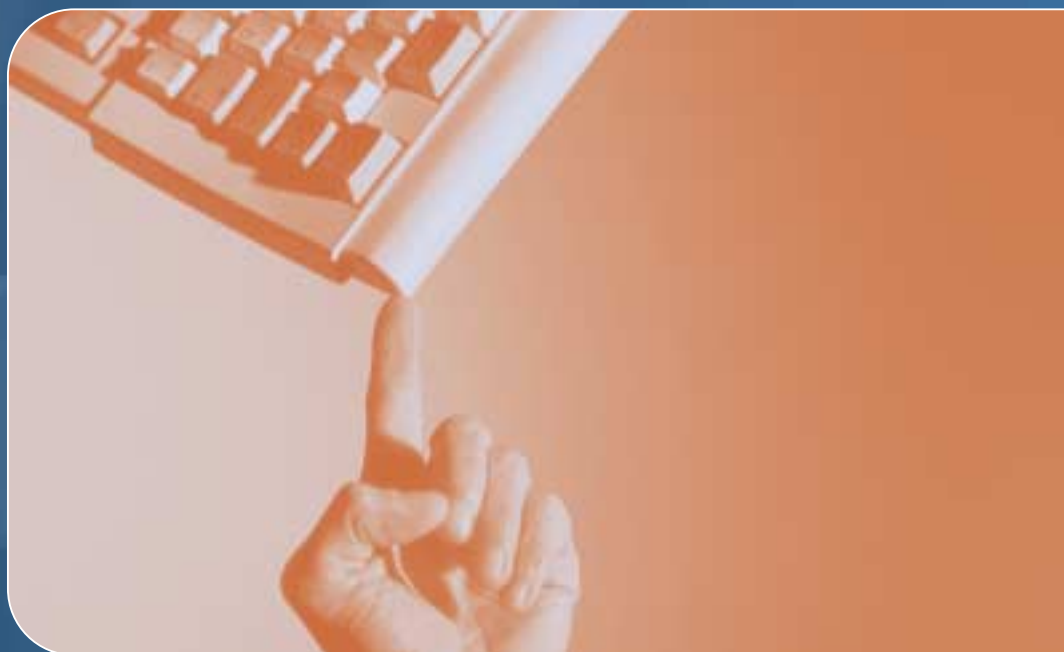


timesheet^{IQ}

E A R N I E I Q M o d u l e



data entry, made easy.

TIMESHEET IQ is an add-on module to the EARNIE IQ payroll, designed to make the entering of payroll information easier. You are able to define the data-input screens to suit the way you work and all information can be validated before being sent to the payroll.

TIMESHEET IQ is available in two forms: Timesheet Central and Timesheet Remote. Timesheet Central connects directly to EARNIE IQ and is designed for head office input and validation. Whereas Timesheet Remote is ideal for organizations with different sites as it allows the sites to enter their data and send it electronically to Timesheet Central.

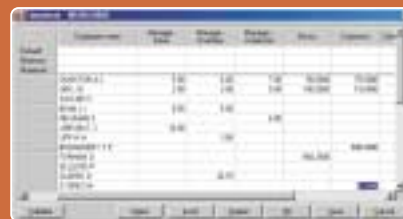
The flexibility and increased speed of data input that TIMESHEET IQ offers will allow you to improve the efficiency of your payroll operation.



Configure Timesheet
Set up the headings for your timesheet



Configure Remote Sites
Set up the location of each of your remote sites



Timesheet Input
Use the timesheet entry screen to input data quickly and easily

timesheet^{IQ}

EARNIE IQ Module

... data entry, made easy.

Seamless Link to Payroll

Timesheet Central connects directly to EARNIE IQ so the transfer of information is immediate. When you select a company in Timesheet Central a routine synchronises the data with EARNIE IQ so that you always use the latest information. Timesheet Central keeps Timesheet Remote up to date by sending it what it needs via MS Outlook.

Definable Security

You can set up different levels of security within EARNIE IQ, so operators can access both systems or just Timesheet Central depending on their rights. An operator can be further restricted to entering data into particular companies and even into selected pay elements. This means you keep control over the information an operator has access to.

Configurable Timesheets

It is easy to choose the items you want on your templates – just pick them from a 'Windows Explorer' style list. There is no limit to the number of templates that can be created.

Data that can be entered onto the time sheets includes number of hours worked, hourly rates, payment/deduction values, SSP – from/to dates and holiday – from/to dates. SMP values can also be entered if you don't want to use the automatic calculation in EARNIE IQ.

Timesheet Central links automatically into the employee costing part of EARNIE IQ. So if you need to allocate costs to different cost centres you can.

Minimum and maximum levels can be set for each element of data input. Warnings will be given if values are entered outside these boundaries.

All the data inputted is simply transmitted directly to the payroll.

Flexible Reporting

The reports are very flexible so you can decide what you want to see and how you want to see it. History is kept so you can select to print reports for a single date or range of dates, a particular pay period or range of pay periods.

To make validation easier reports can include all details or just the data which has not yet been transferred to the payroll.

Remote module

You can input data from any number of locations using Timesheet Remote. Simply set up the templates using Timesheet Central and send them to the remote sites together with the relevant employee details. This means you control from Timesheet Central which templates are used and which employees are seen. The data is transferred to and from Timesheet Remote using MS Outlook. The process is completely automatic and doesn't need user intervention. Timesheet Central simply scans the inbox for the file format it recognises, imports the data then deletes the e-mail.

Notes: *Timesheet Remote needs Microsoft Outlook
Timesheet Remote only links to Timesheet Central*

Summary of Features

- Single or multi user
- Quick method of data entry
- Remote entry of data from multiple sites
- Customizable input screens
- Data entry for future pay periods
- Enter multiple cost centre payments for an individual employee

Minimum System Requirements

The most up-to-date recommendations are available on our web site:
www.intex.co.uk

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