



JSM Time Sheet Software

Celebrating 12th Anniversary!
May 2000 to May 2012
Ver 10.01

**A Stable, Time Tested, Proven Time
Sheet Software**



TIME SHEET MODULE DESCRIPTION

JSM Time Sheet software has been specially designed for any organization of any size. From self-Employed consultants to large organization.

This information may be used for payroll, client billing, and increasingly for project costing, estimation, tracking and management.

*JSM Time Sheet is integrated software that has more than 20 Modules covering:
Master Forms - Location Details, Client details, Various Activities.
Transaction Forms - Project details, Project Team Allocation, Project Cost Allocation,
Assigning Project Managers.*

JSM Time Sheet Software Provide web-based time sheet software that provide a means to track time for payroll, billing and project management. One of the major uses of time sheets in a project management environment is comparing planned costs versus actual costs.



JSM Time Sheet software modules are categorized as -

Sl.No	Section Name	Module Name
1	Organization Structure	Office Details
2		Division & Department
3		Grade
4		Level & Designation
5		Client
6		Project
7	Company Policies	Employee
8		Leave
9		Attendance
10		Approver
11		Time sheet Policies
12		Email Policies
13	Transactions	Employee Details
14		Leave
15		Attendance
16		Project Transactions
17		Time Sheet Entry
18		Time Sheet Approval
19		Time Sheet Restoration
20	Reports	For all the above Modules

Organization Structure Section and Modules

JSM Time Sheet contains the Following Forms and captures important information about an Organization and its Branches.

Office Details Modules

S.No	Modules	Description
1	Country	This captures World Regions, Zones, Countries, States and Cities. Which helps you to enter exact Office and Branch locations
2	Office Details	This captures Office Types and Office Details. You have been provided with facility to capture all the Details of a Company and its branches. You can enter any number of Offices and its respective branches
3	Location Master	This module captures all the Client Project locations. Which helps you to enter exact Client Project locations along with World region, Country, Zone, State, City, Location & location Code.

Division & Department Modules

S.No	Modules	Description
1	Division & Department	This module captures all the Divisions and Departments of an Office and its respective Branches. JSM Payroll has provided facility to enter any number of Divisions and Departments

Grade Module

S.No	Modules	Description
4	Grade	This module Captures all the Grades that an Organization is maintaining
5	Level & Designation	This module Captures Levels & Designation that a Company and its respective branches are maintaining
6	Location Master	This module captures all the Client Project locations. Which helps you to enter exact Client Project locations along with World region, Country, Zone, State, City, Location & location Code.

Level & Designation Module

S.No	Modules	Description
1	Level & Designation	This module Captures Levels & Designation that a Company and its respective branches are maintaining

Client Modules

1.	Client	JSM Time sheet software allows <ol style="list-style-type: none"> 1. To enter Various Client Details. 2. To enter Client Categories, Client Names, Client code along with Client Address details such as-World region, Country, Zone, State, City, people Information and Notes. 3. Allows entering the status of the client such as Active/Inactive and filter the Client names with Status Active/Inactive.
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Project Modules

JSM Time sheet software lets u define the following Project details

1	Project Type	With JSM Time sheet software user can enter any number of Project Type.
2	Project Mode	With JSM Time sheet software it allows user to enter any number of Project modes
3	Project Definition	With JSM Time sheet software it allows user to enter Project Definition
4	Project Type and Definition	With JSM Time sheet software it allows user to configure each Project Type with project definition
5	Project Definition Hierarchy	With JSM Time sheet software it allows user to set the Hierarchy of the project Definition for each project type
6	Activity Master	<ol style="list-style-type: none"> 1. With JSM Time sheet software it allows user to enter various kinds of Activity based on 9options such as office wise, branch wise, Division wise, Department wise, level wise, Designation wise, grade wise, Employee Category wise, Appointment wise. 2. Provision to enter various Activities along with Activity code, Description, and allows entering the status of the client such as Active/Inactive. And filter the activities with status Active/Inactive.

Company Policies Section and Modules

Company Policies

S.No	Modules	Description
1.	Employee	This module captures Employee Personal Details like Appointment Types, Employee Category Marital Status, Nationality, Blood Group, Employee Groups etc.

Leave Policies

S.No	Modules	Description
1	Leave	JSM Payroll has dynamic Leave Masters module where you create masters as per your organization's Leave Policies. You can enter your own logic and JSM Payroll does all Leave processing as per your rules.

Attendance Policies

S.No	Modules	Description
1	Attendance	JSM Payroll has dynamic Leave Masters module where you create masters as per your organization's Attendance Policies. You can enter your own logic and JSM Payroll does all Leave processing as per your rules.

Approver Policies

S.No	Modules	Description
1.	Approver Configuration	<ol style="list-style-type: none"> 1. We have the facility to define various levels of approvers for each employee. 2. Facility to Assign alternate approver for the employees. 3. Provision for self-Approver. 4. Provision to define levels of approver.

Timesheet Policies

1.	Time Sheet Entry & Submission Parameter Master	<p>JSM Time Sheet Software lets you define all kinds of Policies for Entering the Time Sheet & Submission.</p> <p>Below are the list of Facilities for Entering the Time Sheet & Submission:</p> <ol style="list-style-type: none"> 1. Policy can be entered based on 9 options they are-Office, Branch, Division, Department, level, Designation, grade, Appointment type, Employee Category. 2. Time Sheet filing can be done based on – Daily, Weekly, Fortnightly, Monthly. 3. Facility to enter pre dated Time Sheet entry. Here you can include/Exclude Weekly off/Holiday. 4. Facility to carry over the Time Sheet Entry to next month. 5. Facility to show fields while entering Time Sheet. Fields such as –Project mandatory, Showing Project Definitions, Show Allowances, Show Billable/Non Billable Hours, Show Status. 6. Enter Duration in Hours.
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		<ol style="list-style-type: none"> 7. Enter Duration based on Start Time and End Time. 8. Facility to match the Time Sheet Hours with Shift hours. 9. Facility to include/exclude the Break time.
2	Time Sheet View Parameter Master	<p>JSM Time Sheet Software lets you define the parameter for the Approver to view the Time Sheet based on the following options:</p> <ol style="list-style-type: none"> 1. Policy can be entered based on 9 options they are-Office, Branch, Division, Department, level, Designation, grade, Appointment type, Employee Category. 2. Provision to enter the parameter to view the Time Sheet for different levels of Approver. 3. Provision to select single/Multiple levels of Approver to view the Time sheet. 4. Time sheet can be viewed based on Daily, Weekly, Fortnightly, Monthly
3	Time Sheet Approval Parameter Master	<p>JSM Time Sheet Software lets you define the parameter to approve the Time Sheet by various approvers based on the following options:</p> <ol style="list-style-type: none"> 1. Policy can be entered based on 9 options they are-Office, Branch, Division, Department, level, Designation, grade, Appointment type, Employee Category. 2. Provision to enter the parameter to approve the Time Sheet for different levels of Approver. 3. Provision to select single/Multiple levels of Approver to approve the time Sheet. 4. Provision to select single/Multiple levels of Approver to approve the time Sheet. 5. Time Sheet can be approved on –Daily, Weekly, Fortnightly, Monthly basis. 6. Time Sheet Approval upto can be done based on number of days, previous Level, Date of Submission. 7. Facility to include/exclude the Time Sheet Approval. 8. Facility to carry over the approval upto.
4	Time Sheet Restoration Approval Parameter Master	<p>JSM Time Sheet Software lets you define the parameter for the approver to approve the Time Sheet Restoration based on the following options:</p> <ol style="list-style-type: none"> 1. Policy can be entered based on 9 options they are-Office, Branch, Division, Department, level, Designation, grade, Appointment type, Employee Category. 2. Provision to enter the parameter to approve the Time Sheet Restoration for different levels of Approver. 3. Provision to select single/Multiple levels of Approver to approve the time Sheet Restoration. 4. Time Sheet Restoration Approval upto can be done based on number of days, previous Level, Date of Submission. 5. Facility to include/exclude the Time Sheet Approval. 6. Facility to carry over the approval upto

Email Policies

1	Workflow Email Field Master	JSM Time Sheet Software lets you select the fields to be show in the mail for Various workflows & Events.
2	Workflow Email Configuration	<ol style="list-style-type: none"> 1. Provision to select criteria for defining reminder email configuration based on office & Branch wise. 2. Provision to select various workflow & events. 3. Provision to select various kinds of employees such as to an employee, HOD, Supervisor, Approver, HR, Finance, IT, Admin, Any other Employee and CEO to send the mail. 4. Provision to enter mail message and mail subject. 5. Provision to exclude/Include Weekly off/Holiday. 6. Provision to send email based on each Level wise. 7. Provision to select all levels of Approvers.
3	Reminder Email Field Master	<ol style="list-style-type: none"> 1. JSM Time Sheet Software lets you select the fields to be show in the mail. 2. Provision to send reminder email for various events such as Apply, Pre Approval Deadline, Post Approval Deadline. 3.
4	Reminder Email Configuration	<ol style="list-style-type: none"> 1. For each workflow automatically reminder email is sent for various events. 2. You can send reminder email to send reminder email to an employee, HOD, Supervisor, Approver, HR, Finance, IT, Admin, Any other Employee and CEO to send the mail. 3. For each employee you can set the policy.

Transaction

Employee Details Modules

1	Employee Details	<p>JSM Payroll captures more than 100 important information about an Employee. This forms the backbone of an Employee Database.</p> <ol style="list-style-type: none"> 1. Employee General Information: This covers basic information about an Employee such as - Emp Code, Fathers name, all Contact Addresses, Email Addresses, Mobile Numbers etc. 2. Employee Salary Structure: This covers complete Employee Salary Structure details covering all Earning and Deduction heads and Benefits. 3. Employee Dependent Details: These cover all information about Employee Dependents that is required from Payroll and Reimbursement perspectives. 4. Employee Payroll Information: This cover important information like Bank Details, Account Number etc. 5. Employee Registration Details: This cover information like PAN Number, Pf Number, Passport Number.
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Leave and Attendance Section & modules

JSM Payroll has an dynamic Leave and Attendance Module covering Attendance Machine Integration, Leaves Entry, Employee Attendance Entry and Leave Encashment.

1	Shift Roistering	Through this module you can enter Employee shift.
2	Weekly off/Holiday Roistering	Through this module you can enter Weekly off/ Holiday for employee wise.
3	Shift and Weekly off Roistering	
4	Working on Weekly off/Holiday	<ol style="list-style-type: none"> 1. Through this module you can enter all Working on Weekly off/Holiday details. 2. Provision to Approve/Dis Approve the applied working on Weekly off/Holiday.
5	Working on Weekly off/Holiday Cancellation	<ol style="list-style-type: none"> 1. Through this module you can enter all Working on Weekly off Cancellation details. 2. Provision to Approve/Dis Approve the applied working on Weekly off/Holiday Cancellation.
6	Comp Off Transaction	<ol style="list-style-type: none"> 1. Through this module you can enter all Comp off Cancellation details. 2. Provision to Approve/Dis Approve the applied Comp Off Cancellation.
7	Comp Off Cancellation	<ol style="list-style-type: none"> 1. Through this module you can enter all Comp off details. 2. Provision to Approve/Dis Approve the applied Comp Off
8	Leave Transaction	This helps you keep track of all leaves taken by Employees.
9	Monthly Attendance	Through this module you can enter Attendance details of employees.
10	Import Monthly Attendance	Through this module you can import Monthly Attendance of Employees into the JSM Software.
11	Monthly Attendance Summary	Through this module you can give consecutive number of Leave Without Pay for all employees

Project Module Transactions

JSM Time Sheet has provision to record day-to-day activities in the time sheet. In JSM Time Sheet Software captures complete Project details for each client. JSM Time sheet software lets u define the following Project Transaction details.

1.	Project Master:	Facility to enter the project names & respective project codes for each client project type, project Mode, Description, Estimation, project Start date, project End date along with status of the project such as Active/Inactive & list the Project names by using filter criteria such as Active/inactive.
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2	Project Definition Transaction	Facility to enter Project definition & define attributes for each project. Allows picking up the attributes form different project
3	Project Branch Configuration	Facility to configure the client & project names to respective office & branch
4	Project Location	Used to configure each client, project to various locations
5	Assign Project Manager	Facility to assign the Project manager based on office, branch, Client, project & location. Provision to configure more than one Project manager for each project.
6	Project Team Allocation	
7	Project Cost Allocation	
8	Project Team Allocation	JSM Time Sheet Software has the provision to allocate the team members to a project & view the same.

Time Sheet Module Transaction

Time Sheet Entry

1.	Fill Time Sheet	<p>JSM Time Sheet Software has the advanced Time Sheet Module.</p> <ol style="list-style-type: none"> 1. JSM Time Sheet Software lets you to fill the time sheet based on the respective Client, Project Location details. 2. Provision to select any kinds of Activities 3. Provision to fill the time sheet Fully/Partially & save the Time Sheet. 4. Provision to continue working next day <p>Provision to enter the Description. Provision to fill the time sheet, Review the Time sheet details & then complete filling the time sheet & submit.</p>
2	My Saved Time Sheet	<p>JSM Time Sheet Software allows viewing all the Time Sheet that are saved but not submitted.</p> <p>Provision to modify the Saved Time Sheet & send for Approval Provision to view all the Saved Time Sheets based on period From & Period To.</p>
3	Modify Submitted Time Sheet	<p>JSM Time Sheet Software allows modifying the Time Sheet that are submitted & are waiting for approval from all Approvers.</p> <p>Provides various sorting options to view the Modified Submitted Time Sheet.</p>
4	My Team Time Sheet Approval History	<p>JSM Time Sheet Software has the facility to view the Time Sheet Approval History from all levels of Approvers Search the Employees Time Sheet based on various options</p>
5	My Team Time Sheet Submission Status	<p>JSM Time Sheet Software has the facility to view the Time Sheet Submission Status.</p>

	Provides various sorting options to view the Time Sheet Submission Status
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Time Sheet Approval

1	My Time Sheet Approval Status	<p>JSM Time Sheet Software has the provision to check the approval Status of all submitted Time Sheet.</p> <p>Provision to view the Time Sheet Approval Status based on various search options such as-From Date, to Date and Approval Status.</p> <p>Provides various sorting options to view the Time Sheet Approval Status.</p>
2	My Team Time Sheet Approval	<p>JSM Time Sheet Software has the facility to view all the pending Time Sheet for Approval.</p> <ol style="list-style-type: none"> 1. Facility to select the Levels of Approvers & Approved/Dis Approve the Time Sheet. 2. Facility to select the Criteria for filtering the employees based on various options such as- Office wise, branch wise, Division Wise, Department Wise, Grade Wise, Level wise, Designation wise, Appointment type Wise, Employee Category Wise. 3. Provides various search option such as Employee Name, Employee Code, From Date, To Date and Project Manager. 4. Provides various sorting options to view Time Sheet to approve/Dis approve the Time Sheet of their respective Team members. 5. Provision to select one/all time sheets & Approve/Dis Approve the Time Sheet of their respective Team members. 6. Provision to view the Time Sheet Summary/Details to approve/Dis Approve the Time Sheet of their respective Team members.
3	My Team Time Sheet Restoration Approval	-JSM Time Sheet Software has the facility to approve the Time sheets that are requested for restoration.
4	My Team Time Sheet Restoration Approval History	JSM Time Sheet Software has the facility to View the Time Sheet Restoration Approval status based on various options

Time Sheet Restoration

1	Request to Restore Time Sheet	<p>This is a special facility provided in JSM Time Sheet Software.</p> <p>JSM Time Sheet Software has the facility to restore the blocked time Sheet.</p> <p>JSM Time Sheet Software has the facility to enter the reason for restoring the blocked Time Sheet.</p>
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2	My Time Sheet Restoration Status	JSM Time Sheet Software has the facility to View the Time Sheet Restoration Status. Based on various Search & Sort options
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Time Sheet Software Reports Description

JSM Time Sheet provides powerful reporting facilities covering all modules



The JSM Time Sheet Reports Advantage
✓ All reports are exportable to Word, Excel, Mail and other popular forms
✓ Powerful sorting capabilities in reports that enable you to sort data as per your requirements
✓ Facility to select period "From" and "To" for each report
✓ Facility to take out reports for all Project, Client, Location, Project manager, All Approvers.
✓ While taking out printouts facility select one Employee or many Employees or All Employees
✓ Facility to select any printer while taking printouts.

Client Reports

S.No	Report Name	Description
	Client	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the provision to select the criteria for filtering employees based on Client Wise-- Client Category, Client Name, Client Status, and Client Code. 2. JSM Time Sheet Software has the provision to select the criteria for filtering employees based on location Wise- World Region, Country, Zone, State, and City. 3. Provision to view the Report between from and to period. 4. Provision to select the fields to view the report such as- Client Category, Client Name, Client Code, location, Address, phone, Email, Website, People, Status. 5. Following are the Sorting options available: Client Name, Client Code, Client Category, Location, and Status.

Project Reports

S.No	Report Name	Description
1	Project Type Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software lets you generate report where you can view all the Project types.
2	Project Master Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software lets you generate reports based on filtering the project based on Office, Branch wise, Project name and Project code. 2. JSM Time Sheet Software lets you generate reports based on filtering the Client based on Client Category, Client name, Client Code and Client Status. 3. JSM Time Sheet Software has the provision to select the criteria for filtering project based on location Wise- World Region, Country, Zone, State, and City 4. Provision to view the Report between from and to period. 5. Provision to select the fields to view the report such as- Client Name, Client Code, Project name, Project Code, Project Type, Parent Project, Location, Description, Start Date, End Date, Duration, Status. 6. Following are the Sorting options available: Client Name, Client Code, Project Name, Project Code, Start Date, End Date, Status.

3	List of Project Manager	<ol style="list-style-type: none"> 1. JSM Time Sheet Software lets you generate reports based on filtering the project based on Office, Branch wise, Client, and Project. 2. JSM Time Sheet Software has the provision to select the criteria for filtering project based on location Wise- World Region, Country, Zone, State, and City. 3. Provision on various Search options based on Client Status and Project Status. 4. Provision to view the Report between from and to period. 5. Provision to select the fields to view the report such as- Client Name, Client Code, Project Name, Project Code, Location Name, Location Code, Project Manager. 6. Following are the Sorting options available such as: Client Name, Client Code, Project Name, and Project Code.
4	Employee Project Info Report	JSM Time Sheet Software lets you generate reports on complete Employee, Client, project, Project Manager (s), Approvers based on various filter criteria, Sorting options & fields' selection.

Activity Reports

S.No	Report Name	Description
1	Activity	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the provision to view all the Activity Names. 2. Provision to select the criteria for filtering employees such as –Office, Branch, Division, Grade, level, Designation, Appointment Type, Employee Category. 3. Provision to view the Report between from and to period. 4. Provision to select Active/Inactive Activities. 5. Provision to select the fields to view the report such as- Activity Name, Activity Code, Description, Status. 6. Following are the Sorting options available: Activity Name, Activity Code, and Status.

Approver Reports

S.No	Report Name	Description
1	Approver	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the provision to view all the levels of Approvers based on the Workflow. 2. Provision to select the criteria for filtering employees such as –Office, Branch, Division, Grade, level, Designation, Appointment Type, Employee Category. 3. Provision to select single/all employees to view the report. 4. Provision to view the Report between from and to period. 5. Provision to select the fields to view the report such as- Employee Code, Employee Name, DOJ, Office, Branch, Division, Department, level, Grade, Designation, Appointment Type, Employee Category, First level of Approver, Second level of Approver, Third Level of

		<p>Approver.</p> <p>6. Following are the Sorting options available: Employee name and Employee Code.</p>
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Time Sheet Reports

S.No	Report Name	Description
1	My Team Missing Time Sheet Report	<p>JSM Time Sheet Software Reports captures more than 100 important information about Employee Time Sheet:</p> <ol style="list-style-type: none"> 1. JSM Time Sheet Software has the facility to view the Time Sheet that is not submitted by their Respective Team members. 2. Provision to view the Report between from and to period. 3. Following are the Sorting options available: Time Sheet Date, Employee Name, and Employee Code.
2	My Team Blocked Time Sheet Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the facility to view the Time Sheet that is blocked. 2. Provision to view the Report between from and to period. 3. Following are the Sorting options available: Blocked Since, Employee name and Employee Code.
3	My Team Time Sheet Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the facility to view the Time Sheets Report based on office, branch. 2. Provision to select either Employee name/Employee Code to view the Report. 3. Provision to view the Report between from and to period.
4	Project Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the facility to view the project report based on office, branch, Project, Location wise. 2. In this we have facility to Include/Exclude Definition, Activity, Billable/NonBillable Hours. 3. Following Report options are available- Weekly with daily Details, Weekly, Fortnightly, Monthly, Quarterly, Half Yearly, Yearly and also based on year, Month. 4. Following are the Sorting options available: Employee Code, Employee Name.
5	Client Time Sheet Submission Report	<ol style="list-style-type: none"> 1. JSM Time Sheet Software has the facility to generate the Client Time Sheet Submission Report based on office, branch, Project, Location wise. 2. Following Report options are available- Weekly with daily Details, Weekly, Fortnightly, Monthly, Quarterly, Half Yearly, Yearly and also based on year, Month. 3. Following are the Sorting options available: Employee Code, Employee Name.

Technologies Used

JSM Technologies specializes in providing Payroll Software Solutions for Microsoft Windows®.

JSM Payroll Software uses the following Technologies / Languages / Platforms / Databases:

- 3 Tier / n Tier Architecture
- ASP.Net, ASP, C#, Microsoft Visual Basic.Net.®, Microsoft Visual Basic®
- Active X Controls / DLL's
- COM / DCOM
- ADO / DAO
- MS Windows® 95, 98, NT, 2000 and XP.
- Microsoft Access®, Microsoft MS SqlServer®, Oracle®

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Thank You

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