

TimeRS ***Work Time Management System***

The work time management system, TimeRS is a multi-functional solution for planning and managing personnel's work time. The system provides an effective opportunity to create employee workload schedules, to control the realisation of projects and the time spent on them, to register employee absences and to acquire diverse overviews regarding the utilisation of work time. TimeRS is fully integrated with the Oracle E-Business Suite module Oracle Payroll.

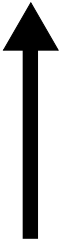
Work 

TimeRS provides:

- ✦ Employee work time accounting;
- ✦ Employee absence (vacations, illnesses etc) accounting;
- ✦ Employee workload schedule planning;
- ✦ Workload schedule harmonisation and co-ordination;
- ✦ Data transmission to Oracle Payroll in order to provide calculation of salaries.

Organisation's benefits from implementation of the automated time management system TimeRS:

- ✦ Reduction of administrative costs, automating work time accounting;
- ✦ Possibility to simply and effectively plan employee workload schedules, utilising workload patterns (work plan templates);
- ✦ Automated division of time worked according to work time (hour) types (overtime, night work etc.) in accordance with legislation and a company rules and regulations;
- ✦ Fast and precise information and statistics on the hours worked by employees, vacations and absences;
- ✦ Opportunity to guarantee fast and precise calculation of salaries and additional remuneration (overtime etc) thanks to integration with Oracle Payroll.



Man

Timecards List

Hide

Search

Operating Unit Timekeeper
 Organization Approver
 Full Name Status
 * Month Year *

Timecard Legend



-  Prepared
-  Submitted For Approval
-  Approved

Absences

-  Business Trip
-  Sickness
-  Vacation
-  Other Absences
-  Training





Select Item(s) and ...

Select All | Select None

Select	Details	Status	TC Nr, Full Name	Asg. Normal Nr. hours	Working hours	Night hours	Overtime hours	Normal days	Working days	Vacation days	Business Trip days	Sickness days	Other Absence days	Total Absence days
<input type="checkbox"/>	Show		217 Kravecis, Andrejs	188 92	56	0	0	23	14	0	0	0	13	13
<input type="checkbox"/>	Hide		215 Millere, Inga	208 184	168	0	0	23	12	2	0	1	5	8

Day Details

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
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<input type="checkbox"/>	Show		218 Pavljuks, Doctor Aivars	88 92	84	0	0	23	21	4	0	0	0	4
<input type="checkbox"/>	Show		211 Rudāns, Vladislavs	202 184	176	22	2	23	21	4	1	0	0	5
<input type="checkbox"/>	Show		224 Segruma, Zane	191 184	176	0	0	23	23	0	0	0	0	0
<input type="checkbox"/>	Show		276 Sprigis, Uģis	132 184	176	0	0	23	22	1	0	0	0	1

Timecard List:

Display and manage employee workload schedules. Various types of absences are highlighted in different colours.

Elements of the time management system TimeRS:

Hour types

Hour types are the classification of various hours incorporated into work time (e.g. office hours, night hours, and vacation hours). Hour types may be linked to the relevant Oracle Payroll elements.

Shifts

Shifts are intervals of work time utilised by an organisation (e.g. day shift, evening shift, night shift etc). The system user with the proper authorisation can define the used shifts. Shift description contains types of hours comprising the shift. Shifts are utilised in the establishment of an employee's workplan for a specific period.

Work plans

Work plans describe the shifts that are used within certain period of time (during one or several weeks). Employee may have assigned work plan, which is used for automatic timecard generation.

Absences

The system supports different types of absences, classified into categories:

- + vacations,
- + business trips,
- + illnesses,
- + other absences.

The organisation may define the necessary types of absence for every category of absence (e.g. annual vacation, academic vacation, maternal leave etc.)

Timecard

The work time card is the reflection employee's work time accounting for a certain period. It includes information regarding hours worked and absences registered. Timecards can be filled out automatically; based on the employee's associated work plan or a manually compiled employee's work schedule.



TimeRS Work Time Management System

Navigation: Manager's portal | Employee's portal | Administration | **Setup**

Sub-navigation: Shifts | Workplans | Hour Types | Element Mappings | **Absences** | Calendar | Global Options | Groups

Left sidebar: Vacation Packages | **Vacation Types** | Sickness types | Business Trip types | Other Absence Types | Decree number

Table: Vacation Types

Vacation Type	Effective From	Effective To	Edit	Delete
Annual Vacation				
Bonus Vacation				

Buttons: Add Row

Vacation configuration:

The opportunity to define various types of absence for every absence category.



elements

Time accounting system TimeRS provides:

- ✦ Definition of various work schedules for staff;
- ✦ Generation of an automatic employee's timecards based on a chosen work plan that includes work hours planned therein, thus removing the requirement to account for work time manually;
- ✦ Planning of employees' work plans, with a possibility to receive information on work schedule of all employees involved in particular work. It allows for simple elaboration of work plans considering absences, off days, and holydays of all the involved employees;
- ✦ The opportunity to simultaneously plan the workload of several employees (e.g. the employees of one crew or department);
- ✦ Registration and approval of employee absences. Types of absences are defined and classified in accordance to business demands of the organisation. The approval functionality is realised utilising Oracle Workflow technologies;
- ✦ Automatic synchronisation of all approved absences with the employee's timecard;
- ✦ Automatic approval of timecards in accordance with a company's rules and regulations (e.g. if deviations from the chosen work plan are not registered in timecard, it is automatically approved).
- ✦ Time card information transfer to Oracle Payroll for calculation of work salaries and compensations.



Planning

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▼ Search

Operating Unit  Full Name 
 Organization  Group 
 * Month Year [Search](#)

▼ Template

Date from/to Workplan  [Fill](#)

▼ Hide

Code	Shift	Interval
S	Standard Shift	10:00-18:00
E	Evening Shift	21:00-1:00
H1	Half-Day Shift1	0:00-8:00
SF8	Summary Full-time 8 hours	9:00-17:00
P6	Part-time 6 hours	9:00-15:00
SP6	Summary Part-time 6 hours	9:00-15:00
FB	Full-time 8 hours	8:30-12:30
lsh	Long shift	8:00-12:00

Business Trip
 Sickness
 Vacation
 Other Absences
 Training

Work schedule

October 2003

Generate	<	>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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<input type="checkbox"/>	Baranovs, Dmitrijs	154	E	E	E	-	-	E	E	E	E	-	E	-	E	E	E	E	E	-	-	E	E	E	E	E	-	-	-	-	-	E	E	E
<input type="checkbox"/>	Barkāns, Romualds	170	S	S	S	-	-	S	-	-	-	-	-	-	-	-	-	-	-	-	-	S	S	S	S	S	-	-	S	S	S	S	S	

[Clear](#)

[Print](#) [Save](#)

Planning:

Elaboration of employees workload schedules. Provides the advantage of work scheduling for several employees simultaneously.

Time accounting system's TimeRS modules:

+ *Employee's portal:*

- ✘ Registration of personal absences and their forwarding for approval;
- ✘ Revision of personal absences;
- ✘ Revision of personal work time card (registered time for absences and hours worked for a specific period).

+ *Manager's portal:*

- ✘ Registration, revision and approval of employee absences;
- ✘ Establishment of work schedule;
- ✘ Correction, revision and approval of employee timecards.

+ *Administrator's portal:*



- ✘ Application of work plans and vacation packages for employees.



+ *Configuration elements:*


- ✘ Definition of work shifts;
- ✘ Definition of work plans;
- ✘ Definition of hour types;
- ✘ Definition of types of absences;
- ✘ Definition of off day calendar;
- ✘ Linkage of work time system elements with Oracle Payroll elements.



Absence Overview

Operating Unit 
 Start Date 

Organization 
 End Date 

Full Name 

01-Jul-2003 - 31-Jul-2003

Full Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
007 James, Bond	A	A	A	A	A					A	A	A	A	A	A	A	A	A	A	A	A	A	A								
Baidak, Tiina																															
Kala, Leiu													A	A	A																
Laud, Agne																							A	A							
Lindma, Ave																															
MVJ Jurassova, Aleksandra																															
MVJ Juurik, Anuly																		A	A	A	A	A	A								
Mikkal, Heli																															
Reim, Lea													A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Sarapuu, Margus						A	A																								
Vaask, Piret																															
Vakoljuk, Margit	A	A																					A	A							

[Previous](#) [Next](#)

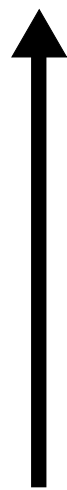
 Business Trip
  Sickness
  Vacation
  Other Absences

Overview of absences:

The ability to review planned and approved absences of employees.

Integration of time accounting system TimeRS with Oracle E-Business Suite:

- ✦ Time management system TimeRS is fully integrated with Oracle E-Business Suite and is developed based on Oracle Self-Service technology. The system's user interface is analogous to any Oracle E-Business Suite module and is based on Web technologies.
- ✦ Time management system TimeRS utilises the centralised Oracle E-Business Suite database.
- ✦ TimeRS operates just like other Oracle E-Business Suite modules, utilising the same principles for managing users, rights and menus.
- ✦ Time management system TimeRS includes data integration with Oracle Payroll. Information on the time worked and absences is used by Oracle Payroll in calculations of salary and associated payments.



Inte ad



Full Name **Julia Roberts**
 Employee Number **1234**

Operating Unit **Riga**
 Organization **Personnel part**

















Job **Manager**
 Position **Department manager**

Absence List

▼ Hide search

Date From  Category
 Date To  Status

⊖ Previous [Next 10](#) ⊕

Category / Class	Date From	Date To	Status	Edit
Vacation / Planned	01.01.2002	05.02.2002	 Prepared	
Vacation / Planned	26.09.2002	30.09.2002	 Approved	
Vacation / Actual	24.12.2001	30.12.2002	 Rejected	
Vacation / Actual	24.12.2001	30.12.2002	 Approved	
Vacation / Actual	24.12.2001	30.12.2002	 Submitted for Approval	
Vacation / Actual	24.12.2001	30.12.2002	 Terminated	
Sickness	15.01.2002	01.02.2002	 Approved	
Business Trip	15.03.2002	02.04.2002	 Approved	

Enter New Absence

Select an absence category and click on the button to enter a new absence

Vacation Accruals

Annual Vacation	10 cd
Bonus Vacation	4 cd
Other Vacation	5 cd
Study Vacation	1 wd

[View Details](#)

Employee's portal:

User-friendly interface is based completely on Web technologies to access the system, the user needs just a Web browser.

About IT ALISE:

IT ALISE is one of the leading IT companies and is the most significant Oracle partner in the Baltic States. The company employs more than 140 employees and the company's turnover in 2002 exceeded 6.8 million euros. Company's core business is information systems development using the Oracle platform and other open technology platforms as well as implementation of the ERP system Oracle E-Business Suite.

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The company is Oracle's partner since 1994 and is Oracle Certified Solution: E-Business Suite Track & Internet Technology Track's partner. Since 1997, IT ALISE has been realising Oracle E-Business Suite implementation projects in leading companies in the Baltic States.

In 2002 IT ALISE entered into an agreement with Oracle Corporation regarding the localisation of the Oracle Payroll in conformity with the requirements of Latvian, Lithuanian and Estonian legislation.



Alise