

Simplify Timecard Processing, from Recording Through Reporting

Managers in organizations today face increasing pressure to improve the accountability, productivity and performance of direct reports. In Lawson™ Time Management, time recorders, managers and their organizations have a valuable ally. This Lawson application provides a single, easy-to-use and highly flexible point of entry for recording, approving, adjusting and summarizing employee time on the job.

Lawson Delivers

Lawson Time Management can be integrated with several Lawson applications, including Human Resources, Payroll, Absence Management and Expense Management, or it can be deployed as a standalone application. Are you currently able to:

- Accommodate all employees and non-employees, including offsite workers, contractors and international staff, in a single, centrally administered system?
- Easily configure your time collection system to fit your business rules and regulations in all areas where you operate?
- Allow employees to enter their exact time in and out, even down to the minute?
- Create a single timecard that can be copied multiple times and used for subsequent pay periods?
- Automatically route timecard data to other applications, such as human resources, payroll, billing and analytics?

If not, it's time to consider the benefits and features of Lawson Time Management.

Benefits

In myriad ways, Lawson Time Management is designed to simplify a full range of timecard processes, from user entry through timecard review and approval routings. Specific ways Time Management may benefit your organization include:

- Providing a single, easy-to-use collection point for employee and non-employee time and labor activities
- Eliminating the manual handling of paper timecards and reducing the need for intervention by human resources staff



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- Simplifying data entry and saving time with templates, pre-populated fields, timecard copying and access to prior timecards for adjustments
- Helping you conform to state-mandated "time in, time out" regulations pertaining to nonexempt employees
- Automatically notifying managers when time approvals and other actions are required
- Integrating with other Lawson applications, eliminating third-party integration challenges
- Ensuring the timely automated entry of data into billing systems
- Flowing project labor costs into your analytics solution, to help increase the effectiveness of your strategic planning

Features

Lawson Time Management offers the following key features and functions:

- Ability to integrate with other Lawson applications, standalone deployment or interfacing with third-party software
- Configurable time entry screens, allowing the same user experience for employees and non-employees
- Web-based architecture for global access via the Internet and a standard Web browser
- Time in/time out capability, which allows users to enter their time in and out by hours, days, minutes or other criteria
- Copy timecard capability for use in subsequent pay periods, with overrides and optional adjustments
- Proxy time entry for individuals or groups, to keep processes moving when the time recorder or approver is unavailable
- Embedded Lawson Smart Notification™ functionality that automatically notifies managers of issues and tasks requiring their action
- Policy engine and rules editor, which simplifies the creation and enforcement of policies and rules
- The delivery of standard reports, such as missing records by department