

# Time Tracking System



PRODUCT FEATURES



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## **1. Overview**

The time tracker system is a premium web service used to enhance performance of the employees. It enables real time tracking of all the resources, single click allocation of projects and holistic reports on the loading factor and the worked hours. Its simple and intuitive UI is easy to use and comprehend. This document briefly explains most of the features of this product.

## 2. Management Side

### a. Create Project

This module is used to create a project. The user must add the project name the subtasks within them and the status of the project. The project name is the mandatory field.

### b. Allocate Resource to Project

**Time Tracker v.1.5**

Change Password | Sign In/Out | Logout

Management Time Sheet Welcome Sathishkumar Vijayan

You are currently signed Out

2010 - June - Week - 2 Back

| EmployeeName       | 8  | 9  | 10   | 11   | 12   | 13   | 14   |
|--------------------|--|--|--|--|--|--|--|
| Jayachandran V     | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               |
| Gautham Gurumurthi | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               | Arthamoney We<br>GV - Migration<br>BEACON - LITI<br>BEACON - PRE<br>IFMR               |
| Balamurugan R      | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting | mpower Beacon<br>Paripooma Prof<br>ACC Website<br>PBG<br>NaujeevanMFL    | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting | PBG<br>NaujeevanMFL<br>NaujeevanMFL<br>HRIS Payroll<br>Web Site Desigi<br>SMS Blasting |

This module is used to allocate the resources to the various projects. The user must select the exact year, month and week. Then the list of resources is populated along with the list of active projects. The user must map the resources to the required project.

### c. Set Monthly Working Hours Target

The screenshot shows the 'Time Tracker v.1.5' interface. At the top left is the logo for 'pariṣaṁhā Solutions for the global village'. At the top right, it says 'Time Tracker v.1.5' and 'Change Password | Sign In/Out | Logout'. Below this is a navigation bar with 'Management' and 'Time Sheet' tabs, and a welcome message 'Welcome Sathishkumar Vijayan'. A red message states 'You are currently signed Out'. The main section is titled 'Working Hours' and contains a 'Year' dropdown menu set to '2010'. Below this are input fields for each month of the year. The current values are: January (171), February (198), March (225), April (180), May (0), June (0), July (0), August (0), September (0), October (0), and November (0). A 'Save' button is located at the bottom right of the form.


| Month     | Hours |
|-----------|-------|
| January   | 171   |
| February  | 198   |
| March     | 225   |
| April     | 180   |
| May       | 0     |
| June      | 0     |
| July      | 0     |
| August    | 0     |
| September | 0     |
| October   | 0     |
| November  | 0     |

This module is used to set/reset the monthly working hours. The user must first select the year and then add the required number of hours against the required months.

### d. Generate Timesheet report – Project Wise, Employee Wise and Date Wise

This module is used to generate the Employee reports. The user must first select the duration for the report and then add extra specification for the Project or the Employee. By default the report will be for all the projects and employees, this can be filtered based on the specific employee or the specific project.

## e. Generate Loading Factor report – Month Wise



**Time Tracker v.1.5**

Change Password | Sign In/Out | Logout

Management | **Time Sheet** | Welcome Sathishkumar Vijayan

You are currently signed Out

Year: 2010 | Month: February | View


Export

| Register Number | Resource Name      | Worked Hours | Available Hours | Loading Factor % |
|-----------------|--------------------|--------------|-----------------|------------------|
| 200000002       | Jayachandran V     | 196.5        | 198             | 99 %             |
| 200000005       | Gautham Gurumurthi | 211.5        | 198             | 107 %            |
| 200000006       | Balamurugan R      | 209.5        | 198             | 106 %            |
| 200010003       | Sivalumar AI       | 223.25       | 198             | 113 %            |
| 200012001       | Sasikumar S        | 214.5        | 198             | 108 %            |
| 200010001       | Karthik C          | 212.75       | 198             | 107 %            |
| 200000002       | Manojkumar, M.S.   | 208.25       | 198             | 105 %            |
| 200000001       | Jeganathan, M      | 202.25       | 198             | 102 %            |
| 200000002       | Anandakumar, V     | 202.75       | 198             | 102 %            |

This module is used to generate the loading factor Report. The user must first select the month and then enter the available hours of the employee. The report will then generate the loading factor based on the worked hours and the available hours.

## 3. Employee Side

### a. Record Daily Timesheet



**Time Tracker v.1.5**

Change Password | Sign In/Out | Logout

Time Sheet | **Project Alloted** | Welcome Gautham Gurumurthi

You are currently signed Out

You can create and modify the entries.

Add \* - Fields are mandatory

Date \*  Worked Hours : 0

Projects \*

Phase \*

Task \*

Description \*

Planned Hours  hrs -  min

Actual Hours  hrs -  min

This module is used by the employees to log the daily time sheet. The employee must first select the date. The projects are then populated based on the resource allocation. The user must then select the project, its current phase and the task assigned to him. The user must then enter the planned and actual hours for the task and a brief description of the task. Once the entire day report is saved in a similar fashion the user must submit the same.

#### **b. View Daily Timesheet**

The Employee will be to view the report for his/her submitted timesheets through this module. The employee must select the duration and or the specific project for which he wishes to see the timesheet.