

## If time is money, we can make you rich!

In a time-poor world, TimeWise is an innovative time management application, helping people increase their productivity by understanding where the time goes.

Traditionally, timesheet systems are all take and no give, with little benefit to the end user. A completely new approach to the challenge of time management, the TimeWise design focuses on ease of use and visual feedback.

TimeWise is an enterprise-ready application that integrates timesheet entry, timesheet and leave request approval workflows, leave planning, and productivity analysis, supporting these vital business processes.

The screenshot displays the TimeWise web application interface. At the top, it shows the user's name (John Bloggs) and manager (John Smith). The main area features a calendar for February 2011, a 'Flexi Balance' of +10.32 hr(s), and a 'TOIL Balance' of +3.50 hr(s). Below the calendar, there are sections for 'Leave Balances' and 'Leave Planner'. The central part of the interface is a timesheet grid with columns for days of the week (Sat 12/2, Sun 13/2, Mon 14/2, Tue 15/2, Wed 16/2, Thu 17/2, Fri 18/2) and rows for 'Start Time (HH:MM)', 'Finish Time (HH:MM)', 'Break (min)', 'Normal Hours', 'TOIL Worked', and 'Total Hours'. The status bar at the bottom indicates 'Local intranet | Protected Mode: Off'.

Accessed via an organisation's intranet, TimeWise integrates secure web-based access with sound data storage, in a low-maintenance system. Email notification of key workflow events supports inbuilt approval workflows. By supporting people to self-manage the time they spend across individual activities, while maintaining accountability around productivity targets, TimeWise enables a mature workplace culture with maximised staff efficiency.

As software becomes ever more closely aligned with business processes, TimeWise forms an essential part of any strategy for the high-performance workplace, supporting the management of this most valuable resource: people's time.

## Value in key areas

The TimeWise provides real benefits with a design which incorporates highly innovative features in three key areas:

1. User-specific visual feedback on time entry assists people to manage their own time.
2. Email workflow around timesheet and leave request approval creates an active time management environment, reducing management time and communication overheads, and ensuring process integrity.
3. Analysis of resources via dynamic reporting enables more informed resource decisions.

Experienced in working with project teams in collaborative environments, Dragonfly Software's designers bring to the TimeWise application a rich understanding of the value of human resource management. Approaching the design from a perspective of many years in production and project management, Dragonfly Software's wealth of experience in these areas has been invested into TimeWise.





## Features at a Glance

The TimeWise Time and Effort Recording System is a web based time and work effort recording system, specifically designed for South Australian Government agencies.

### Attendance and Work Effort

Track the Start, Finish and Break times of all staff members, along with the activities and projects they spend their time on during the day.

### Advanced Flexi

Track staff member Flexitime balances using a system specifically designed for SA Government, in accordance with current SA Government EBA and PSA Acts.

### TOIL and Overtime

Comprehensive management of TOIL Accrual, TOIL taken, TOIL Balance, Overtime Worked and Overtime Payroll notification services.

### Roster Variation

Removes an additional paper-form-based workflow by integrating roster variation request and approval workflows, directly and immediately updating TimeWise working arrangements, and subsequent Flexitime, TOIL, and leave balance calculations.

### Leave Requests (Forms, Templates)

Incorporates Leave Request Forms and Leave Approval Workflows into staff members' timesheets. Includes improved executive routing tools for special leave types. Also provides System Administrators with the ability to manage their own leave forms.

### Leave Planner

Leave Planners assist employee leave planning and managers with approving employee requests and knowledge of workgroup member availability to avoid short-staffing situations.

### Email Audit Log

Workflow auditing increases the transparency and tracing of approval events for internal auditing compliance.

### CHRIS Leave Balance Integration

Leave Balance availability based on import of Leave Balance data directly exported from CHRIS. Improving employee and manager awareness of leave entitlements facilitates more informed management decisions.

### Instant Shared Service Notifications

Instant email updates to a Payroll shared mailbox based on CHRIS-related information, such as Leave and Overtime Approval.

### Self Service User Details Change Workflow

Self service request and approval workflow support allows users to change selected personal details, reducing the time required for system administration.

### HR Delegation

Provides greater control over who approves a timesheet versus who can approve leave, through advanced workflow control options.

### TOIL and Flexi Payout

The ability for users with a significant excess amount of hours to request for these hours to be paid out, thereby reducing agency liability without incurring productivity loss.

### Auto Generated Executive Time Entry

Saves executive staff member time by using an automatic time entries generator. Integrates fully with Leave Requests and minimises executive administration time.

### Notifications System

News broadcasting features to improve system knowledge, rules and usage, thereby reducing internal support and reconciliation work effort.

### Reporting Standardisation

Common report criteria and tools regarding reporting scope and date ranges, to improve workforce communication and productivity.