



Web TimeSheet **Time & Attendance Edition**

Hassle-Free Time and Time Off Tracking Software



www.replicon.com

Track time, simplify payroll, and configure everything for the way you operate—all with no hassles!

We want our **Replicon Web TimeSheet** software to be the most incredibly easy-to-use tool you've ever tried. We know that can only happen if you have a hassle-free experience. That's our goal.

How does it make your work easier?

- It's 100% web-based. You do everything in your browser.
- It's **Software-as-a-Service**—you don't need extra hardware or IT resources
- It eliminates paper-based and Excel timesheets
- It increases accuracy of tracking and payroll
- It's simple and intuitive to configure for your needs
- It integrates easily with your other applications
- There's **24/7 customer support** if you have an issue or a question

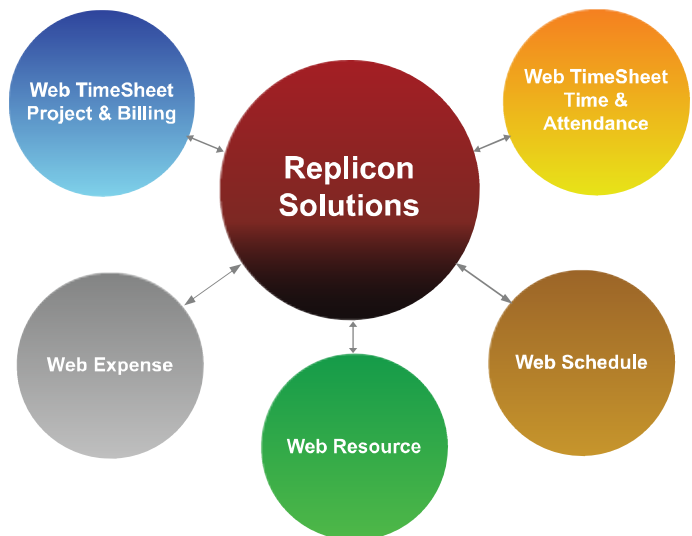
“Our employees keep saying, ‘Why didn't we do this a long time ago?’”

~ Susan Crump, Vice President, Safety Research Corporation of America

The Replicon Product Suite:

- Web TimeSheet: Time & Attendance Edition
- Web Timesheet: Project & Billing Edition
- Web Expense
- Web Schedule
- Web Resource

These products work separately or as a seamlessly integrated solution.



Our customers include:



Spend more time doing work, and less time tracking it.

The Time & Attendance edition of Web TimeSheet gives you:

- A single, easy-to-customize system for collecting all your time tracking data
- Real-time reports with standard data or variables you specify
- Reports emailed to stakeholders
- An expense tracking add-on that can calculate tax automatically in multiple currencies
- Accurate time entry, with very high user adoption rate
- Ability to enter time and expenses offline, and upload later
- Email notifications that encourage prompt timesheet submission and approval
- Integration with leading accounting, payroll, and HR software systems
- Automatic application of your overtime and business rules
- Time off requests that are extremely easy to enter, view, and approve
- Permissions based on roles you define, so people see only appropriate data
- Multiple approval paths: Define and assign to suit your needs

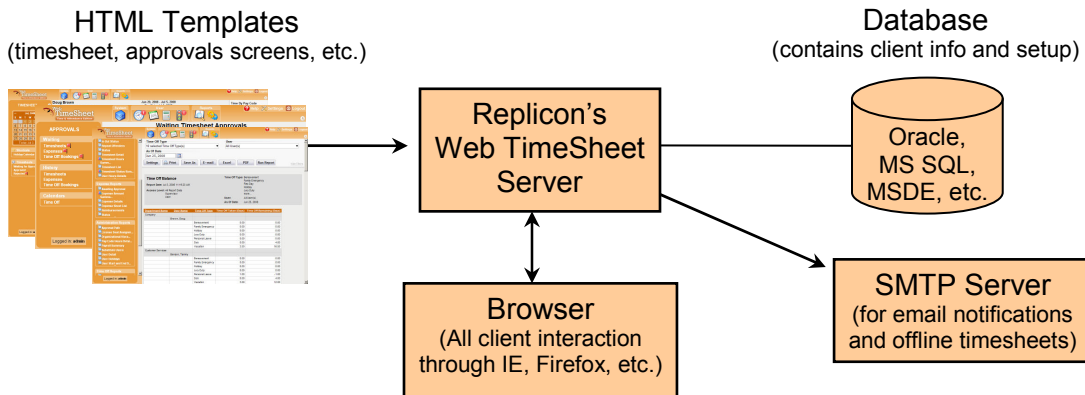
Management Benefits

- Streamline business workflows to improve productivity
- Eliminate data re-entry costs and errors
- Increase employee adoption
- Increased ROI

IT Benefits

- Easy deployment and administration, automatic upgrades, no maintenance headaches
- Let your IT talent work on more productive projects
- 100% Web-based – accessible anywhere, anytime, through the internet or your intranet
- Built-in integration with MS Project and QuickBooks; RepliConnect open API for easy integration with other applications

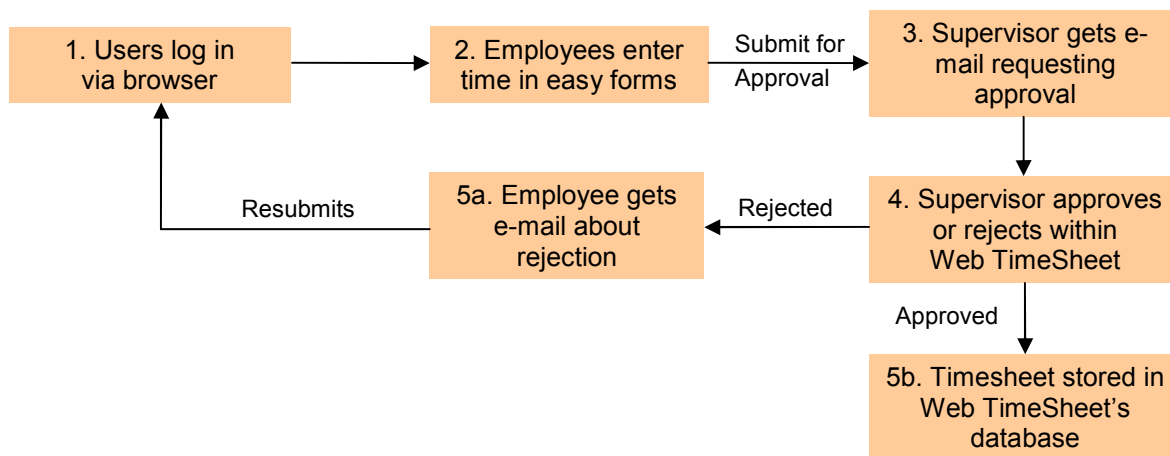
Web TimeSheet Architecture



Technology Behind Web TimeSheet

Database	Server	Client	Languages
<ul style="list-style-type: none"> MS SQL MSDE Oracle (ODBC, Native SQL) 	<ul style="list-style-type: none"> Windows NT/2000/2003 	<ul style="list-style-type: none"> Browser and Platform Independent 	<ul style="list-style-type: none"> HTTP, SMTP, C++, CGI, JavaScript, .NET No Java, ActiveX, or Plug-ins

Timesheet Workflow



Enter Time in a Commonsense Interface

Web TimeSheet
Time & Attendance Edition

System **User** **Reports** **Help** **Settings** **Logout**

TimesHEET

Jul, 2008
S M T W T F S
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
Today: Jul 3, 2008

Shortcuts
Holiday Calendar
Timesheets
Waiting for Approval
Approved
Rejected

Doug Brown
Timesheet Approver: Ming Chan
Timesheet Status: Not Submitted

Jun 29, 2008 - Jul 5, 2008
Due Date: Jul 5, 2008

Activity	Shift	S	M	T	W	T	F	S	Total
General Admin	Days (8AM Start)	29	30	1					14.00
Customer Sales	Days (8AM Start)				2	3			4.07
Customer Training	Days (8AM Start)				2	3			4.07
Booked Time Off									
Vacation (13.5 Days Remaining)		29	30	1	2	3	4	5	8.00
Total		0.00	6.00	8.00	8.13	8.00	0.00	0.00	30.13

Time By Pay Code
Regular Time @1.00 22.13
Time Off @1.00 8.00
Total 30.13

List Comments

Activity / Time Off	Date	Hours	No. of Calls	Comment
Customer Sales	Jul 2, 2008	4.07	26	
Customer Training	Jul 2, 2008	4.07	4	

Easily enter time against activities and time out of the office

Build Your Own Timesheet

Web TimeSheet
Time & Attendance Edition

System **User** **Reports** **Help** **Settings** **Logout**

ADMINISTRATION

Shortcuts
Users
Historical Timesheets
Historical Expenses
Historical Time Off

Users/Departments
Users
Departments
Permissions
Employee Types
User Defined Fields
User Preferences

Approval Setup
Approver Types
Approval Paths

Timesheet Setup
Timesheet Periods
Activities
Overtime Rules
Validation Rules
Due / End Dates

User Defined Fields

Timesheet Time Off User Expense Department Employee Type

Entire Timesheet

Menu	Name	Type	Default Value	Required	Enabled
1.	< Unused >			No	No
2.	< Unused >			No	No
3.	< Unused >			No	No
4.	< Unused >			No	No
5.	< Unused >			No	No

Timesheet (Row Level)

Menu	Name	Type	Default Value	Required	Enabled
1.	Shift	Drop-Down	Days (8AM Start)	Yes	Yes
2.	< Unused >			No	No
3.	< Unused >			No	No
4.	< Unused >			No	No
5.	< Unused >			No	No

User Defined Fields lets you capture the information you need

Review and Approve Using Simple-But-Powerful Views

Waiting Timesheet Approvals

Filter
Department: < All > Apply

Menu	User Name	Login	Timesheet Period	Total Hours
1. <input type="checkbox"/>	Anderson, Richard	richard	May 18, 2008 - May 24, 2008	40.00
2. <input type="checkbox"/>	Dell, Anna	anna	May 11, 2008 - May 17, 2008	52.50
3. <input type="checkbox"/>	Anderson, Richard	richard	May 25, 2008 - May 31, 2008	42.00
Select All: <input type="checkbox"/>	Total			134.50

Approve Reject Settings

Enter, View, and Approve Time Off with Ease

Time Off Calendar

Month Week Day

Jul 2008

Jul 9, 2008
Vacation
12.50 day(s) remaining*
Book Time Off
*estimated after booking

1. Easily select the days you want to book as time off

2. Review bookings, status, and approvals

Time Off Type: * Vacation
Start Date: Jul 3, 2008 Full Day Off
End Date: Jul 3, 2008
Comments:
* Required Fields
† Partial days off are only allowed on the first and last days of the booking.

Time Off for Vacation
Requested Off: 1 Days
Total Remaining: 13.5 Days

Waiting on: Ming Chan

Integration	User Name	Action	Effective Date	Comments
Export to Outlook	Doug Brown	Submitted	Jul 3, 2008 10:46:46 AM	

Reporting Engine

Comprehensive reports streamline payroll processes and show you how employees utilized their time.

- Customizable data filtering and report settings
- Extract only the data you need to see
- Set reports as public or private
- See data in real-time
- Use built-in Pivot capability to display 3-D graphs
- View reports within Web TimeSheet, e-mail automatically, print, or export to Excel for further editing/review

Customize what each report contains

You choose which fields are displayed in your reports. Each report comes with a default setting that you can override (or add to) to meet your needs.

Determine your views of data

You choose the level of detail in your reports, from summary to highly granular.

The screenshot shows the 'Time Off Balance' report configuration and results. The interface includes a navigation menu on the left, a top navigation bar with 'System', 'User', and 'Reports' tabs, and a main content area for report settings and data.

1. Choose the filters you want to apply (Callout box pointing to the 'Time Off Type' and 'As Of Date' fields):

- Time Off Type: 10 selected Time Off Type(s)
- As Of Date: Jun 25, 2008

2. Select the fields you want in your report (Callout box pointing to the 'Edit Report' dialog box):

The 'Edit Report' dialog box has several sections with checkboxes:

- General:**
 - Time Off Remaining (Hrs)
 - Time Off Remaining (Days)
 - Time Off Taken (Hrs)
 - Time Off Taken (Days)
 - Time Off Accrued (Hrs)
 - Time Off Accrued (Days)
 - Balance From Last Reset (Hrs)
 - Balance From Last Reset (Days)
 - Cost of Remaining Time Off
 - Last Reset Date
 - Hourly Payroll
- Department:**
 - Is Primary Department
 - Department Name
 - Department Code
- Supervisor:**
 - Supervisor Name
 - Supervisor Email
- Time Off:**
 - Time Off Type
 - Time Off Description

3. Save reports in the format you want, and e-mail them for review (Callout box pointing to the 'Settings', 'Print', 'Save As', 'E-mail', 'Excel', 'PDF', and 'Run Report' buttons):

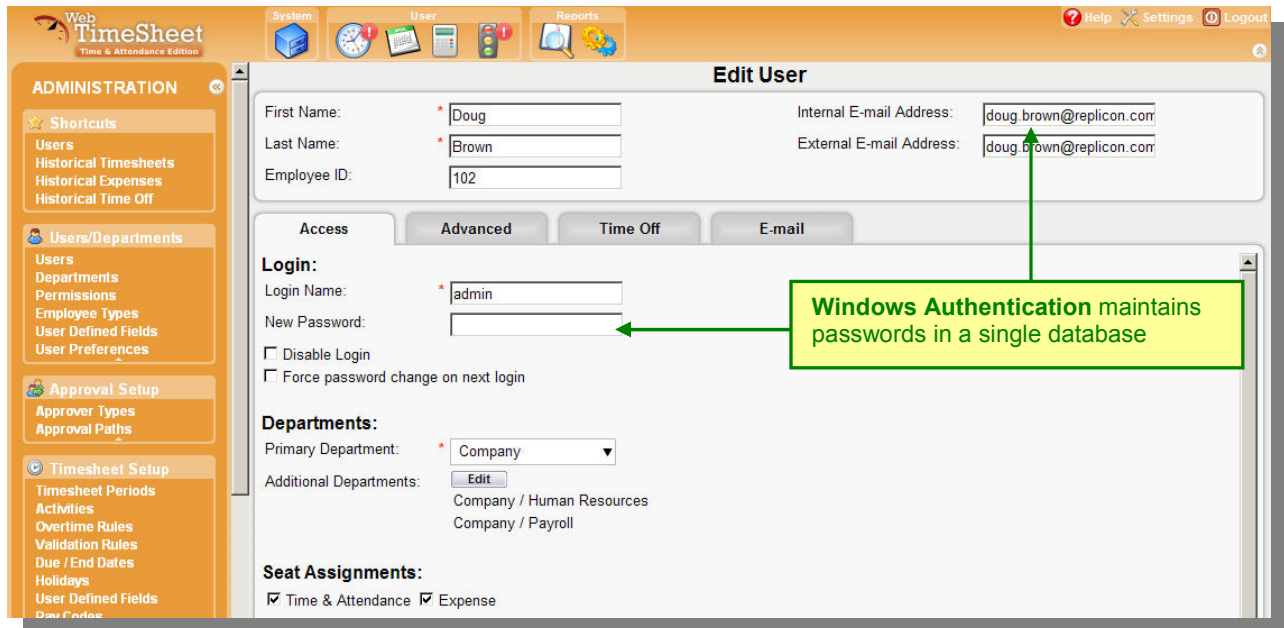
The main report area displays the following information:

- Time Off Balance**
- Report Date: Jul 3, 2008 11:19:23 AM
- Access Level: All Report Data, Supervisor, User
- Time Off Type: Bereavement, Family Emergency, Flex Day, Holiday, Jury Duty, more...
- User: All User(s)
- As Of Date: Jun 25, 2008

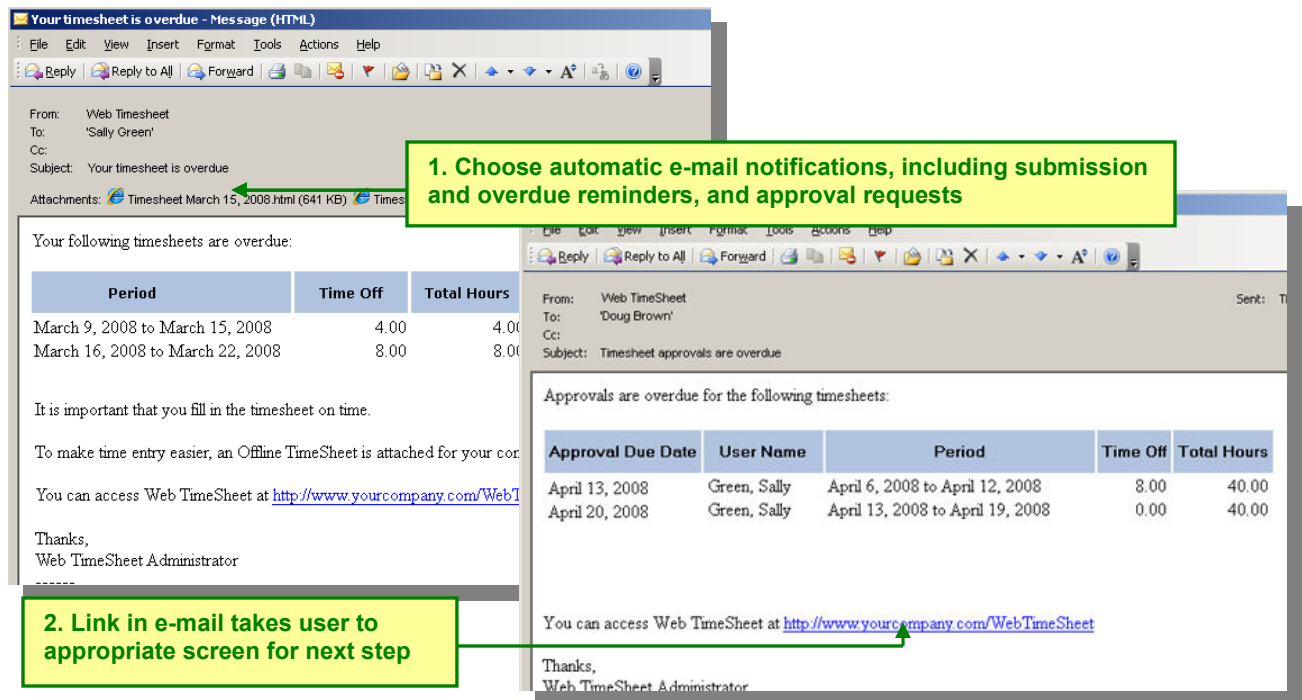
The report table shows data for 'Brown, Doug':

Time Off Type	Time Off Taken (Days)	Time Off Remaining (Days)
Bereavement	0.00	0.00
Family Emergency	0.00	0.00
Holiday	0.00	0.00
Jury Duty	0.00	0.00
Personal Leave	0.00	0.00
Sick	0.00	4.00

Easily Modify User Profiles



Use "Smart" E-mail Notifications to Promote Compliance



About Replicon

Founded in 1996, Replicon, Inc. is the global leader in timesheet and expense management software. Replicon is the only company in the industry that provides a complete solution for all the time tracking needs of a corporation. Replicon has enabled over 1.5 million users in 70 countries to track time and expenses to manage projects, bill clients, and automate time & attendance policies within one end-to-end solution.

Replicon's product suite includes Web Timesheet: Project & Billing Edition; Web TimeSheet: Time & Attendance Edition; Web Expense; Web Schedule and Web Resource. These products work separately or as a seamlessly integrated, Software-as-a-Service solution.

This enables companies of all sizes to selectively deploy products as needed, at either a department level, or globally at a corporate level, using a single install.

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