



EXPENSE MANAGEMENT

# Infor Expense Management Timesheets

## Reduce the complexity of tracking employee time

Accurately recording employee time is vital for timely customer billing and effective project management. It's also essential for generating correct work and paid-time-off (PTO) hours for payroll-and for making fast, informed decisions about labor costs that significantly affect the bottom line. Yet, what should be a simple function is typically manual, time-consuming, error-prone, and difficult to manage.

Infor® Expense Management Timesheets delivers powerful time-tracking capabilities, so you can avoid manual, time-consuming, and error-prone tasks. You can reduce the hassle, time, and cost of entering and processing employee time and attendance. Best of all, Infor Expense Management Timesheets uses innovative workflow business rules, so it works alongside your company's business policies. Because the solution automates time capture and approval, it drives cost savings, efficiencies, and higher employee productivity.

## Key benefits

When you integrate Infor Expense Management Timesheets with Infor Expense Management Expense Reports and Infor Expense Management Payment Requests, you gain a complete time and expense management solution. With Infor Expense Management Timesheets, you can:

- Create automated and accurate timesheets in a fraction of the time it takes with paper-based methods.
- Automate time capture for all of your employees, so you can support salaried and hourly employees on the same system. Timesheets also serves as an ideal time-tracking solution for departments such as engineering and IT, which share their services across the organization.
- Monitor company policy to ensure a timesheet is correct before it is sent for approval. Then, route it to the appropriate manager, who can review and approve via their desktop or mobile device.
- Enjoy faster processing times and fewer errors, which can lead to more efficient customer billing cycles and a reduction in days sales outstanding.

## Automate your timesheet processes

Infor Expense Management Timesheets automates time capture for all your employees, no matter what their time reporting needs, it helps you better manage tasks like tracking hours worked by non-exempt employees; paid time off reported by employees; and time billable to a customer project. It ensures that timesheets conform to your company's policies. It even provides tools to approve and audit timesheets, then export them for payroll or accounting processing.

## Improve productivity

Infor Expense Management Timesheets is a flexible, web-based solution—available in the cloud or on-premise—that helps you pave the way for timely, accurate processing of customer invoices and employee pay. Better still, because the solution automates time capture and approval, it drives cost savings, efficiencies, and higher employee productivity for companies of all sizes. For your users who create and submit timesheets and your managers who review and approve them, this enterprise solution facilitates:

**Mobility**—Let managers and employees use the platform they prefer, whether that's a laptop, desktop or mobile device, so they work anywhere, anytime. You can create and approve expense reports on the go from your mobile device, phone, or tablet, including Apple iPhone® and Android™ devices, improving productivity and employee satisfaction.

**Infor Reporting**—Get out-of-the box management and auditor reports and analytics, so you can get insights into your travel spending and negotiate rates with vendors.

**Quick and accurate time tracking**—With Infor Expense Management Timesheets, you can accurately report project hours, as well as general work and absence hours—and you'll do it in a fraction of the time required by traditional paper-based methods. The solution's intuitive, interactive interface guides you through timesheet creation and submission, with templates pre-populated with project codes to accelerate document creation. Infor Expense Management Timesheets' drilldown capabilities and personalized project menus help you choose the right code from potentially hundreds of thousands of options. Even on the road you can easily enter time with the advanced mobile device capabilities of Timesheets.

**Business policy compliance**—Infor Expense Management Timesheets automatically checks for organizational and project-based policy compliance. It also monitors company policy to ensure the correct information is entered before you submit a timesheet for approval. Then, thanks to Infor's database-driven workflow, your timesheet is routed to the appropriate manager, who can review and approve it on their desktop or mobile device.

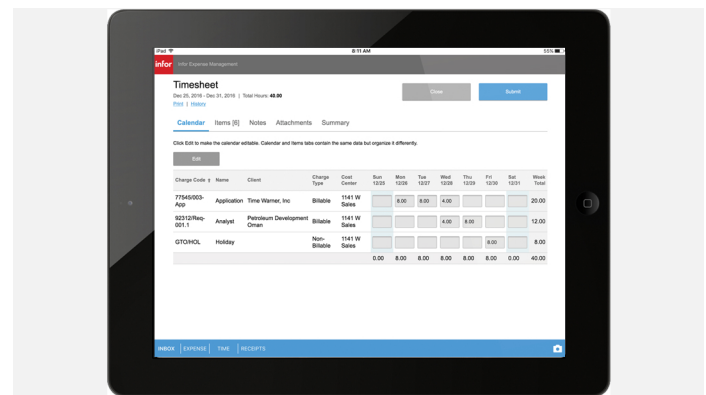
**Accurate and timely project billing**—By accelerating processing time and reducing disputes from errors, Infor Expense Management Timesheets helps your company significantly boost the efficiency of customer billing cycles—and lower day sales outstanding (DSO), contributing directly to the bottom line. For example, where the cost of capital is 1% per month, a reduced DSO of 30 days translates into an additional 1% profit on hours billed per timesheet. If each timesheet represents an average of \$5,000 in billings, the result is \$50 per timesheet in reduced costs and increased profitability.

**Multiple, configurable views according to role**—Infor supports both salaried and hourly employees on the same system. Depending on your company’s policy and the employee’s role, users see different and appropriate time capture interfaces. Hourly employees can submit their work and absence hours as elapsed time—or provide their daily in-and-out times in compliance with various state laws. Project-based or billable employees reporting project hours can view a summary or detailed, line-itemized list of their hours. Infor Expense Management Timesheets also serves as an ideal time-tracking solution for departments such as engineering and IT, which share their services across the organization.

**Enhanced business intelligence**—Managers gain a valuable project management tool for tracking project resources and profitability, as well as for accurately allocating costs. Timesheets captures employee data and gives you instant access to utilization and project summaries. Infor’s business intelligence not only makes real-time reporting accessible to all users, it also provides world-class business analytics tools for your business analysts.

**Global functionality**—Support global compatibility with modules available in English, Swedish, Italian, German, French, Slovak, Russian, Spanish, Brazilian Portuguese, Japanese, Thai, Korean, Polish, Dutch, Traditional Chinese, and Simplified Chinese. You can also support transactions in multiple currencies and manage international taxation issues.

**Complete integration**—When you integrate Infor Expense Management Timesheets with Infor Expense Management Expense Reports and Infor Expense Management Payment Requests, you gain a complete time and expense management solution. All Infor Expense Management applications share a common, scalable, Internet-based product architecture that works with your existing financial, HR, payroll, and project accounting systems. Not only that, you can easily modify these applications to reflect your unique processes for centralized control and administration.



## Deliver application performance and reliability

Whether you choose to deploy on-premise or as a software as a service (SaaS) offering, Infor Expense Management Timesheets gives you powerful control over all of your labor reporting needs. For cloud customers, Infor Expense Management Timesheets is hosted on the state-of-the-art Amazon Web Services (AWS) cloud infrastructure. That means you get world-class network performance, rock-solid reliability, and complete security. With continuous backup, complete disaster recovery features, and numerous Internet backbones, Infor Expense Management Timesheets delivers unbeatable application performance and security.

Through Infor's partnership with AWS for cloud customers, you can count on absolute business continuity from every angle against every kind of man-made threat or natural disaster. With multiple redundancies and backups, your data is as secure as possible. Best of all, AWS tools including auto scaling and elastic load balancing, so Infor Expense Management can scale up or down based on demand. That means you get access to compute and storage resources when needed. Some advantages of running the application from AWS include:

- An end-to-end approach to a secure IT infrastructure, including physical, operational, and software measures.
- AWS Cloud Compliance, which covers numerous programs including ISO, HIPAA, SSAE, FedRAMP, CSA, and more. An up-to-date list can be found at: <http://aws.amazon.com/compliance/>.
- A scalable, reliable, and secure global computing infrastructure, the virtual backbone of Amazon.com's multi-billion dollar online business that has been honed for over a decade.
- Twelve regions around the globe that provide Infor with multiple options for cloud deployments.
- Multiple availability zones (AZ) within each region with each AZ comprised of one or more data centers, allowing for built-in data center redundancy.

## Maintain security and compliance

Because companies subject to the Sarbanes-Oxley Act of 2002 can't afford to let large costs go uncontrolled or risk a major security breach or performance failure, Infor Expense Management has obtained clean SSAE 16 (formerly SAS 70) reports every year since 2004, which satisfies adherence to the most stringent Sarbanes-Oxley requirements.

## Speed your time to value

Infor Expense Management Timesheets can help you expedite—and cut the cost of—processing employee time and attendance. It accomplishes this task by automating the process of tracking billable resources, time, and attendance.

Besides reducing the aggravation associated with entering and processing employee time and attendance, Timesheets helps you better manage tasks like tracking hours worked by non-exempt employees; paid time off reported by employees; and time billable to a customer project. It also ensures compliance with your company's policies.

Plus, Infor Expense Management Timesheets implements quickly, so you can speed the time to value on your Infor investment. You get key capabilities for:

- Comprehensive time tracking
- Real-time online status checking
- In/out attendance tracking
- Automatic overtime calculations
- Paid-time-off tracking and validation
- Standard and custom reports
- Web-based access via your corporate intranet
- Mobile device support
- Integration with project accounting, payroll, and HR systems
- Project-based approvals
- Integrated time and expense

[Learn more >](#)



Infor builds business software for specific industries in the cloud. With 16,500 employees and over 90,000 customers in more than 170 countries, Infor software is designed for progress. To learn more, please visit [www.infor.com](http://www.infor.com).

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