Time Management

Capture time for employees, contractors, and other staff or resources. Team leaders can record time for crews with a single click. Field service and manufacturing shop floor workers can clock-in and clock-out when performing tasks. Time is automatically calculated and collected on a consolidated timesheet.

- **Native time capture for payroll and finance**
- **Embedded connections to project accounting, construction, service, and manufacturing**
- **Configurable approvals workflow**

Key business benefits

- Connect to project accounting, construction, service, manufacturing, and payroll.
- Enter and approve time through a secure browser or the mobile app.
- Automated alerts notify managers of new time activities to approve.
- Time entries flow through to project costing and billing.
- Mark time entries for certified jobs, identify union local details and work class compensation codes.

Related resources

- Beat the Labor Shortage with Acumatica > LEARN MORE
- How Organizations Grow with Acumatica > LEARN MORE
- Schedule a Personalized Demo > LEARN MORE

Capture Employee Time for Projects, Service, and Payroll with Mobile Time Entry and Flexible Approvals Workflow

Capture time from any device and route entries for approval. Time Management supports project accounting, construction, service management, and payroll. Integrates with HR applications.

Time Capture

Capture time for employees, contractors, and other resources. Record time for crews of multiple employees with one click. Time is entered from any web browser or mobile application. Service management and manufacturing shop floor workers can clock in and out for tasks. Time is automatically calculated and collected on a consolidated timesheet.

Approvals Workflow

Dynamically route timecards for multiple approvals. Managers receive alerts when new time activities require their attention. Configure approval workflows to notify multiple managers for approval. Approvals may be made in the browser application or via mobile devices.

Connected Applications

When used with Project Accounting, Time Management activities post to projects to account for costs and expenses. Time activities can be applied to construction, service management, manufacturing, and Acumatica Payroll. Time activities can be integrated with external HR applications.

"In the old system, technicians wrote their time on paper and the admins would have to key the time entries into the system, but that information didn't flow to job costing…With Acumatica, it just flows through the system faster, in real time, it's controlled and much easier to use."

–Brian Rowerdink, Controller, Security Solutions

> CUSTOMER STORIES

Time Entry

Enter time in any browser or mobile device. Time entry activities support clock-in and clock-out transactions.

Approvals Workflow

Configure workflows to notify project managers or supervisors when time activities require their review. Project managers and supervisors can edit, approve, or reject time activities from a browser or mobile app. Workflows support multiple approval levels based on the employee or tasks performed. Approvals may be configured based on the employee, project, or other time activity detail. Notify employees when time activities are rejected or approved.

Construction

Track time spent on projects accurately. With Weekly Crew Time Entry, construction companies can enter work hours by the team, reducing order entry time and errors.

External Applications

Integrate time activities with external applications, such as Human Resources.

Project Accounting

Time entry flows through to project accounting for costs and expenses related to projects or specific project tasks. Time activities are marked billable or non-billable. Billable activities can be marked-up depending on the project, task, employee, or activity being performed. Post updated project costs from within Time Management instead of waiting until after payroll has been processed. Bill time in the customer's currency of choice.

Service Management

Easily capture travel time, break time, and work time. Enter your individual time or for your entire crew.

Acumatica Payroll

Time entries can be defined for use with certified jobs and union locals with the capability to use work class compensation codes required for construction.

Manufacturing

Manufacturers can create time activities from the labor collection application.