

#### 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

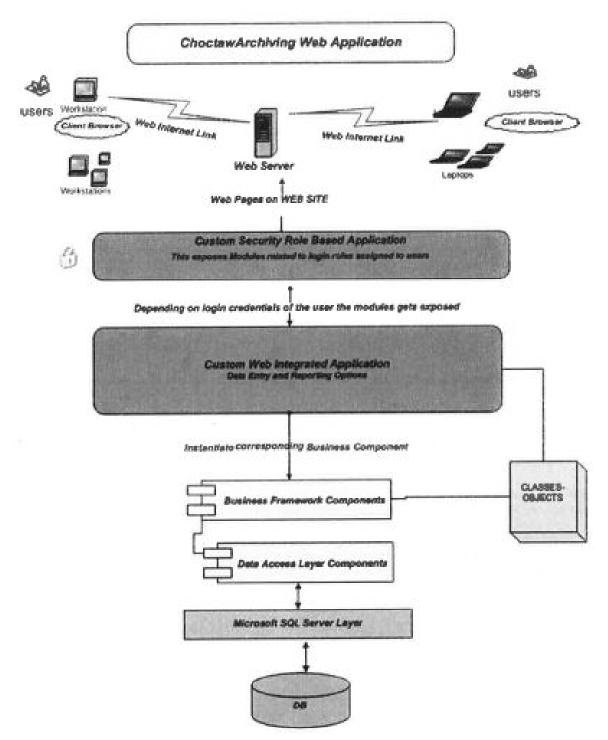
- Complete list of all activity for desired period.
- All doctors in format Company code, batch id, file number, FBP payroll, Hours Worked FBP, ACMO payroll, Hours Worked ACMO
  - Upload file for payroll system.

## 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:









Welcome Mike Mitchell Monday, June 21, 2010

Administration

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Name	<b>Description</b>	Cobject 1
Mike Mitchell	Molinector	r
Carl Hooser	Operations Manager	CONTRACTOR CONTRACTOR
Leigh Rapier	Senior HR Manager	STATE OF THE STATE



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Administration

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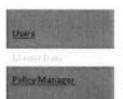




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Administration

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Administration

Time Card Management | Reports

Doctors



### Master Data

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Michael	Segarra	46782	r	
William	Hartko	46783	F	



# **TIMECARD** Data Entry System



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Time Card Management

New Time Ceril

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# TIMECARD Data Entry System



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Welcome Mike Mitchell Monday, Are 21, 2010

Administration

Time Card Management
New Time Cord

C Calendar View & Grid View





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Dr. Adam	Miller 4	5687						<<	Ju	me 2010 P1	>>
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# **TIMECARD** Data Entry System



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### Proposed Deliverables:

## The deliverables will include

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