

talisman Remote Timesheet Entry

Web enabled, integrated solution for Recruitment



Make it easy on yourself

Nowadays large companies and multinationals often want to move away from the paper trail of timesheets and invoices and find a supplier that can offer the modern alternative of electronic documents. Electronic (XML) invoices also give them the benefit of saving money as their staff don't need to enter the invoice details on to their purchase order system. There are no keying errors to worry about either.

Of course that gives you the problem of how to do this and still maintain the same level of control and validation.

How does your supplier measure up?

- **Timesheet Entry**
By contractor or on-site coordinator
- **Approval by**
2 Client managers
Consultant
Payroll department
- **Entry of**
Hours/units
Start/Finish times with lunch break
- **Contractor feedback**
If approved for payment
If rejected and needs alteration and re-submission
- **Benefits**
No paper

Only relevant information is presented on-screen

Meets corporate objectives

XML invoices for direct entry to corporate finance systems

Database of hours worked for analysis

Saves time (and money) as data entry pushed out

Full audit trail

Can be used with paper timesheets if required

Control & accountability

Talisman's Remote Timesheet Entry module is very flexible and will enable you to meet your client's aspirations and maintain the same level of control and accountability as you have now.

Hours or units can be entered, alternatively start and finish times as well as any lunch break. Non-working days or weeks can also be easily recorded. There is also a quick 'copy' facility to copy one days entry to all the other days in the week if they are all the same.

At the site

Entry can be on a daily or period basis (weekly, monthly, 4-weekly). There are up to 5 levels of signoff. Timesheet data can be entered by the contractor, or an on-site coordinator/team leader. It can then be validated by two of the client's managers.

At your Agency

The consultant can also check to make sure it's OK before it passes to the payroll department for final approval. Of course you can choose how many signatures are needed so you could bypass some steps.

Advising contractor

An email can be sent to the contractor to say whether their timesheet has been signed off or requires a change before re-submission

and for the really awkward

Despite all the electronic signatures, if your client still demands a paper timesheet you can attach it when it comes in so it can be sent with the invoice.

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