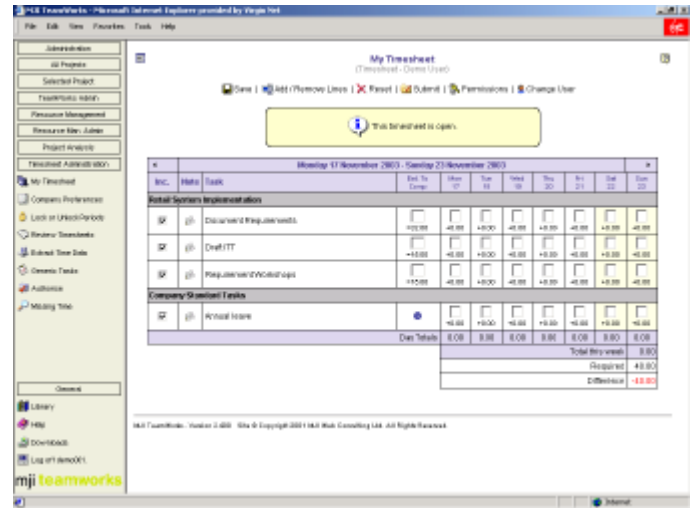


Introduction to the timesheet management module

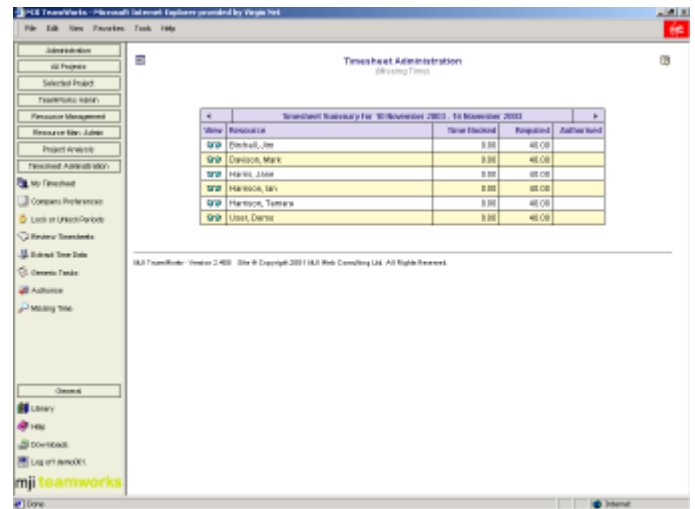
The timesheet management module of MJI TeamWorks allows organisations to accurately track labour time. Time can be tracked at various levels including company standard tasks, project non-scheduled tasks and project scheduled tasks.

Authorisation steps can be included in the timesheet process - at both the project manager and timesheet administrator level.

- Accurately track project and non project time
- Track time against company tasks, project non-planned tasks and project planned tasks
- Authorisation process for project managers and timesheet administrators
- Automatically updates schedules, costs and billing information
- Export data to third party applications
- Lock timesheet periods
- Reports aid timesheet management and identification of time variances
- Automatic notification by email of acceptance or rejection of submitted timesheets



:: weekly timesheet



:: online enquiries assist timesheet administration

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