



# Introducing: Time Management System

Date:	Fund:	Project:	Activity:
08/02/2010	Title I Part A	Staff Development	Facilitate planning strategies
08/04/2010	Local	Curriculum/Instruction	Conduct teacher training
08/05/2010	Local	Curriculum/Instruction	Conduct staff training
08/05/2010	School Improvement (SIP)	Improvement Planning	Conduct teacher training

## TMS is a time, effort, and activity management system designed specifically with education in mind.

In response to compliance and the growing need for easily accessible documentation, Region 17 Education Service Center offers a Time and Effort online electronic reporting system tool.

District administrators will have the ability to use an innovative and modern system to review and report Time and Effort, which is clearly, precisely, and instantly documented electronically by a user.

### FEATURES

- Customized reporting and archiving of employees' time, effort, activities, and funding code usage.
- Simplifies management and audit reports with a one-stop, organized reporting tool for reviewing and submitting valuable, accurate time and effort data.
- Provides the ability for managers to monitor progress of hours spent, funding source, and activities throughout the month.

*According to OMB Circular A-87, Time and Effort must be kept...*

Where employees who work on multiple activities or cost objectives (i.e. Federal Funds), a distribution of their salaries and wages must be supported by personnel activity reports or equivalent documentation.

## TMS delivers precise documented time and effort!

TMS is a web-based time and effort tracking system designed to track multiple activities over multiple funding sources for individual users. Each user can be assigned various funds, projects and activities preferences that apply to their particular task. TMS can be customized to track an unlimited number of Federal funding sources along with detailed activities related to any Organization.

### User Input Certification Process

Create time periods for any TMS project i.e monthly, quarterly or annually for users to submit their time and effort entries. Once a time period is reached each user must certify their input is correct at which time he will no longer have access to that prior period.

### User Preferences

Create customized views for each user revealing only the selections required for the user's task.

### Funding Sources, Projects and Activities

Create an unlimited number of Funding Sources, Projects and Activities to be selected by employees.

### User Reporting Capabilities

Users have access to summary reports based on their specific time and effort submissions.

### Advanced Reporting Capabilities

The TMS Report Generator provides administrators with detailed "drill-down" capabilities into the organization's data. Create a report based on a specific fund, project, activity or user. Select date ranges for your custom report and much more!

### Secure Web Access

Users and Administrators access your organization's TMS project from any computer connected to the Internet via a HTTPS secure transaction connection. Your organization can create and manage users accounts from one easy to use interface.

### Archiving Your Project Annually

Your organization's information will be archived annually with the ability to bring any year back online for auditing purposes.

### Content Privacy

All content entered into a TMS project, hosted by ezTask or the customer, is the sole property of the customer and copies can be requested at anytime.

### TMS and Your Organization

TMS satisfies OMB Circular A-87 by providing "personnel activity reports" for each user for any designated time period. Perfect for school districts and municipalities required to satisfy Federal Funding reporting requirements.

## FEATURES

- Real-Time Tracking and Reporting
- Track Activities over Multiple Funds
- Custom User Preferences
- Web-based User Interface
- Departmental Group Controls
- Dynamic Reporting Module
- Digital Signing Certification
- OMB Circular A-87 Compliant

