

# eTSMS

## Electronic Time Sheet Management Solution

### Software Product Description

#### *Overview*

GHG Corporation's electronic Time Sheet Management Solution (eTSMS) is a web-based employee management tool that automates time collection and approval processes. The result is decreased administrative and accounting costs, and increased productivity. eTSMS provides electronic time sheets, leave balance management, online pay stubs, a seamless interface to your accounting systems, and ad hoc reporting capabilities. This secure, password protected system is available to employees and management anywhere, anytime from any Internet enabled computer. It is an ideal workforce management solution for organizations that want to track, manage, and account for employee time by project, department, customer or other user-defined category.

Both managers and employees find eTSMS easy to use due to a graphical user interface and built-in help features. Drop down menus, time calculator, and automated reporting save time and greatly increase reporting accuracy. In addition to eTSMS time sheet features, GHG has provided additional functionality including a company-wide news page, company roster, online forms page for company-specific forms, and holiday schedule(s). The system is designed to minimize the time employees expend recording their tasks, and reduce the time required for managers and administrators to track and report the tasks.

#### **Functionality**

- Electronic Time sheet
- Leave balance management
- Online pay stub information
- Company-wide Bulletin Board
- Company Roster
- Role based control of information
- Email notifications and reminders
- Seamless interface to accounting systems
- Allows data to be exported to text files, spreadsheets
- Ad hoc reporting capabilities
- Available to employees and management from any Internet enabled computer
- Track, manage, and account for employee time on multiple projects

#### **Security Features**

- Password Protected
- Secure Socket Layer (SSL) supported

### **Ease of use features**

- Online user's guide
- Time calculator
- Time scale
- Drop down menus
- Customer/Management delegate capability

### **Benefits**

- Improves accuracy and productivity
- Compliant with Defense Contracting Auditing Agency (DCAA) regulations
- Reduces time spent by manager on nonproductive administrative task
- Enables management to share time critical information
- Provides audit trail of time sheet updates and changes
- Eliminates lost time sheets
- Restricts unauthorized project charging

## *Services*

### **Training**

Technical Staff (Administrators) - one day of training is included with initial purchase. Travel costs and expenses will be charged separately.

End User - available upon request, contact GHG Corporation for pricing.

### **Installation**

Installation of minimum software requirements included. Travel costs and expenses will be charged separately.

### **Technical/Software Revision Support**

The first year of technical support is included in the initial purchase price. Support includes phone/email support and software revision updates. Please refer to the Service Level Agreement or, contact GHG Corporation to obtain detailed information regarding service options and pricing for ongoing support.

### **Customization**

Customization services for eTSMS are available upon request, contact GHG Corporation for details.

# *System Requirements*

## **Server**

### **Windows Platform**

- Dual Pentium Xeon Processors 700 MHz, 1GB Memory, (Recommended for up to 500 users)
- Single Pentium III Processor 500 MHz, 256MB Memory, (Minimum configuration for up to 50 users)
- Disk Space – 20 GB available (Minimum)
- Raid Disk Configuration Recommended
- Backup Device
- 10/100 MB Network Connectivity (Minimum)

### **Server Software**

- Windows 2000 Server with Service Pack 2
- Microsoft SQL Server 2000 with Service Pack 2
- Microsoft SQL Server 7.0 with Service Pack 3
- Java 2 Development Kit version 1.3.1\_02
- Apache Tomcat 4.0.3
- JBoss Application Server 2.4.4
- Atinav JDBC Driver version 2.5 with extended API for Microsoft SQL Server

### **Network**

- 384 Kbps symmetric connection
- Firewall allowing http and https protocol pass through

### **Additional Server Requirements**

- SMTP Server for Internet Email
- SSL 128-bit Secure Server Certificate

## **End-User**

### **End-User Hardware**

- Internet Connectivity (56 kb modem or faster recommended)

### **End-User Software**

- Internet Explorer 5.5 or above

### **Future Version Considerations**

The minimum hardware and software requirements for any future version of this product may be different from the requirements for the current version.

## **Licensing**

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# ***Ordering Information***

## **Software License Order Numbers**

ETSMS-01	100 User License Pak
ETSMS-02	200 User License Pak
ETSMS-03	300 User License Pak
ETSMS-04	400 User License Pak
ETSMS-05	500 User License Pak
ETSMS-10	1000 User License Pak

## **Software Distribution Media and Documentation**

Software Distribution Media and System Manager, and End User Documentation are available on CDROM.

ETSMS-CD Software Media and Documentation, Order Number.

## **Limited Warranty**

GHG Corporation warrants that eTSMS will perform substantially as described in the Software Product Description, for a period of ninety (90) days from delivery. Please refer to the License Agreement for complete warranty information.

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