

TIMESHEET MANAGEMENT PROJECT

Background and Objectives

██████ uses a manual system to enter timesheet data for their 600 plus doctors.

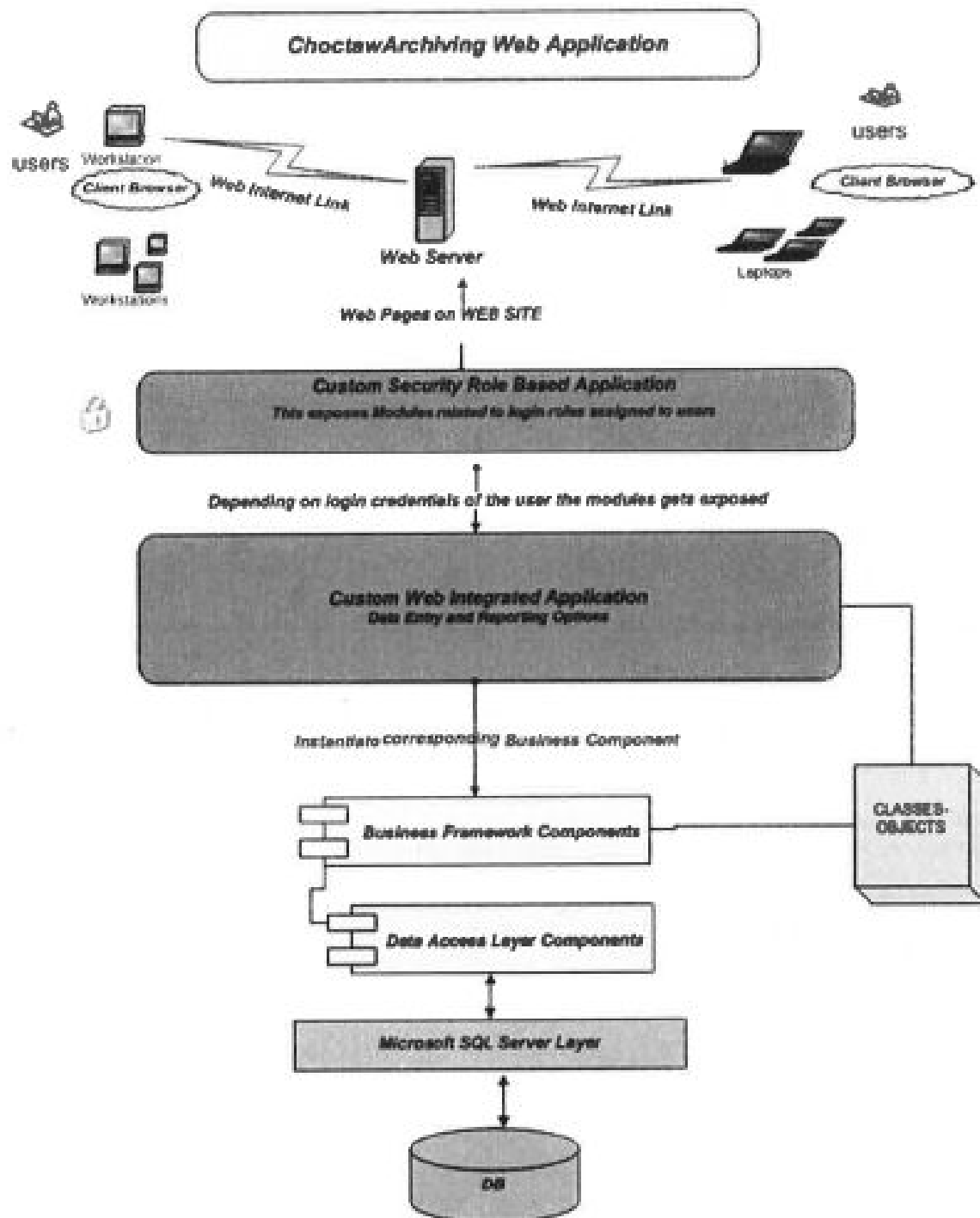
Considering the future requirements, system scalability, and the amount of manual entry errors of the current Timesheet Data Entry System, a need is felt to develop a customized Web Based Timesheet Data entry System.

The proposed customized Web Based Timesheet Data Entry System would have features listed below:

- **Information Collection data elements**
 - Work Date (Widget or direct entry)
 - Location (Drop Down or other widget) 64 MEPS locations
 - Sector (Display only. assigned/associated by location selection only two values possible east or west)
 - Doctors Name (Drop Down or other widget) 600 Doctors
 - FileNumber (Display only. assigned/associated by doctors name selection used as unique identifier for payroll etc)
 - Time In (Am Pm format)
 - Time Out
 - Hours Code (Drop Down or other widget two values only FBP or AMCO)
 - FBP Payroll (Display only editable static value \$)
 - AMCO Payroll (Display only editable static value \$)
 - Hours Worked (display only and report field subject to rounding rules for results in hours plus quarter of an hour fractional result. Derived from Time In and Time Out fields)
- **Reporting formats:**
 - Pay Period (date range filter for report)
 - Reports generated in printable and excel formats.
 - Report Fields
 - Location
 - Sector
 - Doctors Name

- File Number
 - Work Date
 - Time In
 - Time Out
 - Hours Worked
 - Hours Code
 - Report Date
 - FBP Billing
 - AMCO Billing
 - FBP Payroll
 - AMCO Payroll
 - Batch ID (Editable Static Text MEPS)
 - Company Code (Editable Static Text 3AP)
- Employee Payroll Detail
 - Complete list of all activity for desired period.
 - Single doctor listed indicating hours worked type of hours and associated dollar amounts.
 - Each doc needs a separate report because it is mailed out to them as their record of hours worked.
 - Invoicing Detail
 - Complete list of all activity for desired period.
 - All doctors listed indicating hours worked type of hours and associated dollar amounts.
 - 3 grand total reports for government invoicing broken by sectors and all activity.
 - Payroll Upload Detail
 - Complete list of all activity for desired period.
 - All doctors in format Company code, batch id, file number, FBP payroll, Hours Worked FBP, ACMO payroll, Hours Worked ACMO
 - Upload file for payroll system.
- **General Application guidelines:**
 - Allow record modification up to 45 days after initial data entry
 - Record locking after 45 days
 - Database requires user id login and industry standard password protection.
 - End User administration of list field data, user ids, passwords etc.
 - Audit trail of modifications to list field data, user ids, passwords etc.
 - Single Print Screen Capability.
 - Standard data backup and recovery routines.
 - Concurrent multiuser environment
 - 2 layer Security levels
 - User / role level
 - DB level

Proposed General Architecture:




Proposed Sample Web Page Designs:

<p>TIMECARD Data Entry System</p>		<p>Welcome Monday, June 21, 2010</p>
<div data-bbox="690 611 1094 779"><p>Login ID: <input type="text"/></p><p>Password: <input type="password"/></p><p><input type="button" value="Login"/> <input type="button" value="Cancel"/></p></div>		

TIMECARD

Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010
[log Out](#)

Administration

Time Card Management

Reports

Users

[Add User](#)

Users

[Master Data](#)
[Policy Manager](#)

Name	Description	Active
Mike Mitchell	IT Director	<input type="checkbox"/>
Carl Hooser	Operations Manager	<input type="checkbox"/>
Leigh Rapier	Senior HR Manager	<input type="checkbox"/>

TIMECARD

Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010

[Log Out](#)

[Administration](#)
[Time Card Management](#)
[Reports](#)

[Users](#)
[Add User](#)

Name	Description	Delete
<div> <div>First Name:</div> <div>Last Name:</div> </div> <div> <div>Description:</div> <div>Email/Login ID:</div> <div>Password:</div> <div>Re-Type Password:</div> </div> <div> <div>Save</div> <div>Cancel</div> </div>		
Mike Mitchell	IT Director	<input type="checkbox"/>
Carl Hooser	Operations Manager	<input type="checkbox"/>
Leigh Rapier	Senior HR Manager	<input type="checkbox"/>

[Master Data](#)
[Policy Manager](#)

TIMECARD Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010
[Log Out](#)

[Administration](#)

[Time Card Management](#)

[Reports](#)

Users

[Add User](#)

[Users](#)

[Master Data](#)

[Policy Manager](#)

Name	Description	Details
Mike Mitchell	IT Director	
Carl Hooser	<div> <div>First Name: Carl</div> <div>Last Name: Hooser</div> </div> <div>Description: <input type="text" value="Construction Manager"/></div> <div>Email/Login ID: <input type="text" value="c.hooser@summitworks.net"/></div> <div> <div>Password: <input type="password" value="xxxxxxxx"/></div> <div>Re-Type Password: <input type="password" value="xxxxxxxx"/></div> </div> <div> Save Cancel </div>	
Leigh Rapier	Senior HR Manager	

TIMECARD Data Entry System



Welcome Mike Mitchell
 Monday, June 21, 2010

[Log Out](#)

[Administration](#)

[Time Card Management](#)

[Reports](#)

[Users](#)

Master Data

[Master Data](#)

[Policy Manager](#)

[Locations](#)

[Sectors](#)

Find Location:

[Add Location](#)

Location	Sector	Delete
Location 1	East	<input type="checkbox"/>
Location 2	West	<input type="checkbox"/>
Location 3	East	<input type="checkbox"/>

TIMECARD Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010

[Log Out](#)

Administration

Time Card Management

Reports

[Users](#)

[Master Data](#)

[Policy Manager](#)

Master Data

LOGGERS

Doctors

Find Doctor:

[Add Doctor](#)

First Name	Last Name	File Number	Delete
Sandra	Galt	56876	<input type="checkbox"/>
Harvey	Weingarten	46780	<input type="checkbox"/>
Melvin	Katz	46781	<input type="checkbox"/>
Michael	Segara	46782	<input type="checkbox"/>
William	Hadko	46783	<input type="checkbox"/>

TIMECARD Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010

[Log Out](#)

[Administration](#)

[Time Card Management](#)

[Reports](#)

[View Time Card](#)

Find Doctor:

A

[Calendar View](#)

[Grid View](#)

Adam Grant
Adam Miller
Andrew Ruskin
Andy Hersh

[View Time Card](#)

[New Time Card](#)

Dr. Adam Miller 45687

[Edit Hours](#)

<< June 2010 P1 >>

Date Created: June 15, 2010

Last Modified: June 17, 2010

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	2 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	3 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	4	5
6 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	7 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	8 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	9 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	10 LOC XYZ End T/I 9:30 AM T/O 5:30 PM HRS 8:00	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

TIMECARD

Data Entry System



Welcome Mike Mitchell
Monday, June 21, 2010

[Log Out](#)

[Administration](#)

[Time Card Management](#)

[Reports](#)

[View Time Card](#)

[New Time Card](#)

New Time Card

Find Doctor:

A

[Calendar View](#)

[Grid View](#)

AJAX Listing
Adam Miller

Dr. Adam Miller 45687

<< June 2010 P1 >>

Date	Sector	Location	Time In		Time Out		Hrs Code	Hrs Worked
6/1/2010				AM PM		AM PM		Auto
6/2/2010		AJAX Location		AM PM		AM PM		Auto
6/3/2010		Xyz location		AM PM		AM PM		Auto
6/4/2010		Abc location		AM PM		AM PM		Auto
6/5/2010				AM PM		AM PM		Auto
6/6/2010				AM PM		AM PM		Auto
6/7/2010				AM PM		AM PM		Auto
6/8/2010				AM PM		AM PM		Auto
6/9/2010				AM PM		AM PM		Auto
6/10/2010				AM PM		AM PM		Auto
6/11/2010				AM PM		AM PM		Auto
6/12/2010				AM PM		AM PM		Auto
6/13/2010				AM PM		AM PM		Auto
6/14/2010				AM PM		AM PM		Auto
6/15/2010				AM PM		AM PM		Auto

TIMECARD

Data Entry System

Welcome Mike Mitchell
Monday, June 21, 2010

[Log Out](#)

[Administration](#)
[Time Card Management](#)
[Reports](#)

Report Type: All Employees by Pay Period << June 2010 P1 >>

All Employees Work Hours

Date Created: June 15, 2010 June 01, 2010 to June 15, 2010 [Export](#)

Name	Time In	Time Out	Location	Sector	Hour Code	Work Mins
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	East	TBP	8:00
Dexter Name	9:30 AM	5:30 PM	Xyz Location	West	AMCO	8:00

Proposed Deliverables:

The deliverables will include

- Application specification document
- Application and UI architecture document
- Database design and data dictionary
- Application source code (ASP.NET and SQL)
- 3 predefined report formats
- Compiled deployable application build
- Deployment guide