## ACTIV TIMESHEETS

# Track the hours each employee works.

**Activ Timesheets** can be added to Activ Absence or Activ Appraisals to give your administrators access to a complete reporting on employee work patterns.

This add-on will add functionality to each employee's Activ dashboard where the employee can maintain their timesheet before it is submitted for approval.

The system can be configured such that your employees are expected to submit daily, weekly or monthly timesheets. Prior to submitting the timesheet the employee can add notes to specific dates to provide commentary on any working hours that are out of the norm. The employee can maintain the timesheet throughout the reporting period saving it as draft with each update.

On submission the timesheet is presented to the manager for approval. The manager can add their own comments and then either approve or reject the timesheet.

To complete the process HR can run reports on the approved timesheets and even produce Excel exports of the data which can then be used for payroll and other HR systems.

### Integration

When added to Activ Absence, the system will automatically add any time off to the employees timesheets.

The system can also be configured such that, on approval of the Employees Timesheet the data is used to update the planned work pattern for the employee to the actual hours worked this will then trigger a calculation of the employees annual leave allocation. This can result in a huge administration time saving for those organisations where the staff work flexible hours or have zero hour contracts, the historical work patterns are updated automatically when the timesheets are approved and the leave accrued to date is calculated.

## Here's some other ways our customers use the add-on:

- Daily, weekly or monthly timesheets
- Reports on employee work patterns
- Employees can submit their own timesheets for approval
- Leave automatically updated when time sheets are approved through Activ Absence

**Call us today on 0845 643 5066 or visit www.activpeoplehr.co.uk to arrange your free online demonstration.**