critical business elements must be supported in the first release and how the implementation will make a rapid return on investment. This is in contrast to an all-in approach which tries to put as much work as can be imagined into the initial rollout. We have found that an all-in approach is much riskier and more challenging to deliver. No matter how much time you spend designing the TimeControl environment in the lab, it is likely that once your staff actually start using TimeControl their eyes will open to opportunities for its use that you've never considered.

Extending TimeControl in Future Phases

Once your QuikStart is complete and TimeControl is working for you, there are more opportunities to improve your timesheet environment. Here are just a few possible future phases:

Links to Project Management

TimeControl has functionality for linking to the most popular project management systems including Microsoft Project, Project Server, Oracle-Primavera, Hard Dollar, Deltek Open Plan and Cobra. HMS Software's TimeControl implementation specialists are experienced in how to create a project management planning, tracking and control process when you integrate these powerful project control tools with TimeControl.

Integrate instead of interface with corporate systems

During your QuikStart you may have created a one-directional export of data for a corporate system such as Payroll but TimeControl is capable of more than just an export to one external system. HMS Software's implementation specialists can assist you with bi-directional database-to-database links with your Payroll, HR, Billing, ERP and Finance systems to create a truly integrated environment.

Accruals and Exception Time Management

Human Resources often has to extend enormous effort to manage vacations, sick leave, personal time off or any other "exception" time outside of working time. Your HMS TimeControl implementation specialist can assist with creating automated scheduled accrual rules and other automated reports, business rules and processes for managing exception time.

Validation Rules

During the QuikStart we set up a minimal number of business validation rules and this is a deployment best practice. But, as time moves on, you may see other common timesheet errors that you would like to trap in a validation rule. An HMS TimeControl implementation specialist can create these rules for you.

Reporting and Dashboarding

An HMS TimeControl implementation specialist can assist you in creating reports or dashboard views through the TimeControl report designer or custom reports or views that can include data from almost any source.

Extending TimeControl elsewhere in your organization

An HMS implementation specialist can assist you with extending TimeControl to other departments or subsidiaries within your organization. TimeControl's extensive filtering and security options can make this possible within the same instance or multiple instances can be linked together for reporting purposes.

Is TimeControl Industrial right for you?

TimeControl Industrial brings crew timesheet entry as well as material, equipment and production field data collection into your TimeControl environment for staff who work in the field. We can assist you with a timesheet that serves both field data collection and the back office timesheet collection.
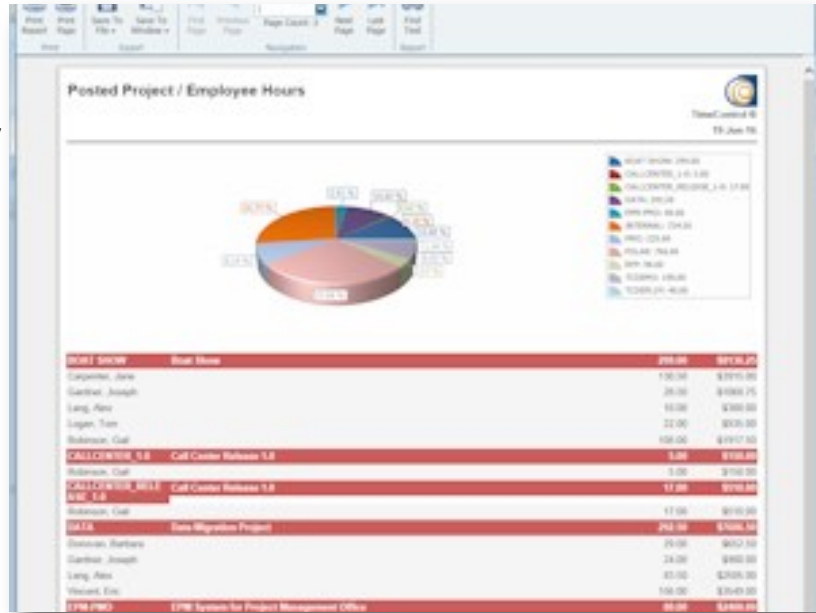
Upgrades and updates

HMS can assist you with a minor update or major upgrade of TimeControl including data migration, updates of customizations and training.

www.timecontrol.com

About HMS Software

About TimeControl

TimeControl was originally released in 1994. It was immediately successful in the project management sector and today is recognized far beyond its project management roots. TimeControl is the most flexible timesheet system on the market. It is designed to serve both Corporate and Project Management simultaneously . TimeControl includes features such as flexible data structure to allow you to customize any element of the TimeControl tables, the most extensive set of approval tools with for multiple levels of timesheet authorization, matrix approval using HMS Software's trademarked *Matrix Approval Process for Labor Actuals™* and an auditable architecture that has resulted in praise from audtors,CFO's and even the US IRS. TimeControl's flexibility allows it to be deployed for use as a time and attendance, time and billing, project time and flex-time system and it's web-based interface makes it easy to use. TimeControl has been used for R&D Tax Credit tracking, DCAA (Defense Contract Audit Agency) compliance, Sarbanes Oxley compliance and much, much more.

HMS has representatives or distributors in Argentina, Australia, Brazil, Canada, Chile, Croatia, Czech Republic, Egypt, Finland, Ireland, Mexico, the Netherlands, New Zealand, Norway, Russia, Singapore, Sweden, Thailand, the UK, and the U.S.

About HMS Software

Based in Montreal, Canada with offices in Toronto, HMS Software has been a leading provider of project management and enterprise timesheet systems and services since 1984. HMS Software's first customized timesheet application was written in 1984. With the launch of TimeControl as a commercial application in 1994, HMS Software began servicing clients worldwide.

HMS Software's client list reads like a who's who of business. It includes Aegion, CRIM, MCAP, Georgia Pacific, Xerox, Volvo Novabus, the Government of Quebec, CAE, Safran, Tractor Supply, General Dynamics, Siemens, Foster Wheeler, EXFO, Boeing, Value Recovery, Pontoon, March Consulting and hundreds of others.

For more information about HMS Software please visit: www.hms.ca.
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