ERPAdvance Asia

FOR SAGE 300

NORMING RESOURCE MANAGER · HR AND EXPENSES

Timesheet & Overtime

Capture project time and overtime for payroll and billing

Employees enter timesheets and overtime requests against projects and tasks on web or mobile. Approved time is sent to Sage 300 for payroll, job costing and billing.

HOW IT WORKS

Enter
Hours by project and task

→

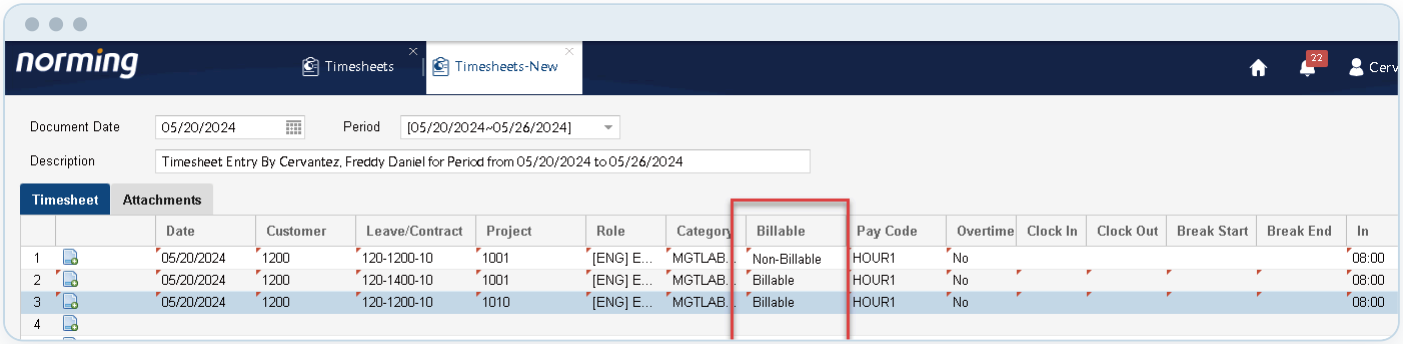
Validate
Minimum and maximum rules

→

Approve
Manager or PM review

→

Sync
PJC and payroll timecards



Timesheet entry

KEY CAPABILITIES

Project time tracking
Book billable and non-billable hours to projects, phases and tasks.

Formula-based overtime
Calculate overtime hours and rates with your own rules and holiday calendars.

Bank or pay overtime
Bank earned overtime for time off, pay it through payroll, or both.

Hours validation
Set minimum and maximum hours, and allow or block time entered for future periods.

Payroll-aligned periods
Match timesheet periods to payroll, with pay and billing rates by project and role.

Automatic reminders
Scheduled emails remind staff of missing timesheets and approvers of pending ones.

APPROVALS THAT DON'T GET STUCK

Auto-escalation
Moves up a level after the time limit you set.

Delegation
A substitute approves for you on set dates.

Transfer
Hand a request to a colleague to approve.

Reminders
Scheduled emails nudge pending approvers.

Needs the RM back end only. Approved time and overtime create Sage 300 PJC and Payroll timecards. Entry and approval on web and mobile.

See how it fits your business

Contact your Sage 300 partner or ERPAdvance Asia for a demo.

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