



Timesheets

Track employee time quickly
and easily



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Overview

Capture and record your employees' time with Ciph'r's timesheets module. Employees can submit their worked time for business purposes – helping you track time spent on projects and tasks, and allowing you to calculate how much overtime employees are working.

Key features

- ✓ Employees can submit the time they have worked for payment purposes
- ✓ Time can be logged against tasks, projects, and customers
- ✓ Flexible timesheets – you can include or exclude weekends, define those employees eligible for overtime payments and even accommodate tailorable breaks
- ✓ Generates automated alerts to line managers or other approvers – via email or in-built dashboards – reminding them to check and approve timesheets
- ✓ Employees can copy previous timesheets, simplifying and speeding up submission
- ✓ Employees can also 'save' unfinished timesheets to complete when they're ready
- ✓ Outputs your data in standard formats for submission to payroll or accounts
- ✓ Because this module is part of Ciph'r, working patterns, absence and leave dates are populated automatically

Key benefits

- Choosing to use our timesheets functionality means that data from Ciph'r – such as working patterns, absence and overtime payments and rates – is automatically available in the timesheets area of the HR system
- No need to log into a separate time and attendance system to record or view timesheets
- Eliminates the use of paper, Word or Excel forms, which are insecure, can be easily misplaced, and are time-consuming to fill in and process through to payroll
- Helps you regain control over overtime spend
- Enables you to track project efficiencies by ensuring clarity around hours worked

