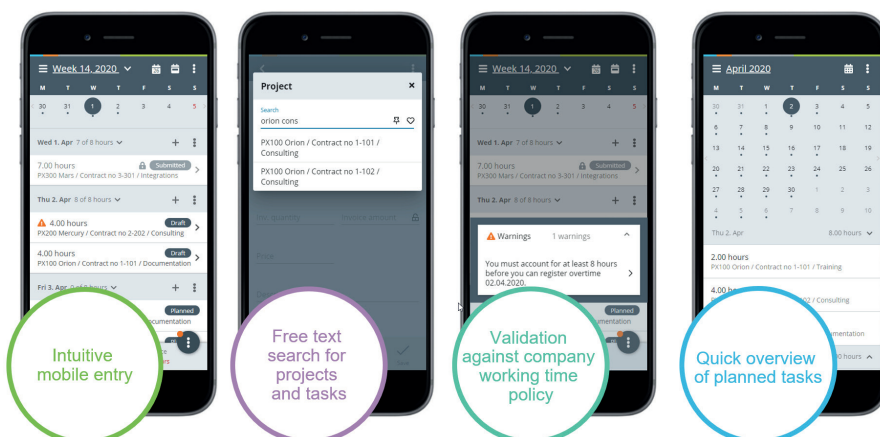# A better solution for time registration

Unit4 Time management is an intuitive and userfriendly solution for companies which want to streamline their own routines related to time registration and project work. Unit4 Time managment takes care of all the companies' needs related to reporting, control and processing of working hours.

With Unit4 Time Management, your employees can register their hours on a PC, tablet or mobile phone without the need for training. All types of hours can be processed within one and the same system. The system covers hours spent on internal and external projects with their own processing rules, salary types and cost types.

A separate function for team leaders / foremen makes it easy to record hours for a group of resources, for which you are responsible.

Intuitive mobile entry

Free text search for projects and tasks

Validation against company working time policy

Quick overview of planned tasks

Key features

- The system is designed to register, approve and process working hours exactly when and where you want.

- It allows a visual overview and control for project managers, department heads and finance managers.

- It ensures faster invoicing and better control of the invoice basis.

- Helps ordinary employees and managers to follow the company's regulations related to working and absence hours.

- Separate team / foreman function for easy and efficient time management for a group of resources.

- Role-based dashboard provides a quick overview of discrepancies and key numbers.

- Possibility of extension to a complete solution for planning, registration, as well as for managing working hours and expenses spent for the project implementation, with additional modules for resource planning and travel expenses.

"Unit4 Time Management is one of the most business critical applications at Bouvet. It provides an overview and control throughout the organization, all the way from registration of working hours and expenses, to the transfer of the finished invoice basis to our ERP system."

Chief Financial Officer,
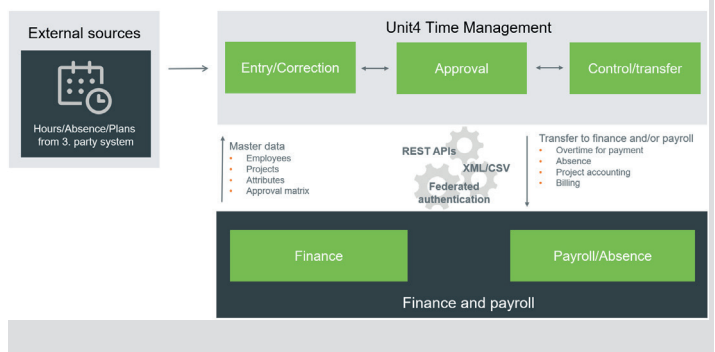Remi Øvstebø - Bouvet

Fast and clear flow from the moment of registration to the end of the process

The workflow for approval and control of working hours is adapted to the individual companies and the individual projects. Project managers have full control over accrued hours and can easily adjust / weight those hours that must be invoiced. The Manager can clearly see where the process is at any particular moment of time, who actually worked the hours observed, which departments are involved, and which projects are currently underway.

Powerful cube reports and role-based dashboard provide a quick overview of key numbers and discrepancies. Together with flexible configuration of e-mail alerts and controls when registering and storing timesheets, Unit4 Time Management helps both ordinary employees and managers to follow the company's regulations in a simple and efficient way when tracking working and absence hours.

If you have both Unit4 Time Management and Unit4 Travel & Expenses, you can register hours, travel and expenses directly, while you are still on the go. If you work as the head of a department or as a project manager, you can immediately approve the documents registered by your employees, so that invoices can be issued without delays.

One process for all absence and working time

Regardless of salary and financial system

Unit4 Time Management has standard integrations with most payroll and finance systems. The basis for payment of variable salary and any re-invoicing of projects is transferred from Unit4 Time Management to your payroll and finance system. Master data, such as employees, users and projects, can be synchronised, so that they all are only updated in one place.

More than just time registration

Unit4 Time Management is one part of the Time & Expenses product included in the Unit4 portfolio of products. The Time & Expenses product actually consists of three individual products which are respectively used for the processing of travel expenses, recording of working hours and staffing planning. These three products can either be used individually or together as one integrated solution that handles all planning, recording and processing of time, as well as expenses integrated with the company's payroll and finance system.

Would you like to know more?

For more information on Unit4 Time Management, please see http://timeandexpenses.unit4.com, or send us an e-mail: enkelt@unit4.com