



## Time Card

The Time Card module works with the Job Management and Scheduling modules to help you better track time worked by your in-house and freelance staff, ensuring accurate billing for all services provided. Expenses as well as time worked are tracked and, through the tight integration with Job Management, the human resource element of work orders can be actualized for billing purposes.

### BENEFITS

- ▶ Provides single point for tracking daily activities of all in-house and freelance staff.
- ▶ Allows management a measurement of staff “productivity” by comparing billable to non-billable time for every resource.
- ▶ Minimizes redundant data entry by directly integrating with work orders for the recording of actual hours worked.
- ▶ Optimized for different user requirements by providing dual data entry modes (start/end time or time log).
- ▶ Limits user downtime through use of the Load Schedule function, minimizing data entry and maximizing data accuracy.
- ▶ Eliminates need for multiple systems by providing the capability to track ancillary costs such as travel and other expenses.
- ▶ Virtually eliminates the need for user training by providing an easy-to-use interface.
- ▶ Allows departmental supervisory staff to query and review data before posting, maximizing billing accuracy

### Seamless System Integration Ensures Complete, Accurate Accounting

The Time Card module is fully integrated with other key elements of the *MediaPulse* system. When a user enters time-card data through the Time Card module, that data is automatically available to all other relevant modules within the system.

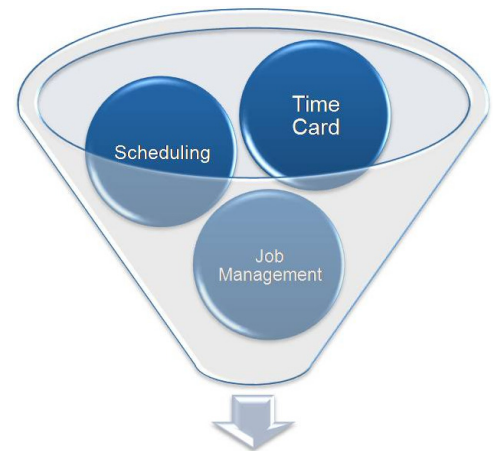
Each employee’s work assignments booked using the Scheduling module as well as vacations and sick time can be loaded into the Time Card module using the Load Schedule functionality. With the Quick Time Card function, employees can instantly see these scheduled commitments and easily update their time card for the current period.

Managers can preload work-order data into the Time Card module, which allows users to simply confirm time worked based on scheduling information that the customer has preapproved.

Departmental supervisors can review time card batch data for their personnel and then query or correct any anomalies before posting the approved batch, eliminating any potential billing errors.

### Convenient, Automated Billing for Services

The Time Card module is exceptionally useful for organizations that bill for hourly or daily services, including editing, telecine, engineering, compositing, visual effects, and graphics facilities. To ensure accuracy, managers can run reports on scheduled time versus billable time before issuing final billing. In addition, comments written by employees when they submit their time-card data can be printed on customer invoices to help describe work performed. Where allowed via security, users can book time on unscheduled activities to work orders or create new work orders and transactions directly from the Time Card module.



**Accurate Invoices**



Managers can create time-card batches by day, week, month, bimonthly, and/or by department

### Time Card Batches Help Managers Track Worker Productivity

The Time Card Batch program gives managers the ability to create batches that correspond to a time period when work was performed and the employees who worked during that time. Workers are then free to access these batches to record their time for any number of activities.

### Flexible Data Entry Methods Save Time

The program supports two major data entry methods: entry of start/end times for each activity

or a simple time log of hours worked, which is particularly useful where activities span several days duration.

The system calculates and displays totals for users as they enter data. Users are shown hours per day, total billable, nonbillable, regular, and overtime hours; a billable time percentage is also displayed. Users can enter data based on actual start and completion times (for example, 9:00 a.m. to 11:30 a.m.) or in total time (for example, 2.5 hours). This provides exact calculations for reports, payroll, or invoicing. The duplication feature permits users to quickly copy a time card detail row to the next day.

Managers benefit from seeing several totals and an approval status list for each employee's time card. Totals include billable time, nonbillable time, regular time, overtime, and total hours worked for a given reporting period.

### Track Time Card Data with Detailed Reports

The Time Card module allows users to track the information they need and want. Manager-defined activities may be tracked and reported, including holidays, vacations, and types of billable and nonbillable work. The reports can be targeted toward individuals or departments.

### Affordable Licensing Allows Deployment to All Users

The Time Card module is designed to be used by all employees and freelancers working in your organization. The licensing model has been structured to make it very affordable to deploy the module to every person who needs it, regardless of the size of your *MediaPulse* system.

### Simple User Interface Supports a Short Training Cycle

The Time Card module is a useful tool that many different people within an organization can use with a minimum of training. With its intuitive user interface, the learning curve is dramatically shortened, resulting in employees being able to enter useful time-card data with only a ten-minute introduction to the system.

### Required *MediaPulse* System Workflow Management Core System

### Related *MediaPulse* Option Scheduling

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