



# Timesheet Module

## Epicor HCM Timesheets Module

Epicor HCM Timesheets provides an intuitive, Web-based time entry application for employees and managers to submit and approve time online. Managing an employee's work hours or time-off can be overlooked as an area with potential cost savings. Reduce data entry time by empowering employees to be responsible for their own accurate time reporting with the Epicor HCM Timesheet module. Managers can filter the time sheets by those submitted, not submitted or waiting for approval making the time worked approval process more efficient.

You'll be able to better manage costs because Timesheets has the ability to assign project codes to time worked, track exceptions, or allocate time spent working with other departments or at alternate locations. And employees enter time from the convenience of their own work station.

Epicor HCM Timesheets allows users to:

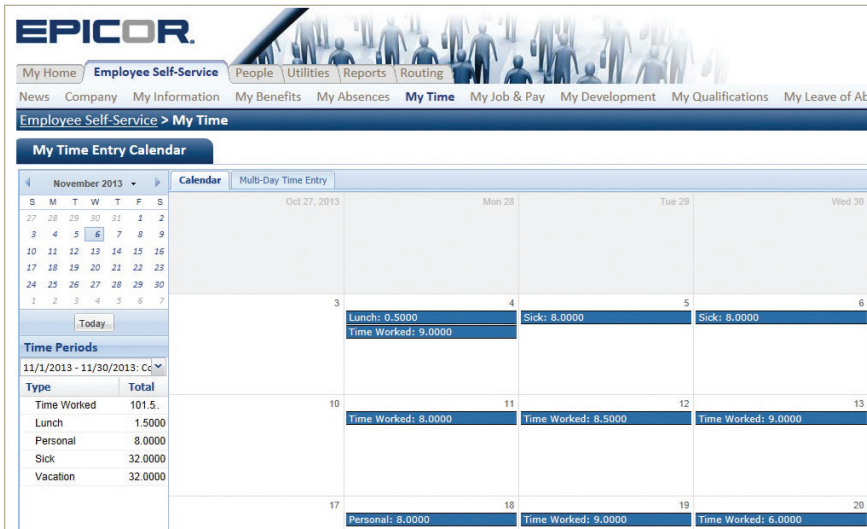
- Configure timesheets to reflect hours types, hours worked or exception reporting and overtime rules
- View a monthly calendar that illustrates employee coverage levels which helps to evaluate time-off requests
- Analyze work and absence trends
- Interface hours worked details to your payroll provider using HCM Link

If you're looking for an affordable, Web-based time entry solution, check out Epicor HCM Timesheets for an alternative time entry solution.

### Does Your HR System Offer:

- Streamlined time entry?
- Overtime rules to aid administration of hours worked reporting?
- Integrated business processes?
- Online submission and approvals?
- Workflow and notifications?

Learn how Epicor HCM can do all this and more by contacting an Epicor representative today.



Calendar view

The screenshot displays the Epicor HCM interface for the Timesheet Module. At the top, there is a navigation bar with 'Employee Self-Service > My Time'. Below this is a 'My Time Entry Calendar' for November 2013, showing a grid of dates and a list of time entries. The entries include dates from 11/01/2013 to 11/15/2013, with types such as 'Time Worked', 'Lunch', and 'Sick'. A 'Time Periods' summary table is also visible on the left side of the calendar view.

Below the calendar is a 'Summary for Controller' table for the period 11/1/2013 - 11/30/2013. This table provides a detailed breakdown of time entries, including columns for Date, Type, Hours, Revised Hours, Calculated Hours, Leave Request, Absence Reason, Comments, Revised by, Revision Comments, Department, and Division. The total hours for the period are 175.0000.

At the bottom of the summary view is a 'Daily Summary' table, which provides a daily breakdown of time worked, lunch, personal, sick, vacation, holiday, and overtime hours for each day from 11/1/2013 to 11/8/2013.

Time entry view

Summary view

## About Epicor

Epicor Software Corporation is a global leader delivering business software solutions to the manufacturing, distribution, retail, and services industries. With more than 40 years of experience, Epicor has more than 20,000 customers in over 150 countries. Epicor solutions enable companies to drive increased efficiency and improve profitability. With a history of innovation, industry expertise, and passion for excellence, Epicor inspires customers to build lasting competitive advantage. Epicor provides the single point of accountability that local, regional, and global businesses demand. For more information, visit [www.epicor.com](http://www.epicor.com).



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