

A better solution for recording time

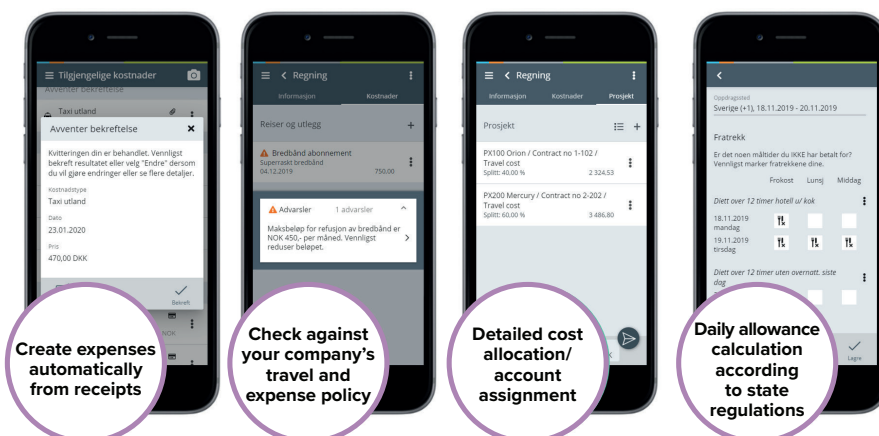
Unit4 Time Management is an intuitive and user-friendly solution for companies seeking to streamline their time recording and project management processes. Unit4 Time Management takes care of all your company's needs related to reporting, controlling, and processing hours.



Unit4 Time Management allows your employees to record their hours on a PC, tablet, or cellphone without the need for training. All types of hours can be processed in one and the same system. Hours are recorded for internal and external projects, each with its own processing rules, wage types, and cost types.

Key features

- Register, approve, and process hours whenever and wherever you want.
- Visual overview and control for project managers, department managers, and finance managers.
- Faster billing and better control of the invoice basis.
- Helps employees and managers to follow the company's rules for recording work time and time off.
- Role-based dashboard provides a quick overview of deviations and key figures.
- Option to expand to a complete solution for planning, registration, and processing of hours and expenses in projects, with additional modules for resource planning and travel expenses.



“Unit4 Time Management is one of the most mission-critical business applications at Bouvet. It provides an overview and control throughout the organization, starting from recording hours and expenses to transferring a complete invoice basis to our ERP system.”

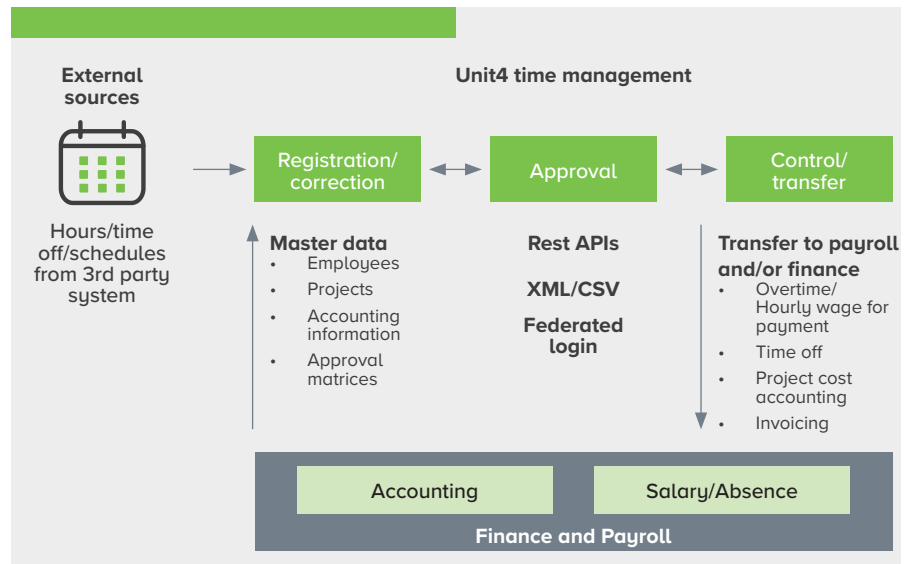
Chief Financial Officer, Remi Øvstebø, Bouvet

Fast and clear flow from recording to final processing

The workflow for approving and checking hours is adapted to the individual company and the individual projects. Project managers have full control over accrued hours and can easily adjust/weight hours to be invoiced. Managers have a full overview of where hours are being spent in the process, who owns them, the departments involved, and current projects.

Powerful cube reports and a role-based dashboard provide a quick overview of key figures and deviations. Supported by a flexible configuration of email alerts and controls for recording and storing timesheets, Unit4 Time Management helps employees and managers comply with company regulations for recording work time and time off in a simple and efficient way.

If you are running both Unit4 Time Management and Unit4 Travel & Expenses, you can record hours, travel, and expenses directly on the go. If you



are a department or project manager, you can immediately approve the details registered by employees so that invoices can be issued without delays.

Independent of payroll and financial systems

Unit4 Time Management has standard integrations with most payroll and financial systems. The basis for payment of a variable

salary and any re-invoicing on projects is transferred from Unit4 Time Management to your payroll and finance system. Master data such as employees, users, and projects can be synchronized so that they are only updated in one place.

More than just time recording

Unit4 Time Management is part of the Time & Expenses by Unit4 product portfolio, which consists of three individual products dealing with travel expenses, time recording, and workforce planning. These can be used either individually or together as a single integrated solution that handles all planning, recording, and processing of hours and expenses, integrated with your payroll and finance system.

Want to find out more?

For more information about Unit4 Time Management, visit <https://timeandexpense.unit4.com>