

# TIME ENTRY

*Time Entry* automates the collection of employee work time and Paid Time Off (PTO) for salaried and hourly employees. It is a complete electronic time processing system that eliminates paper and improves productivity throughout the enterprise.

## LABOR ALLOCATION CAPABILITIES

Time may be allocated to specific departments, locations, cost code, or even projects. This lets you identify where employees are spending their time and it helps with future budgeting/hours allocation.

## EMPLOYEE ROLE:

- Time sheets are entered on-line using Employee Self-Service
- Pre-generated time sheets with approved days off are populated in the correct pay cycle
- Hours (start/stop times) or exception only time
- Time entry for a range of days with single entry
- Hours (in any increment) may be assigned to a department or project
- Time sheets are automatically routed to the employee's manager for approval or rejection

## MANAGER ROLE:

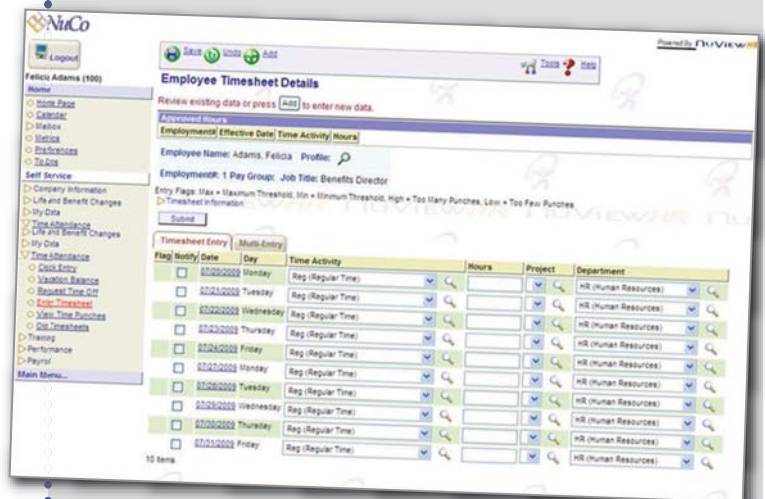
- Time sheets for all assigned employees are displayed on one screen
- Identifies submitted and not submitted time sheets
- Approve or reject multiple time sheets to save time
- Managers can enter time on employee's behalf

## ADMINISTRATOR/PAYROLL MANAGER ROLE:

- Flexible, user-defined time periods
- Accommodates different pay frequencies for different groups of employees
- "Lock" and "Unlock" period capabilities
- Administrator can enter time on behalf of managers.
- Exception reports

## HIGHLIGHTS

- ✓ On-line time sheet to enter work hours and paid time off
- ✓ Supports both hours and exception only methodologies for complete flexibility
- ✓ Approval mechanism for better absence management and control
- ✓ Labor allocation to Department, Job, Project
- ✓ Multiple pay frequencies/cycles
- ✓ Integration with Payroll
- ✓ Accrued time calculations are supported using Java Engine to increase performance & accuracy



# FUNCTIONAL AREAS COVERED

## EMPLOYEE

- Enter work time (start/stop time) or exceptions
- Allocate time to departments/projects/tasks
- View balances & time taken
- Ensures timely submission of time sheets

## MANAGER/COMPANY

- Absence management
- Approval process (time off & timecard)
- Labor allocation for analysis and budgeting
- Exports to payroll

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## ABOUT NUVIEW SYSTEMS

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organizations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView's clients are leading organizations that have improved organizational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organizations.

NuView's web native product suite has won numerous awards, including "Top Ten HR Products of the Year" by Human Resource Executive magazine, and a Human Resource Technology Excellence Award for Innovative & Creative Development of HR Technology Solutions – HRMS.



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TIME ENTRY

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CANDIDATE SELF-SERVICE  
COMPENSATION MANAGEMENT

TRAINING ADMINISTRATION  
PERFORMANCE MANAGEMENT  
SUCCESSION MANAGEMENT  
PAYROLL  
REPORTING

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