

MICROMAIN *TIMESHEET*

MicroMain Timesheet enables you to accurately track all labor time and simplify your labor management.

Instead of estimating labor time, trying to track down time in/time out records, or relying on technicians' memory to account for work hours, use MicroMain Timesheet to accurately track labor time. With this software, you'll be able to capture spent time as it occurs and have that time posted electronically to your database.

CAPTURE ALL LABOR TIME

With MicroMain Timesheet, you can track not only labor time related to work orders, but also time spent on administrative tasks and breaks. You can also track the type of labor hours posted, including regular, overtime, vacation, bereavement, or jury duty.

With all hours accounted for in a day or a week, you can evaluate time spent on specific tasks. You can also see days of the week available to schedule work at a particular organization and non-work days, such as holidays. This is particularly useful as supervisors schedule preventive maintenance tasks, which occur on a regular basis throughout the year.

Your staff and contract labor complete a simple timesheet record—using the labor time clock control for time in/time out, and then click a button to post the time to the MicroMain database. The more immediate recording of hours throughout the day helps ensure correct data entry. Accuracy is also increased by electronic upload, rather than manual data entry from paper timesheets or verbal communication.

SECURE APPROVALS

If you require timesheet approvals before posting, Timesheet provides a way for timesheets to be reviewed by appropriate persons before being approved for posting. A simple email report feature makes it easy to request approvals before staff and contract labor post their time.

Want to see MicroMain software for yourself? For a free trial, call 1-888-888-1600.

CONTROL ACCESS TO THE DATABASE

Timesheet gives you an easy way to control the level of information available to your maintenance technicians or contract labor. In addition to password security for Timesheet, your labor workforce views only timesheet fields and needed maintenance work order details. You are also able to shield sensitive information in the MicroMain database, including labor wage rates and other financial data.

SIMPLIFY LABOR MANAGEMENT

In addition to tracking all labor time, you can also use this software to simplify your labor management. You can use this tool apart from the MicroMain Maintenance Management system to modify work orders provided to your labor workforce and to create labor-related reports.

Use Timesheet to:

- Add labor and update the work order in the same transaction
- View your labor's control number, shop or subshop
- Add other costs or update other costs to work orders
- Create new other cost records
- Add parts or update assigned parts to work orders
- Use barcodes to scan a labor's control number

The screenshot shows the 'Timesheet' application window. At the top, there is a toolbar with various icons for file operations and navigation. Below the toolbar, a 'Default Date' field is set to '5/25/2010'. The main area contains a table with the following data:

	Date	Labor	WO Num	Hour Type	Time In	Time Out	Hours	Account	Cate
	5/25/2010	O'Malley Foi	42	Regula	8:20 AM	9:00 AM	0.67	Equipment Rej	Housekeeping
	5/25/2010	O'Malley Foi	55	Regula	9:15 AM	9:45 AM	0.50	6550	HVAC
	5/25/2010	O'Malley Foi	60	Regula	1:26 PM	3:00 PM	1.57	<none>	Carpentry
	5/25/2010	O'Malley Foi		Regula			0.00	<none>	Grounds
▶	5/25/2010	O'Malley Foi		Regula			0.00	<none>	<none>

At the bottom of the window, there is a record navigation bar showing 'Record: 5 of 5'.