



# fcTimesheet

fcTimesheet simplifies the management of employee timesheets by allowing for the entering, review, modification, and saving of timesheets as well as by producing summary reports. Right from a single FirstClass server, fcTimesheet can be used company-wide, in multiple departments, with many staff members.

- **fcTimesheet maximizes the technology investment in Open Text's FirstClass**
- **fcTimesheet leverages the powerful, online, collaborative environment of FirstClass software, securely from work or home**
- **fcTimesheet manages employee activities, tracks time, and provides summary reports**
- **Hosting is available as a service to clients without a FirstClass server**

As a FirstClass® employee activity management “add-on” application, fcTimesheet™ is the solution to timesheet management needs. Employees can complete timesheets quickly and accurately while managers are informed where hours are spent.

## **FEATURE HIGHLIGHTS – Integrated, Efficient, Accurate**

fcTimesheet realizes your operation is unique and therefore offers a wide range of set up options to customize your timesheet needs for employees, departments and activities.

### **Activity Details**

Configuration can encourage specific additional details that must be submitted with a timesheet, for example, the serial number for a computer repair activity or the mileage on a vehicle for a travel activity.

### **Data Use and Export**

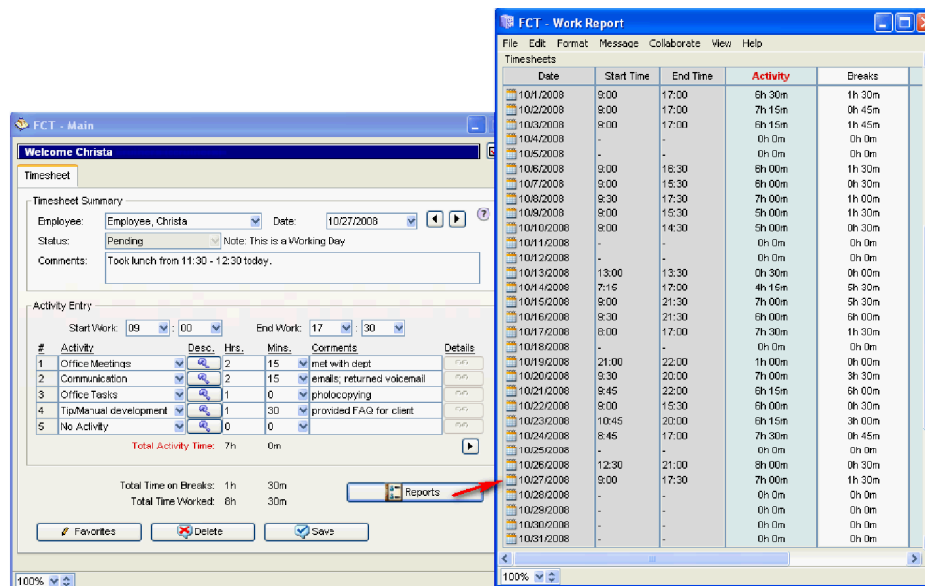
To utilize timesheet and activity data to its fullest potential, once data is entered by employees and time is approved by employers, timesheet reports can be generated and printed in a formatted rich text (rtf) document. Several generic timesheet reports are packaged with fcTimesheet and additional custom reports can be generated at any time as per client requests.

Information can be taken outside of fcTimesheet and imported into financial applications and spreadsheets.

### **Late Email Notification**

Set up of a late timesheet submission email notification ensures timesheets are collected on time.





**BENEFITS**

With the elimination of paper timesheets, a reduction of time and cost associated with the administration of timesheet submission is realized. There is less tracking and shuffling of paper and everyone involved views the same data from the same location because of using fcTimesheet.

**By consolidating your users' collaboration and data management to a single platform, it becomes easier for the end user to adopt, access, and succeed at managing the needs of your organization.**

**Training**

Full instruction manuals for employees, managers and administrators are included in the fcTimesheet license cost. On-site training is also offered to ensure a smooth transition to the software. Training is highly encouraged for managers and administrators to maximize the potential of fcTimesheet within your organization.

**DATA PROTECTION**

Managing employee activity with fcTimesheet means data is instantly available regardless of workstation or software on a specific Windows or Mac computer using the FirstClass client. Data reliability and accuracy is enhanced as data only needs to be entered once to be viewed by all involved.

FirstClass provides seamless access to the data that is backed up automatically and is stored centrally. Security protocols ensure protection of privacy whether fcTimesheet is being accessed from the office or home.

**OTHER COMPATIBLE SOLUTIONS**

**fcBookTracker™** and **fcAssetTracker™**:

Track organization resources to staff and students

**fcLearnerPlan™**:

Facilitated student learning plan (IEP/IPP) management

**fcConnect™**:

Outcome based student assessment, district report cards, gradebooks, progress reports, standardized test tracking, attendance and communication management

**fcSchool®**:

Student information management of student profiles, registrations, fees, class enrollments, schedules, reporting, communication, grades, transcripts, and forms

Bramm Technologies Inc. is a Canadian based software development and consulting company that has been incorporated since 2003.

Our commercial solutions are designed to consolidate our clients' data management processes to FirstClass®: a communication and collaboration platform widely used by school districts and corporations world-wide. Leveraging FirstClass, the access and management of organizational data can be achieved from virtually any location having an internet connection, in a secure manner. For more information visit [www.brammtech.com](http://www.brammtech.com)

