

SYMPAQ^eTX

A Web Timesheet and Expense system built for efficient and compliant entry and reporting

System Level Functionality

- » Secure Login with Unique User ID
 - Encrypted Password
 - Mandatory Reset for excess failed logins or forgotten passwords
 - Minimum Password Length
- » Automatic reminder e-mails for missing entries
- » Bulletin Board for company-wide messaging
- » Electronic signatures and approvals
- » Audit log captures IP address and time of entry
- » Workflow alerts and notices that prompt next steps
- » Real-time status views
- » Supports employee and subcontractor access

Timesheet Highlights

- » Simple grid based entry of hours against authorized projects and tasks for a pre-defined labor period
- » Timesheet grid can be pre-populated by a list of preferred projects
- » Allows entry of time details by earnings category, (regular, overtime, etc.), labor category, and shift code
- » An optional daily log entry feature with user definable text areas is provided
- » Timekeepers are notified of approved or rejected timesheets and leave requests, and reasons are provided when rejected
- » Grace periods may be defined by labor group to enable the late entry of timesheets
- » Modifications to previously approved timesheets can be entered to correct hours, labor categories and charge codes
- » Timesheets may be printed on demand for verification prior to submittal
- » A leave request capability enables the efficient pre-population of future time off upon approval



Charge Code	1/1 Thu	1/2 Fri	1/3 Sat	1/4 Sun	1/5 Mon	1/6 Tue	1/7 Wed	1/8 Thu	1/9 Fri	1/10 Sat	1/11 Sun	Total
JOL.OTH	8.00											8.00
B01.002		8.00			1.00	6.00	4.00	5.00	4.00			28.00

Expense Report Highlights

- » Streamlined form entry allows for the quick input of expenses without the need to specify a cost center or general ledger account
- » Pre-defined Policies restrict the eligible expense types by user where required
- » Per Diem rates are automatically populated by location when on long-distance travel
- » Accommodates first and last day travel rules for partial day per diem reimbursement
- » Allows for reduction of per diem daily reimbursement for furnished meals
- » Receipts that meet or exceed the minimum required image threshold can be attached to a line item

SYMPAQ SQL Integration

- » Additions and changes that are made to projects, tasks, employees, vendors, project labor categories and assignments are automatically transferred seamlessly to SYMPAQ eTX

Manager Highlights

- » Approve or reject time entries and expense reports and apply a pre-defined reason for non-approval
- » Assign Delegates to approve specific timesheets and expense reports when on leave or otherwise unavailable
- » Entry of timesheets for members of the workforce who fill out paper forms
- » Review prior leave used by Timekeeper and approve or reject pending PTO requests
- » Vouchering expenses validates and checks per diem amounts in excess of allowable ceilings
- » Project and task order level time approvals are available for multi-level approval hierarchies
- » Views and Reports enable real-time snapshots of time and expense charges

Technology Partner

- » SYMPAQ eTX is built on the Microsoft .NET framework and is powered by the SQL Server database

