

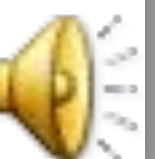
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JTMS

Job and Time Management Software

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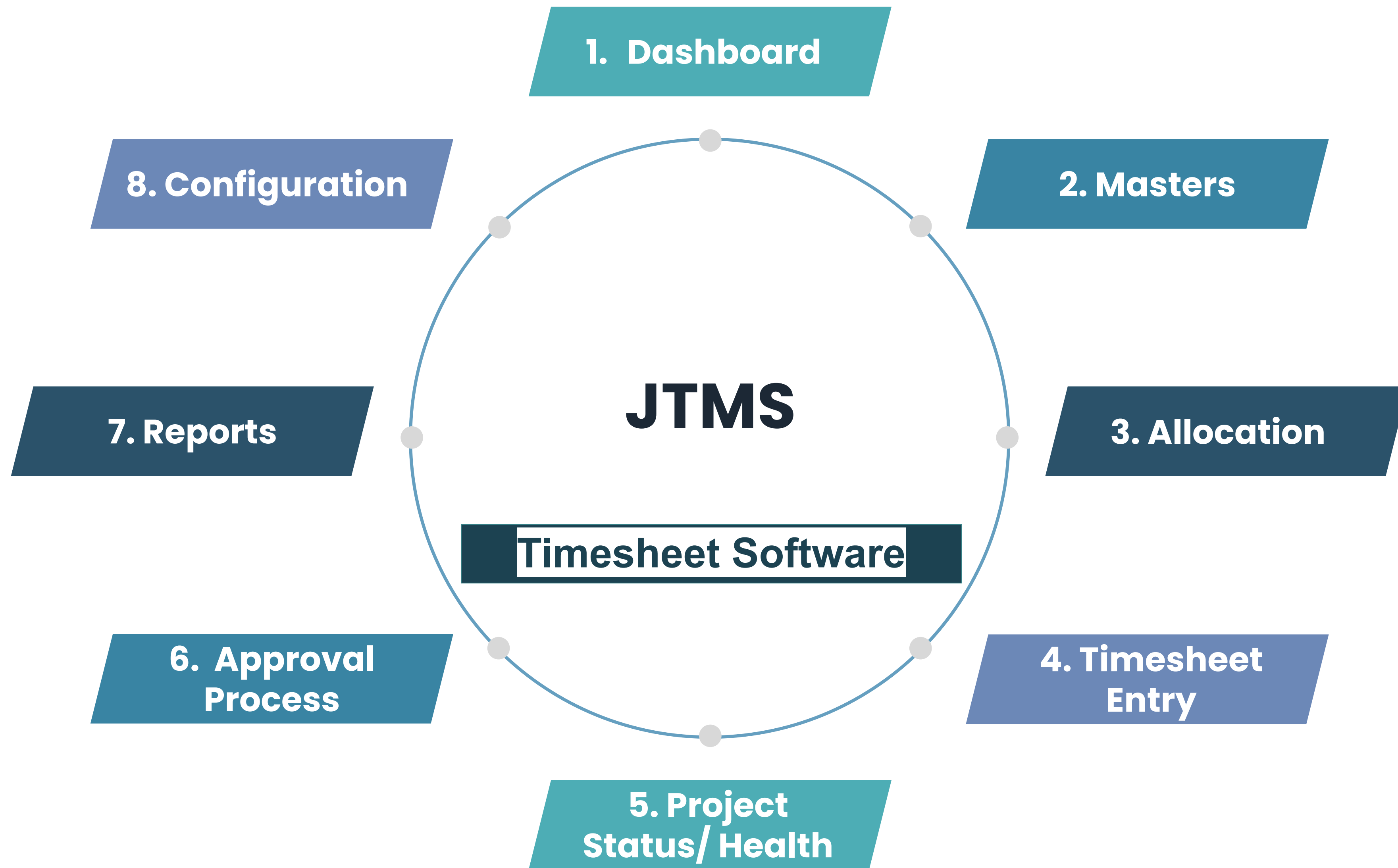
 **KALPA-TARU**

FUN
REPUBLIC

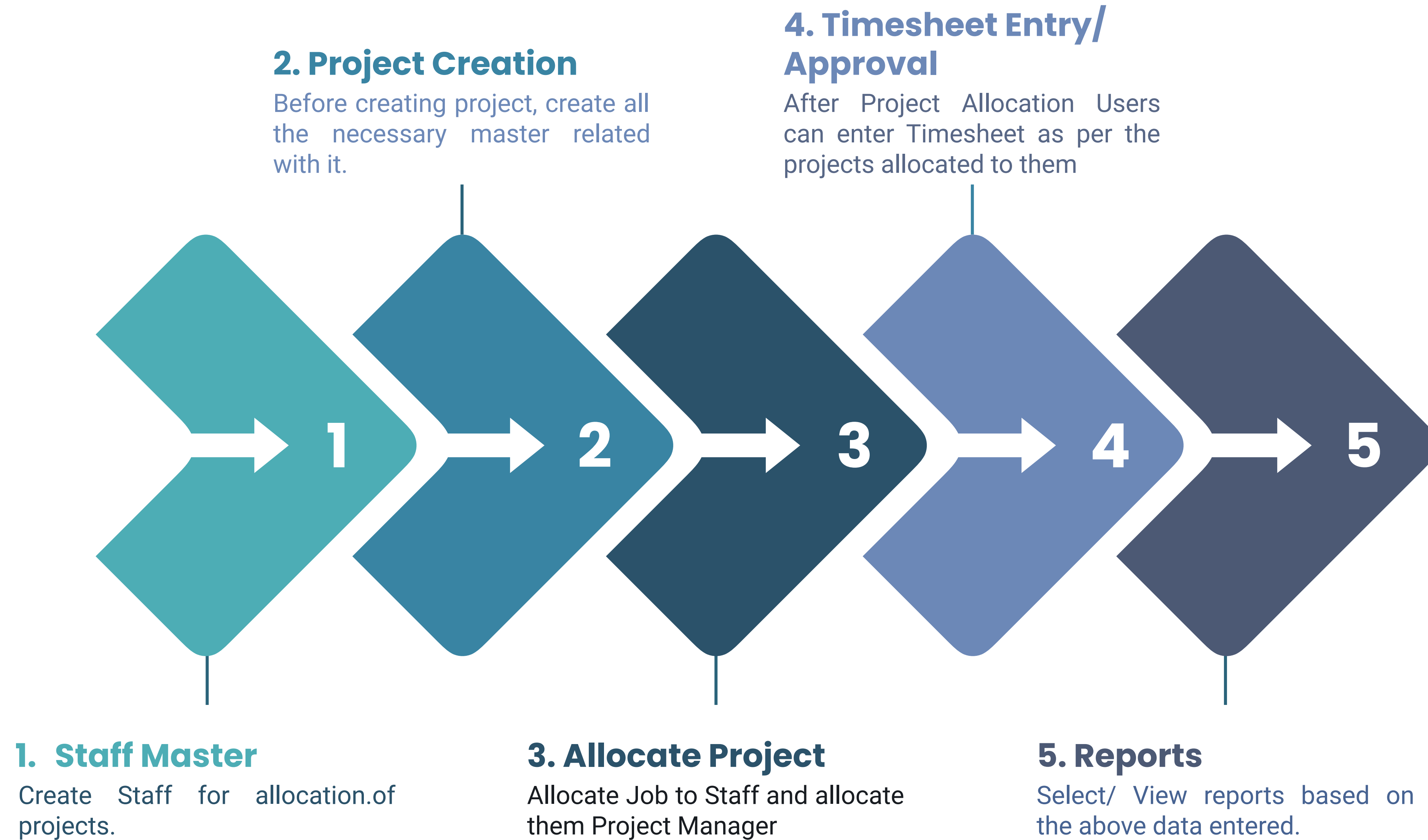
cello

Kirloskar





JTMS Flowchart



Timesheet Features & Advantages

Features

- Real Time, Time Tracking
- Project Management
- Multiple Approvals for Employee
- Budget Management
- Resource Allocation & Utilisation
- Expencc & Attendance Mgmt.
- Project Ananalysis & Costing
- Project Audit for in-depth Project analysis.
- Timely Mailing of the required details to Employees
- Billable & Non-Billable Hours
- Scheduled Reporting & Notifications
- More than 80 reports

Advantages

- Get estimated for Resource Requirements
- Timesheets boost profitability, particularly for agencies
- Identify areas for Simplification or Automation.
- Keep Track of Billable Hours.
- Improve Productivity and Accountability
- Keep's the Employees more focussed
- Improve Time Management Skills
- Efficient Project Tracking



Week : 07/06/2021 - 13/06/2021

Total Timesheets : 265

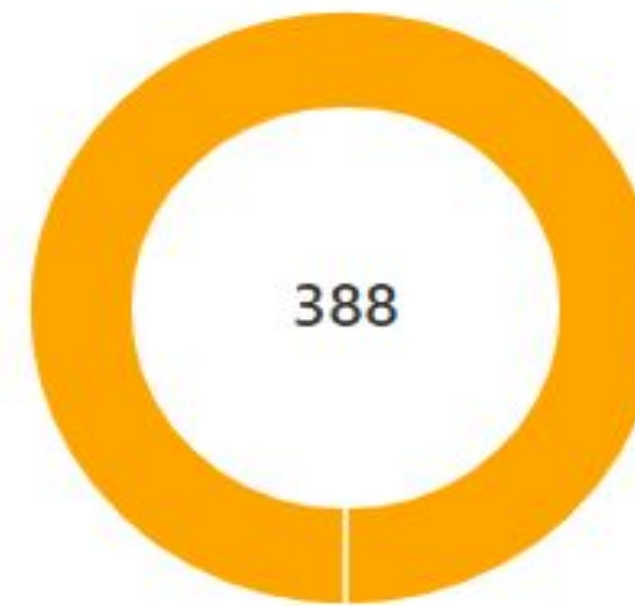


Submitted: 0

Approved: 265

Rejected: 0

Weekly Jobs : 110

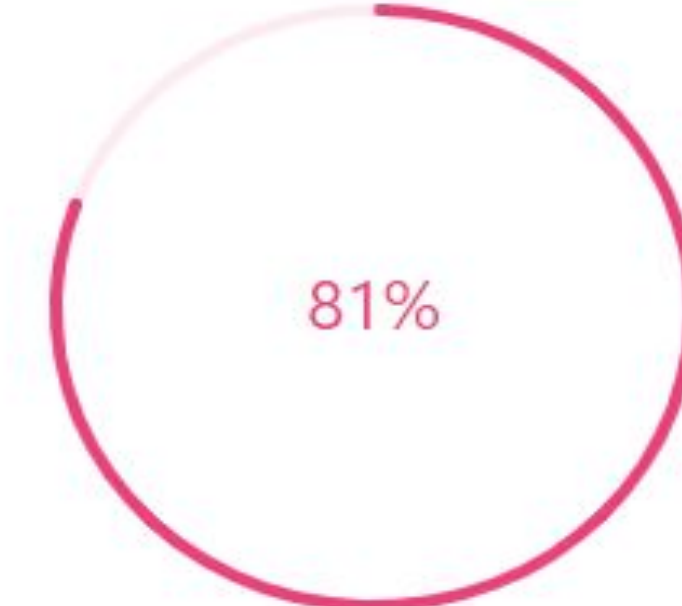


388

Billable: 388.45

Non Billable: 0.00

Staff Entered TS : 10



81%

Weekly Hrs : 480.00

Actual Hrs : 388.45

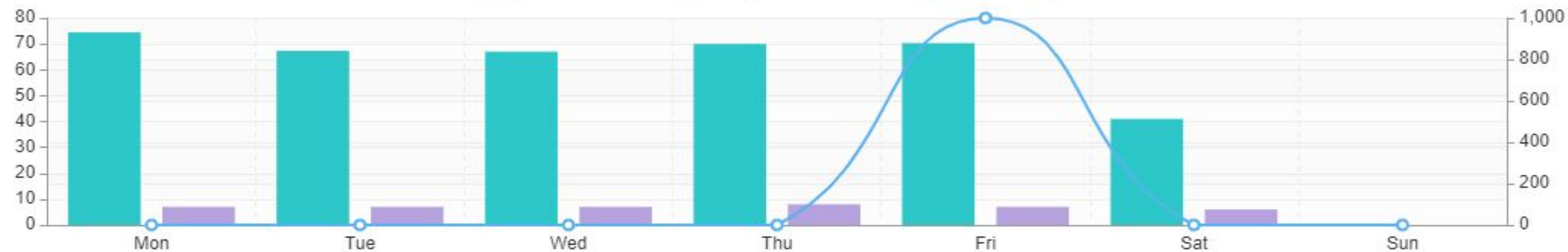
Hours

Total Hours

Project/Jobs count

Total Expenses

Amount



Staff Masters

KUMAR RAMACHANDRAN
Admin

MAIN

Dashboard

Staff

Client

Activity

Allocation

Timesheet

Reports

Utilites

◀

▶

Week : 31/05/2021 - 06/06/2021

Total Hours

592.17

Billable

224.55

Non-Billable

367.22

38%

62%

Type to filter...

+

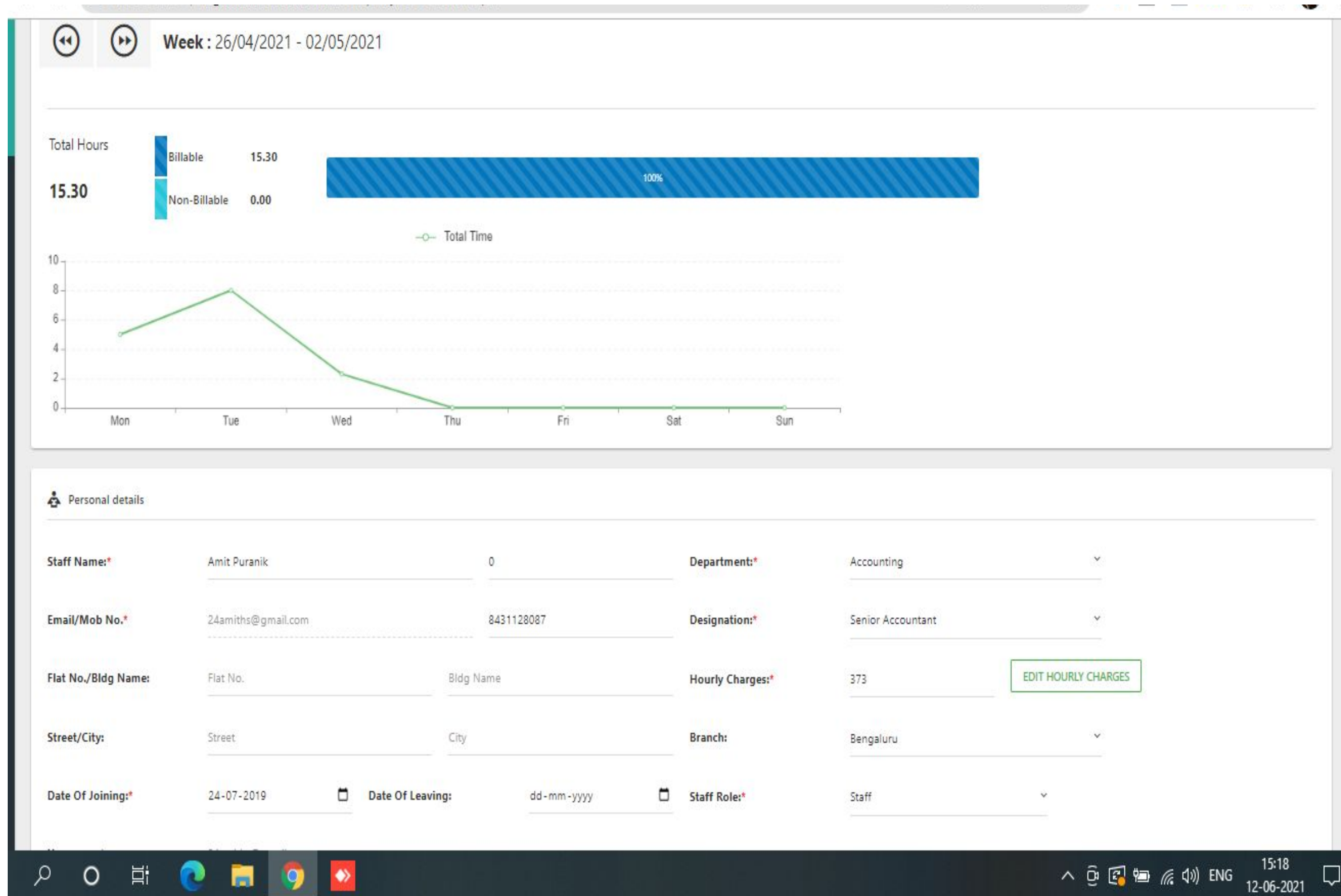
ADD STAFF

25

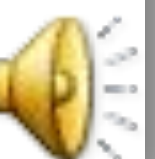
Sr.No	Staff Name	Designation	Department	Hrly Chrgs	Total Hours	Delete
1	Amit Puranik	Senior Accountant	Accounting	373	0.00	
2	Aparna	Senior Accountant	Accounting	298	56.15	
3	Bhagya Niharika Enagadapa	Articled Student	Assurance	169	32.15	
4	Divyashree	Asst Manager-1	Valuation	298	31.45	
5	Gayathri BM	Accountant	Accounting	261	73.00	
6	K S Naveen	Senior Accountant	Licenses & Registration	373	0.00	
7	Kiran Kumar Gajapathi	Articled Student	Assurance	169	0.00	



Realtime Staff Details



Get a Real time weekly daywise view of Staff work details from Staff Master, as well as allocate staff to a particular Job or Activity from the Master Entry.



Job/ Activity Allocation

...

Job Allocation

Job Allocation

Client:

Aarti Barve

▼

Job Name:

EC0027-321-22 KIMS

▼

Job Group:

EC0027-321-22 KIMS

▼

Status:

OnGoing

▼

Start Date:

01-01-2001

📅

End Date:

22-07-2021

📅

Billable:

Non Billable

▼

Budgeting:

Staff

▼

BACK

SAVE

Dept:

☒ Audit - CA Aishwarya Barve

☐ Audit - CA Rucha Kelkar

☒ Audit - CA Neeta Palsule

☐ Audit - CA Sai Deshpande

☐ Audit - CA Gauri Nigudkar

☒ Direct Tax - CA Anand Joshi

☒ Special Jobs - CA H. V. Godse

☒ Indirect Tax - Dhanesh Paranjpe

☒ TDS - Ankita Medhi

☐ Admin - Manjiri Joshi

☐ Audit - CA Prachi Bora

Staff:

☒ Aishwarya Barve

☒ Anand D. Joshi

☒ Ankita Medhi

☒ Deven Baviskar

☒ Dhanesh B. Paranjpe

☒ H. V. Godse

☒ Hardik Rupal

☒ Neeta M. Palsule

☒ Sai Deshpande

☒ Yogesh Kharat

Allocation of Jobs or Activity is very easy, just Select Client & the Respective Job / Activity

Project Status

DashboardMasters▼Allocations▼Timesheet▼Resource Planning▼Reports▼Utilities▼

Manage Project Status

Save

Division--Select--▼Business Unit--Select--▼Project--Select--▼

View By: Status--All--▼Health--All--▼

Sr.No	Division	BU	Project	Actual Date	Current Compl Date	Status	Health	Driver for Status (R/Y/G)	Select
1	LPD	CTT	Rapids	01/01/1900	22/09/2020	On Hold	Yellow	G	<input type="checkbox"/>
2	LPD	CTT	logger	01/01/1900	22/09/2020	In Progress	Yellow	G	<input type="checkbox"/>
3	LPD	CTT	POE1	01/01/1900	22/09/2020	In Progress	Yellow	G	<input type="checkbox"/>
4	LPD	GPS	Screw stripping complaint analysis	01/01/1900	22/09/2020	In Progress	Yellow	Y	<input type="checkbox"/>
5	LPD	GPS	Shelves thickness Optimization	01/01/1900	23/09/2020	In Progress	Red	G	<input type="checkbox"/>
6	LPD	WLP	BOD Gap filler Cabinet update	01/01/1900	23/09/2020	Deferred	Yellow	R	<input type="checkbox"/>
7	LPD	CTT	Summit	01/01/1900	17/09/2020	In Progress	Yellow	-	<input type="checkbox"/>
8	LPD	CTT	JigSaw	01/01/2020	22/09/2020	In Progress	Red	G	<input type="checkbox"/>

Project Status / Health is a screen where admin can mark

Status as In Progress/ On Hold/ Completed Or Deferred.

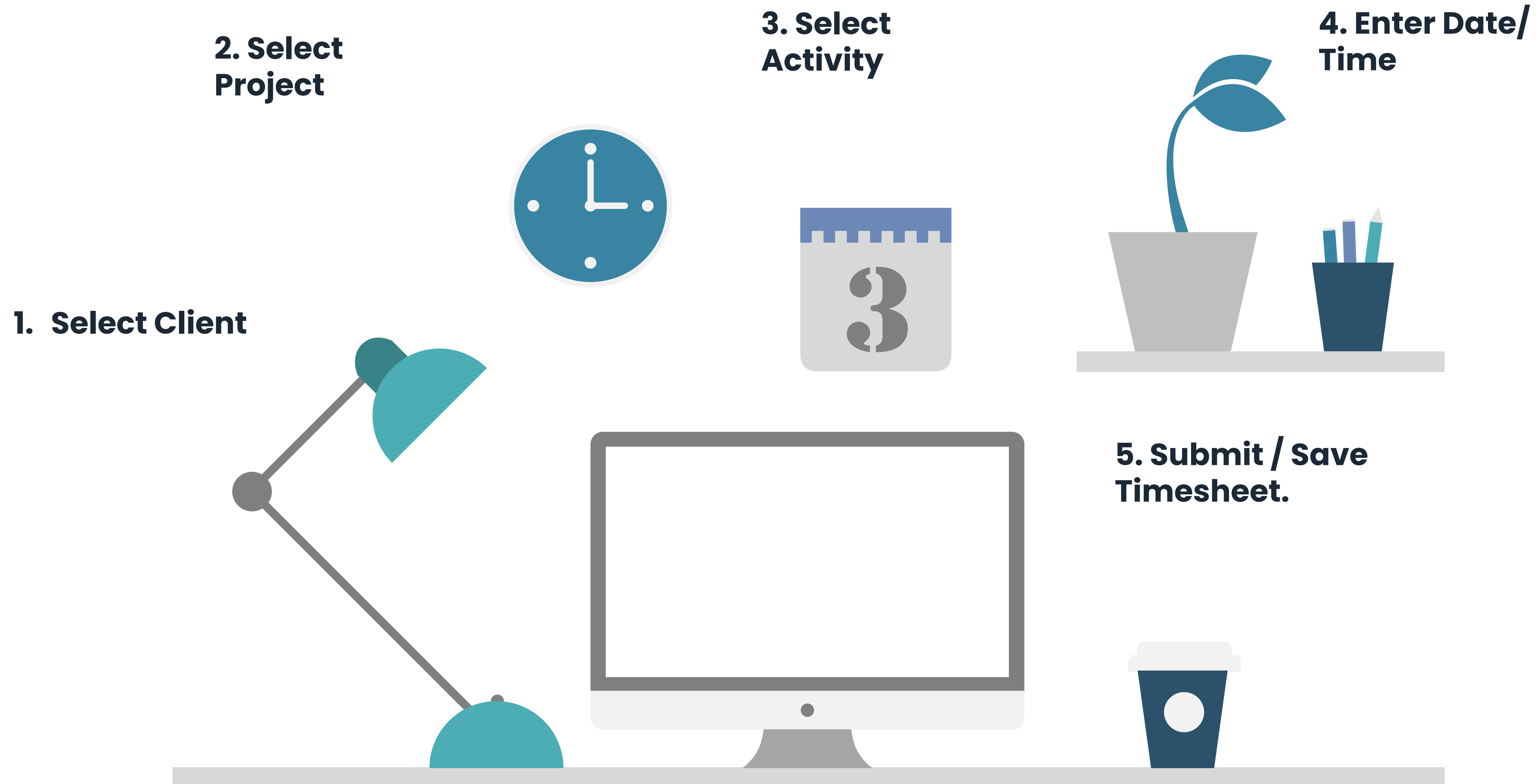
And also Health color to Green/ Yellow or Red.

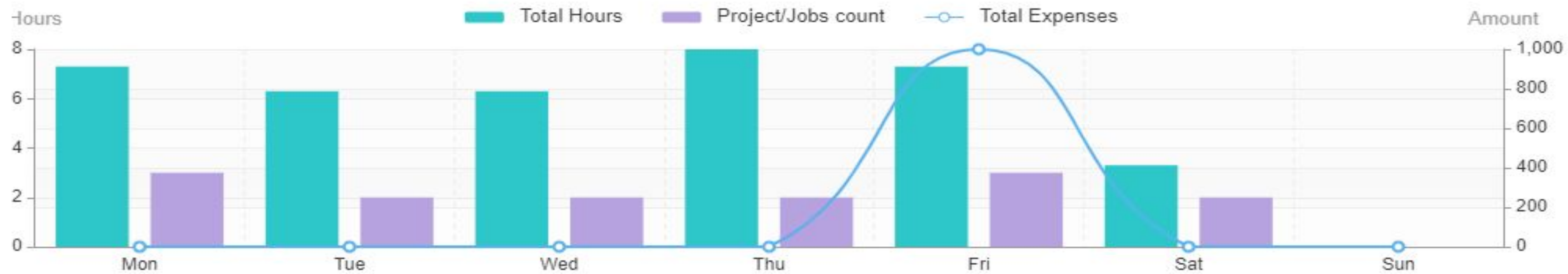
Once a project status is marked as “On Hold” that project will not be available Timesheet Entry.

Also Completed project will also not available for Timesheet Entry.

Color defines the Health of the project.

Timesheet – Workflow





Add Timesheet

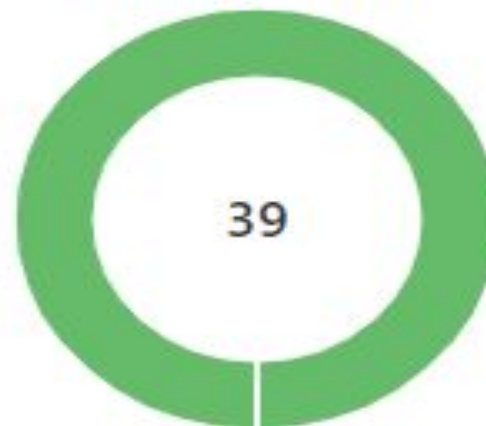
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Wkly	Total	Wkly
Jun 7	Jun 8	Jun 9	Jun 10	Jun 11	Jun 12	Jun 13	Hours	Job	Exp
7.30	6.30	6.30	8.00	7.30	3.30	0.00	39.30	14	1000

My Time Card This Week

Weekly Time Graph



Weekly Status



Timesheet Entry



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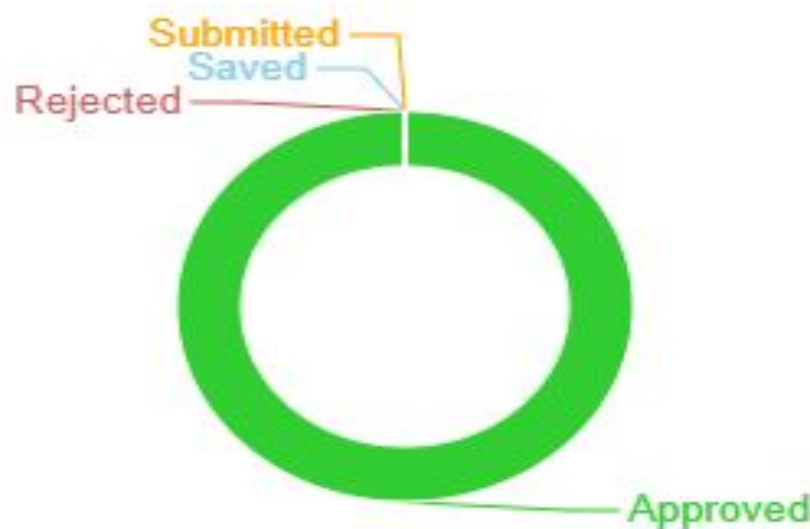
1
3



Week : 07/06/2021-13/06/2021

Total Hours :37:30

- Approved
- Submitted
- Saved
- Rejected



Client	Job	Date	From Time	To Time	Total Time	Billable	Loc	Narr	Exp	Day Total
Acceltree Gratuity Trust ▼	STATUTORY AUDIT ▼	Mon 07	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Tue 08	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Wed 09	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Thu 10	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Fri 11	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Sat 12	00:00	00:00	00:00	<input type="checkbox"/>				00:00
Select ▼	Select ▼	Sun 13	00:00	00:00	00:00	<input type="checkbox"/>				00:00

37:30

Timesheet Viewer/ Approver Process

1
4

Memmo Fisher Scientific Welcome Avula, Neeraja User Start

Dashboard Masters Allocations Timesheet Utilities

All Timesheet

Division Business Unit Project

TS Status Project Status

Associate ☐ My Timesheets

From To

<input type="checkbox"/>	Division	BU	Project	Milestone	Associate	Date	Time	Narration	T.Status	P.Status
<input type="checkbox"/>	No Record Found !!!									

Select here to
Approve/ Reject
Selected User
Timesheet



Timesheet Approval Process

Project Managers can see their respective team timesheet and approve or reject the same. Select proper filter as per requirement.

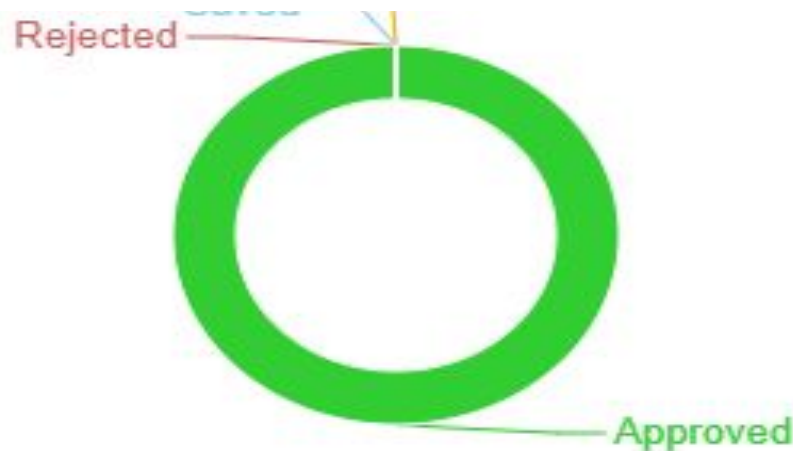


390

Total Hours Week wise
Project/Job :42



■ Approved
■ Submitted
■ Saved
■ Rejected



Filter By

Client --Select--

Staff Name --Select--

Job / Activity --Select--

Status All TimeSheet

All Timesheet

Sr	Date	Staff	Client	Job	From Time	To Time	Total	Exp	Location	Narration	Bill	Status
1	12/06/2021	Aishwarya Barve	Driya Interactive LLP	INCOME TAX ASSESSMENT	10.00	12.30	02.30	0.00			✓	Approved
2	12/06/2021	Aishwarya Barve	Niyogi Sujata	INCOME TAX RETURNS	12.30	13.30	01.00	0.00			✓	Approved
3	12/06/2021	Anand D. Joshi	Butic Education Trust	GST AUDIT	10.00	12.00	02.00	0.00			✓	Approved

Reports



Clients/ Associates Wise

Clientwise/ Associatewise or
Departmentwise filtered reports



Timesheet

Time Card Reports in Real Time,
Timesheet Approval Reporting



Projectwise

Get Projectwise/ Jobwise Reporting, in
various filtration.



Budgeting/ Expences

Budgeting/ Expences Reports.

[Dashboard](#)[Masters](#)[Allocations](#)[Timesheet & Leave](#)[Invoice & Receipt](#)[Resource Planning](#)[Reports](#)[Utilities](#)[XL Upload](#)

All Project Client Department

[Generate Report](#)

Branch :

From :



To :



Timesheet Status : ☒ All ☒ Submitted ☒ Saved ☒ Approved

Type :

Report Type : ☒ Summarized ☐ Detailed

☒ Projects (29)

- ☒ 20000 - MEP Assignments
- ☒ 20001 - Mechanical Assignments
- ☒ 20005 - Design for Order
- ☒ 20008 - Mechanical Assignments
- ☒ 20010 - Tekla assignments
- ☒ 20016 - Structural Assignments
- ☒ 20019 - C&S - Steel Building
- ☒ 20021 - Structural Assignments
- ☒ 20022 - Design for order
- ☒ 20023 - Design Projects
- ☒ 20119 - MEP Projects
- ☒ 20154 - KAI
- ☒ 20187 - Northvolt DS2 - AFRY
- ☒ 20191 - Rope testing machine
- ☒ 20195 - IMA 2020-12-14
- ☒ 20196 - Calculation - Stairs
- ☒ 20197 - New valves EN12516
- ☒ 20198 - CAD-Poolen Koppargården 1
- ☒ 20199 - Tank volume chart - 2

☒ Clients (18)

- ☒ AB Evergreen Solutions
- ☒ Alteco
- ☒ Certex
- ☒ Dahlströms
- ☒ EDC India
- ☒ EDC Sweden
- ☒ Logiwaste
- ☒ Lyftnord
- ☒ Mafttek
- ☒ NBP
- ☒ Normek
- ☒ Ramén
- ☒ Renerga
- ☒ Sahm Splice
- ☒ Tectum
- ☒ Vilske Trappan AB
- ☒ Vytav
- ☒ Zepro

☒ Departments (4)

- ☒ EDC BIM
- ☒ EDC Civil & Structure
- ☒ EDC Electrical
- ☒ EDC Mechanical

Project Report



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Dashboard Masters Allocations Timesheet & Leave Invoice & Reciept Resource Planning Reports Utilities XL Upload

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Engineering Design Center AB

Period : 01/01/2021 to 31/01/2021Branch :All

Report Name : All Project Client Department Summarized - Submitted,Saved,Approved,Rejected

Project Name	Client Name	Job	Department Name	Staff Name	Designation	Hours	Charges
20000 - MEP Assignments	Logiwaste	3D model preparation	EDC BIM	Sunil Gupta	Asst. Manager	02:00	2.00
20000 - MEP Assignments	Logiwaste	3D model preparation	EDC BIM	Total		02:00	2.00
20000 - MEP Assignments	Logiwaste	3D model preparation	Sub Total			02:00	2.00
20000 - MEP Assignments	Logiwaste	Design Calculations	EDC Civil & Structure	Naveen Kumar	Sr. Design Engineer	12:00	12.00
20000 - MEP Assignments	Logiwaste	Design Calculations	EDC Civil & Structure	Total		12:00	12.00
20000 - MEP Assignments	Logiwaste	Design Calculations	Sub Total			12:00	12.00
20000 - MEP Assignments	Logiwaste	Grand Total				14:00	14.00
20000 - MEP Assignments	Project Total					14:00	14.00
20001 - Mechanical Assignments	Logiwaste	FEA	EDC Mechanical	Dharamendra Kumar	Asst. Manager	14:00	14.00
20001 - Mechanical Assignments	Logiwaste	FEA	EDC Mechanical	Total		14:00	14.00
20001 -	Logiwaste	FEA	Sub Total			14:00	14.00

Project Department Report



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[Dashboard](#)[Masters ▾](#)[Allocations ▾](#)[Timesheet & Leave ▾](#)[Invoice & Receipt ▾](#)[Resource Planning ▾](#)[Reports ▾](#)[Utilities ▾](#)[XL Upload ▾](#)

Client Projectwise Department and Job Report

From : 01/04/2020



To : 15/01/2021



Timesheet Status : ☒ All ☒ Submitted ☒ Saved ☒ Approved ☒ Rejected

Generate Report

Report Type : ☒ Summarized ☐ Detailed

☒ Check All Client Name (Count : 47)

- ☒ A.N. Mättjänster
- ☒ AB Evergreen Solutions
- ☒ ABC Ställningar
- ☒ AFRY
- ☒ Alteco
- ☒ BA Bygg Fastigheter
- ☒ Balance Engineering
- ☒ Bjerking
- ☒ Bromma Stål
- ☒ Byggledningen
- ☒ CAD Studion
- ☒ Certex
- ☒ Dahlströms
- ☒ Diagona
- ☒ EDC India

☒ Check All Project Name (Count : 111)

- ☒ 19168 - AB Recap modelling
- ☒ 19171 - Vasastan Brf Degeln 1
- ☒ 19172 - Recap modelling (Walkway)
- ☒ 19187 - Description is 3D BIM Object
- ☒ 19213 - Glass roof No. - 2
- ☒ 19219 - Glass Wall
- ☒ 19225 - Scaffold
- ☒ 20000 - MEP Assignments
- ☒ 20001 - Mechanical Assignments
- ☒ 20005 - Design for Order
- ☒ 20008 - Mechanical Assignments
- ☒ 20010 - Tekla assignments
- ☒ 20014 - MEP assignments (LRD)
- ☒ 20016 - Structural Assignments
- ☒ 20017 - Steel Frame Buildings

☒ Check All job Name (Count : 4)

- ☒ EDC BIM
- ☒ EDC Civil & Structure
- ☒ EDC Electrical
- ☒ EDC Mechanical

Project Department Report



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Job and Time Management Software

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Dashboard Masters Allocations Timesheet & Leave Invoice & Reciept Resource Planning Reports Utilities XL Upload

Client Projectwise Department and Job Report

Back

1 of 22 Find | Next

Engineering Design Center AB

Period : 01/04/2020 to 15/01/2021

Report Name : Client Projectwise Department and Job Summarized - Submitted,Saved,Approved,Rejected

Client Name	Project Name	Department Name	Job Name	Hours	Charges	Expense	Charge + Expense
A.N. Mättjänster	20126 - Upsala 3D polyline data	EDC BIM	3D model corrections	24:00	24.00	0.00	24.00
A.N. Mättjänster	20126 - Upsala 3D polyline data	EDC BIM	3D model preparation	20:00	20.00	0.00	20.00
A.N. Mättjänster	20126 - Upsala 3D polyline data	EDC BIM	Total	44:00	44.00	0.00	44.00
A.N. Mättjänster	20126 - Upsala 3D polyline data	Sub Total		44:00	44.00	0.00	44.00
A.N. Mättjänster	20136 - Relationsritning	EDC BIM	3D model preparation	61:00	61.00	0.00	61.00
A.N. Mättjänster	20136 - Relationsritning	EDC BIM	Total	61:00	61.00	0.00	61.00
A.N. Mättjänster	20136 - Relationsritning	Sub Total		61:00	61.00	0.00	61.00
A.N. Mättjänster	Grand Total			105:00	105.00	0.00	105.00
AB Evergreen Solutions	20178 - Tank volume chart	EDC Mechanical	3D model preparation	20:30	20.50	0.00	20.50
AB Evergreen Solutions	20178 - Tank volume chart	EDC Mechanical	Design basis preparation	02:00	2.00	0.00	2.00
AB Evergreen Solutions	20178 - Tank volume chart	EDC Mechanical	Document Management	01:30	1.50	0.00	1.50
AB Evergreen Solutions	20178 - Tank volume chart	EDC Mechanical	Total	24:00	24.00	0.00	24.00

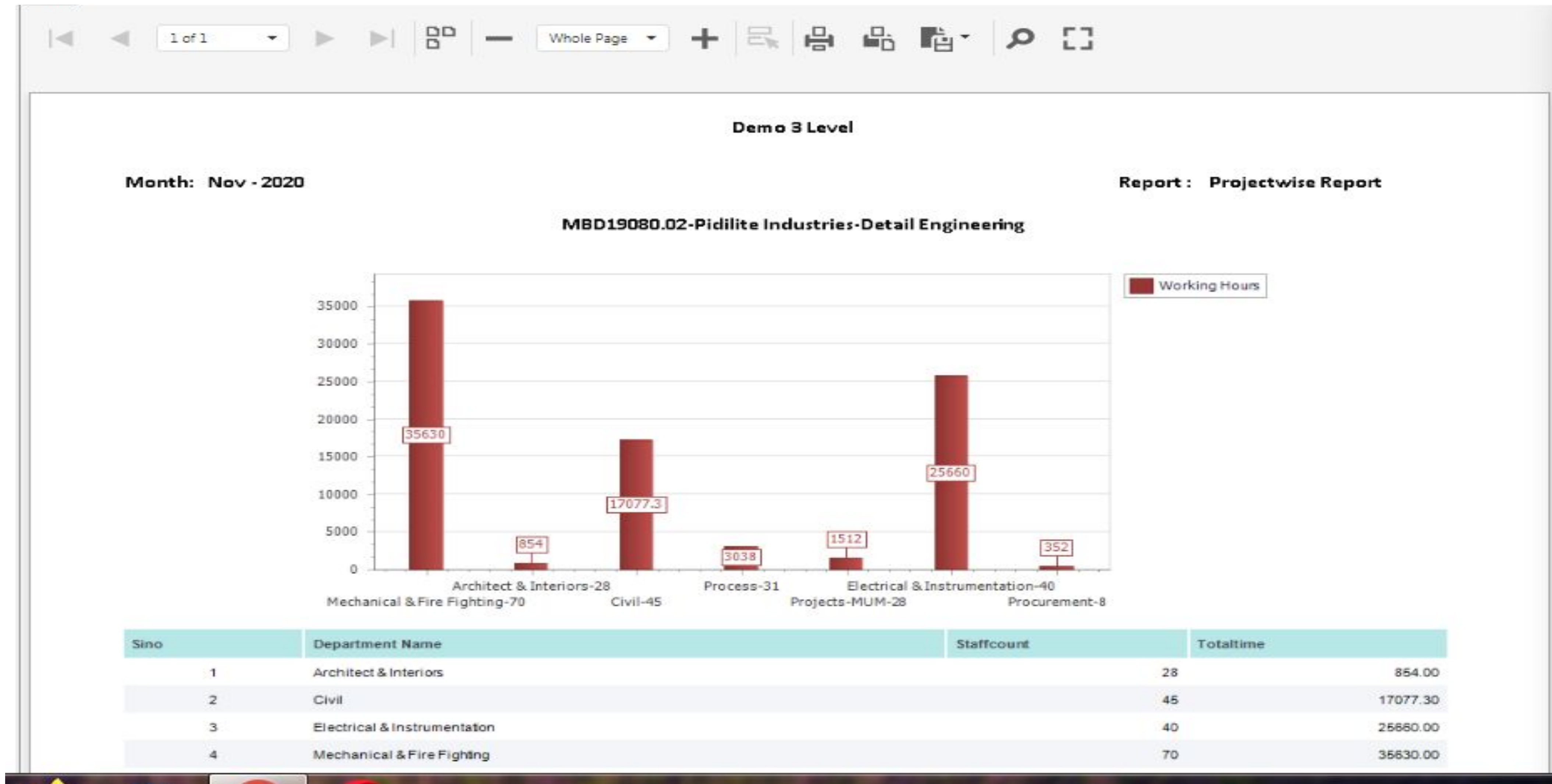
Project (Graph) Report



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Staff Project Report



Job and Time Management Software



Engineering Design Center AB			
Period : 01/01/2021 - 31/01/2021		Report : Staff Project Hours Summary	
Staff Name	Project Name	Hours	charges
Ajay Pratap Singh	20154 - KAI	76:00	76.00
Ajay Pratap Singh	9999 - Casual Leave	04:30	4.50
	Total	80:30	80.50
Civil Structure - T1	20187 - Northvolt DS2 - AFRY	64:00	64.00
Civil Structure - T1	9996 - Computer Down Time	02:00	2.00
	Total	66:00	66.00
Civil Structure - T2	20187 - Northvolt DS2 - AFRY	67:00	67.00
	Total	67:00	67.00
Dhananjaya Annasaheb Magdum	20187 - Northvolt DS2 - AFRY	54:00	54.00
Dhananjaya Annasaheb Magdum	9996 - Computer Down Time	02:00	2.00
Dhananjaya Annasaheb Magdum	9999 - Casual Leave	09:00	9.00
	Total	65:00	65.00
Dharamendra Kumar	20001 - Mechanical Assignments	14:00	14.00
Dharamendra Kumar	20022 - Design for order	10:00	10.00
Dharamendra Kumar	20191 - Rope testing machine	37:00	37.00
	Total	61:00	61.00
Dilip Kumar	20008 - Mechanical Assignments	04:30	4.50
Dilip Kumar	20154 - KAI	18:00	18.00
Dilip Kumar	20191 - Rope testing machine	21:00	21.00
Dilip Kumar	20197 - Northvolt DS2 - AFRY	00:00	0.00

Budgeting Reports

2
3



- Staff Budgeting
- Project Budgeting
- Departmentwise Budgeting
- Activity/ Jobwise Budgeting

Staff Time Report for Clients



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Clientwise staff Report

[EXPORT TO EXCEL](#)[EXPORT TO PDF](#)[BACK](#)

Demo Company Private Ltd

From 01/06/2021 To 30/06/2021

Staff	Activity	Actual Hrs	Actual Cost
Client : Aarti Barve			
Aishwarya Barve	INCOME TAX RETURNS	01:00	500.00
Anand D. Joshi	ADMIN WORK	02:00	3000.00
Ankita Medhi	ADMIN WORK	01:30	1125.00
	INCOME TAX RETURNS	01:00	750.00
Hardik Rupal	INCOME TAX RETURNS	01:00	500.00
Neeta M. Palsule	ADMIN WORK	04:00	6000.00
Total		10:30	11875.00
Client : Acceltree Gratuity Trust			
Aishwarya Barve	STATUTORY AUDIT	02:30	1250.00
Anand D. Joshi	STATUTORY AUDIT	02:30	3750.00
Ankita Medhi	STATUTORY AUDIT	03:30	2625.00
Total		08:30	7625.00



Configure Auto Email as per your requirement.

- Send Mail for Rejected Timesheet.
- Warning Mail for Timesheet Not Submitted to Employees.
- Send Invitation mail to Employees.
- Send email for Minimum Hours Not Submitted.
- Send Summary of Email Submitted.

