

# Web TimeSheet

Project & Billing Edition  
Time & Attendance Edition  
Web Expense  
Web Schedule

Version 8.13 to 8.25

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## ADMINISTRATOR'S GUIDE



# Notices

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# Table of Contents

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<b>Chapter 1</b>	<b>Welcome</b> .....	<b>8</b>
	About Web TimeSheet .....	8
	Document Conventions .....	8
	Contacting Support .....	9
<b>Chapter 2</b>	<b>Learning about Web TimeSheet's Features</b> .....	<b>10</b>
	Understanding the Basic Features .....	10
	How Timesheets Work .....	10
	How Time Off Works .....	11
	How Expenses Work .....	12
	How Projects Work .....	12
	How Schedules Work .....	13
	About the Web TimeSheet Products .....	13
	Web TimeSheet Product Features .....	14
	Other Web TimeSheet Features .....	15
<b>Chapter 3</b>	<b>Accessing Web TimeSheet</b> .....	<b>16</b>
	Accessing Web TimeSheet from your Browser .....	16
	Navigating in Web TimeSheet .....	16
	Accessing the Online Help .....	17
	Disabling Pop-Up Blockers for the Web TimeSheet Site .....	17
<b>Chapter 4</b>	<b>Overview of Setting Up the System</b> .....	<b>19</b>
	Before you Start .....	19
	Removing the Sample Data (SaaS Implementations) .....	19
	Setting up Web TimeSheet .....	19
	Working with the Pre-Defined Data .....	20
	Adding Large Amounts of Data .....	20
	Once the System is Ready .....	20
	Web TimeSheet Setup Flow Chart .....	21
<b>Chapter 5</b>	<b>Creating Departments and Employee Types to Organize Users</b> .....	<b>22</b>
	Items to Set Up before Adding Departments or Employee Types .....	22
	Deciding Whether to Enable Hierarchy Filtering .....	22
	Setting Up Custom Fields for Departments and Employee Types .....	24
	Creating Departments .....	25
	Defining Employee Types .....	25
<b>Chapter 6</b>	<b>Setting Up Timesheet Options</b> .....	<b>26</b>
	Items to Set Up before Adding Users or Entering Time .....	26

Required .....	26
Required for Payroll .....	26
Required for Project Costing or Billing .....	26
Optional .....	27
Selecting a Time Entry Method .....	27
Understanding the Available Time Entry Method .....	27
Deciding which Time Entry Method to Use .....	30
Assigning a Time Entry Method Permission to a User .....	30
Defining the Period Each Timesheet Covers .....	30
Understanding the Weekly End-of-Month Timesheet Period .....	31
Understanding the Manual Timesheet Period .....	32
Specifying who Approves Timesheets .....	32
Setting Up the Approver Types .....	33
Defining the Order of Approval .....	34
Setting a Default Approval Path .....	34
Setting Timesheet System Preferences .....	34
Setting Up Pay Codes for Overtime .....	34
Specifying the Pay Code to use for Regular Hours .....	35
Configuring how Overtime is Calculated .....	35
Specifying if and when Overtime should be Banked .....	36
Defining the Minimum or Maximum Hours that are Required on a Timesheet .....	37
Specifying when Timesheets are Due and how Far in Advance Time can be Entered .....	38
Classifying Time Worked using Activities .....	38
Setting Up Custom Timesheet Fields .....	38
Displaying a Message on the Timesheet .....	39
<b>Chapter 7   Setting Up Time Off Options .....</b>	<b>40</b>
Items to Set Up before Adding Users or Entering Time Off .....	40
Required .....	40
Optional .....	40
Defining Pay Codes for Time Off .....	40
Defining the Types of Time Off Taken and their Settings .....	41
Setting Time Off System Preferences .....	42
Specifying who Approves Time Off Bookings .....	42
Setting Up the Approvers .....	42
Defining the Order of Approval .....	43
Setting a Default Approval Path .....	43
Setting Up Custom Time Off Fields .....	43
<b>Chapter 8   Setting Up Expense Sheet Options .....</b>	<b>44</b>
Items to Set Up before Adding Users or Entering Expenses .....	44
Required .....	44
Required for Project Costing and Billing .....	44
Optional .....	44

Defining the Taxes that will be Applied to Expenses .....	45
Setting Up the Types of Expenses that will be Incurred .....	45
Choosing which Fields are Available on Expense Sheets .....	46
Specifying who Approves Expense Sheets .....	47
Setting Up the Approvers .....	47
Defining the Order of Approval .....	48
Setting a Default Approval Path .....	48
Defining how Expenses will be Paid for .....	48
Specifying how Quickly Expenses must be Approved .....	48
Setting Up Custom Expense Sheet Fields .....	49
Displaying a Message on the Expense Sheet .....	49
<b>Chapter 9   Setting Up Automated E-mail Reminders .....</b>	<b>50</b>
Items to Set Up to use Automated E-mail Reminders .....	50
Required .....	50
Optional .....	50
Entering E-mail Server Settings .....	50
Testing your E-mail Server Setup .....	51
Customizing E-mail Notifications .....	51
Setting System Preferences for Notifications of Overdue Items .....	51
Sending Special Messages .....	52
<b>Chapter 10   Setting General System Options .....</b>	<b>53</b>
Items to Set Up before Adding Users and Projects .....	53
Required .....	53
Defining what Holidays Users Take .....	53
Customizing the List of Holiday Icons .....	54
Setting Up Currencies .....	54
Changing the Base Currency from US Dollars .....	54
Setting Security Options .....	55
Setting System-Wide Preferences .....	55
Additional System Preferences .....	55
Enabling DCAA Compliance .....	55
Controlling What Users Can Access .....	56
<b>Chapter 11   Adding Users .....</b>	<b>57</b>
Items to Set Up before Adding Users .....	57
Setting System Preferences for Users .....	57
Setting Default User Preferences .....	57
Setting Up Custom Fields for User Profiles .....	58
Checking Previously-Configured Items .....	58
Adding Users .....	59
Standard versus External Users .....	59
Setting User Options .....	59

Adding Multiple Users at Once .....	62
<b>Chapter 12 Creating Clients and Projects .....</b>	<b>64</b>
Items to Set Up before Creating Clients and Projects .....	64
Setting System Preferences for Projects .....	64
Defining Billing Rates based on the Work being Done .....	65
Setting up Custom Fields for Projects or Clients .....	66
Setting Productivity Targets and Preferences .....	66
Setting up your Clients .....	67
Adding Projects .....	67
Creating the Project .....	67
Setting Billing Rates .....	68
Specifying who will Work on the Project .....	68
Defining the Task Structure .....	69
Specifying which Expenses can be Claimed .....	69
Adding Projects using a Template .....	69
Managing Projects .....	70
Changing Multiple Projects at Once .....	70
Allowing Clients to Access Project Information .....	71
Posting Notes for Projects .....	71
<b>Chapter 13 Administering Timesheets, Time Off Bookings, and Expenses .....</b>	<b>72</b>
Administering Timesheets .....	72
Changing a Timesheet once it has been Approved .....	72
Applying System Changes to an Approved Timesheet .....	72
Administering Time Off Bookings .....	73
Reviewing a User's Time Off Balance .....	73
Administering Expenses .....	73
Changing an Expense Sheet once it has been Approved .....	74
Applying System Changes to an Approved Expense Sheet .....	74
<b>Chapter 14 Reporting on and Exporting the Data .....</b>	<b>75</b>
Reporting on Data .....	75
Setting up Reports for Users .....	75
How Report Data is Affected by Hierarchy Filtering and a User's Permissions .....	75
Local versus Global Editing .....	75
Displaying a Custom Logo in Reports .....	76
Exporting Data .....	76
Reporting and Exporting in the Project & Billing Edition .....	76
Tracking Project Costs .....	76
Billing Clients .....	76
Managing Projects in Microsoft Project .....	77
Sending Project Updates .....	77
Reporting and Exporting in the Time & Attendance Edition .....	77
Exporting Data to QuickBooks .....	77

Exporting Pay Data to ADP .....	78
<b>Chapter 15 Maintaining the System .....</b>	<b>79</b>
Maintaining Replicon-Hosted/SaaS Implementations .....	79
Managing Seats .....	79
Maintaining Self-Hosted Installations .....	79
Managing Seats .....	79
Determining which Version you are Using .....	80
Reviewing the Status of your License .....	80
Finding out how many Users are Logged In .....	81
Upgrading Web TimeSheet .....	81
Setting Up a Database Backup Schedule .....	81
<b>Appendix A Glossary .....</b>	<b>82</b>

# CHAPTER 1

## Welcome

Welcome to the *Web TimeSheet Administrator's Guide*. This document is intended to guide you, the Web TimeSheet administrator, through the process of setting up and managing the Web TimeSheet system.

This guide applies to all Web TimeSheet products (the Project & Billing Edition, the Time & Attendance Edition, Web Expense, and Web Schedule) or any combination of these products. Information that applies only to particular products is indicated.




## About Web TimeSheet


Web TimeSheet is a web-based application designed to help you and your organization effectively manage time, time off, expenses, and employee schedules. With Web TimeSheet, your employees can enter data quickly and easily, at any time, and from anywhere with Internet access. Once submitted, items are automatically forwarded to the appropriate supervisor or manager for approval. Additionally, reports can be generated to track data such as project costs, client billing totals, productivity rates, and payroll details.

Unlike traditional PC applications or client-server applications, the only software that is required on each user's PC is a standard Javascript-enabled web browser. The application is installed and runs on your web server, or it can be hosted by Replicon to reduce your administration and equipment costs.

## Document Conventions

This user guide uses the following conventions:

- References to other areas in the document are shown *in italics and in blue* to indicate active links internal to the document. To automatically navigate to the section being referenced, select the link.
- Hyperlinks to websites or e-mail addresses are shown in blue and underlined to indicate active links external to the document. To open a new browser window to the website or to send an e-mail to the address, select the link.
- Key information is highlighted using a blue background for quick reference. An icon is used to indicate the type of information being provided, as follows.
  - The  icon indicates a note, which provides a reminder of an important requirement or further details on how the software operates.
  - The  icon indicates a warning notice. Warnings point out features or actions that can have negative results if used incorrectly.
  - The  icon indicates a tip or hint designed to assist you in using the product more efficiently.

 The online help system uses these same conventions for easy identification of important notes, warnings, and tips.

## Contacting Support

If you would like assistance configuring or using Web TimeSheet, please contact our Customer Support and Implementation team using one of the following methods:

**Direct Phone:** 403-262-6519 ext 2

**Toll-Free Phone:**

North America: 1-877-862-2519 ext 2

Europe/New Zealand: 00-800-8622-5192 ext 2

Australia: 0011-800-8622-5192 ext 2

**E-mail:** [support@replicon.com](mailto:support@replicon.com)

**Web-Based Form:** [www.replicon.com/Support/RequestHelp.aspx](http://www.replicon.com/Support/RequestHelp.aspx)

**Fax:** 403-233-8046

## CHAPTER 2


# Learning about Web TimeSheet's Features

This chapter provides information on the features offered in Web TimeSheet. It is important that you are familiar with the features so you can make informed decisions when setting up the system.

## Understanding the Basic Features

Web TimeSheet provides many features to meet both simple and complex requirements. However, at the basic level, Web TimeSheet allows you to:

- Track time worked
- Track time off
- Track expenses
- Manage projects
- Schedule user time
- Report on and export data for any of the above

 The features that are available to you and your users depends on the edition you have purchased, as explained in [About the Web TimeSheet Products](#) on page 13.

## How Timesheets Work

Web TimeSheet allows you to track the time that users work, as follows:

1. You set up time tracking options, including the period that each timesheet should cover.
2. A new timesheet is automatically created for each user when a new period starts.
3. Depending on the type of timesheet being used, the user either:
  - Enters the duration of time they work each day (e.g. 8 hours)
  - Enters the times that they work (e.g. 8:00 AM to 12:00 PM, and 1:00 PM to 5:00 PM)
  - Punches in and out to record when they start and stop working

If using the Project & Billing Edition, the user can choose the project and task that was worked on during each time segment.

If using the Time & Attendance Edition, the system automatically calculates the user's overtime.


4. Once the period has ended, the user submits the timesheet.
5. The timesheet is automatically sent to one or more approvers.
6. The approvers approve the timesheet.
7. If using the Project & Billing Edition, the time can be exported for client billing or compared against project estimates.

If using the Time & Attendance Edition, the time data can be exported to a payroll system, such as ADP.

## How Offline Timesheets Work

If a user does not have access to Web TimeSheet, they can enter and submit time using "offline timesheets", as follows:

1. An external, POP3-compliant e-mail address is specified for each user.
2. Using a button in their timesheet, the user, or an administrator, requests an offline version be sent to that address.
3. Web TimeSheet sends the timesheet as an HTML form attached to the e-mail.
4. The user retrieves the e-mail and saves the form to their local machine.
5. The user opens the form in a web browser, enters their time, and saves the form.
6. The user requests to send the form back to Web TimeSheet, by selecting the button in the form.
7. Once the user is again connected to the Internet, the form is sent to Web TimeSheet.
8. In Web TimeSheet, the timesheet is now filled out and can be viewed and submitted for approval as usual.

 Offline timesheets and offline expense sheets have the following constraints:

- The client machine must have a local e-mail client installed.
- The e-mail client must allow for sending/receiving attachments.
- They are only supported by the Microsoft Internet Explorer browser, version 6.0 or 7.0.
- If using Microsoft Outlook, the **Mail Format** must be set to **Plain Text** (not **HTML**)
- They are not available for those using Integrated Windows Authentication.

## How Time Off Works


In the Time & Attendance Edition, you can track the time off owed to and taken by users. Web TimeSheet provides these features:

- Automatic accruals and resets
- Time off bookings
- Time off entry on the timesheet

## Automatic Accruals and Resets

Web TimeSheet can be used to track the amount of time off employees earn, as follows:

1. You define a number of types of time off, to categorize the time off taken by users.
2. You set accrual and reset policies for each time off type, for each user.
3. The user's balance is automatically adjusted based on the accrual and reset policies.

 The Time off in Lieu time off type cannot accrue time. Instead, time off is accumulated against this type through banking of overtime hours. For more information on how Web TimeSheet's banked time functionality works, refer to [Configuring how Overtime is Calculated](#) on page 35.

## Booking Time Off

For time off requiring advance approval, Web TimeSheet allows users to book time off, as follows:

1. A user requests time off by submitting a time off booking, with the appropriate time off type selected.
2. Once the booking is submitted:
  - The user's balance is reduced by the amount of time off requested.
  - The booking is automatically sent to one or more approvers.

- The booking is displayed in the user's time off calendar.
3. The approvers approve the booking.
  4. The booking is displayed in other user's time off calendars, if they have permission to view others' bookings.
  5. If time off is being tracked as exception time, the data can be exported to a payroll system.

If a user is using a timesheet, any bookings will also be shown on their timesheet. The booking must be approved before the timesheet can be approved.

## Recording Time Off in the Timesheet

If time off does not require approval ahead of time, Web TimeSheet provides users the ability to record time off directly in their timesheet, as follows:

1. A user adds a time off row to their timesheet, selects a time off type, and enters the amount of time off taken.
2. The time off is displayed in the user's time off calendar.
3. The user submits the timesheet, once all the time for that period has been entered.
4. The user's balance is reduced by the amount of time off entered.
5. The timesheet is automatically sent to one or more approvers.
6. The approvers approve the timesheet.
7. The time and time off from the timesheet can be exported to a payroll system, such as ADP.

## How Expenses Work

With a license for the **Web Expense** module, you can track the expenses incurred by Web Expense-licensed users, as follows:

1. A user fills out and submits an expense sheet, uploading any available receipts. If using the Project & Billing Edition, the user can choose which project or, as of 8.24.13, task each expense was associated with.
2. The expense sheet is automatically sent to one or more approvers.
3. The approvers approve the expense sheet.
4. The finance department can reimburse the user based on the approved expense sheets.
5. If using the Project & Billing Edition, the expenses can be exported for client billing or reviewed against project estimates.

Offline expense sheets are also available when users are away from the office. Offline expense sheets follow the same process outlined in [How Offline Timesheets Work](#) on page 10.

## How Projects Work Project & Billing Edition

The Project & Billing Edition allows you to define projects to enter time and expenses against, as follows:

1. A project manager adds a project to Web TimeSheet, specifying the client the project is being completed for, if applicable.
2. The project manager specifies who will be working on the project.
3. If the project is being billed to a client, the project manager sets the billing rates for the project.
4. The project manager creates tasks within the project and enters estimates.
5. The project manager specifies which expenses can be claimed under the project.

6. When entering time on their timesheet, users working on the project allocate their time against the project and task. Users also select the project when entering expenses.
7. The costs and billing charges associated with the time and expenses are automatically calculated by the system.
8. Time and expenses can be exported for client billing. Additionally, the project manager can periodically review the actual costs against the estimates, to ensure the project is on track.

## How Schedules Work

With a Web Schedule license, you can create schedules, and apply them to other licensed Web Schedule users. Typically, you assign repeating schedules (known as templates) to each user, for a span of time you specify. However, you can also make one time only changes to a user's 'master' schedule that override any templates that are in effect.

When creating or editing a schedule, you can specify which activities the user should be working on during the scheduled time. However, Web Schedule does not yet allow users to be scheduled against particular projects or tasks.

## About the Scheduling Process

The basic process for creating and applying schedules is as follows:

1. Assign scheduling permissions to users.
2. Create and publish a schedule, either by adding a template or by manual editing.
3. Assign any templates you created to the appropriate schedule users, for the applicable date ranges.
4. Modify and republish schedules, and create and assign new templates, as required.

## Using Schedules with Timesheet Users

If your schedule users also use timesheets:

- You can choose to allow timesheet users to pre-populate their timesheet with scheduled times and activities
- You can require users to enter times and activities that match their scheduled values in their timesheet

## About the Web TimeSheet Products

Web TimeSheet is comprised of four interconnected products:

- Web TimeSheet Project & Billing Edition
- Web TimeSheet Time & Attendance Edition
- Web Expense Module
- Web Schedule Module

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**You can purchase any combination of these products**

Purchase any product as a standalone version (for example, just the Project & Billing Edition, or just Web Expense) or combine any two, three, or four products within a single implementation to create a version that meets your needs

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<b>You can add as many seats as you need for each product</b>	For example, you can purchase 100 Time & Attendance seats and 30 Project & Billing seats and 10 Web Expense seats for your implementation
<b>You can assign different seats to different users</b>	For example, if you have hourly employees who enter hours for use in pay calculations, you can purchase and assign them Time & Attendance seats. If you also have salaried employees who only require time tracking to bill clients, you can purchase and assign those workers Project & Billing seats.
<b>You can assign multiple seats to each user</b>	For example, if your IT department needs to track their time off and their time worked against projects, but the rest of your employees only track their time off, you can assign members of the IT department both seats

## Web TimeSheet Product Features

Refer to the table below for a description of the primary features of each product.

<b>Project &amp; Billing Edition</b>	<ul style="list-style-type: none"> <li>• Track time against projects and tasks</li> <li>• Review up-to-date project costs at any time, and compare them to estimates</li> <li>• Automatically calculate client billing totals</li> <li>• Transfer data to and from Microsoft Project and Intuit QuickBooks for project management and billing purposes</li> </ul>
<b>Time &amp; Attendance Edition</b>	<ul style="list-style-type: none"> <li>• Track total time worked or track when users are working</li> <li>• Automatically calculate regular and overtime, including multiple levels of overtime</li> <li>• Track time off owed to and taken by users</li> <li>• Export data to QuickBooks and to payroll systems, including ADP</li> </ul>
<b>Web Expense</b>	<ul style="list-style-type: none"> <li>• Track expenses submitted by project or by client</li> <li>• Limit which expenses can be entered against a project</li> <li>• Approve expenses</li> <li>• Upload expense receipts</li> <li>• Export and report on expenses</li> </ul>
<b>Web Schedule</b>	<ul style="list-style-type: none"> <li>• Schedule employee activities<sup>a</sup></li> <li>• Create and modify schedules using templates or manually</li> <li>• Require timesheets to adhere to scheduled times and activities (optional)</li> <li>• Allow scheduled employees populate their timesheets with their scheduled hours (optional)</li> </ul>

a. Project and task work cannot yet be scheduled.

## Other Web TimeSheet Features

In addition to its timesheet, time off, expense-tracking, and scheduling functionality, Web TimeSheet provides the following:

- **Notifications**  
Set customizable automatic e-mail reminders to be sent when items are due
- **Flexible approvals**  
Set customizable automatic e-mail reminders to be sent when items are due
- **Offline access**  
Define customizable approval paths, with multiple approver levels available
- **Currency support**  
Enter expense, billing, and payroll data in any number of currencies, with automatic conversions based on exchange rates you specify
- **User defined fields**  
Create custom fields to track information specific to your organization
- **Hierarchical departments**  
Organize users in department hierarchies that reflect your organization's structure
- **Security features**  
Utilize security options, including support for a number of authentication methods and password requirements
- **Substitute users**  
Provide another user access to enter and approve items on your behalf
- **Flexible permissions**  
Customize permission levels to control what actions users can take and what features they can access
- **External users**  
Provide limited system access to users external to your company, if using the Project & Billing Edition
- **Remote API** New in 8.15  
Access your Web TimeSheet data and create custom integrations with third party software using Web TimeSheet's RepliConnect API. Refer to the [RepliConnect documentation](#) on the Replicon website for information on how to enable, access, and use RepliConnect.
- **Update notifications**  
Be notified whenever Web TimeSheet updates are available, if using a self-hosted version
- **Backup utility**  
Protect your data easily by using Web TimeSheet's database backup utility, if using a SQL Server database and a self-hosted version.

## CHAPTER 3

# Accessing Web TimeSheet

Once a Replicon-hosted/SaaS implementation of Web TimeSheet has been created for you, or Web TimeSheet has been installed on a server within your organization, you can access Web TimeSheet using the *admin* account that is automatically set up during installation.

For information on installing Web TimeSheet or the system requirements necessary to use a self-hosted version of Web TimeSheet, please see the [Web TimeSheet Installation Guide](#). The system requirements for SaaS versions are available at <http://www.replicon.com/support/setup-and-maintenance-help.aspx#sysreq>.

## Accessing Web TimeSheet from your Browser

You can access Web TimeSheet using a web browser on your local computer or on a computer outside your office network, providing you have Internet access. To access Web TimeSheet from a computer outside your network, the computer must have TCP/IP network access to your organization's web server.

To run Web TimeSheet from a web browser:

1. Open your browser application and enter the URL for Web TimeSheet in the web address field.

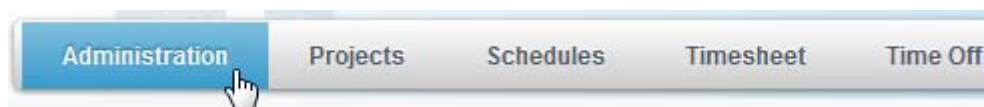
Those using the Replicon-hosted/SaaS implementation can access Web TimeSheet through the **Customer Login** section of [www.replicon.com](http://www.replicon.com).

2. If you are using Integrated Windows authentication, you will be automatically logged in. Otherwise, the Web TimeSheet login page is displayed. Enter the login name *admin* and the appropriate password, and select the **Enter** button.
3. To ensure full functionality of the application, you should allow pop-ups for the Web TimeSheet website. For information on how to disable pop-up blockers, refer to [Disabling Pop-Up Blockers for the Web TimeSheet Site](#) on page 17.

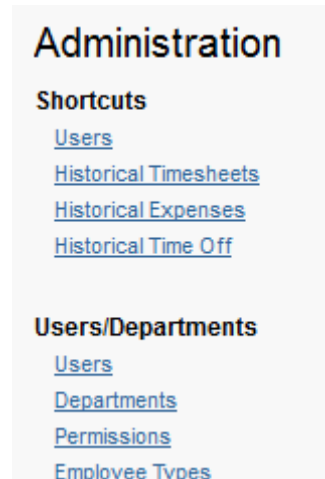
If you have problems accessing Web TimeSheet from outside your network, contact your network administrator.

## Navigating in Web TimeSheet

Use the Web TimeSheet menu bar at the top of the page to navigate through the application based on the type of work you are doing. When setting up Web TimeSheet, the majority of the work will be done in the **Administration** section.



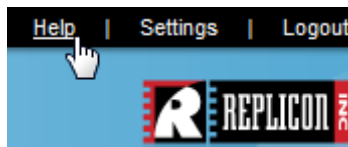
Once you have selected an item from the top menu bar, that section of Web TimeSheet displays. A more detailed menu of features available within that section is provided on the left side of the application. Click on the heading of each menu to open or close it.





## Accessing the Online Help

Web TimeSheet includes an online help system that provides comprehensive information on using the software. If you need more information while setting up your system, refer to the online help.

To access the online help, select **Help** in the upper, right corner of the application.




If the online help window doesn't launch automatically, you may have to allow pop-ups in your browser. Refer to [Disabling Pop-Up Blockers for the Web TimeSheet Site](#) on page 17 for information on how to do this.

 Within Web TimeSheet, if the  icon is shown next to a field, click the icon to access help information related to that field.


## Disabling Pop-Up Blockers for the Web TimeSheet Site

To ensure full functionality of the application, you should disable pop-up blockers for the Web TimeSheet website. To allow pop-ups within Web TimeSheet:

- If you are using Microsoft Internet Explorer:
  - a. Select **Tools > Pop-up Blocker > Pop-up Blocker Settings**
  - b. Enter the Web TimeSheet URL in the field provided.
  - c. Select the **Add** button, and then the **Close** button, and then the **OK** button.
- If you are using Mozilla Firefox:
  - a. Select **Tools > Options**.
  - b. Select the **Content** icon.
  - c. Select the **Exceptions** button next to the **Block pop-up windows** check box.

- d. Enter the Web TimeSheet URL in the field provided.
  - e. Select the **Allow** button, and then the **Close** button, and then the **OK** button.
- If you are using Google Chrome:
    - a. Select the  icon.
    - b. Select **Under the Hood** from the side menu.
    - c. In the **Privacy** section, select **Content settings....**
    - d. In the **Pop-ups** section, select the **Allow all sites to show pop-ups** option.
    - e. Or, click **Manage Exceptions**, and add your Web TimeSheet URL (typically *na1.replicon.com*) and the Help URL as pop-up exceptions (*download1*).

If you use another pop-up blocking application, refer to that application's documentation for information on how to disable pop-up blocking for a specific site.

 All of your users should complete this step once they begin using the system.

## CHAPTER 4

# Overview of Setting Up the System

This chapter provides an overview of the steps required to set up the Web TimeSheet system, and includes information on administrative tasks you may need to carry out once the system is in use.

## Before you Start

Before you begin implementing Web TimeSheet, you will need to gather some information about how the system will be used in your organization. While you can make changes later, having more information at the outset will simplify the setup process.

---

<b>Examples of information you may need</b>	<ul style="list-style-type: none"><li>• What types of users will be accessing the system</li><li>• What system features they will be using</li><li>• How often time needs to be collected</li><li>• How users are paid, including how overtime is calculated</li><li>• How users earn time off</li><li>• The processes that should be followed for approvals</li><li>• How projects will be set up and how clients are billed</li><li>• What security policies must be followed</li></ul>
<b>Examples of people in your organization you may need to consult</b>	<ul style="list-style-type: none"><li>• Payroll Manager</li><li>• Finance Manager</li><li>• Approving Supervisor</li><li>• Project Manager</li><li>• IT/IS Manager</li></ul>

---

## Removing the Sample Data (SaaS Implementations)

When evaluating Web TimeSheet, if you entered company data that you would like to retain, you can remove the sample evaluation data (if you used it) by following the instructions provided in [Removing the Sample Data](#) in Web TimeSheet's online help. This will leave your company data intact.

If you don't need to retain your test data, you can simply remove all data before implementing your system. To do this, select **Clear** on the **Manage Account** page.

## Setting up Web TimeSheet

 You can use the *Web TimeSheet Administrator's Checklist* to help you keep track of which tasks you have completed. This checklist is available at: <http://www.replicon.com/support/setup-and-maintenance-help.aspx#adminchecklist>.

A full list of the steps required to set up Web TimeSheet is available in the [Web TimeSheet Setup Flow Chart](#) on page 21. In general, before users can start entering time, time off, or expenses, or creating schedules, you must:

1. Configure applicable user-related options.

These may include such options as department and employee types, timesheet options, time off options, expense options, and automated e-mail reminder settings

2. Set general system options.
3. Define permission profiles to limit what features and actions are available to users.
4. Add a 'user' for each employee who will be using the system.
5. Assign users options, permissions, and license seats based on what they'll be using the system for.
6. Create projects for users to enter time and expenses against, if using the Project & Billing Edition.

#### **Is the setup order important?**

Yes, the setup order should be followed because many steps in the setup process are dependent on others. For example, to create timesheet periods based on departments, you must first define departments so that departments will be available for selection when defining the timesheet periods.

## Working with the Pre-Defined Data


To help you get Web TimeSheet up and running as quickly as possible, many administrative items (such as employee types, permission profiles, and approver types) have been given pre-defined values.

If the pre-defined options meet your needs, you can skip configuring those items. Or, you can edit, delete, or add to the pre-defined values so that they meet your requirements.

## Adding Large Amounts of Data

These features can help you to quickly add large amounts of data to Web TimeSheet:

- Web TimeSheet's CSV Import feature, which lets users import User, Project, and Expense data from within Web TimeSheet
- "Quick Add" feature, which lets you to add a number of users at once, using a grid-format for entering their details
- "Based On" functionality, which gives you the option of basing new users, permission profiles, and projects on existing ones
- Web TimeSheet's import utility, which allows you to import Comma-Separated Value (CSV) files containing your data (see the [Web TimeSheet Data Import Utility User Guide](#)).

 The import utility is only directly accessible for self-hosted users. However, if you are a SaaS user and want to import via this utility, contact Replicon Support. They may be able to upload CSVs to your SaaS instance for you.

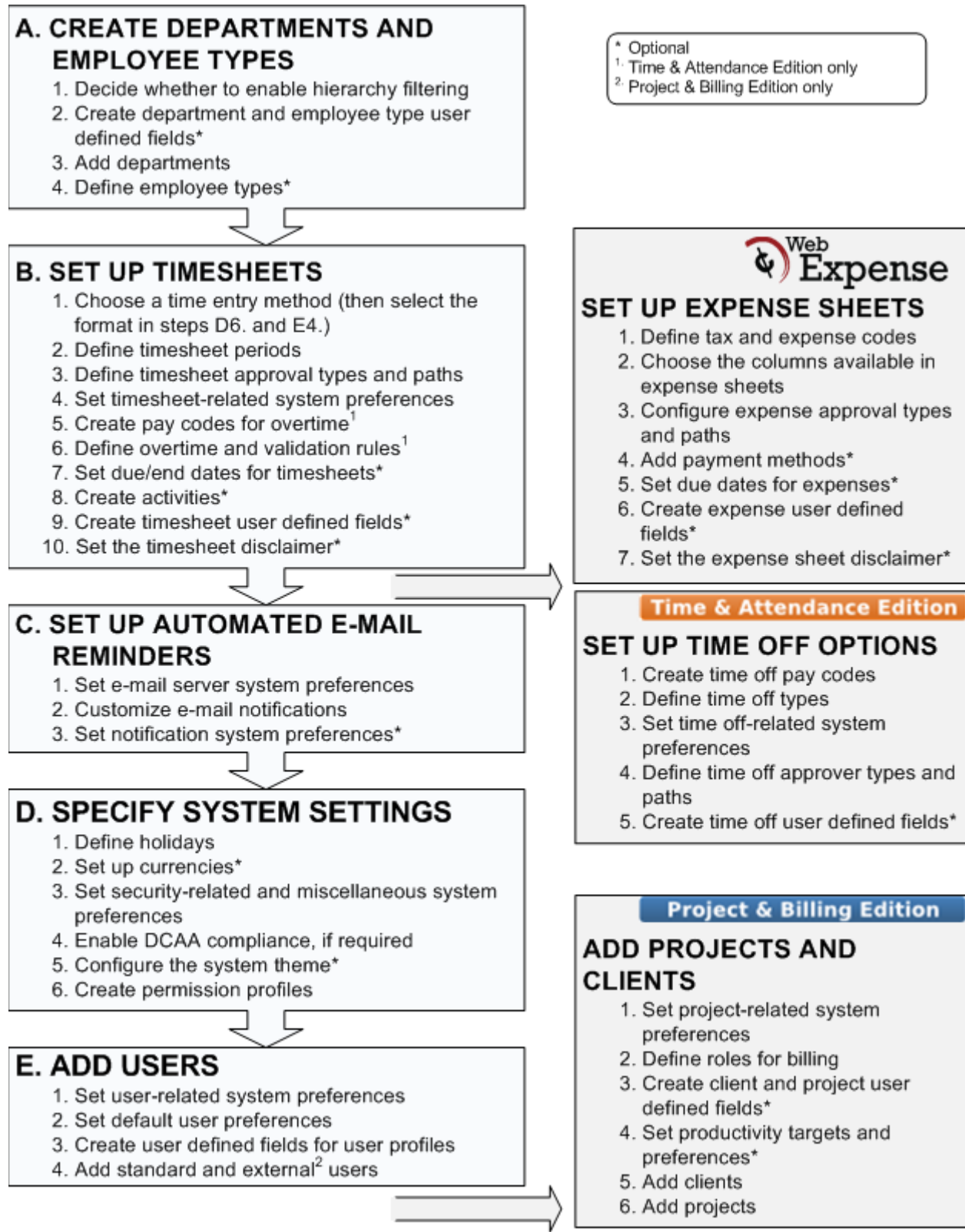
## Once the System is Ready

When Web TimeSheet setup is complete, you can train your users so they can begin using the system.

Once Web TimeSheet is in use, you may need to complete the following tasks:

- Add new license seats
- Perform regular back ups
- Upgrade Web TimeSheet when new features or bug fixes become available (self-hosted only)
- Administer timesheets, time off bookings, and expenses
- Run reports to check project costs, billing amounts, and payroll totals
- Export data to other systems for payroll, project management, or billing purpose

# Web TimeSheet Setup Flow Chart



## CHAPTER 5

# Creating Departments and Employee Types to Organize Users

This chapter explains how to set up departments and employee types, which will be used to organize and categorize users. This step must be completed before setting up timesheet options or adding users.

## Items to Set Up before Adding Departments or Employee Types

Before adding departments or employee types, the following must be configured:

Item to Configure	How it's Used	Page
System Preference for Hierarchy Filtering	Controls whether users can see data for departments outside their branch of the organizational structure	<a href="#">22</a>
User Defined Fields	Required if you wish to capture additional, custom information for each department or employee type	<a href="#">24</a>

## Deciding Whether to Enable Hierarchy Filtering

You should consider enabling hierarchy filtering if you want to limit users' visibility and access to departments, projects, and other users based on their placement within the organization's hierarchy.

Some examples of why you may choose to use hierarchy filtering are:

- There are a number of users administering the system, such as one for each business unit. Hierarchy filtering will, for example, prevent the administrator from Business Unit A from being able to view and edit details for users in Business Unit B.
- You have a number of project managers and want to prevent them from adding users from other departments to their team.
- You want to allow a department manager to report on data for everyone in their direct department, plus those in the sub-departments, but want to prevent them from reporting on higher-level departments.


Hierarchy filtering can be enabled at:

Administration > System > System Preferences > Security section

## Creating the Hierarchy

A hierarchy is defined by creating and organizing departments within Web TimeSheet. The top level of the hierarchy is, by default, labeled *Company*. The departments users are assigned to indicates their placement in the hierarchy.

## How Hierarchy Filtering Affects Users

 Users can only complete the actions mentioned below if they are assigned a permission that allows for it. Refer to [Setting Up Permission Profiles](#) in Web TimeSheet's online help for information on how to create permission profiles and assign them to users.

### *Department Visibility*

When hierarchy filtering is enabled, the following department-related limitations are placed on each user:

- Users can only view and edit their department and their department's sub-departments.
- Users can only add departments as sub-departments to their department.
- When adding or editing a user, only the user's department and its sub-departments can be assigned to the new user.

### *Project Visibility* **Project & Billing Edition**

When hierarchy filtering is enabled in the Project & Billing Edition, the following project-related limitations are placed on each user:

- Users can only view, add, and edit projects in their department and their department's sub-departments.
- When adding or editing a project, the project can only be made visible to the user's department and its sub-departments. Only users within the visible departments can be assigned to the project team or to tasks in the project.

### *User Visibility*

When hierarchy filtering is enabled, the following limitations related to other users are placed on each user:

- Users can only view, add, and edit users in their department and in their department's sub-departments.
- When adding or editing a user, only users in the department or sub-departments of the user doing the adding or editing (the currently logged in user) can be selected as their supervisor.
- Users can only view historical data for the users in their department and its sub-departments.

For information on how reports are affected by hierarchy filtering, see the online help.

## Visibility and Multiple Department Assignments

A user can have more than one department assigned to them, thus expanding their visibility within the system. When more than one department is assigned to a user, the above limitations apply to each department. For example, if a user is assigned *Department A* and *Department B*, they will be able to view and edit users in *Department A* and its sub-departments and will also be able to view and edit users in *Department B* and its sub-departments. This occurs regardless of whether *Department A* and *Department B* are in the same branch of the hierarchy.

## Hierarchy Filtering and Permissions

Permissions control what features a user has access to and what actions they can take, while hierarchy filtering controls what data a user has access to. The two can be used in conjunction to increase security within your Web TimeSheet implementation.

For example, a user's permissions control whether they can edit projects, but the user's place in the department hierarchy controls which projects are visible to the user. With the combination of permissions and hierarchy filtering, the user can edit projects, but only those projects visible to them. If hierarchy filtering is not

enabled, the user has access to edit any project defined in the system. Conversely, if the user's permissions do not include the ability to edit projects, they will not be able to edit any projects, including those visible to them based on their department.

## Excluded from Hierarchy Filtering

A few items are not affected by hierarchy filtering, meaning the user's assigned departments have no effect on the user's visibility to the following:

- **Administration items**

All of the configurable items in the **Administration** menu, excluding **Users** and **Departments**, are visible to all users who have been provided access in their assigned permissions.

- **Approvals**

If a user is included in an approval path, they will be able to see the complete timesheet, expense sheet, or time off booking when approving the item. The data displayed for approval will only be based on their assigned permissions, not on the departments assigned to them. However, as a user's supervisor is often configured as an approver, remember that hierarchy filtering does limit who can be chosen as a supervisor.

## Setting Up Custom Fields for Departments and Employee Types

If you want to track information beyond the basic department and employee type fields, you should create user defined fields. For each user defined field you create, you can enter information in that field when adding a department/employee type.

You do not have to create user defined fields before adding departments and employee types. If you decide later that you need to track additional details, you can set up user defined fields and edit existing departments and employee types to assign a value for those fields.

Department user defined fields are configured at:

Administration > Users/Departments > User Defined Fields > Department tab

Employee type user defined fields are configured at:

Administration > Users/Departments > User Defined Fields > Employee Type tab

For each field you create, you can specify:

1. The name of the field, as it will appear for the department/employee type
2. The type of field, as detailed in [Types of User Defined Fields Available](#) on page 24
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when adding a department/employee type, if any
5. Whether you are required to enter a value

## Types of User Defined Fields Available

The following types of fields can be created:

Type	Description
Date	A date, either typed in the field or selected from a calendar. The default date can be either a specific date, or you can use the formula \$Today to default the date to today's date

Type	Description
Number	A numeric value, possibly with decimals
Drop-down	A pre-defined drop-down list the user must select from
Text	Free-format text, with a maximum number of characters allowed

## Creating Departments


You can use departments to organize users by hierarchical structure, geographic regions, or functional groups within your organization. Users can be assigned to one or more departments and, if hierarchy filtering is enabled, a user's department assignments limit that user's access to other users, departments, and projects.

Departments should be added from the top of the organizational structure down, and can be configured at:

`Administration > Users/Departments > Departments`

For each department you create, you must specify:

1. The parent department
2. The name of the new department
3. The values for any custom fields you defined

 You can drag-and-drop departments to move them around the organizational structure.

## Defining Employee Types

Employee types can be used to group users along any criteria you choose. Each user's assigned employee type can be used to filter or group data in reports. Employee types are only required if the period that a timesheet covers varies by user, and is not based on their department.

Employee types are defined at:

`Administration > Users/Departments > Employee Types`

For each employee type you add or edit, you must specify:

1. The name, which will be used when assigning a type to a user
2. The values for any custom fields you defined

This chapter provides information on how to set up the system so time can be entered and tracked, as detailed in [How Timesheets Work](#) on page 10. These steps must be completed before timesheet users can be added.

## Items to Set Up before Adding Users or Entering Time

### Required

Before adding users and allowing them to enter time, the following must be configured:

Item to Configure	How they're Used	Page
Time entry method	Defines what format is used to record time	<a href="#">27</a>
Timesheet Periods	Defines how much time each timesheet covers and, therefore, how often time is submitted	<a href="#">30</a>
Approver Types and Approval Paths	Defines who approves each timesheet	<a href="#">32</a>
System Preferences (Timesheet Screen)	Required only if users will need to enter more than 24 hours in a day, or if signature lines should display on printed versions of timesheets. Also specifies how columns are displayed on timesheets in the Project & Billing Edition.	<a href="#">34</a>

### Required for Payroll Time & Attendance Edition

If you have a Time & Attendance Edition license and users are entering time for payroll purposes, the following must also be configured:

Item to Configure	How they're Used	Page
Pay Codes	Specifies the amount that is paid for overtime	<a href="#">34</a>
Overtime Rules	Defines how overtime is calculated and paid	<a href="#">35</a>
Validation Rules	Specifies the minimum or maximum number of hours required to be entered on a timesheet	<a href="#">37</a>

### Required for Project Costing or Billing Project & Billing Edition

If you have a Project & Billing Edition license and are tracking time for project costing or billing, projects must be configured before users enter time, as detailed in [Chapter 12, Creating Clients and Projects](#) on page 64.

## Optional

You can set up the following time entry features at any time:

Item to Configure	How they're Used	Page
Due/End Dates	Determines how soon timesheets need to be submitted and approved, and how far in advance time can be entered (defaults are already in place)	<a href="#">32</a>
Activities	To classify time worked, for reporting purposes. When used with projects, activities allow you to define global tasks without adding them to each project.	<a href="#">38</a>
User Defined Fields	To capture additional, custom information on the timesheet	<a href="#">38</a>
Disclaimers	To display a message on the timesheet to remind users of important information, such as the deadline for submission	<a href="#">39</a>

## Selecting a Time Entry Method

Web TimeSheet allows users to enter time using a number of timesheet styles. A user's time entry method is configured within their assigned permission type. Therefore, you can assign different time entry methods to different users.

- For information on each of the time entry options, refer to [Understanding the Available Time Entry Method](#) below.
- For help deciding which option is right for you, refer to [Deciding which Time Entry Method to Use](#) on page 30.
- For information on assigning time entry type permissions, refer to [Assigning a Time Entry Method Permission to a User](#) on page 30.

## Understanding the Available Time Entry Method

There are four time entry options to choose from. You can assign users one of the following time entry methods:

- **Standard** timesheet
- **In-Out** timesheet
- **Standard** timesheet OR **In-Out** timesheet, as the user prefers
- **Locked In-Out** timesheet

Each of these options is described further in the sections that follow.

## Standard Timesheet

If a user is assigned a **Standard** timesheet, they enter the duration of time they worked. The complete timesheet period is shown on one page.

Sun 21	Mon 22	Tue 23	Wed 24
	4.00	7.00	6.00
	4.00	1.00	2.00

## In-Out Timesheet

If a user is assigned an **In-Out** timesheet, they enter the time they start and stop working and Web TimeSheet will automatically calculate the duration. Or, the user may enter the start time and the duration, and Web TimeSheet will determine their stop time. Each day within the timesheet period is shown on its own page.

In	Out	Hours
9:00 AM	12:00 PM	3.00
1:00 PM	6	

## Locked In-Out Timesheet

If a user is assigned a **Locked In-Out** timesheet, they punch in and out when they start and stop working. Users cannot edit the time they have entered. Each day within the timesheet period is shown on its own page.

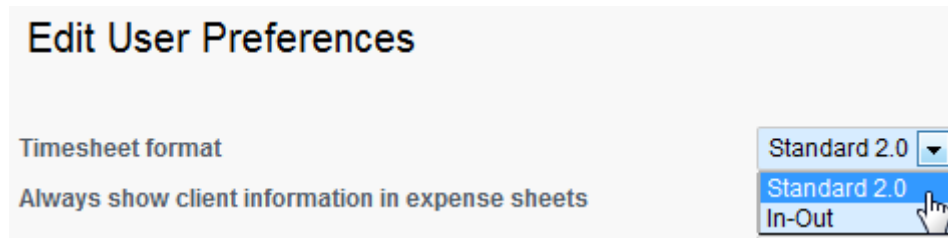
In	Out	Hours
8:38 AM	10:47 AM	0.15
10:48 AM		

**Punch Out** **Add Time Off** **Book**

The **Locked In-Out** timesheet is useful in systems that, for audit and accountability purposes, require an accurate, non-editable record of time worked by employees.

## Standard OR In-Out Timesheet


If a user is assigned a **Standard** or **In-Out** timesheet, they can choose to use either of those timesheet types, and may switch between types at any time by modifying their personal settings.



## Timecard **Time & Attendance Edition**

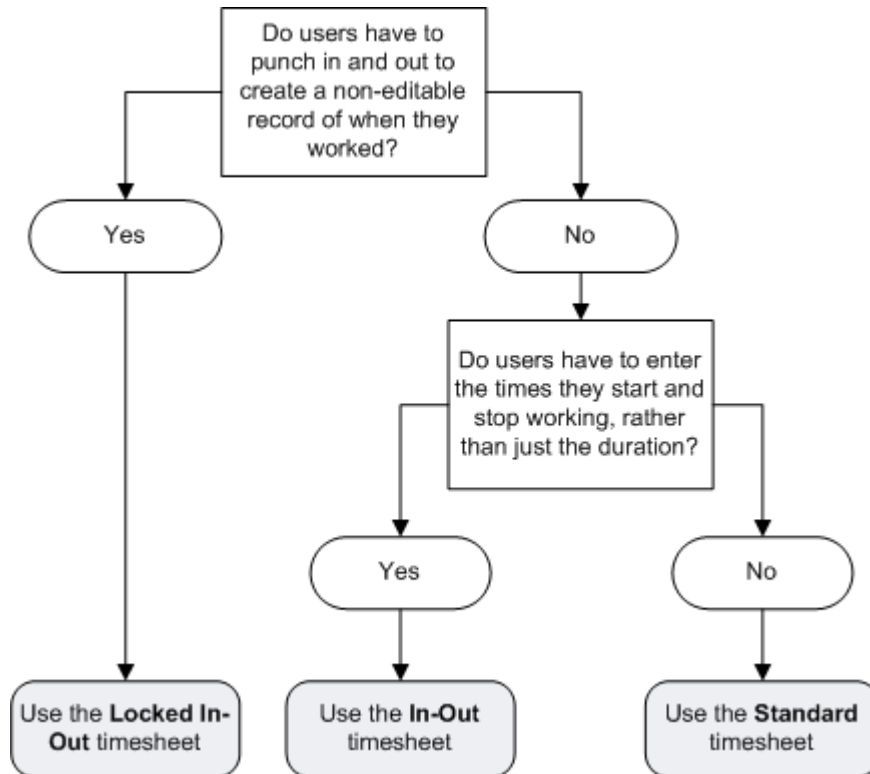
An additional option, time entry through timecard, is available with a Time & Attendance Edition license. If a user is assigned a timecard, they punch in and out when they begin and end work.

However, if you require a non-editable record of time worked, it is recommended that you use the **Locked In-Out** timesheet. By using the **Locked In-Out** timesheet instead of the timecard, the same functionality will be available to users, but approvals, overtime calculations, and more comprehensive reporting will be available to administrators.

 Users can use a timecard and a **Standard** timesheet in conjunction. However, the data entered in timecards is NOT automatically copied to timesheets, nor visa versa.

## Deciding which Time Entry Method to Use

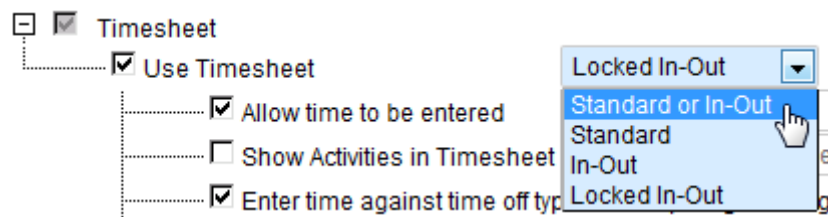
The chart below may assist you in deciding which time entry method best suits your requirements. For more information on each of the time entry methods, refer to [Understanding the Available Time Entry Method](#) on page 27.



- Users can be given the option of using either the **Standard** or **In-Out** timesheet, as explained in [Standard OR In-Out Timesheet](#) on page 29.

## Assigning a Time Entry Method Permission to a User

Each user is assigned a time entry method via their assigned permissions. Different users can be assigned different time entry formats. You should set the desired time entry method when defining these permissions later when [Controlling What Users Can Access](#) on page 56. Then, you can assign the permission to the appropriate user as explained in [Setting User Options](#) on page 59



## Defining the Period Each Timesheet Covers

Timesheet periods are date ranges that specify the amount of time each timesheet covers and, therefore, how frequently timesheets are submitted.

You can create either:

- A single timesheet period for all users (*System* timesheet period), or
- A different timesheet period for each employee type or department

Timesheet periods can be configured at:

Administration > Timesheet Setup > Timesheet Periods

For each timesheet period you create, you must select:

1. Whether the period will apply to all users (*System*), or will be based on employee types or departments. The “types” of timesheet periods are separated by tabs in the **Timesheet Periods** page.
2. The employee type or department the timesheet period should apply to, if applicable
3. The length of time each timesheet should cover, either:
  - Weekly
  - Bi-weekly
  - Semi-monthly
  - Monthly
  - A weekly period, that adjusts in length to ensure time data for the end of the month is available for payroll processing and/or billing (see [Understanding the Weekly End-of-Month Timesheet Period](#) on page 31)
  - A custom period (see [Understanding the Manual Timesheet Period](#) on page 32)
4. The first day of the timesheet period. For example, a weekly timesheet period can be set to start on Sunday; each user’s timesheet will then span Sunday to Saturday.
5. The date the timesheet period will take effect. When initially setting up the system, this should be set to the first date you wish to start collecting time for, and ideally matches the first day of the period.

In the future, if you want to change the timesheet period, create a timesheet period with an effective date equal to the date you want the new period to be applied. The timesheet period will be applied to all timesheets created after that date.

## Understanding the Weekly End-of-Month Timesheet Period

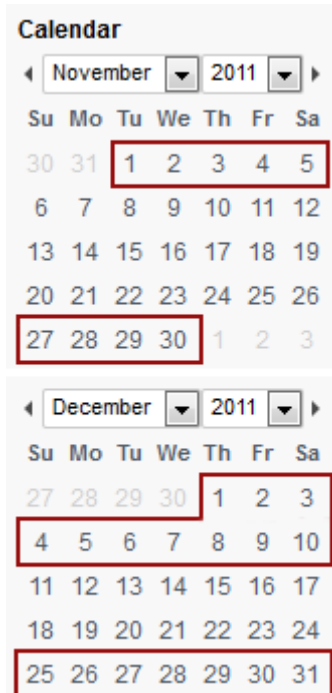
**Weekly End-of-Month** timesheet periods are intended for those using a monthly payroll or billing cycle, but who want to use weekly timesheet periods to ensure timely data entry. Using this timesheet period type, if a timesheet spans the end of one month and the beginning of the next, the timesheet will be broken up at the crossover between months. This ensures administrators will receive data for the end of the month without having to wait for a future timesheet to be submitted.

If timesheets start on a Sunday, consider the following timesheet period, which would be created if a **Weekly** period is used.

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5

Using the **Weekly End-of-Month** timesheet period, days from incomplete weeks at the beginning and end of the month will either form a short week (if there are 4 or more days), or will be added to the adjacent week in that month (if there are 3 or fewer days).

For example, the timesheet periods at the beginning and end of the month would look something like this:



## Understanding the Manual Timesheet Period

The **Manual** timesheet period type allows you to create a customized timesheet period with specific start and end dates. A **Manual** timesheet period might be useful if there is a time period where your organization will not follow the standard timesheet period schedule.

Create a **Manual** timesheet period as you would any other timesheet period type. Instead of selecting a day and effective date for the period, you will need to enter start and end dates.

After the first period defined by the start and end dates is completed, timesheets that follow will use the same span of time (until a new timesheet period comes into effect). For example, if you define a manual timesheet period for May 5 to May 7, the subsequent timesheets will be May 8 to May 10, May 11 to May 13, and so on.

## Specifying who Approves Timesheets

You can choose who approves each user's timesheet. More than one approver can be required to approve a timesheet. To specify who approves a timesheet you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the timesheet is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 59.

If you don't require timesheets to be approved, skip the first step.

## Setting Up the Approver Types

Approver types identify the individuals who will be approving timesheets. Specific individuals, such as payroll or billing administrators, can approve timesheets. Alternately, you can choose relative approvers such as each user's supervisor, or a project leader who approves timesheet data for their projects.


Once approver types are created, you can use them to create approval paths for the timesheet to follow. The approver types you define will also be available to add to approval paths for time off bookings and expense sheets.

Approver types are defined at:

Administration > Approval Setup > Approver Types

When adding or editing an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all timesheets for users they supervise
  - Project Leader, who approves all time entered against their project (available in Project & Billing Edition only)
  - External User, who approves all time entered against projects for which they are specified as the **Client/External Approver**, as detailed in [Allowing Clients to Access Project Information](#) on page 71 (available in Project & Billing Edition only)
  - A specific user, who approves all timesheets for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

If you choose a relative approver, the system will automatically determine the appropriate person to forward the timesheet to based on the user and the contents of the timesheet.

3. Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) for more information.

 To prevent delays in the approval process, the system will automatically approve timesheets if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Project Leader** has not been assigned to the project)

When this occurs, <System> is shown in the approval details.

## When to Override an Approver's Permissions

You may choose to override the user's permissions if you want to provide them additional permissions only when approving specific items or specific user's entries. For example, John Smith is a supervisor and has supervisor permissions already set up in his user profile. If you want John Smith to approve all time for his staff, but also approve expenses for everyone in the company, you will need to set up a special approver type specifically for John Smith to do expense approvals. In this case, you will want to override the approver's existing permissions and set up permissions specific to the expense approval. You can achieve this by

selecting the **Override approver's existing permissions** check box and selecting the appropriate permissions.

When you override John Smith's permissions, any approval paths using this special approver type will give John Smith the permissions set up for that approver type (his regular permissions will still be in effect for other approval paths that use him as a supervisor).

## Defining the Order of Approval


Approval paths define which approvers will approve a user's timesheet, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Timesheet approval paths can be created at:

Administration > Approval Setup > Approval Paths > Timesheet tab

For each approval path you add or edit, you must specify:

1. The name of the approval path, which is used to identify the path when assigning it to users
2. The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the timesheet to be automatically approved by the system.

3. The order in which the timesheet is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for timesheets. This path will automatically be assigned to all new users that are added in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Setting Timesheet System Preferences

Within the system preferences, you can allow users to enter more than 24 hours in each day of their timesheet, and specify that Employee and/or Approver signature lines appear on printed timesheets. If using the Project & Billing Edition, you can also configure how client and project columns are displayed on the timesheet.

Timesheet system preferences can be configured at:

Administration > System > System Preferences > Timesheet Screen section

## Setting Up Pay Codes for Overtime Time & Attendance Edition

If you are using the system for payroll purposes, you must set up pay codes to define labels and rates for the various levels of pay. Once pay codes are created, you can assign them to various conditions used in overtime calculations. For example, you may choose to have:

- Any time between 40 and 45 hours classified as *Overtime* and paid at 1.5 times the user's normal rate
- Time above 45 hours classified as *Double Time* and paid at 2 times the user's normal rate

As explained in the next section, the overtime rule determines which hours are included in a certain pay level, while the pay code determines the label and multiplier used for those hours. You can also associate pay codes with time off types to specify the rate time off should be paid at, as described in [Defining Pay Codes for Time Off](#) on page 40.

Pay codes are only available with a Time & Attendance license and can be configured at:

Administration > System > Timesheet Setup > Pay Codes


When adding or editing a pay code, you must specify the following:

1. The name of the pay code, which is shown in the timesheet and in payroll reports
2. The code for the pay code, which is available in reports and used when exporting pay data to ADP
3. The multiplier that should be applied to hours associated with the pay code. For example, if the user's **Hourly Payroll Rate** is \$20.00 and the multiplier is 1.5, the user will be paid  $\$20.00 \times 1.5 = \$30.00$  for hours associated with the pay code.

## Specifying the Pay Code to use for Regular Hours

You must have at least one pay code that can be associated with regular working hours. The multiplier for this should be 1.0. The pay code for regular hours can be selected at the top of the **List Pay Codes** page.

## Configuring how Overtime is Calculated Time & Attendance Edition

 If time off will be included in overtime calculations, you should set up time off types before configuring overtime calculations. To set up time off types, see [Defining the Types of Time Off Taken and their Settings](#) on page 41.


If you are using Web TimeSheet to calculate pay, you must set up overtime rules. Overtime hours and pay are automatically calculated based on:

- The hours entered in a user's timesheet
- The overtime rules you define

The number of hours designated as overtime will be displayed on the timesheet and overtime pay will be available in payroll reports.

You can create an unlimited number of overtime rules, but only one can be assigned to a user at any given time.

Overtime rules also determine which levels of overtime should be automatically banked.

 The user may choose to bank all overtime hours for a timesheet period if you assign them *Choice of banking extra overtime hours* permission.

Overtime rules are only available with a Time & Attendance Edition license and can be configured at:

Administration > Timesheet Setup > Overtime Rules

When adding or editing an overtime rule, you must specify the following:

1. A name for the rule, which will be used to identify the rule when assigning it to users
2. Whether time off hours should be included when calculating overtime, and which time off types specifically
3. The template to use for the rule:

- **Best-Of Overtime** allows you to pay users overtime based on different criteria for straight time, hours, days, holidays, weeks and timesheet periods.
  - **California Overtime** allows you to pay users overtime based on different criteria for straight time, hours, days, weeks and timesheet periods.
  - **Single Condition** allows you to set up a very simple overtime rule. You can specify the number of hours that will determine whether the user is eligible for overtime pay.
  - **Bi-Conditional Rule - OR (Apply both conditions)** allows you to set up overtime rules based on multiple criteria that are non-exclusive, so that overtime is paid as long as one condition is met.
  - **Bi-Conditional Rule - OR (Apply condition that yields the highest pay)** allows you to set up an overtime rule that will determine the most beneficial calculation for the user.
  - **Bi-Conditional Rule - AND** allows you to set up an overtime rule for multiple criteria that must all be met in order to qualify for overtime.
  - **Daily Overtime** allows you to set up a very simple overtime rule for a particular day. You can assign a rule to all days, holidays, work days, weekly days off, or a particular day of the week.
4. The conditions for each rule, such as:
- The number of hours above which time will be considered overtime
  - The days it will apply to
  - The pay code to apply to each level of overtime, which is used to label the overtime hours and associate a pay multiplier with those hours
  - Whether each level of overtime should be banked. Refer to [Specifying if and when Overtime should be Banked](#) on page 36 below for more information on this.

## Specifying if and when Overtime should be Banked

Users can be allowed to bank overtime hours instead of being paid for those hours. Banked hours can be used when booking or entering time off. Banked time is accumulated against the Time Off in Lieu time off type.

Banked time can be set up in one of three ways:

Banked Time Option	Description
1. Automatic banking	Overtime hours you select in the user's overtime rule are automatically banked
2. User banking	Each timesheet period, the user can choose to either bank: <ul style="list-style-type: none"> <li>• ALL of their overtime hours, or</li> <li>• NONE of their overtime hours</li> </ul>
3. Automatic + User banking	Each timesheet period, the user can choose to either bank: <ul style="list-style-type: none"> <li>• ALL of their overtime hours, or</li> <li>• ONLY overtime hours you selected in their overtime rule</li> </ul>

For options 1 and 3, you must enable the **Bank if possible** check box for each condition of the overtime rule for which time should be automatically banked.

- For more information on banking time, refer to the *Banking Time* topic in the Web TimeSheet online help located at: [http://download1.replicon.com/docs/wts/help/web\\_timesheet\\_help.htm#Time\\_Off/Time\\_Off\\_Setup/banking\\_time.htm](http://download1.replicon.com/docs/wts/help/web_timesheet_help.htm#Time_Off/Time_Off_Setup/banking_time.htm).

## Defining the Minimum or Maximum Hours that are Required on a Timesheet Time & Attendance Edition

You should create validation rules if you want to ensure a timesheet has a minimum and/or maximum number of hours entered before it can be submitted.

An unlimited number of rules can be created, but you can only assign one rule at a time per user. The conditions within a rule will be applied to the timesheet as "AND" conditions, meaning the conditions work together to narrow the options for valid timesheets.

For example, you might require your employees to work a minimum of eight hours a day for each weekday, but no employee is allowed to work more than 60 hours in a week. To accomplish this, you would set up one rule with two conditions:

- A work day is equal to or greater than eight hours
- A week is less than or equal to 60 hours.

In this situation, all timesheets would have to meet both conditions before they could be submitted.

- Validation rules include time off hours. For example, if a validation rule requires users to enter more than seven hours per day on their timesheet, a user who has taken the day off must account for that time by entering more than seven hours of time off.

Validation rules are only available with a Time & Attendance Edition license and can be set at:

Administration > Timesheet Setup > Validation Rules

When creating a validation rule, you must specify the following:

1. The name of the rule, which will be used to identify the rule when assigning it to users
2. Any number of conditions, and the periods that they apply to:
  - **Day** rules define the hours for a single day at a time.
  - **Week** rules define the hours for seven days from the timesheet period start date. If you have a monthly timesheet, a weekly rule will only be executed if the first day of the rule falls before the last day of the week.

For example, if your rule is set to run from January 16th to January 30th, and the timesheet displays the week of January 15 - 21, the rule will apply because the last day of the week is later than the start date of the rule.

- **Work Week** rules define hours for each seven day time span, from the first day of the user's work week (as defined in their user profile). The user's work week may not correspond to their timesheet period. Therefore, for each timesheet, Web TimeSheet will validate all full work weeks that include one or more days that fall within the timesheet period.

This rule cannot be used to check that a minimum number of hours have been entered in a work week. This prevents problems caused when validating partial weeks, when users will rarely enter enough hours to pass minimum hours validation, and will therefore often be unable to submit their timesheets.

- **Timesheet Period** rules define the hours for the entire timesheet period. This rule will only be effective if the timesheet end date is less than or equal to the rule end date. For example, if your timesheet period is monthly, and your rule is set to run from January 1st to January 15th, it will be ignored, since it does not include the period end date. If another rule was set to run from January 16th to January 30th, that rule would be applied to the entire timesheet.
- If using a **Day** period, the days the condition applies to, either work days, weekly days off, or holidays

## Specifying when Timesheets are Due and how Far in Advance Time can be Entered

Due dates determine:

- When timesheets must be submitted for approval
- How quickly timesheets must be approved

End dates determine how many months in advance time can be entered, and can be set separately for each timesheet period type (system, department, employee).

Default values have been set, but they can be changed at:

Administration > Timesheet Setup > Due / End Dates

## Classifying Time Worked using Activities

In the Time & Attendance Edition, activities can be used to categorize time for reporting purposes. You can create a number of activities, assign them to users, and those users can select an activity for each segment of time on their timesheet.


In the Project & Billing Edition, activities are common tasks that are performed across multiple projects. For example, a consulting company may have a set of core functions that must be completed for every project they work on, such as budgeting, design, and testing. Instead of adding these to each and every project they create, the functions can be defined globally as activities. When entering time against a project, users can select a task defined within the project, select an activity, or choose a combination of the two.

Before creating activities, ensure they are enabled in the system preferences at:

Administration > System > System Preferences > Usage section

Once they are enabled, add or edit activities at:

Administration > Timesheet Setup > Activities

 While you can assign activities to users here, it is not necessary. You can also assign activities to a user in their user profile.

## Setting Up Custom Timesheet Fields

You should create user defined fields if you want to track information beyond the basic timesheet fields already provided. For example, you may want users to provide status updates on the work they have been doing, or information on the number of customer calls they completed.

User defined fields can be create to record information for either:

- The timesheet as a whole

- Each timesheet row
- Each timesheet cell

User defined fields are configured at:

Administration > Timesheet Setup > User Defined Fields

For each field you create you can specify:

1. Which section of the timesheet the field should apply to, by selecting the appropriate section in the **User Defined Fields** page
2. The name of the field, as it will appear on the timesheet
3. The type of field, as explained in [Types of User Defined Fields Available](#) on page 24
4. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
5. The default value to show when users first enter their time, if any
6. Whether users are required to enter a value


## Displaying a Message on the Timesheet

You can choose to have a message displayed on the timesheet, such as guidelines for entering time or a reminder of due dates. This message is called a “disclaimer”, and can be set at:

Administration > Communications > Disclaimers

When creating a disclaimer, be sure to choose *Timesheet* from the **Type** field. A disclaimer can also be created for approvers by selecting *Approvals*.

This chapter provides information on how to set up the system so time off can be entered and tracked, as explained in [How Time Off Works](#) on page 11. These steps should be completed before adding time off users.

 A Time & Attendance Edition license is required to track time off.

## Items to Set Up before Adding Users or Entering Time Off

### Required

Before adding users and allowing them to enter time off, the following must be configured:

Item to Configure	How they're Used	Page
Pay Codes	Specifies how time off hours are labeled and the pay associated with them	<a href="#">40</a>
Time Off Types	Defines the types of time off taken by users, how that time off can be entered, and default accrual settings for the type	<a href="#">40</a>
System Preferences (Time Off)	Specifies the minimum amount of time off that can be taken, whether users are required to enter start and end times when making partial day bookings, and whether balances are displayed in hours or days	<a href="#">42</a>
Approver Types and Approval Path	Defines who approves time off bookings	<a href="#">42</a>

### Optional

You can set up the following time entry features at any time:

Item to Configure	How they're Used	Page
User Defined Fields	To capture additional, custom information in time off bookings and for time off entered directly in timesheets	<a href="#">43</a>

## Defining Pay Codes for Time Off

If you are using Web TimeSheet to determine a user's pay, you should set up pay codes for:

- Paid time off
- Unpaid time off (setting the pay multiplier to 0)

If you are not using the system for payroll purposes, there is a pre-defined pay code for time off that you can use. The pay codes will be shown on the timesheet and in payroll reports and exports.

Pay codes can be defined at:

Administration > Timesheet Setup > Pay Codes

For more information on pay codes, see [Setting Up Pay Codes for Overtime](#) on page 34.

## Defining the Types of Time Off Taken and their Settings

You must create time off types to define the different types of absences that users will take. By creating multiple types:

- Time off can be categorized for reporting purposes
- Accrual and balance settings can be set differently for each type of time off

For each time off type, you can specify default settings for how time off is accrued and when the balance is reset. When adding a user, these defaults will be applied starting at the date any new user is added, but can be overwritten if necessary. If all or the majority of your users follow the same time off policies, it is recommended that you set default accrual and reset values at the system level and then edit the settings at the user level for those users that are the exception.

Time off types can be configured at:

Administration > Time Off Setup > Time Off Types

For each time off type you add or edit, you must specify:

1. The name of the time off type, which users will select when entering time off or reviewing their balance
2. The default policy type, that is, whether no policy, a single initial policy, or a set of policies based on the users' start date anniversary will be created for new users.
3. Whether the time off needs to be requested in advance (through a time off booking). If booking is not required, users will still be able to book time off of that type, but they will also be able to enter it in their timesheet.
4. By default, how much time off will be added to (accrued on) the user's balance, and how often. (These default values are used for new users, but you can override them in the user's profile.)\*
5. By default, whether the user's time off balance should be reset regularly.\*
6. How time off of that type will be tracked, either as the time taken or the time remaining, or not at all. Select **Hours/Days Remaining** if users will be given an allowance for that type of time off. If there are no limits on how much time off of a specific type users can take, select **Hours/Days Taken**.\*
7. Whether bookings or entries using this time off type will display in users' time off calendars.
8. Whether, by default, the user's balance will be limited to a maximum.
9. Whether, by default, users can incur a negative balance against a time off type, and, if applicable, how large a negative balance is allowed.

For more information on how time off accruals and resets work, consult the online help.

Options marked with an asterisk (\*) are not available when configuring the Time Off in Lieu time off type that is used for banking time.

## Setting Time Off System Preferences

There are a number of system preferences related to entering and tracking time off. Time off system preferences can be configured at:

Administration > System > System Preferences > Time Off section

In the system preference, you can specify the following:

1. The minimum amount of time off users can take
2. Whether users are required to enter start and end times before they can submit partial day bookings
3. Whether time off balances are displayed in days or hours in timesheets, bookings, calendars, and reports
4. Whether the time off type for other user's bookings is shown in the calendar

## Specifying who Approves Time Off Bookings

If users enter time off through bookings, you can choose who approves each user's bookings. More than one approver can be required to approve a booking. To specify who approves a booking you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the booking is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 59.

If you don't require bookings to be approved, skip the first step.

 Time off entered directly in a timesheet is approved by a timesheet approver. Timesheet approvers were configured in [Specifying who Approves Timesheets](#) on page 32.

## Setting Up the Approvers

Approver types identify the individuals who will be approving time off bookings. Specific individuals, such as payroll administrators, can approve bookings. Alternately, you can choose relative approvers, such as each user's supervisor.


Once approver types are created, you can use them to create approval paths for the booking to follow.

You may have already created approver types for approving timesheets. These existing approver types can also be used for bookings. Additional approver types can be created at:


Administration > Approval Setup > Approver Types

When adding an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all time off bookings for users they supervise
  - A specific user, who approves all time off bookings for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

- Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) on page 33 for more information.

 To prevent delays in the approval process, the system will automatically approve time off bookings if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Supervisor** has not been assigned to the user).

When this occurs, <System> is shown in the approval details.

## Defining the Order of Approval


Approval paths define which approvers will approve a user's time off bookings, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Time off booking approval paths can be created at:

Administration > Approval Setup > Approval Paths > Time Off Booking tab

When creating an approval path, you must specify:

- The name of the approval path, which is used to identify the path when assigning it to users
- The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the time off booking to be automatically approved by the system.

- The order in which the booking is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for time off bookings. This path will automatically be assigned to all new time off users that are created in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Setting Up Custom Time Off Fields

If you want to track information beyond the basic time off fields already provided, you should set up user defined fields. Then, when users book time off or enter it directly in their timesheet, they can enter values in these fields.


User defined fields are configured at:

Administration > Time Off Setup > User Defined Fields

For each field you create, you can specify:

- The name of the field, as it will appear on the time off booking or timesheet row
- The type of field, as detailed in [Types of User Defined Fields Available](#) on page 24
- Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
- The default value to show when users first enter their time off, if any
- Whether users are required to enter a value

This chapter describes the system setup required to enter and track expenses. These steps should also be completed before adding expense users.

 Expense sheets are available only with a valid license for the **Expense** module.

## Items to Set Up before Adding Users or Entering Expenses

### Required

Before users are added and allowed to enter expenses, the following must be configured:

Item to Configure	How they're Used	Page
Tax Codes	To automatically determine the amount of tax paid on an expense amount	<a href="#">45</a>
Expense Codes	To categorize expenses and define which taxes are applied to each type of expense	<a href="#">45</a>
Expense Columns	Determines which fields are available on expense sheets	<a href="#">46</a>
Approver Types and Approval Paths	Defines who approves each expense sheet	<a href="#">47</a>

### Required for Project Costing and Billing

If you have a Project & Billing Edition license and are tracking expenses for project costing or billing, projects must be created before entering expenses, as detailed in [Chapter 12, Creating Clients and Projects](#) on page 64.

### Optional

You can set up the following expense entry features at any time:

Item to Configure	How they're Used	Page
Payment Methods	Required if you want to track how users paid for expenses	<a href="#">48</a>
Due/End Dates	Determines how quickly expense sheets need to be approved (defaults are already in place)	<a href="#">48</a>
User Defined Fields	To capture additional, custom information on the expense sheet	<a href="#">49</a>
Disclaimers	To display a message on the expense sheet to remind users of important information, such as when expenses should be submitted	<a href="#">49</a>

## Defining the Taxes that will be Applied to Expenses

Tax codes define the different taxes applied to expenses incurred for business activities and purchases.

Tax codes can be configured at:

Administration > Expense Setup > Tax Codes

When you creating a tax code, you will be required to provide:

1. A name for the tax, which will be shown on the user's expense sheet
2. The default formula for calculating the tax based on the net amount of the expense (see below)

### Understanding the Tax Formula

Each tax code has a "tax formula" that tells Web TimeSheet how to calculate the tax based on the net amount of the expense. This formula can be edited at the system level or when the tax is applied to an expense code. The formula at the expense code level will apply only to that expense code.

You may create a rated tax (calculates the tax as a percentage of the net amount) or a flat tax (adds a flat amount to the net amount).

When creating your tax formula, use the following operators:


Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence
\$Net	Tag for the net amount, which will be used to calculate the tax

#### Example 1

The formula for a 7% state sales tax would be entered as  $\$Net*0.07$ .

#### Example 2

The formula for a flat tax (such as airport tax) would be entered as  $10.00$ .

 When entering the tax formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

## Setting Up the Types of Expenses that will be Incurred

Expense codes define the different costs incurred for business activities and purchases.

Expense codes can be configured at:

Administration > Expense Setup > Expense Codes

When adding or editing an expense code, you must specify:

1. The name of the expense code, which users will select to categorize each expense
2. Whether it is based on an expense rate (e.g., mileage) or a flat amount (e.g., hotel). If the expense code is based on an expense rate, you must enter the appropriate rate and the unit to which that rate applies. For example, if you are entering an expense code for mileage, the rate might be \$.80 per *mile*.
3. The formula to calculate the net (pre-tax) amount based on the total (see [Understanding the Gross to Net Formula](#))
4. The taxes which apply to expenses under that code. For each tax you assign to the expense code, you can use the default tax formula or edit it for this code.

## Understanding the Gross to Net Formula

The “gross to net” formula instructs Web TimeSheet how to calculate backwards from the gross (total expense amount) to the net (pre-tax amount) for an individual expense. Providing this formula will ensure expense amounts are correct, whether the user enters the net or the gross amount for a specific expense.

When entering the gross to net formula, you may enter a simple formula (useful for expenses with only one tax) or a complex, multi-level formula using parentheses to indicate precedence (useful for expenses with more than one tax). The formula may contain the following operators:

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
()	Indicates precedence
\$Gross	Tag for the gross amount, which will be used to calculate the net amount


### Example 1

For a 7% state sales tax, the gross to net formula would be entered as  $\$Gross/1.07$ .

### Example 2

For a 6% sales tax and a flat tax of \$10.00, where the 6% sales tax is applied to the net amount before the flat tax is added, the gross to net formula would be entered as  $(\$Gross-10)/1.06$ .

Parentheses are used to indicate that the 10 dollars should be subtracted from the gross amount before the 6% sales tax is deducted.

 When entering the gross to net formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

## Choosing which Fields are Available on Expense Sheets

The **Expense Columns** page allows you to specify which fields are valid for expense sheets entered by your users. You may want to disable any fields that are not used by your organization to prevent confusion.

Any field selected on this page will be available to the user, however they may be disabled on the expense sheet by default. Users can add the fields to their expense sheet using the **Settings**.

Expense columns can be configured at:

Administration > Expense Setup > Expense Columns

## Specifying who Approves Expense Sheets

You can choose who approves each user's expenses. More than one approver can be required to approve an expense sheet. To specify who approves a expense sheet you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the expense sheet is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 59.

If you do not require expense sheets to be approved, skip the first step.

## Setting Up the Approvers

Approver types identify the individuals who will be approving expense sheets. Specific individuals, such as finance managers, can approve expenses. Alternately, you can choose relative approvers, such as each user's supervisor or project leaders, who approve expense data for their projects.


Once approver types are created, you can use them to create approval paths for the expense sheet to follow.

You may have already created approver types for approving timesheets. These existing approver types can also be used for expense sheets. Additional approver types can be created at:

Administration > Approval Setup > Approver Types


When adding an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all expense sheets for users they supervise
  - Project Leader, who approves all expense entered against their project (available in Project & Billing Edition only)
  - External User, who approves all expense entered against projects for which they are specified as the **Client/External Approver** as detailed in [Allowing Clients to Access Project Information](#) on page 71 (available in Project & Billing Edition only)
  - A specific user, who approves all expense sheets for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

If you choose a relative approver, the system will automatically determine the appropriate person to forward the expense sheet to based on the user and the contents of the expense sheet.

3. Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) on page 33 for more information.

 To prevent delays in the approval process, the system will automatically approve expense sheets if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Project Leader** has not been assigned to the project).

When this occurs, <System> is shown in the approval details.

## Defining the Order of Approval


Approval paths define which approvers will approve a user's expense sheet, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Expense approval paths can be created at:

Administration > Approval Setup > Approval Paths > Expenses tab

When creating an approval path, you must specify:

1. The name of the approval path, which is used to identify the path when assigning it to users
2. The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the expense sheet to be automatically approved by the system.

3. The order in which the expense sheet is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for expenses. This path will automatically be assigned to all new expense users that are created in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Defining how Expenses will be Paid for

Payment methods are used to specify how expenses were paid. This can help you track, for example, which credit card was used for purchases. However, it is not required that users specify payment methods for expenses.

Payment methods are configured at:

Administration > Expense Setup > Payment Methods

## Specifying how Quickly Expenses must be Approved

Due dates determine:

- How quickly expenses must be approved
- When expense approvals are considered "overdue"

Default due dates are already in place, but these can be modified at:

Administration > Expense Setup > Due / End Dates

## Setting Up Custom Expense Sheet Fields

You should create user defined fields if you want to track information beyond the basic expense sheet fields already provided. Then, when entering their expenses, users can enter a value in each of these fields.

User defined fields are configured at:

Administration > Expense Setup > User Defined Fields

For each field you create you can specify:

1. The name of the field, as it will appear on the expense sheet
2. The type of field, as explained in [Types of User Defined Fields Available](#) on page 24
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when users first view the expense sheet, if any
5. Whether users are required to enter a value

## Displaying a Message on the Expense Sheet

You can choose to have a message displayed on the expense, such as deadlines for when expenses should be submitted each month. This message is called a “disclaimer” and can be set at:

Administration > Communications > Disclaimers

When creating a disclaimer, be sure to choose *Expenses* from the **Type** field. A disclaimer can also be created for approvers by selecting *Approvals*.

## CHAPTER 9

# Setting Up Automated E-mail Reminders

This chapter describes how to set up Web TimeSheet to automatically e-mail users reminders. Users can be sent an e-mail when:

- They begin using the system
- Their timesheet is due or a new timesheet period has started
- Items are waiting for their approval
- Their timesheet, expense sheet, or time off booking has been approved or rejected
- Their task assignments have changed (if they are assigned to projects)

## Items to Set Up to use Automated E-mail Reminders

### Required

Before e-mail reminders are sent out, the following must be configured:

Item to Configure	How they're Used	Page
System Preferences (E-mail Settings)	Specifies the settings for the e-mail server used to send out reminders	<a href="#">50</a>
E-mail Notifications	Defines the reminders that will be used by the system and the contents of the e-mail	<a href="#">51</a>

### Optional

The following additional e-mail features are available for use at any time.

Item to Configure	How they're used	Page
System Preferences (Notifications)	Defines how notifications are handled when submissions or approvals are overdue (defaults are in place)	<a href="#">51</a>
Broadcast	To send one-off messages to all users or a specific department	<a href="#">51</a>

## Entering E-mail Server Settings

If you are using the self-hosted version of Web TimeSheet, you must specify details of the e-mail server that will be used to send e-mails to users. The e-mail server will also be used to send and receive offline timesheets or expense sheets.

E-mail server settings can be configured at:

Administration > Communications > E-mail Settings

You can specify the following settings:

1. The address for the Web TimeSheet e-mail account

2. Details of the incoming mail server (required if offline timesheets or expenses sheets will be used; see [How Offline Timesheets Work](#) on page 10 for more information)
3. Details of the outgoing mail server, including any SMTP authentication settings
4. How often (in hours) the system should try to re-send e-mails after failure

## Testing your E-mail Server Setup

To ensure your e-mail server settings are entered correctly:

1. Send a broadcast message (see [Setting System Preferences for Notifications of Overdue Items](#) on page 51).
2. Review the `RTServer.log` file on the Web TimeSheet server, typically located at `C:\Program Files\Replicon Inc\Web TimeSheet\APP`.

## Customizing E-mail Notifications

Web TimeSheet provides a set of e-mail notifications to remind users to complete their responsibilities. There are two types of e-mail notifications:

- Single notifications, which remind a user about a specific timesheet, booking, or expense sheet (e.g. "Jane Avery's timesheet is waiting for approval.")
- Batch notifications, which inform supervisors and project leaders which group of users are delinquent in completing a task (e.g. "The following user's timesheets are waiting for approval.")

E-mail notifications can be configured at:

Administration > Communications > E-mail Notifications

Each e-mail notification can be customized to fit your organization's needs. You can choose:

1. Whether the notification is enabled to be sent to users (notifications can also be enabled/disabled for individual users in their profile)
2. The e-mail address that will receive users' replies to the notification
3. The text that appears in the **Subject** line of the e-mail
4. The contents of the e-mail, which you can edit or add to as you wish. Tags are available to provide information specific to the timesheet, time off booking, or expense sheet the e-mail pertains to. For example, to include the timesheet approver's name in the "Timesheet is waiting for approval" e-mail notification, ensure the `$APPROVERNAME` tag is included in the body of the e-mail.
5. If applicable, when the e-mail should be sent. It is recommended that you set e-mails to be sent early in the morning, when the e-mail server is not being highly used.

## Setting System Preferences for Notifications of Overdue Items

You can change how the system handles re-sending notifications when approvals or submissions are overdue.

These preferences can be configured at:

Administration > System > System Preferences > Notification section

You can specify the following settings:

1. Whether e-mail reminders should be sent everyday when submissions or approvals are overdue
2. Whether those notifications should be sent on the user's typical non-working days

## Sending Special Messages

You may broadcast one-off e-mail messages to any or all users in your system. Broadcasting messages is an effective way to notify users of system upgrades, timesheet changes, project updates, or news about your organization.

When broadcasting a message, you can choose which department to send it to and whether to include sub-departments. The message will be sent immediately.

Broadcast messages can be sent at:

Administration > Communications > Broadcast

# CHAPTER 10

## Setting General System Options

This chapter provides information on the general system options you should configure before you add users and projects.

### Items to Set Up before Adding Users and Projects

#### Required

Before adding users and projects, you must configure the following:

Item to Configure	How they're Used	Page
Holidays	Defines the holidays that users take, which will be excluded from time off calculations and shown in timesheets and calendars	<a href="#">53</a>
Currencies	To allow pay and billing rates, costs, and expenses to be entered in multiple currencies	<a href="#">54</a>
System Preferences (Security)	Defines the security options used by the system	<a href="#">55</a>
System Preferences (Usage, Reports, Web Addresses, Feedback)	Specifies general system-wide settings	<a href="#">55</a>
DCAA Compliance	To track changes for DCAA auditing	<a href="#">55</a>
Permissions	To control what users can access	<a href="#">56</a>

### Defining what Holidays Users Take

Holiday calendars are sets of holidays taken by users. These dates are highlighted in timesheets and calendars. Any holidays are ignored in time off calculations – that is they are not considered “time taken” because the user would not have worked that day.

Time off taken for holidays is entered against a **Time Off Type for Holidays** that you define. You can also choose to have the user's hours per day automatically added to holidays. A booking will be automatically generated for each holiday. Both of these options can be configured at:

Administration > Timesheet Setup > Time Off Types

Holiday calendars can be configured at:


Administration > Timesheet Setup > Holidays

For each holiday calendar, you must specify:

1. The name of the holiday calendar, which will be displayed when assigning calendars to users
2. The name and dates of holidays that occur in the calendar
3. The icon to display for the holiday in the user's timesheets and calendars

## Customizing the List of Holiday Icons

Web TimeSheet provides a large number of holiday icons; however you may add more icons if you are using the self-hosted version of Web TimeSheet. Icons cannot be added if you are using the Replicon-hosted/SaaS version of Web TimeSheet.

 Holiday icons must be .gif or .jpg images, and no larger than 16 by 16 pixels.

To add icons:

1. Go to the folder where you installed Web TimeSheet on your server.
2. Place the icon files in the `html\common\icons\holidays` folder.
3. Restart the Web TimeSheet service to see your new icons available when adding or editing holidays.

## Setting Up Currencies

Web TimeSheet provides support for multiple currencies. Items such as expenses, payroll rates, hourly costs, and billing rates all have a currency associated with them.


USD is the default currency and acts as the base for the exchange rates of additional currencies defined in the system; however you can choose any currency to be the default. To assist with accounting tasks, reports can be configured to show data in both the original currency and the base currency.

Currencies can be defined at:

Administration > System > Currencies


When adding or editing a currency, you must specify:

1. The name of the currency
2. The symbol, to be shown with currency values. The symbol can be an actual symbol (\$) and/or an abbreviation (CAD).

 If you are using Web TimeSheet for Oracle, currency symbols such as £ are not recognized by Oracle due to a difference in character representation. For these currencies, it is recommended that you use an alphabetical abbreviation (e.g., EUR).

3. The rate of exchange between the new currency and your base currency

If the exchange rate changes in the future, you can add a new exchange rate and set it to be effective the date of the change.

 It is recommended that you create a process for handling manual exchange rate updates, because Replicon does not connect to an external currency system to obtain updates.

## Changing the Base Currency from US Dollars

The base currency is the main currency used by your organization for financial transactions. This is the currency in which all costs are calculated, and the currency to which foreign currency amounts are converted.

Web TimeSheet comes with a default base currency of *US Dollars*. You can choose another base currency at the bottom of the **Currencies** page.

## Setting Security Options

Web TimeSheet includes a number of options to help keep your Web TimeSheet data secure. Security system preferences can be set at:

Administration > System > System Preferences > Security section

These security options include:

1. Whether alternate login verification options should be enabled, including Windows NT/Active Directory (self-hosted installations only) or SAML-based authentication. (For information on using Integrated Windows Authentication instead, see the [Web TimeSheet Installation Guide](#).)
2. Settings to improve users' password strength
3. Whether to automatically check for Web TimeSheet updates
4. Whether users' Web TimeSheet sessions should automatically time out after a period of inactivity.

## Setting System-Wide Preferences

There are a few system preferences that apply to the system as a whole. These can be configured at:

Administration > System > System Preferences

In the **Usage** section, you can configure:

1. Whether users are selected using a drop-down list or a pop-up dialog box. If you expect to have more than 100 users in the system, the pop-up is recommended.

In the **Reports** section, you can choose:

1. Whether reports are automatically generated when accessed, or if the user has to click a button to generate the report, after setting filter options and settings
2. A network location users can install Microsoft Office Web Components (OWC) from. OWC is required to use pivot reports.

In the **Web Addresses** section, you can set options for:

1. The web address to send users to after they logout, such as your company's intranet home page
2. The web address for Web TimeSheet

In the **Feedback** section, you can configure:

1. Whether anonymous usage statistics are sent to Replicon

## Additional System Preferences

Information on setting other system preferences is discussed in the related chapters:

- [Setting Timesheet System Preferences](#) on page 34
- [Setting Time Off System Preferences](#) on page 42
- [Setting System Preferences for Users](#) on page 57
- [Setting System Preferences for Projects](#) on page 64

## Enabling DCAA Compliance

Project & Billing Edition  
Time & Attendance Edition

You should enable DCAA compliance if you want Web TimeSheet to meet the requirements of the Defense Contract Audit Agency (DCAA) for automated timekeeping systems. DCAA compliance also provides addi-

tional controls that will allow your organization to enforce business policies associated with DCAA, such as notifying employees when they have new jobs.

DCAA compliance can be set at:

Administration > System > System Preferences > DCAA Compliance tab

Along with fields for enabling DCAA compliance, this page shows you information on system options associated with DCAA compliance. For each option, it shows:

- The setting required for DCAA compliance
- The current setting

## Controlling What Users Can Access

In Web TimeSheet, permissions help determine what data and features users can access and what actions they can perform. Practically every action a user can take in Web TimeSheet is associated with an individual permission. Individual permissions can be enabled and disabled within permission profiles, which are assigned to users.

Refer to [Setting Up Permission Profiles](#) in Web TimeSheet's online help for information on how to create permission profiles and assign them to users.

# CHAPTER 11

## Adding Users

This chapter provides information on final steps to complete before adding users, and then how to create users so they can begin entering time, time off, and expenses.

### Items to Set Up before Adding Users

Before users are added, the following must be configured:

Item to Configure	How they're Used	Page
System Preferences (Employees)	Defines default values and formulas to assist you in creating users faster	57
Default User Preferences	Specifies the default preferences for each new user	57
User Defined Fields	To capture additional, custom information for each user	58

### Setting System Preferences for Users

In the **System Preferences**, you can specify default values for a number of fields, so these values will be selected automatically when you add a new user. You can also specify formulas so user fields will be automatically filled out.

User-based system preferences and defaults can be set at:

Administration > System > System Preferences > Employees section

In this section, you can configure:

1. The default number of hours per day
2. The default work week, used for overtime calculations (Time & Attendance Edition only)
3. The default time zone
4. The formula to use for login names. If you specify a formula, the **Login Name** field will automatically be filled in when you enter a user's first and last name.
5. The formula to use for e-mail addresses. If your company's e-mail addresses follow a consistent formula, such as *firstname.lastname@company.com*, you can specify this formula here to have the **Internal E-mail Address** field automatically filled out.
6. Whether the current timesheet, or the user's earliest unsubmitted timesheet displays by default
7. The default weekly days off
8. The default holiday calendar

### Setting Default User Preferences

User preferences define the system-side, default display settings for Web TimeSheet users. Users can change their preferences from the default by selecting **Settings** from the top menu.

You can change the default preferences at:

Administration > Users/Departments > User Preferences.

- It is recommended that you choose 20 records be displayed on each page and, if applicable, 50 tasks be listed in the task drop-down list.

## Setting Up Custom Fields for User Profiles

You should create user defined fields if you want to track information beyond the basic user profile fields already provided. For example, you may want to enter a user's job title.

User defined fields can be created at:

Administration > Users/Departments > User Defined Fields

For each field you create you can specify:

1. The name of the field, as it will appear in the user's profile
2. The type of field, as explained in [Types of User Defined Fields Available](#) on page 24
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when adding a new user, if any
5. Whether you are required to enter a value

## Checking Previously-Configured Items

If you followed the order of this guide, the following items have already been set up. If any of these haven't been set up, it is recommended that you configure them before adding users. This will allow you to add users without interruption.

Item to Configure	Edition	Required if...	Page
Departments	Both	Always required	<a href="#">25</a>
Employee Types	Both	Timesheet periods depend on the user	<a href="#">25</a>
Approver Types and Approval Paths	Both	Always required	<a href="#">32</a>
Overtime Rules	Time & Attendance	You are using the system for payroll purposes	<a href="#">35</a>
Validation Rules	Time & Attendance	You are using the system to track attendance or payroll	<a href="#">37</a>
Activities	Both	You want users to track time against activities	<a href="#">38</a>
Time Off Types	Time & Attendance	You are using the system to track time off	<a href="#">41</a>
E-mail Notifications	Both	You want to customize the contents of e-mail reminders sent to users	<a href="#">51</a>

Item to Configure	Edition	Required if...	Page
Holiday Calendars	Both	You are using the system to track time off, or you want holidays to show up in timesheets	<a href="#">53</a>
Currencies	Both	Hourly pay, cost, billing rates, or expenses will be entered in multiple currencies	<a href="#">54</a>
System Preferences	Both	You want to use Windows NT, Active Directory, or SAML authentication	<a href="#">55</a>
Permissions	Both	Always required	<a href="#">56</a>

Once you have configured the above items, you can add users.

## Adding Users

To provide an employee or other person access to Web TimeSheet, you must add them as a user.

Supervisors should be created before adding other users. Begin with the highest position and work your way down through each level of your hierarchical structure. Creating the higher positions first will allow you to immediately assign the appropriate supervisor to each subordinate user.

Users can be added at:

Administration > Users/Departments > Users

If you have many users to add, you can add them en masse as explained in [Adding Multiple Users at Once](#) on page 62.

## Standard versus External Users Project & Billing Edition

The Project & Billing Edition includes two types of users: **Users** and **External Users**. Standard users and external users are added and edited under different tabs in the **List Users** page.

Typically, a user is created as a standard user if they are an employee of the company and, depending on their assigned permissions, may be required to enter time and expenses, manage projects, or run reports.

External users are typically external to the organization and, as a result, are much more limited in their access. External users are often created for those users who are required to approve time information and review report data on behalf of a client.

Standard and external users each have their own user name, password, and profile but external users do not have as many additional options as standard users. For example, supervisors, timesheet periods, and activities are not set for external users.

Unless a distinction is required, the term **User** is used for both standard and external users.

## Setting User Options

In the section at the top of the **Add User** page, you must specify the user's:

1. First and last name
2. E-mail addresses (specify the external address if the user will be using offline timesheets or expense sheets)

Additional options are organized into tabs, as detailed below.

## Access Tab


In the **Access** tab, you must specify:

1. The user's login credentials (see below)
2. The departments (primary and additional) the user resides in  
The **Primary Department** is used to determine which **Timesheet Period** applies to the user, if **Timesheet Period Type** is set to **Department** for the user. Additionally, Web TimeSheet will only consider the user's **Primary Department** when reporting on historical data.
3. The license seats to assign to the user
4. The permission profiles to assign to the user


### *Setting a User's Login Credentials*

The **Login** section specifies the credentials the user uses to log in to Web TimeSheet. Configure this section as follows:

1. If available, choose the **Authentication Type** for the user, if applicable
  - **Web TimeSheet**  
Choose this option if the user is using a login name and password specific to Web TimeSheet.
  - **Windows NT/Active Directory Domain**  
Choose this option if the user is using their Windows NT or Active Directory login name and password to log in to Web TimeSheet.
  - **SAML**  
Choose this option if the user is using SAML authentication.


 Web TimeSheet supports Integrated Windows Authentication, which allows users to bypass the login page using their Windows credentials. For more information on enabling Integrated Windows Authentication for all users, see the [Web TimeSheet Installation Guide](#).

2. Enter or modify the user's **Login Name**, as follows:
  - If the user is using a login name and password specific to Web TimeSheet, enter any login name that has not already been used in the system.
  - If the user is using Windows NT authentication or Integrated Windows Authentication is enabled, enter their Windows login name.
  - If the user is using Active Directory authentication, enter their userPrincipalName or sAMAccountName, as defined in the Active Directory system.
  - If the user is using SAML authentication, enter their SAML login name.

 Web TimeSheet uses the value entered in the **Login Name** field to determine whether Windows NT or Active Directory authentication is being used. If you enter a name that includes a domain, such as `sally@company.com`, Web TimeSheet will assume that Active Directory authentication is being used. In this case, the **Domain** field will automatically be filled based on the login name entered.

3. Enter or modify the user's **Password** or **Domain**, as follows:

- If the user is using a login name and password specific to Web TimeSheet, enter the password for the user. Depending on the **System Preferences**, there may be requirements for the number and type of characters in the password.

 When editing an existing user, the user's password will appear as a blank field. This is for security purposes and does not mean you have to enter a new password.

- If the user is using Windows NT authentication, enter the Windows NT domain the user is defined in.
- If the user is using Active Directory authentication, edit the Active Directory domain the user is defined in, if necessary.
- If the user is using SAML authentication, there is nothing to enter.
- If Integrated Windows Authentication is enabled, enter a dummy value.

## Advanced Tab

In the **Advanced** tab, you must specify:

1. General user settings, including their supervisor and hourly payroll rate
2. The approval paths for the user's timesheets, expense sheets, and time off bookings
3. Values for any user defined fields you created
4. Which activities the user can select on their timesheet, if applicable
5. Substitute users you would like to assign to the user. (Once your system is implemented, users can also set their own substitutes via `Settings > Substitute Users`).
6. Other miscellaneous user settings such as which overtime and validation rules to apply to the user's timesheet

The sections that follow provide information on some of these options.

### *Assigning a Timesheet Period to a User*

By default, users will be assigned the *System* timesheet period. If you choose to create periods based on employee types or departments, when adding users you must specify their employee type/department and the type of timesheet period to use in their timesheets. For example, consider a timesheet period created for the employee type *Full-time Salaried*. When adding a user who requires this timesheet period, you would set the following:

- **Employee Type** to *Full-time Salaried*
- **Timesheet Period** to *Employee Type*

### *Assigning Rules and a Work Week to a User*

You can assign an overtime rule and a validation rule to a user so that those rules will be applied to their timesheet.

While you can only apply one of each rule at any given time, you can apply different rules at different times by entering an effective date for each rule assignment. For example, you can assign:

- *OTRule1* effective January 1, 2008
- *OTRule2* effective January 1, 2009


Any time entered for dates between January 1, 2008 and December 31, 2008 will use *OTRule1*. Time entered for January 1, 2009 or after will use *OTRule2*.

In addition to assigning an overtime rule, you must specify the work week that should be used to calculate overtime. For example, weekly overtime can be calculated using hours from Sunday through to Saturday, or hours from Monday to Sunday.

## Time Off Tab Time & Attendance Edition

With a Time & Attendance seat, the **Time Off** tab lists each of the time off types available in the system. For each type, there may already be settings in place, based on the defaults you set at the system level. You can keep these defaults or edit them. For each type, you must specify:

1. Which time off types the user is allowed to enter time off against
2. A starting balance for each type
3. How often time off should be added to (accrued on) their balance
4. Whether their balance should regularly reset

 If you know a user will have additional accruals available to them in the future, you can specify these new settings now by adding a new row for that type and setting the **Effective Date** to the date the new settings will come into effect.

## E-mail Tab

Choose which e-mail notifications the user should receive in the **E-mail Notifications** tab.

### *Understanding the System Error/Warning e-mail notification*

The **System Error/Warning** e-mail notification is a system e-mail that notifies the user:

- When a problem has occurred in Web TimeSheet (for example, timesheets are waiting for approval by a user whose login is disabled).
- When a license is due to expire or has expired.
- If an update to Web TimeSheet is available, if automatic notification is enabled.

You should enable this notification only for yourself and other administrators.

## Adding Multiple Users at Once

The **Quick Add** button allows you to add multiple users at once. You need to enter only the most basic user specific information (e.g., **Last Name**, **Login Name**, **Password**) for Web TimeSheet to create individual profiles. The more specific information (e.g., access rights) is based either on system defaults or another user profile (you choose), both of which can be edited later on a user-by-user basis or en masse.

If you choose to apply the user's supervisor from the **Quick Add** page, you should create all supervisors before adding the other users.

The fields displayed on the **Quick Add** page can be customized to fit your needs by selecting the **Settings** button. If you want to base certain fields on another user's profile (or use the system defaults), do not display them on the **Quick Add** page. For example, you may wish to copy the supervisor or hours per day on another user rather than enter them here. To achieve this, you must not display them on this page.

## Understanding how License Seats are Assigned when using Quick Add

Users added via **Quick Add**:


- That are based on an existing user will be assigned the same seats as the user on whom they are based

- That are **not** based on an existing user will be assigned seats as follows:
  - If there are Time & Attendance seats available, a Time & Attendance seat will be assigned (regardless of what other seats are available)
  - If there are only Project & Billing seats, a Project & Billing seat will be assigned.

If no seat licenses are available, users will still be added, but with disabled status, and no seats will be assigned to them.

If you are using Web TimeSheet to track project costs or bill clients, before users begin entering time or expenses you must set up the projects people are currently working on. You can do this yourself, or you can provide project managers the permissions to add/edit projects.

This chapter provides information on final steps to take before entering clients and projects, and how to set up projects once you are ready.

 Tracking time and expenses against projects requires a Project & Billing Edition license. If you are using the Time & Attendance Edition, you can allocate time using activities, as explained in [Classifying Time Worked using Activities](#) on page 38.

## Items to Set Up before Creating Clients and Projects

Before creating projects, you must configure the following:

Item to Configure	How they're Used	Page
System Preferences (Usage/Projects)	Specifies if Web TimeSheet will be used for billing, whether hours and costs are rolled up to parent tasks, and whether multiple clients can be associated with a project	<a href="#">64</a>
Roles	Required if clients are billed based on the type of work done	<a href="#">65</a>
User Defined Fields	Required if you want to capture additional, custom information for projects or clients	<a href="#">66</a>
Productivity	Specifies the billable targets and preferences used to determine productivity	<a href="#">66</a>

Once you have set up these items and have added all your users, you can add:

1. Clients, as outlined in [Setting up your Clients](#) on page 67
2. Projects, as detailed in [Adding Projects](#) on page 67

## Setting System Preferences for Projects

Within the **System Preferences** page, you can configure options for projects. Project-related system preferences can be configured at:

Administration > System Preferences

In the **Usage** section of the page, the following can be set:

1. Whether Web TimeSheet will be used to track billing information. If enabled, you will be able to associate billing rates with time and users will be able to designate expenses as billable.

In the **Projects** section of the page, the following can be configured:

1. Whether hours and costs for parent tasks should be calculated automatically by summing values from child tasks.

This option is recommended if you organize projects in such a way that only the lowest level tasks are available for users to enter time in their timesheets. When this option is not enabled, estimated hours and cost can be manually entered at any level of the hierarchy, meaning that no automatic calculations will occur.

2. Whether multiple clients can be assigned to one project, and how costs will be shared between those clients (see [Understanding Cost Allocation and Bucket Method](#) on page 65)

If you wish, both methods can be enabled and you can choose which method to use on a project-by-project basis.

## Understanding Cost Allocation and Bucket Method

If multiple clients can be assigned one project, you must choose how costs will be shared between those clients:

- **Cost allocation**

Clients will each be billed a percentage of the total billing costs. For example, if Client A is assigned 50%, they will be charged for half of the time and expenses for the project.

- **Bucket method**

The bucket method allows you to use the same project name with multiple clients. Users will select the client to bill within the timesheet.

For example, if you have a number of projects that perform similar functions, such as *Design*, you can use the project name *Design* with a multiple clients. Project costs in this case go into a 'bucket' instead of being allocated between the multiple clients. One of the benefits of this feature is that it eliminates the requirement that similar projects be given unique names for different clients.

## Defining Billing Rates based on the Work being Done

If you are using Web TimeSheet to bill clients, and the billing rate depends on the type of work being done, you must create roles.

Once you have created the roles, they are assigned to projects and then, individually to project team members. Those team members can select the role on their timesheet to indicate that the work done was under that role. That time will be billed at the rate associated with that role.

Roles can be defined at:

Projects > Setup > Roles/Rates

For each role, you must specify:

1. The name of the role, which will be shown in projects and timesheets
2. The default billing rate to associate with the role

## Understanding Roles

The following scenarios provide some examples of how you might implement roles.

### *Scenario 1*

You are the project leader for a web design project. You and the client have agreed that all time for the project will be charged at a rate based on the action/function fulfilled by team members. This project will require fulfillment of the following functions at the specified rates:

- Project Management - \$125.00/ hour
- Web Site Design - \$70.00/hour

- Graphic Design - \$50.00/hour

### *Scenario 2*

You are a project leader at a large manufacturing company that completes many interdepartmental projects. Because each project team usually consists of an entire department, charges are incurred based on each team member's level of expertise. To simplify interdepartmental billing, your company has categorized employees as follows:

- Junior Level - \$75.00/hour
- Intermediate Level - \$100/hour
- Senior Level - \$150/hour

## Setting up Custom Fields for Projects or Clients

User defined fields are custom fields you can create to track information beyond the basic fields already provided. You can create custom fields for projects, for tasks, or for clients. For example, you may want to identify which phase each project is in, or capture a billing address for each client.

Project user defined fields are configured at:

Administration > Timesheet Setup > User Defined Fields > Project tab

Task user defined fields are configured at:

Administration > Timesheet Setup > User Defined Fields > Task tab

Client user defined fields can be defined at:

Administration > Timesheet Setup > User Defined Fields > Client tab

For each field you create you can specify:

1. The name of the field, as it will appear for the project or client
2. The type of field, as described in [Types of User Defined Fields Available](#) on page 24
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when users first create a project or client, if any
5. Whether users are required to enter a value

## Setting Productivity Targets and Preferences

You can use Web TimeSheet to measure the productivity of users against billable hours targets you set. Productivity is tracked at the user, department, project, and company level and each user can view their productivity on their timesheet.

Enter each user's yearly or monthly billable targets at:


Projects > Productivity > Productivity Targets

Set preferences for productivity calculations at:

Projects > Productivity > Preferences

In this page, you can specify:

1. Whether productivity charts are shown on users' timesheets
2. Whether only approved hours are included in productivity calculations
3. The productivity level at which, in the charts, users are considered to be meeting their targets

You can also configure how often productivity data is generated at: `Projects > Productivity > Monthly >  icon`

## Setting up your Clients

Clients are customers of your organization to whom you bill time or costs for projects. Clients can be external customers or departments within your organization. Projects can be set up with multiple clients, either for cost allocation on a percentage basis, or to allow the same project name with multiple clients, as described in [Understanding Cost Allocation and Bucket Method](#) on page 65.

You should define your clients before setting up projects to eliminate the need to go back and assign the projects to the appropriate client.

Clients can be configured at:

`Projects > Clients`

For each client you create, you can specify:

1. The name of the client
2. A code for the client, which can help save space in timesheets and reports
3. The default billing rate for the client (any projects created for this client will be set to use this rate by default)
4. Any custom fields you created for clients

## Adding Projects

A project is a framework (structure) used to organize workgroup tasks. Projects identify the body of work to be completed by a team within your organization. Projects can have multiple levels and complexities, depending on the needs of your organization.

Projects can be added at:

`Projects > Projects`

Follow these steps to add a project:

1. Create the project, including entering the basic project details and assigning clients.
2. If tracking time for billing purposes, set the rates to bill time at.
3. Specify who will work on the project.
4. Define the tasks within the project.
5. Specify which expenses can be claimed under the project.


If your projects follow a similar structure and settings, you can create a template project and add projects using the template, as described at [Adding Projects using a Template](#) on page 69.

## Creating the Project

When creating the project, you must specify:

1. The name of the project
2. The project code, which can be used to save space in timesheets and reports

3. If hierarchy filtering is enabled, the **Department** the project will be visible to.

 When adding a project, you can only select one department for which to make the project visible. Once you have added the project, open it for editing and select additional departments.

4. The client(s) associated with the project and how costs will be shared. See [Understanding Cost Allocation and Bucket Method](#) on page 65 for information on selecting multiple clients.
5. If using Web TimeSheet for billing, the default billing rate for the project.

Once the project is added, you can edit it to set the billing rates, project team, task structure, and allow expenses.

## Setting Billing Rates

The amount that an employee's time is billed out at is based on the number of hours the employee enters on their timesheet and the rate associated with that time. Rates can be based on:

- The project being worked on
- The user
- Their department
- The type of work being done

The rates associated with a particular user are set when defining the project team. However, before that, in the **Billing Rates** section, you should:


1. Adjust the project billing required, if required.
2. Choose whether any roles will be used in the project, using the **Assign Roles** button.

## Specifying who will Work on the Project

Once the appropriate roles are selected for billing, you can complete the following in the **Project Team** section:

1. Choose which users can enter time and expenses against the project, using the **Edit** button.

When adding users, you can choose:

- All users
  - A department, so all users within that department are assigned to the project
  - Specific users
2. Set the billing rates to apply to hours entered by that project team member, by selecting the  icon next to the team member's name. For each team member, you can:
    - Assign new rate types, such as:
      - A department rate specific to that department
      - A user rate specific to that user
      - Role rates


If you select multiple rate types for a team member, they will choose the appropriate rate when filling out their timesheets.

- Edit the rates associated with each rate type

## Defining the Task Structure

Once the project team is set up, you can define the task structure of the project. Projects can contain up to ten hierarchical levels and all tasks in the project hierarchy inherit their billing rates, team members, and expenses from the parent project.

To add tasks:

1. Select the **Edit** button in the **Project Structure** section.
2. Use the  icon to add a sub-task.

For each task you add, you can specify:

1. The task name and code
2. The estimated hours and costs associated with the task.
3. The values for any user defined fields you created
4. When users can enter time against the task
5. Whether users can enter time against the task.
6. If using Web TimeSheet for billing, whether billable or non-billable time, or both, can be entered against the task.

This same information can be set for the highest-level task (the project). The following additional fields can be set for the project:

1. The client/external approver that should be involved in approving time and expenses for this project (see [Including Clients as Approvers](#) on page 71)
2. Whether the project leader is required to approve time and expenses for this project (for users whose approval path includes the project leader)
3. When users can enter expenses against the project, if an **Expense** license is present
4. The estimated expenses associated with the project, if an **Expense** license is present

## Changing Task Assignments

By default, all members of the project team are allowed to enter time against each task defined in the project. However, within the **Assignments** section of each task, you may:

- Prevent some team members from entering time against that task alone
- Allow users outside of the project team to enter time against the task

## Specifying which Expenses can be Claimed

In the **Allowed Expenses** section, you can specify which types of expenses can be claimed under this project and, as of 8.24.13, under its tasks.

## Adding Projects using a Template

If you need to create a project with the same characteristics as an existing project, you can use the **Based On** feature to save yourself time when setting up the new project. The **Based On** feature copies all of the following information from an existing project to a new project:

- **Billing Rates** (all rates except the default billing rate for the project)

- **Project Team** (all associated rates except the default project rate)

📄 If hierarchy filtering is enabled, all team members (individuals, departments, or <All>) are copied to the new project regardless of their department. For team members outside of the user's department, if the assignment is removed from the project team, it will no longer be available for selection on that project.

- **Project Structure** (tasks)
- Project/Task Assignments
- Project and Task user defined fields
- Allowed Expenses
- Project Information (excluding that listed below)

Project data that is NOT copied includes:

- Project Name
- Project Code
- Project Leader
- Client and cost allocation method
- Default Billing Rate
- Client/External Approver
- Time Entry Start Date and Time Entry End Date
- Expense Incur Start Date and Expense Incur End Date

When you copy a project, the status of the new project will be *Open* (at the highest level), regardless of whether the existing project has been closed. In other words, if you copy a new project from an existing project that has been closed, the new project will still be open. The status of the tasks, however, will be copied directly from the existing project.

## Managing Projects

Once you have created some initial projects, users can begin entering time and expenses against them. As new projects arise, you or project leaders can add them, and users can then select them on their timesheet.

The sections below provide information on working with projects after they are created. Additional information is provided in [Chapter 14, Reporting on and Exporting the Data](#) on page 75.

## Changing Multiple Projects at Once

If you need to make a change to multiple projects, you can use the **Mass Edit** functionality. With **Mass Edit**, you can:

- Edit the basic settings, including estimates, start and end dates, and allowed expenses, for multiple projects at once. For example, you may want to change the Project Leader on a number of projects if a new project manager is hired and he takes over some existing projects.
- Edit details of tasks from multiple projects
- Edit the rates associated with existing rate type assignments for team members, across multiple projects
- Add a new user to the team of multiple projects

- Assign a new rate type, and the associated rate, to an existing team member, across multiple projects

For more information on using **Mass Edit**, see the online help.

## Allowing Clients to Access Project Information

Clients can be provided access to Web TimeSheet to:

- View report data for their projects
- Approve time and expenses entered against their projects
- View project team information for their projects

## Providing Clients Access

A representative from each client can be provided access to Web TimeSheet by adding them as an external user. Each external user is associated with a client, and you can create more than one external user for each client, if multiple representatives want access to the system.

To add external users:

1. Define the permissions provided to external users, as detailed in [Controlling What Users Can Access](#) on page 56.
2. Create the external users, as explained in [Setting Up Permission Profiles](#) in Web TimeSheet's online help.

## Including Clients as Approvers

Once client representatives are set up as external users, they can be included in the approval path for timesheets or expenses, as follows:

1. Ensure the external user's permissions include the **Client/External Approver** option.
2. Set the client's representative as the **Client/External Approver** for the project.
3. Creating an approver type, with **External User** selected as the approver. (This may already exist.)
4. Add the **External User** approver type to timesheet and/or expense sheet approval paths, as desired.
5. Assign these approval paths to users, if new approval paths were created. If the approver type was added to existing paths, the path will automatically be updated to include the client the next time a timesheet/expense sheet is submitted.

Only time or expenses for that client's projects will be forwarded to the client's representative for approval. If data for other projects is included in the timesheet or expense sheet, this data will not be visible to the client.

## Posting Notes for Projects

You can use project notes to post notes about a specific project, such as updates on how the project is progressing. Other users can then review the notes to find information that pertains to their projects.

Project notes are available at:

Projects > Project Notes

# Administering Timesheets, Time Off Bookings, and Expenses

Project & Billing Edition  
Time & Attendance Edition

Web  
Expense

As the administrator, you can manage any timesheets, time off bookings, and expense sheets that have been saved in the system, including submitting, approving, rejecting, opening/closing, editing and deleting them.


## Administering Timesheets

Project & Billing Edition  
Time & Attendance Edition

Timesheets can be administered at:

Administration > Shortcuts > Historical Timesheets

Within this page, you can:

- View the details of current and past timesheets, by selecting the  icon next to the timesheet
- Edit a timesheet that has been submitted, by selecting the **Edit** button within the timesheet
- Submit, approve, or reject multiple timesheets at once, by checking the boxes for the appropriate timesheets and clicking the **Submit**, **Approve**, or **Reject** button
- Delete one or more timesheets from the system, by checking the boxes for the appropriate timesheets and clicking the **Delete** button
- Send an offline timesheet to a user who is away from the office, by checking the boxes for the appropriate timesheets and clicking the **Offline** button

## Changing a Timesheet once it has been Approved

If a user needs to make a change to a timesheet after it has been approved, you will need to re-open the timesheet using the **Re-open** button within the **Historical Timesheets** page.

Once the timesheet is re-opened, the user will be able to edit it from the **Timesheet** section of Web TimeSheet and then re-submit it. The timesheet will go through the full approval process.

Alternately, you can make the changes and approve the timesheet, all through the **Historical Timesheets** page.

## Applying System Changes to an Approved Timesheet

On occasion you may find errors in administrative values entered in the system. You can correct the values, but approved timesheets are considered “closed” and, therefore, use the system settings in place at the time the timesheet was last modified. This includes:

- Overtime calculations
- Validation rules
- Billing rate types assigned to a user’s time entry

For example, a timesheet may have been submitted with overtime calculated as any time above 40 hours. If the overtime rule is changed to only include time over 45 hours, any existing approved timesheets will not be updated.

To apply the new value to an approved timesheet:

1. Re-open the timesheet.
2. Submit and/or approve the timesheet. (If you are going to approve the timesheet, you can select **Approve** directly, without selecting **Submit** first.)


To apply the new values to a timesheet that hasn't been fully approved, have an approver edit the timesheet. The values will be updated to reflect changes in the system.

## Administering Time Off Bookings Time & Attendance Edition

Time off bookings can be managed at:

Administration > Shortcuts > Historical Time Off

Within this section, you can:

- View the details of or edit submitted, approved, and rejected bookings, by selecting the  icon next to the booking
- Approve, reject, or delete multiple bookings at once, by selecting the appropriate bookings and clicking the necessary button
- Submit a booking on behalf of a user, by clicking the **Add** button

## Reviewing a User's Time Off Balance

If you need to verify user's time off balance, run the **Time Off Balance** report, which will provide an overview of the time taken and remaining to the user for each time off type.


If you require further information on how the time off balance was calculated, use the **Time Off History** report. This report provides details on each change to the balance.

## Administering Expenses Expense

Expenses can be administered at:

Administration > Shortcuts > Historical Expenses

Within this section, you can:

- View the details of current and past expense sheets, by selecting the  icon next to the expense sheet
- Edit an expense sheet that has been submitted, by selecting the **Edit** button within the expense sheet
- Submit, approve, or reject multiple expense sheets at once, by checking the box for the appropriate expense sheets and clicking the **Submit**, **Approve**, or **Reject** button
- Delete one or more expense sheets from the system, by checking the box for the appropriate expense sheets and clicking the **Delete** button
- Send an offline expense sheet to a user who is away from the office, by checking the boxes for the appropriate expense sheets and clicking the **Offline** button
- Mark expenses as "paid" once reimbursements have been made, by checking the box for each expense sheet and clicking the **Paid** button

## Changing an Expense Sheet once it has been Approved

If a user needs to make a change to an expense sheet after it has been approved, you will need to re-open the expense sheet using the **Re-open** button within the **Historical Expenses** page.

Once the expense sheet is re-opened, the user will be able to edit it from the **Expenses** section of Web TimeSheet and then re-submit it. The expense sheet will go through the full approval process.

Alternately, you can make the changes and approve the expenses, all through the **Historical Expenses** page.

## Applying System Changes to an Approved Expense Sheet

On occasion you may find errors in administrative values entered in the system. You can correct the values, but approved expense sheets are considered “closed” and, therefore, use the system settings in place at the time the expense sheet was last modified

To apply the new value to an approved expense sheet:

1. Re-open the expense sheet.
2. Submit and/or approve the expense sheet. (If you are going to approve the expense sheet, you can select **Approve** directly, without selecting **Submit** first.)

To apply the new values to an expense sheet that hasn't been fully approved, have an approver edit the expense sheet. The values will be updated to reflect changes in the system.

# Reporting on and Exporting the Data

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Once users begin entering data, you and other managers can make use of this data by generating reports and exporting the data.

## Reporting on Data

Web TimeSheet allows you to create highly-customized reports to assist with tracking and management of time, time off, expenses, users, and projects. When running reports, users with the appropriate permissions can:

- Choose the fields to include in the report
- Set filters to limit the data in the report
- Group and summarize the data
- Sort any of the columns within the report
- Save the report and its current settings as a private report for their own use, or as a public report accessible to everyone with permission to view the original report
- E-mail or export the report in CSV or PDF formats
- Create a schedule to automatically e-mail the report at regular intervals

## Setting up Reports for Users

A number of default reports have been installed with Web TimeSheet. When setting up the system, you can either:

- Create and customize these default reports to meet your organization's requirement, and limit users to using those reports
- Allow users to create their own reports

Whether or not users can create reports is defined by their assigned permissions. If you wish, you can allow some users to create new reports and restrict others to existing reports.

## Choosing which Template to Use for New Reports

If you wish to add new reports for users, you will need to choose a template to act as a starting point for the report. The Web TimeSheet **Reports Field Matrix**, available in the online help, provides a list of fields available in each of the report templates. This matrix can be helpful in determine which template to choose.

## How Report Data is Affected by Hierarchy Filtering and a User's Permissions

The data available to you in a report depends on, not only the filter settings, but whether hierarchy filtering is enabled and your permissions and profile. For example, a supervisor will only see data for the user's they supervise in the **User Detail** report. See the online help for further details.

## Local versus Global Editing

Once a public report is created, any changes made to the "settings" available within the report will only be saved to that user's local version of the report.

However, if a user has the **Add Public Reports** permission and edits the report itself, any changes will apply across the system; all users will see the changes when they run the report. Additionally, any changes users have made to their local settings will be overwritten when the report is edited globally. If the user's permissions do not include **Add Public Reports**, changes made to a report will only apply to their local version.

## Displaying a Custom Logo in Reports

If you want to send reports outside of your organization, you may want to add your company logo to the reports before sending them. You can upload and set the logo to display in reports at:

Administration > System > Manage Custom Logos

## Exporting Data

Within Web TimeSheet, you can export Web TimeSheet data via a generic CSV file. This can be done using any of the text reports, or with the raw data exports available in the **Integrations** section.

Once the CSV file is created, you can import the file into another application, specifying how fields should be mapped between the CSV file and the application.

## Reporting and Exporting in the Project & Billing Edition

Once users begin entering time and expenses, in the Project & Billing Edition you can use the data to:

- Track project costs
- Bill clients, including using QuickBooks for billing
- Manage projects in Microsoft Project
- Send project updates to manager or clients

## Tracking Project Costs

Web TimeSheet tracks project costs, based on the user's hourly cost rate and the hours they worked on the project. You can run reports, such as the **Project Status Summary** report, to compare the costs against estimates.

## Billing Clients

Once users have entered time and expenses against projects, you can run reports to determine the amount to bill to clients. You can also export data, either reports or raw data exports, and then import them into a billing system.

## Billing using QuickBooks

If you are using Intuit QuickBooks, you can use the Web TimeSheet Integration Manager for QuickBooks to transfer time and expenses to QuickBooks, and then create invoices in QuickBooks.

The integration module can be installed from:

Integrations > Modules > QuickBooks

See the [Web TimeSheet Integration Manager for QuickBooks User Guide](#) for more information on using this module.

## Managing Projects in Microsoft Project

The Web TimeSheet Integration Manager for Microsoft Project is a Windows-based application designed to transfer project data to and from Microsoft Project. You can manage your projects in Microsoft Project and transfer time from Web TimeSheet to track actuals.

Two integration managers are available, one for Microsoft Project Standard or Professional and one for Microsoft Project Server. Both are provided with Web TimeSheet Project & Billing Edition and can be installed from:

Integrations > Modules > Microsoft Project Std/Pro


Integrations > Modules > Microsoft Project Server

See the [Web TimeSheet Integration Manager for Microsoft Project User Guides](#) for more information on using these modules.

## Sending Project Updates

You can use reports to send regular updates to management or clients. Create a report containing the information you wish to and then add a schedule for that report. Based on the schedule, the report will be automatically e-mailed to the recipients you choose, at the schedule you set. The report can be e-mailed in PDF or CSV format.

Report schedules can be created at:

Reports > Manage Reports >  icon

## Reporting and Exporting in the Time & Attendance Edition

In the Time & Attendance Edition, you can use the data users enter to:

- Export data to QuickBooks
- Export pay data to ADP

### Exporting Data to QuickBooks

Web TimeSheet allows you to export time, time off, and expense data using either

- **The QuickBooks .iif file format export**

The file can be imported into Intuit QuickBooks and the data it contains can be used to pay employees for time and expenses.

The QuickBooks export can be found at:

Integrations > QuickBooks Export

- **The Web TimeSheet Integration Manager for QuickBooks**

This externally-installed module can be used to transfer time and time off to payroll timesheets in QuickBooks.

You can download the QuickBooks Integration Manager from:

Integrations > Modules > QuickBooks

For information on using the QuickBooks exports, consult the online help.

## Exporting Pay Data to ADP

Once users enter time and/or time off, you can export the data to ADP for payroll purposes. Additionally, if users make any changes to their time entries, the system will automatically determine the differences. When you export the time data again, you can choose to export only the changes.

The ADP exports can be found at:

`Integrations > List Exports`

Two default exports are available in this list, each configured to support a specific version of ADP:

- ADP Web Applications
- PC/Payroll version 5.1

To export the data:

1. Choose the appropriate export
2. Edit the export settings, including:
  - Which fields to include in the export
  - The name of the file to generate
  - The BatchID for the export (see below)
  - ADP-specific values, such as the Company Code used to identify your organization
  - Pay code mappings
  - Indicating which Web TimeSheet fields map to which ADP fields
3. Export the file
4. Import the file into ADP

## Using the BatchID Auto-Increment

Records exported together are marked with a BatchID, which is used by ADP to mark a “batch” of records. The BatchID can be automatically incremented for each export, and you can set the starting value at:

`Administration > System > System Preferences > Exports section.`

# Maintaining the System

## Maintaining Replicon-Hosted/SaaS Implementations

When you purchase a Replicon-hosted/SaaS Contract or Month-To-Month plan, maintenance processes such as product upgrades and database backups are carried out by Replicon. However, you can manage your own licensing via the account management portal within Web TimeSheet.

- Refer to the Web TimeSheet online help for more information about managing Replicon-hosted/SaaS accounts.

### Managing Seats

When you purchase Web TimeSheet, you purchase a number of seats. Each seat provides one user access to the features related to that seat. For example, if a user is entering time against projects, they must be assigned a Project & Billing Edition seat.

### Adding Seats

If your company grows, you may need to add seats to support the additional users.

#### *Adding Seats in a Contract Plan*

If you purchased a Contract plan, you can add seats at any time. The cost of each seat will be prorated based on how many months of the contract it is in use (with the month of addition counted as a month of use). You cannot remove seat licenses from a contract.

To add license seats to a Contract plan:

1. Open the **Manage Account** page.
2. Select **Add Users to Your Contract**.
3. Under **Add Users**, enter the additional users you would like to add for each product.
4. Select **Update Plan**.
5. Select **Confirm Plan Changes**.

#### *Adding or Removing Seats in a Month-To-Month Plan*

If you purchased a Month-To-Month plan, you can add or remove seats at any time via the Users page. The cost of a month of hosting will be based on peak usage of the system (that is, the maximum number of that type of seat in use at any time during the month).

## Maintaining Self-Hosted Installations

### Managing Seats

When you purchase Web TimeSheet, you purchase a number of seats. Each seat provides one user access to the features related to that seat. For example, if a user is entering time against projects, they must be assigned a Project & Billing Edition seat.

## Determining how many Seats are Available

You can determine how many seats are unused at:

Administration > Replicon > Licensing > Seat Assignments tab

## Adding Seats

If your company grows, you may need to add seats to support the additional users. To add seats:

1. Contact Replicon's Sales department and purchase additional seats.
2. If you entered an Activation Code during your last upgrade or installation:
  - Update the license information saved in your database by selecting **Refresh License Information** at:

Administration > Replicon > Licensing > System Information tab

3. If you are using license files:
  - The Sales department will send you an updated license file.
  - Save the new license file to a known location, such as your **Desktop**.
  - Replace your existing license file with the updated license file by selecting **Settings** at:

Administration > Replicon > Licensing > System Information tab

## Assigning Seats

You can assign seats in:

- The **Seat Assignments** tab of the **Licensing** section
- Each user's profile

## Determining which Version you are Using

When you contact Support or Sales, you may need to tell them which version of Web TimeSheet you are using. This information can be found at:

Administration > Replicon > Licensing

The major version is shown in the **Version** field. The **Build** field shows the detailed version number, indicating which service release is installed.

## Reviewing the Status of your License

If you are using a standard (non-hosted) installation, you can view summary information for your existing licenses or update licensing information at:

Administration > Replicon > Licensing > System Information tab

The summary information for each module license includes:

- **Applications**  
Module is the name of the Web TimeSheet edition or module for which the license grants access.
- **Assigned/Licensed Seats**  
This is the number of seats included in the license, and how many of each have been assigned to users.

- **License Expires**

The date the license will expire. You will be notified before a license expires to allow you time to update your licensing. If you allow a license to expire, the seats associated with that license will be unavailable until you have a valid license.

- **Build Period**

The build period is a period during which you may install new builds against the license. For example, if you have a Web TimeSheet license with a build period of January 1 - December 31, the license will be valid for any point or service releases available during that time.

## Finding out how many Users are Logged In

Before you perform maintenance tasks such as upgrading the system or making hardware changes to the Web TimeSheet server, you should verify that no users are logged in. The number of users logged in can be found at:

Administration > Replicon > Licensing

## Upgrading Web TimeSheet


If software update notifications is enabled in the **System Preferences**, you will be notified when new versions of Web TimeSheet are released. You can manually check for updates or the download available updates at:

Administration > Replicon > Software Update

Once you have downloaded a new release, you can upgrade your installation. For information on upgrading, see the [Web TimeSheet Installation Guide](#).

## Setting Up a Database Backup Schedule

Web TimeSheet does not back up your database automatically. Therefore, to prevent data loss, you must back up your database on a regular basis.


 For those using a Replicon-hosted/SaaS implementation of Web TimeSheet, Replicon handles the backup process.

You may choose to set up an automated database backup system, or you may choose to back up your database manually using Web TimeSheet's **Database Backup Utility**.

Generated backup files can be restored to Web TimeSheet using SQL Server's Management Tools. For information on how to restore a backup database, refer to SQL Server's documentation.

The backup utility only supports SQL Server (standard, Express, and MSDE) databases, and can be accessed at:

Administration > System > Backup Database

 If the database backup fails, the error message *Backup of database <dbname> failed* displays. Common causes of failure are:

- The path you entered does not exist. Verify that each of the specified folders exists and, if not, either correct the path or create folders to match the path.
- You lack permission to write to the specified file or folder. Ensure you have permission to write to the file and folders specified. If you do not, try creating the backup in a different location.

## APPENDIX A

# Glossary

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<b>Access Level</b>	A term that specifies the type and amount of information a user may see when running reports.
<b>Accrue, Accrual</b>	A means for allowing users to accumulate time off over a period of time (by time off code), at a frequency set up by the administrator (either globally or per user). <i>Time &amp; Attendance Edition only.</i>
<b>Activity</b>	A method for categorize time users work. In the Project & Billing Edition, activities can be tasks common to multiple projects. For example, a consulting company may have a set of core tasks that must be completed for every project they work on, such as budgeting, design, and testing. Instead of adding these tasks to each and every project they create, the tasks can be defined as activities that users can select when entering time.
<b>Approval</b>	Indication that timesheets, time off bookings, and expenses are correct. Depending on the selected approval process, project leaders, clients, and supervisors can approve, reject and/or comment on items.
<b>Approval Forwarding</b>	See <a href="#">Substitute User</a> on page 88.
<b>Approval Path</b>	The process by which users' timesheets/expenses are submitted for approval. Approval paths may contain up to five levels, and may include approver types for project leaders, clients, supervisors, and/or other specified users. Approval paths are assigned to individual users in the user profile.
<b>Approval Sequence</b>	A term that specifies the order in which approvers will review and approve/reject users' timesheets, time off bookings, or expenses.
<b>Approver Type</b>	A term that identifies the approvers used in approval paths. The approver type may be a supervisor, project leader, client, or other individually named user with approval responsibilities (e.g., time off approver).
<b>Arbitrary E-mail Address</b>	An e-mail address that may be entered "on the fly" when a user requests an offline timesheet.
<b>ASP Implementation</b>	See <a href="#">Replicon-Hosted/SaaS Implementation</a> on page 87.
<b>Audit Trail</b>	A means for tracking the timesheet save and approval history. The audit trail keeps a record of every time a timesheet is saved, who saves it, and what the total hours were at the time of the save. It also tracks the approvals (each time the timesheet is edited, approved, or rejected, and which approver performed the edit/approval/rejection).
<b>Banked time</b>	Time off awarded to employees in lieu of overtime. Banked time is allotted at the overtime rate (or pay code) specified in the user's overtime rule. Time can be banked automatically, based on selected conditions in the user's overtime rule, or it can be user banked, if the user is granted Choice to bank time if possible permission. <i>Time &amp; Attendance Edition only.</i>
<b>Base Currency</b>	The default currency used for all cost and time calculations. All costs are converted to base currency at the specified conversion rates.

<b>Based on</b>	A mechanism used in users, projects, and permissions to create new profiles based on existing profiles (copying the attributes to save time).
<b>Billable</b>	<p>A term that indicates time and expenses will be billed to the client associated with the project.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Broadcast</b>	An e-mail message sent to all users of Web TimeSheet. Broadcast messages are useful for notifying users of system upgrades, timesheet changes, project status, or news about your organization.
<b>Business Rules</b>	Rules that specify how employees' hours will be handled within the timesheet. You can assign specific rules regarding overtime for employees, and set minimum/maximum hours in users' timesheets. <i>Time &amp; Attendance Edition only.</i>
<b>Client</b>	A customer associated with one or more projects for billing and reporting purposes. <i>Project &amp; Billing Edition only.</i>
<b>Client Billing</b>	<p>A means for allocating project time and expenses to individual clients.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Closed</b>	<p>Indicates when the term for a project/ task, timesheet or expense sheet has ended. Users cannot enter time or expenses against closed projects/tasks.</p> <p>Closed time and expense sheets cannot be amended. A closed period indicates the time or expense sheet has been submitted for approval.</p>
<b>Comments</b>	Text notes attached to specific time entries in a user's timesheet to make note of status changes, due dates, or special circumstances related to a specific time entry. Timesheet comments can contain up to 2048 characters.
<b>Copy From</b>	A means for copying data from previous timesheets to the current (or future) timesheet.
<b>Currency</b>	The currency associated with expenses, costs, pay, and billing amounts.
<b>Daily View</b>	The view the user sees when entering time in the In-Out Timesheet format. This view is the only means the user has to enter time when using the In-Out feature.
<b>DCAA Compliance</b>	A means for setting up Web TimeSheet to meet the requirements of the Defense Contract Audit Agency (DCAA) for automated timekeeping systems. DCAA compliance also provides additional controls that will allow your organization to enforce business policies associated with DCAA, such as daily timesheet entry and notifying employees when they have new jobs. <i>Project &amp; Billing Edition only.</i>
<b>Default Rate</b>	The rate used to determine the starting value for billing and project costing. Individual default rates can be defined for each project, client, and role. <i>Project &amp; Billing Edition only.</i>
<b>Department</b>	A division of employees that defines the hierarchical structure, geographic regions, or functional groups of your organization. Departments can be assigned to projects/tasks, and can be used to track information for reporting purposes. Departments may contain any number of users, but a user may be assigned to only one department.

<b>Disclaimer</b>	A signature message that appears on the timesheet, expense sheet, and/or approval pages for all users in the system.
<b>E-mail Formula</b>	A formula used to automatically generate a user's e-mail address based on the user's first and last names. The e-mail formula is created at the system level and applies to all new users entered in the system.
<b>E-mail Notification</b>	An automatic e-mail message that reminds users to complete their responsibilities. E-mail notifications can be enabled or disabled for specific users or system wide.
<b>Employee Type</b>	A group that identifies employees for the purposes of time tracking (full-time, part-time, contract, etc.) and human resources (time off). A user can be assigned to only one employee type.
<b>Excel</b>	An option that allows users to export report data to Microsoft Excel for further editing or review.
<b>Expense</b>	A cost incurred from work-related tasks and/or purchases (travel, food, office supplies, etc.). In the Project & Billing Edition, expenses may be non-billable or billable, the latter applying to expenses for a project funded by a specific client.
<b>Expense Columns</b>	A means for customizing which columns are available in the user's expense sheet. Expense columns are set at the system level and are either enabled or disabled.
<b>Expense Summary</b>	A summary view of the user's expense sheet. The summary includes only the most pertinent information, such as billable amounts and reimbursement totals.
<b>Explicit</b>	A term that specifies when a user/group has been allowed/denied access to a project or task as an individual. Explicitly allowing or denying access involves adding the name of the user/group to the <b>Allowed</b> or <b>Denied</b> list box on the <b>Edit Project/Edit Task</b> page (also see <i>Implicit</i> on page 85). <i>Project &amp; Billing Edition only.</i>
<b>External E-mail Address</b>	The e-mail address used to send offline timesheets to a user.
<b>Favorites</b>	The tasks listed in a user's task drop-down menu. Favorites may include up to 50 tasks at one time. Favorites usually contain the newest tasks, but users can manage favorites to amend the list. <i>Project &amp; Billing Edition only.</i>
<b>Filter</b>	A means for limiting the amount of information displayed on a list page.
<b>Field Selection</b>	A means for customizing reports. Field selection allows users to add or remove fields to reports. Each report has a different list of available fields.
<b>Gross</b>	The total amount of an expense, including taxes.
<b>Gross-to-Net Formula</b>	A formula used to calculate backwards from the gross amount to the net amount (pre-tax) of an expense. This formula applies to flat expenses only (not rated expenses such as mileage).
<b>Grouping</b>	A means for grouping data for reports, allowing users to view the same information in various ways. For example, a <b>Project Status</b> report might be grouped first by project, then by task, then by the users working on that task. Subtotals are calculated for each group level, where appropriate. Grouping options are provided with most reports.


<b>Holiday Calendar</b>	A means for defining a set of statutory (civic) holidays and assigning those holidays to specific users. Web TimeSheet identifies the assigned holidays in users' timesheets.
<b>Hour Level</b>	A term that identifies user defined fields that will apply to individual hour cells on timesheets.
<b>Hours per Day</b>	The number of hours that constitutes a single day for a user. Hours per day are used to convert vacation time from hours (entered in the timesheet) to days (days remaining). You can set up hours per day in the <b>System Preferences</b> (system-wide default) and in each user's profile (overrides default). The Web TimeSheet default is eight hours per day.
<b>Hourly Cost</b>	A rate used for reporting purposes to determine project costs. You can set up the hourly cost in each user's profile in the <b>Administration</b> area. <i>Project &amp; Billing Edition only.</i>
<b>Hourly Payroll</b>	The rate used for reporting purposes to determine payroll costs on a project. You can change or edit the hourly payroll in each user's profile in the <b>Administration</b> area. <i>Time &amp; Attendance Edition only.</i>
<b>Implicit</b>	A term that specifies when a user/group has been allowed/denied access to a project or task as a member of a larger group (user's department or <All>). Implicitly allowing or denying access means that the larger group has been explicitly allowed/denied access on the <b>Edit Project/Edit Task</b> page. <i>Project &amp; Billing Edition only.</i>
<b>In-Out Timesheet</b>	A grid format timesheet where you can enter the start and end times when you work during the day.
<b>Internal E-mail Address</b>	The e-mail address used to send Web TimeSheet e-mail notifications to the user.
<b>Login Name Formula</b>	A formula used to automatically generate a user's login name based on the user's first and last names. The login name formula is created at the system level and applies to all new users entered in the system.
<b>Mass Update</b>	A means for updating the same attributes for many users at once.
<b>Multiple Rates</b>	A means for assigning more than one rate to a member of a project team. Multiple rates require a user to select the appropriate rate when entering time against the project tasks. Multiple rates are useful if a single user has multiple responsibilities.  You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Net</b>	The amount of an expense before taxes.
<b>Non-billable</b>	A term that indicates that time and expenses will not be billed to the client associated with the project.  You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Not Paid</b>	Identifies expense sheets for which the reimbursement amounts have not been paid. The <b>Not Paid</b> button is used to undo the action of marking expense sheets as "paid". It is NOT used to reverse an actual payment disbursement.
<b>Overdue</b>	A term that indicates when timesheets and approvals are past their due dates.

<b>Overtime Rules</b>	Rules that help you specify and modify how your employees will be paid for their overtime hours. This feature accommodates customers who require overtime calculations and rate adjustments. <i>Project &amp; Billing Edition only.</i>
<b>Paid</b>	Identifies expense sheets for which the reimbursement amounts have been paid. Paid status appears on the <b>Historical Expenses</b> (admin) and users' expense status ( <b>Waiting for Approval, Approved, Rejected</b> ) pages.
<b>Pay Codes</b>	Used to label different types of time, such as overtime and double time. <i>Time &amp; Attendance Edition only.</i>
<b>Payment Method</b>	The method of payment for an individual expense (e.g., Visa).
<b>Period in View</b>	The read-only format used to view an entire period's entries for the <b>In-Out</b> timesheet. This view is the only means a user has to submit the timesheet when using <b>In-Out</b> .
<b>Permission</b>	A term that identifies the individual functions/features to which users may be granted access.
<b>Permission Profile</b>	Defines a set of permissions for a specific user. You can assign permission profiles to users in their user profile.
<b>Pivot Chart</b>	Identifies the graphical display of report data available with the pivot reports.
<b>Pivot Report</b>	Identifies a type of report that mirrors the functionality in Microsoft Excel. The Pivot reports allow the user to customize the look/feel of the report filters and fields, as well as display report data in a graphical format.
<b>Pivot Table</b>	Identifies the spreadsheet style display of report data available with the pivot reports.
<b>Print</b>	An option that allows users to print timesheets, expense sheets, and reports.
<b>Project</b>	A framework (structure) for organizing workgroup tasks. Projects identify the body of work to be completed by a team. Projects can have task assignments at multiple levels. <i>Project &amp; Billing Edition only.</i>
<b>Project Assignment</b>	A means for allowing only specific users to enter time against a project in their timesheets. Project assignments apply only to the project at the highest level, and do not automatically carry down to the sub-tasks. A project assignment differs from the project team in that the assignment determines who can work on the project at its highest level, whereas the project team includes all individuals working on the project at all levels of the structure (also see <a href="#">Task Assignment</a> on page 88). <i>Project &amp; Billing Edition only.</i>
<b>Project Cost</b>	The internal cost for a project. <i>Project &amp; Billing Edition only.</i>
<b>Project Note</b>	A note associated with a project, used to post information and updates about specific projects. <i>Project &amp; Billing Edition only.</i>
<b>Project Rate</b>	The default billing rate for a project. The project rate automatically applies to all time entered against the project and its associated tasks. When a project team is initially assigned, each team member will, by default, use the project rate; however, each member's rate can be changed as necessary. <i>Project &amp; Billing Edition only.</i>

<b>Project Team</b>	A group of users who can work on a project or its associated tasks. Each member of the project team is assigned a rate that will be used to calculate the cost incurred for the time that user spends working on the project. The project team differs from a project assignment in that the team includes all individuals working on the project at all levels of the structure, whereas a project assignment determines who can record time against the project at its highest level (also see <a href="#">Task Assignment</a> on page 88). <i>Project &amp; Billing Edition only.</i>
<b>Project/Task Progress</b>	A means for tracking the work progress for individual projects/tasks. Project/task progress is displayed in a progress bar on the <b>Edit Project, Add/Edit Task, Project Structure</b> , and <b>Timesheet</b> pages, as well as in reports. The progress bar includes the actual hours worked (by all users assigned to the project/task), estimated hours, and percentage completed. <i>Project &amp; Billing Edition only.</i>
<b>Quantity</b>	The number of "units" used to calculate the total expense amount for rated expense types (e.g., mileage).
<b>Quick Add</b>	A means for adding multiple users at once. You need to enter only the most basic user specific information to create individual profiles.
<b>Reimburse</b>	A term that identifies expenses for which the user paid out of pocket and requires compensation.
<b>Replicon-Hosted/SaaS Implementation</b>	A type of Web TimeSheet implementation in which the application is installed on servers managed by Replicon. The application is available to your users through the Internet, using a web address provided by Replicon or through the <b>Customer Login</b> section of the Replicon website. SaaS stands for Software as a Service.
<b>Reset</b>	A means for resetting the number of time off days to which users are entitled over a period of time. For example, a company may allow a user 15 vacation days per year, to be reset (start over) on January 1st each year. The reset frequency may vary by time off code (global) and user. <i>Time &amp; Attendance Edition only.</i>
<b>Role</b>	A term that identifies a type of work charged at a specific rate. A role can describe a specific action/function or a level of expertise within the project team. Roles are initially created globally, then assigned to a project and appropriate project team members. You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Role Rate</b>	The rate associated with a specific role. Role rates are defined at the global level, but can be changed from within a project. Because each project owns its rates, changes made outside a project will not affect the rates within the project. You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Roll-up</b>	A system-wide option that allows your organization to automatically calculate estimates (hours and cost) based on the lowest level tasks in a project hierarchy. Rolled up values appear in reports and on the Project Structure page. <i>Project &amp; Billing Edition only.</i>
<b>Row Level</b>	A term that identifies user defined fields that will apply to individual rows on timesheets.

<b>Seat</b>	An individual unit of a license key that can be assigned to a user to provide access to either the Project & Billing Edition or the Time & Attendance Edition, or the <b>Expense</b> module.
<b>Seat Assignment</b>	A means for allocating use of an edition or the <b>Expense</b> module to one or more users.
<b>Self-Hosted Installation</b>	A type of Web TimeSheet implementation in which you install and manage the application and database within your organization. It is installed using a file provided by Replicon and the application is available to users through your network.
<b>Standard Timesheet</b>	A term that identifies the traditional timesheet format, where a user enters the total hours worked per day.
<b>Substitute User</b>	A user authorized to manage tasks on behalf of another user. Each user can have multiple substitutes with different permissions. Each substitute user's permissions are determined by the user who sets up the substitute.
<b>Tag</b>	A macro that batches information into a list (miniature report) within an e-mail notification. Tags are listed at the bottom of each e-mail notification template with a definition that explains its use.
<b>Task</b>	Identifies a level within a project. A single project may have many tasks and up to ten levels. <i>Project &amp; Billing Edition only.</i>
<b>Task Assignment</b>	A means for allowing only specific users to enter time against a particular task in their timesheets. Task assignments apply only to a single task within the project structure and do not automatically inherit from the project or carry down to the sub-tasks (also see <a href="#">Project Assignment</a> on page 86). <i>Project &amp; Billing Edition only.</i>
<b>Tax</b>	A fee added to the net amount of an expense. You can access the tax feature only if you have a valid license for the <b>Expense</b> module.
<b>Tax Formula</b>	A formula used to calculate tax amount based on the net amount of an expense. A separate tax formula is created for each tax code that will be used in the <b>Expense</b> module.
<b>Theme</b>	An option that allows you to change the appearance of the timesheet. Users can select a pre-set option, or define their own theme.
<b>Time Off</b>	An item that identifies employee time and benefits against which users log their time (vacation, sick days, statutory holidays, etc.). Time off can be enabled/disabled at a global level (system wide) or at a user level (e.g., contractors or interns may not be allowed to enter vacation). <i>Time &amp; Attendance Edition only.</i>
<b>Timesheet</b>	A means for tracking time worked by individual users within an organization. Web TimeSheet allows you to manage time and costs across departments, projects, employee types, and clients.
<b>Timesheet Period</b>	A date range that specifies how frequently timesheets are submitted. Timesheet periods should parallel your organization's pay periods. Timesheet periods can be created for the entire system (all users), employee types and/or departments.
<b>Unsubmit</b>	An option that allows a user to recover a timesheet or expense sheet that was submitted in error. The <b>Unsubmit</b> option is available only before a timesheet/expense sheet is approved.

<b>Usage Statistics</b>	<p>Anonymous data about your hardware configuration and Web TimeSheet usage that is collected by Replicon Inc. (if your organization chooses to participate) to help improve the quality, reliability, and performance for the Web TimeSheet application. The anonymous information obtained from you and other participants is used to improve Web TimeSheet and related services.</p> <p>Replicon does not collect your name, address, or any other identifying information about your organization - the process is safe, secure, transparent, and completely anonymous.</p>
<b>User</b>	<p>Any individual with access to enter data. Any number of user types may be created (administrator, supervisor, etc.). Each user has a name, a login name, a login password, and a profile.</p>
<b>User Defined Field</b>	<p>A custom field used for informational purposes and reports. User defined fields can be formatted for dates, numbers, text, or drop-downs (selection from a list).</p>
<b>User Rate</b>	<p>A specific rate defined for a particular member of a project team. The user rate applies only to the selected user and is specific to the project and its associated tasks.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Validation Rules</b>	<p>Rules let you set the minimum/maximum number of hours that must be on an employee's timesheet in order for it to be considered valid. <i>Time &amp; Attendance Edition only.</i></p>

 Expense features are only available with a valid license for the **Expense** module.