



PROMARK WORKFORCE MANAGEMENT

Project



PROJECT – COLLECTION OF TIME ON ACTIVITIES AND PROJECTS

In ProJect, employees can register their time on different projects and activities. This allows for follow-up on time consumption and gives a precise basis for customer invoicing.



ProJect

MODULE FOR SALARIED STAFF

COLLECTION OF TIME ON ACTIVITIES AND PROJECTS

ProJect allows employees to register their own time usage on different tasks and projects (here called projects) and is primarily used by salaried staff. The project time can be a breakdown of the employee's registered work hours that day (according to clock-in and clock-out registrations). It can also be an independent registration of the time spent on different projects – without any relation to the work hours.

LINKED TO ATTENDANCE TIME

As a starting point, the project time is linked to the employee's clock-in and clock-out times defining the total time that is to be accounted for. The company chooses which hours to include for instance external meetings, but exclude absence time such as holidays or illness which should not be linked to any project. In the registration screen, employees can see the amount of time to account for each day.

INDEPENDENT PROJECT REGISTRATION

ProJect can also be used by employees who do not clock in and out for work. Their time is registered on the individual projects while simultaneously indicating whether it is normal hours or overtime.

PROJECT STATUS

In addition to the time spent it is possible to register activity status, such as 'on schedule' or 'delayed'.

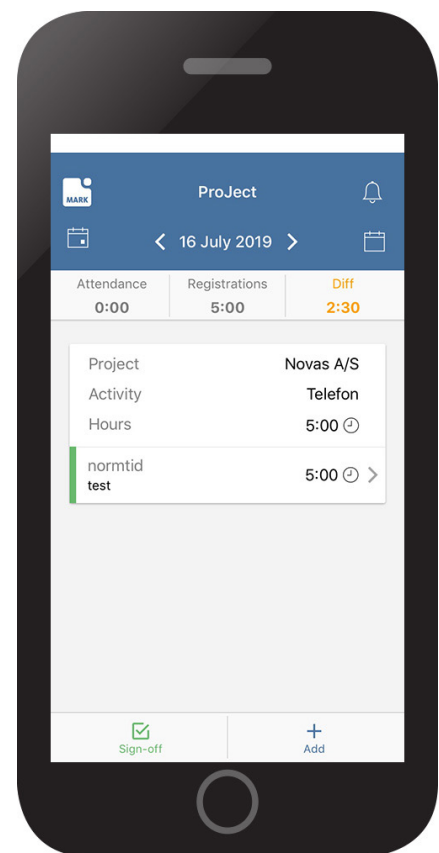
PROJECT SETUP

Projects are defined either directly in ProMark or transferred from other systems in the company such as the ERP system. Similarly, budget data can also be transferred to help you keep track of whether or not you are on budget.

SIMPLE AND INTUITIVE REGISTRATION

SIMPLE REGISTRATION FOR THE EMPLOYEE

In a simple and intuitive dialogue, each employee registers his or her time and status on projects, either immediately as the tasks change or as a summary at the end of the day or week.



Project

USER INTERFACES

The employees register their projects in a week view on various user interfaces: ProPortal, ProPC and ProMobile. The view can be customized with relevant columns, and pop-up windows can show additional details about each record. If you are working on the same projects every week, a week template can suggest the time distribution that can be easily adjusted before acknowledging that week's registrations.

| Projekt | Aktivitet | Tilføj | | | | | | | Total |
|-----------------------------|--------------------|-----------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|-------|
| | | Mandag 01-07 | Tirsdag 02-07 | Onsdag 03-07 | Torsdag 04-07 | Fredag 05-07 | Lørdag 06-07 | Søndag 07-07 | |
| Lindab A/S | Sagsadministration | 2.00 | 3.00 | 5.30 | 2.00 | | | | 12.30 |
| Chr. Hansen A/S | Portefølgennemgang | 3.00 | | 1.00 | | 5.00 | | | 9.00 |
| Novas A/S | Telefon | 1.00 | 5.00 | 1.00 | 4.00 | 1.00 | | | 12.00 |
| > Registreret aktivitetstid | | 6.00 | 8.00 | 7.30 | 6.00 | 6.00 | 0.00 | 0.00 | 33.30 |
| Fremmøde | | 9.30 | 7.30 | 5.30 | 7.30 | 6.30 | 0.00 | 0.00 | 36.30 |
| Forskel | | 3.30 | -0.30 | -2.00 | 1.30 | 0.30 | 0.00 | 0.00 | 3.00 |

PROTRACKER

Continuous registration during the day can also be made via the little icon ProTracker which makes it easy to switch between the activities in real time. Through colour-coding, the icon will show which activity you are currently working on and will also be a reminder to register every time the activity changes.



HOME PROJECT AUTOMATICALLY COLLECTS TIME

If employees work on the same project for a long time, they can be allocated a home project so that the time is automatically posted on this project and they avoid having to register the same thing every day.

SIGN-OFF WHEN REGISTRATIONS ARE READY

The employee can sign off the week and thereby indicate that all registrations are completed and can be used for e.g. invoicing. If a payroll period ends in the middle of the week, you can also sign off that part of the week so that the period can be closed.

DIMENSIONS FURTHER SPECIFY THE PROJECTS

PROJECT SPECIFICATION VIA DIMENSIONS

The basis for any registration in ProMark is time. In ProJect, however, any registered activity can be supplied with further information on up to 8 dimensions. These dimensions can be either time dimensions, colour codes or free text defining e.g. department or whether it is billable time or not. This gives you the full picture, allows for analysis of the data and a precise invoicing basis for the individual projects.

The dimensions can be defined on the individual projects as default which speeds up the registration, or the employee can indicate relevant values on each individual dimension, where relevant.

| PROJEKTDETALJER | |
|-----------------|------------------------|
| Projekt* | Projekt Beskrivelse: |
| 2700 | Lindberg A/S |
| Aktivitet* | Aktivitet Beskrivelse: |
| 30 | Porteføljegennemgang |
| Tidstype* | Tidstype Beskrivelse: |
| NORM | normtid |
| Afdeling | Afdeling Beskrivelse: |
| 200 | Lager |
| Timer | Note |
| 3:00 | |

OVERVIEW FOR THE EMPLOYEE

RELEVANT INFORMATION OPTIMISES TIME EXPENDITURE

The registrations of time spent create an overview for the individual employee. In a logical and clear format, you can see exactly how your time has been spent which may even serve as a motivational factor.

MANAGER'S OVERVIEW

At the same time, management has access to the full overview of ongoing projects and can get answers to questions like:

- Is salaried staff time allocated correctly on projects?
- Is time spent on the right activities?
- Are the indirect production costs under control?
- Are the ongoing projects profitable?

APPROVAL

Managers can easily approve project registrations via web portal, ProPC or mobile phone. It is possible to differentiate approval so that both line managers and project managers can approve the registrations that are relevant to them.

REMINDER ABOUT REGISTRATION OR APPROVAL

With ProNotify, it is possible to send reminders to employees and managers related to ProJect such as:

- Missing project registrations
- Lack of approval of project registrations

ProJect

FOLLOW-UP

Registered data are immediately available for use in planning, follow-up and reporting, like calculation of project time. The company thereby obtains valuable knowledge about their own business and are able to follow up on present and future work tasks and routines.

EFFICIENT PLANNING WITH- OUT MANUAL ADMINISTRATION

IMPROVED DECISION-MAKING AND ACCURATE INVOICING

ProJect eliminates the manual administration of company projects. Time expenditure and the status of all projects is gathered in one place where it is both quick and easy to obtain an overview. ProJect streamlines the planning of projects and ensures that the planned tasks are carried out at the right time. Should a project not proceed according to plan, replanning is easier with the collected knowledge and data.

COST CONTROL

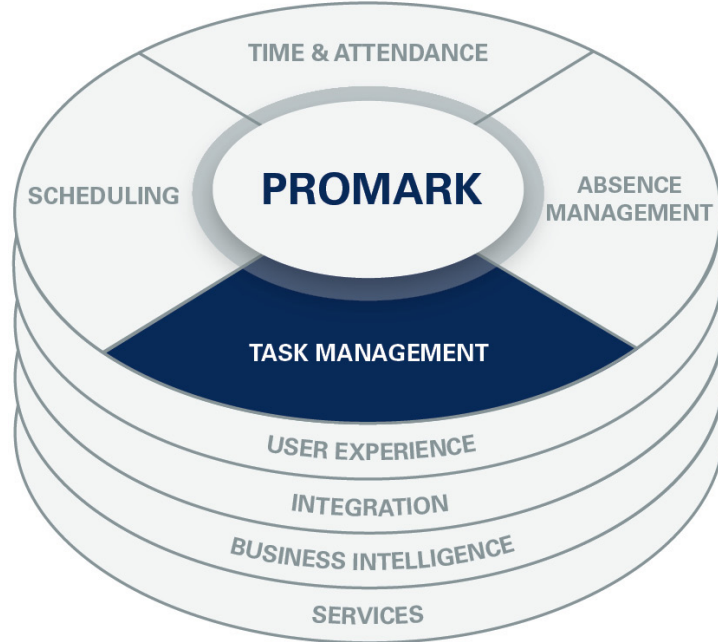
ProJect provides a foundation for efficient and valid financial follow-up. Costs on each project can be calculated precisely to provide a full insight into the distribution of resources, including e.g. supplements given in connection with any specific project.

PRECISE INVOICING BASIS

In addition, the company gets a fast and exact basis for invoicing with regard to customer deliveries and internal as well as external consultancy services as work hours and project registration are recorded precisely.

PROMARK WORKFORCE MANAGEMENT

ProJect is part of Task management in ProMark Workforce Management. With ProMark we help to manage companies' largest and most valuable and strategic resource – the workforce. Contact us at +44 808 23 44 786 for more information about all opportunities or go to www.mark-info.co.uk.



TIME & ATTENDANCE

Registration of working hours and deviation reasons validated against collective and local agreements creates the correct payroll basis



ABSENCE MANAGEMENT

Advanced handling of accrual, use and transfer of holiday. Sickness management with distribution on the right accounts and workflows for follow-up and overview



TASK MANAGEMENT

Registration of employee activities (job, project and process) refines ERP data for follow-up on resources and productivity



SCHEDULING

Planning and scheduling for effective use of company resources – even in case of deviations



USER EXPERIENCE

Smartphones, portal and terminals for registration, overview and approvals



INTEGRATION

Standard integration to payroll/HR/ERP ensures exchange of important data



BUSINESS INTELLIGENCE

Reports and analysis of data for measuring absence, productivity and savings



SERVICES

Hotline, private cloud, application management, superuser service and hardware service that ease the daily operation of ProMark

2019-09

MARK INFORMATION

Mark Information is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. Mark Information's Workforce Management solution ProMark enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. Mark Information services global corporations and has more than 1000 installations and 300,000 users. Read more at www.mark-info.co.uk.

