**Name:** Automating Tasks

**Description:** As an employer, I want an application that automates my tasks.

**Status:** In Progress

**Name:** Simplifying Complexity

**Description:** As an employer, I want an application that has simple and easy-to-use functionality.

**Status:** In Progress

**Name:** Create Accounts

**Description:** As a user, I want to be able to register an account.

**Status:** Incomplete

**Name:** Log In

**Description:** As a user, I want to be able to log into an account I have created.

**Status:** Incomplete

**Name:** Update Profile Information

**Description:** As a user, I want to be able to update my account’s personal information, such as email and address.

**Status:** In Progress

**Name:** Have Restrictions

**Description:** As an employer, I want to restrict normal users from being able to view other account’s information.

**Status:** Incomplete

**Name:** View Profiles

**Description:** As an administrator, I want to be able to view all other user’s information.

**Status:** Incomplete

**Name:** Assign Permissions

**Description:** As an administrator, I want to be able to assign permissions to view timesheet information to users.

**Status:** Incomplete

**Name:** Create Vendor Projects

**Description:** As an administrator, I want to be able to create vendor projects.

**Status:** Incomplete

**Name:** Link Vendor to Projects

**Description:** As an employer, I want to be able to link a vendor I have entered to a specific project.

**Status:** Incomplete

**Name:** Assign employees

**Description:** As an administrator, I want to be able to assign employees to vendor projects that have been created.

**Status:** Incomplete

**Name:** Submit Employee Payrate

**Description:** As an employer, when adding an employee to a project, I want to be able to add their payrate.

**Status:** Incomplete

**Name:** Upload timesheets

**Description:** As an employee, I want to be able to upload images of my timesheets for approval.

**Status:** Incomplete

**Name:** Enter Information

**Description:** As an employee, I want to be able to type the information on the timesheet into the website and submit it.

**Status:** Incomplete

**Name:** Email Employer

**Description:** As an employer, I want to be automatically notified whenever an employee submits a timesheet.

**Status:** Incomplete

**Name:** View History

**Description:** As an employer, I want to be able to view the history of all previously submitted timesheets.

**Status:** Incomplete

**Name:** Notify Employees

**Description:** As an employer, I want employees who are reaching the timesheet due date and have not yet submitted a timesheet to be automatically notified that they should.

**Status:** Incomplete

**Name:** View Pending Timesheets

**Description:** As an employer, I want to be able to view all pending timesheets waiting for my approval.

**Status:** Incomplete

**Name:** Select Timesheets

**Description:** As an employer, I want to be able to select a single timesheet from a list of pending timesheets to view.

**Status:** Incomplete

**Name:** View Attached Timesheet

**Description:** As an employer, I want to be able to view an attached timesheet image on a pending timesheet.

**Status:** Incomplete

**Name:** Approve Timesheet

**Description:** As an employer, I want to be able to approve pending timesheets.

**Status:** Incomplete

**Name:** Send Invoice

**Description:** As an employer, I want to automatically send an invoice of timesheets I have approved to the correct vendor.

**Status:** Incomplete

**Name:** Send Paystubs

**Description:** As an employer, I want to automatically send a paystub of timesheets I have approved to the correct employee.

**Status:** Incomplete

**Name:** Enter Vendor Information

**Description:** As an employer, I want to be able to enter vendor information.

**Status:** Incomplete

**Name:** View Dashboard

**Description:** As an employer, I want to see a dashboard where I can easily view all pending timesheets and vendor summaries for current period.

**Status:** Incomplete

As an employer I want an application that automates my tasks.

As an employer I want an application that has simple and easy-to-use functionality.

Account Functionality

* Users can make accounts
* Users can log in
* Users cannot view other’s accounts or information(pay stubs or timesheet info)
* Admins can view all user’s information
* Admins can assign permissions to view timesheet information to users.
* Admin can create vendor projects and assign employees

1. Timesheet Management – for consultants to enter hours

* Login
* Upload image of approved timesheet
* Enter information from the image
* Send for employer approval - auto notify employer
* Employer can view history of timesheets submitted
* Notify employees to submit timesheets if they have not submitted one in 15 days.

2. Timesheet Approval process­ for employer to approve

* Login
* View list of timesheets to approve
* Select a single timesheet
* View attached image
* Approve and generate invoice

3. Paystub generation, Invoicing – for employer

* After timesheet approval - auto generated
* Auto notify vendor for approval

4. Consultant management portal – for employer

* Create a project
* Add a employee to the project with pay rate

5. Vendor management portal­ for employer to manage his upstream vendors

* Enter vendor information and link to projects

6. Consultant to vendor billable hours linkage process.

* Auto notification of submitted timesheets.

7. Invoice generation

* Can automatically generate invoices to send to the vendor.

8. Summary dashboard

* For employer, view timesheets for approval and vendor summary for current period (see ledger.xlsx)