**Overview**

TimeTrax is a time management software application used by companies to track employee time at job sites. With TimeTrax, employees clock in and out of their work assignment and submit their time to an administrator for approval. Once all timesheets have been approved for a specific time period, the administrator can generate reports and export data to use for payroll and other reporting requirements.

**App Users**

Users are defined based on their roles. There are two main roles: Administrators and Employees. Administrators use the web based interface to manage company settings, job sites, employees, their timesheets, and can run reports and export data. Employees can manage their user profiles, view their schedules, and clock in and out of job sites. Employees will be provided their initial login credentials by an Admin, which they can later change. They don’t need to sign up. The Admin basically signs them up.

1. **Administrator**

* Manages company settings
* Manages one or more job sites
* Manages one or more employees
* Schedules employees at job sites
* Reviews and approves employee timesheets
* Runs reports and exports data

1. **Employee**

* Manages user profile
* Works at one or more job sites
* Has an assigned work schedule
* Clocks in and out at job site
* Submits timesheet for approval

**Data Model**

**Company Table**

The company table stores information for the company. This application only stores information for ONE company.

**Fields**

* ID
* Name
* Address
* City
* State
* Zip
* ContactName
* ContactEmail
* Phone

**User Table**

The user table stores information for all application’s users. Admins have a higher level of authority and have the capability to do more in the app.

**Fields**

* ID
* Role (Admin, Employee)
* FirstName
* LastName
* UserName
* Password
* Email
* Address
* City
* State
* Zip
* Phone
* SSN
* HourlyWage

**Job Table**

The Job table stores information for all of the company’s Job sites. A Job site is a place where employees are assigned to work. A company will typically have more than one Job site.

**Fields**

* ID
* Name
* Address
* City
* State
* Zip
* ContactName
* ContactPhone
* Contact Email

**Schedule**

The Schedule table stores scheduling information for different Job sites/Employees. Each Job site can have multiple Employees assigned to work during set hours. Each Employee can also be assigned to work at multiple Job sites in a given day.

* **Fields**
* JobID
* UserID
* StartDate
* StartTime
* EndTime
* Duration

**Timesheet**

The Timesheet table stores the details of an Employee’s time spent at a Job site. The Employee, Job site, date worked, start and end times, and duration are all stored in this table.

**Fields**

* JobID
* UserID
* Date
* ClockedIn
* ClockedOut
* Duration