

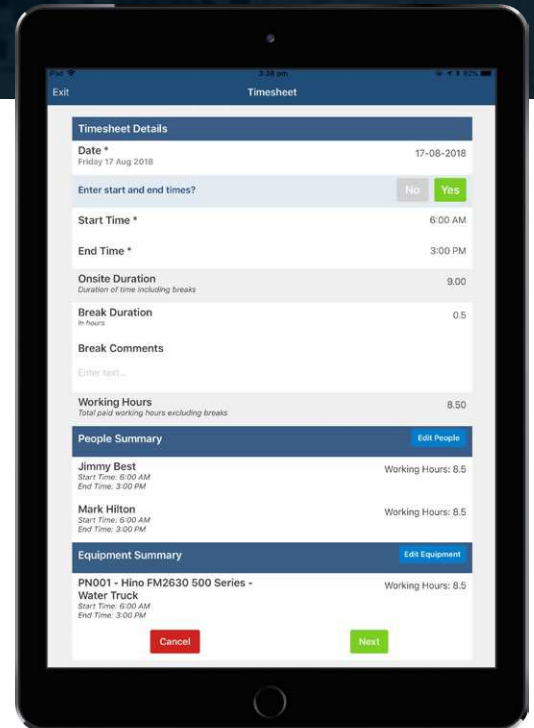


## Timesheets/timecards

### Simple, efficient time entry

**The fast, accurate tracking of labour, equipment and materials input on projects underpins profitability.** Project performance is influenced by the efficiency and reliability of its most basic system – timesheets. Manual paper or spreadsheet approaches for timesheets reduce data accuracy, verifiability and speed, in turn impacting data-driven insights and decisions. Standalone digital solutions create another point of integration and often reduce the flexibility of data use. Envision's timesheets solution offers the benefits of digital records, saving time and reducing input errors, while creating a powerful record of the quantum of resources booked against project activities.

Capture individual and crew time via a user-friendly mobile or web-based timesheet



- ✓ Enter timesheet data using web, mobile or external systems or spreadsheets
- ✓ Rapidly review time records to reduce supervisor burden and support streamlined approvals
- ✓ Ensure resource usage is allocated against the correct cost codes to increase cost reporting accuracy
- ✓ Monitor labour, plant, material and other resources to compare actual daily costs with budgets
- ✓ Measure the efficiency and performance within and across teams
- ✓ Quickly generate daily costs using crew or individual rates
- ✓ Enable external client approval of submitted time records

# Solution | Timesheets/timecards



Capture time for equipment and other resources in addition to labour

**Resource Usage Matrix**

Back to Summary | Wednesday, 26th July 2018 | Next Day -->

Buttons: Add Resources, Add Work References, Reset Resources, Reset Work References

Resource note: | Usage note:

Resources	New Total (SUM Total)	Start Time	End Time	Break Duration	Usage Code	UMM	Rate Code	32610: Investigation and Landscaping	454:00: Reinforced concrete base slab and shear keys	1:16:10: Rock	3: Machine breakdown
Aaron English Operator Excavator Construction	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	1.00
Adrian Smith Supervisor Excavator Construction	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	1.00
Benny Lang Operator Excavator	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	1.00
Bernhard Budono Operator Excavator Construction	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
Billy Bostock Operator Excavator Construction	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
Dale Russell Labourer Excavator	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
Eddie Emery Operator Excavator Earthmoving	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
Gareth Davis Labourer Excavator	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
PRD3 - Excavator CAT 312D Excavator John's Plant Hire	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
PRD3 - 45T Excavator Inc. GPS CAT 330C Excavator John's Plant Hire	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	
PRD4 - 45T CAT 330C Excavator John's Plant Hire	8:50 (8:50)	6:00 am	4:00 pm	0:30	Normal (N)	hours (H)	Normal	6.50		2.00	

For more information on Envision's timesheets/timecards solution, please talk with our team today on +61 7 3369 0038.

Automate recurring times based on work rosters to eliminate double-entries of standard hours (eg leave, travel, training)

**Work Roster**

Date range: 19 Jul 2018 to 1 Sep 2018 | Set Date Range | -- Earlier | Later -->

Filters: |

	19 Jul 2018 to 7 Aug 2018	Jul 19	Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	Jul 27	Jul 28	Jul 29	Jul 30	Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6
Aaron Bostock							S	2	3	4	5	RDO	7	8	9	10	E			
Adrian Smith							S	2	3	4	5	RDO	7	8	9	10	E			
Benny Lang							S	2	3	4	5	RDO	7	8	9	10	E			
Bernhard Budono							S	2	3	4	5	RDO	7	8	9	10	E			
Billy Bostock							S	2	3	4	5	RDO	7	8	9	10	E			
Dale Russell	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Eddie Emery	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Gareth Davis	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Guest One	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Guest Two	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Heather James	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Horacio Ritta	7	8	9	10	E		S	2	3	4	5	RDO	7	8	9	10	E			
Hugh Hoffmeister																				
James Kennedy																				
Jason Poon																				
Johns Steel							S	2	3	4	5	6	7	8	9	10	11	12	13	14
Marta Debbasi																				
Mark Hilton							S	2	3	4	5	6	7	8	9	10	11	12		

Analyse labour breakdowns using powerful reporting tools to identify savings

**Cost Analytics**

From date: 1 Jan 2018 | To date: 26 Jul 2018 | Generate

Normal | Sum | Amount

Resource Type: | Role Category Type: | Role Category: | Role:

Company	Usage Code	Rate	Equipment										Other Resources			Person			Total			
			Excavator	Motor Truck	Schedule of Rates	Subcontract	Labourer	Operator	Pipe Layer	Stock	Labour	Engineer	Supervisor	Manual	Non-Manual							
Big Livers	H																				10.00	
Bond	H				270.00																270.00	
Edwin Earthmoving	H												10.00		1,000.00	8.00					1,018.00	
Ernesti Construction	H												250.00								250.00	
John's Plant Hire	H	420.00	184.00	184.00	410.00	500.00															1,718.00	
John's Plant Hire	H																				1,160.00	
Paul-Guy	H												200.00	733.00	24.00							957.00
Shelby	H																				8.00	
Labour Hire	H																				8.00	
<b>Totals</b>			420.00	184.00	184.00	410.00	100.00	270.00	330.00				250.00	960.00	24.00	10.00	1,070.00	8.00	50.00	17,000.00		

When used with Envision's attendance and competency solution, project leaders gain powerful data verification for confident approvals and decision-making.