Sys Mates Technologies

Strategic Solutions for Organizations

HRMates Projects and Timesheets

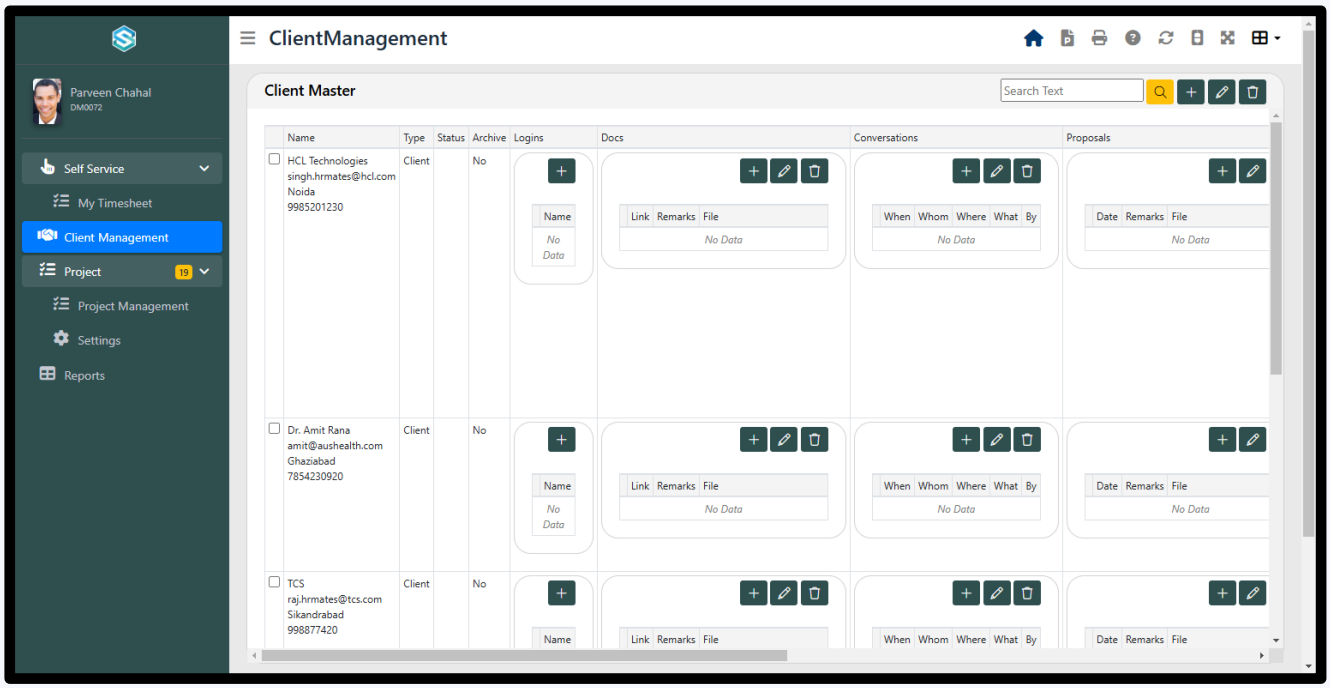
High level User Manual

HRMates provides for management of clients, projects, milestones, tasks, budget, allocated and actual hours, timesheets, ratings and related reports. All this is based on full HRMS solution allowing customization and automation, easy management and compliance.

Version 2.1

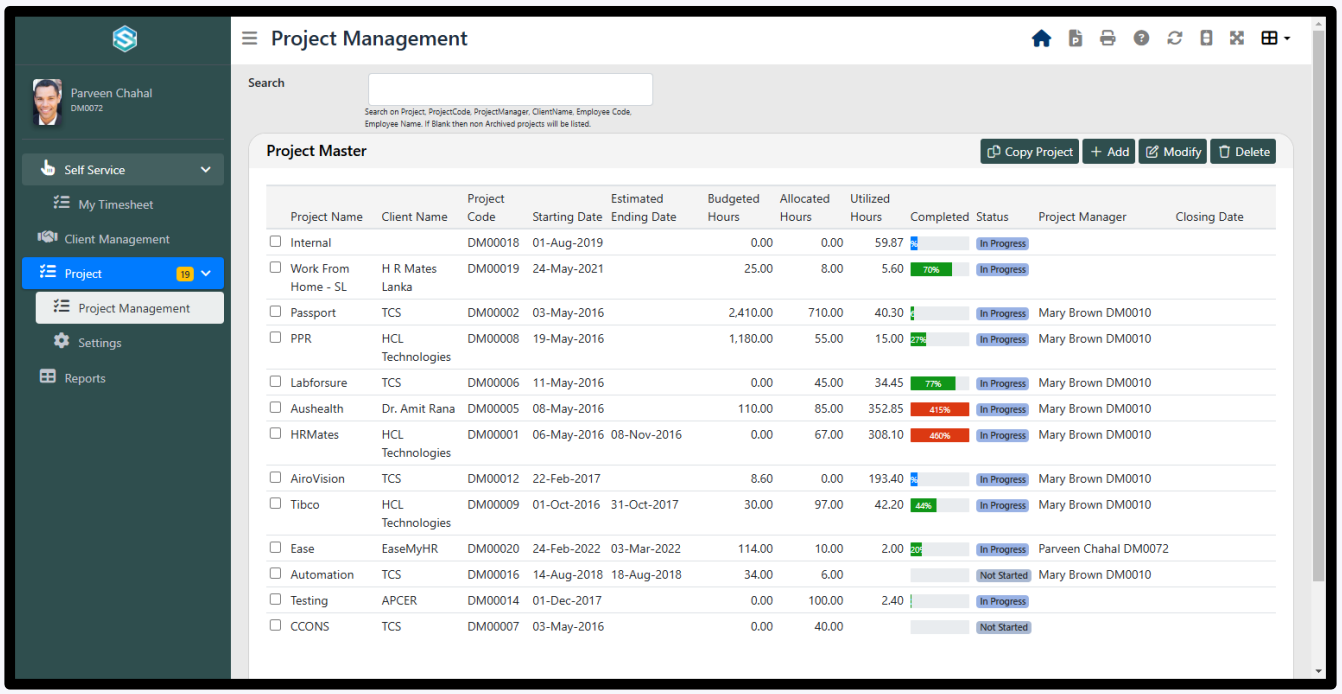
Date: 26th Dec 2024

Client Management

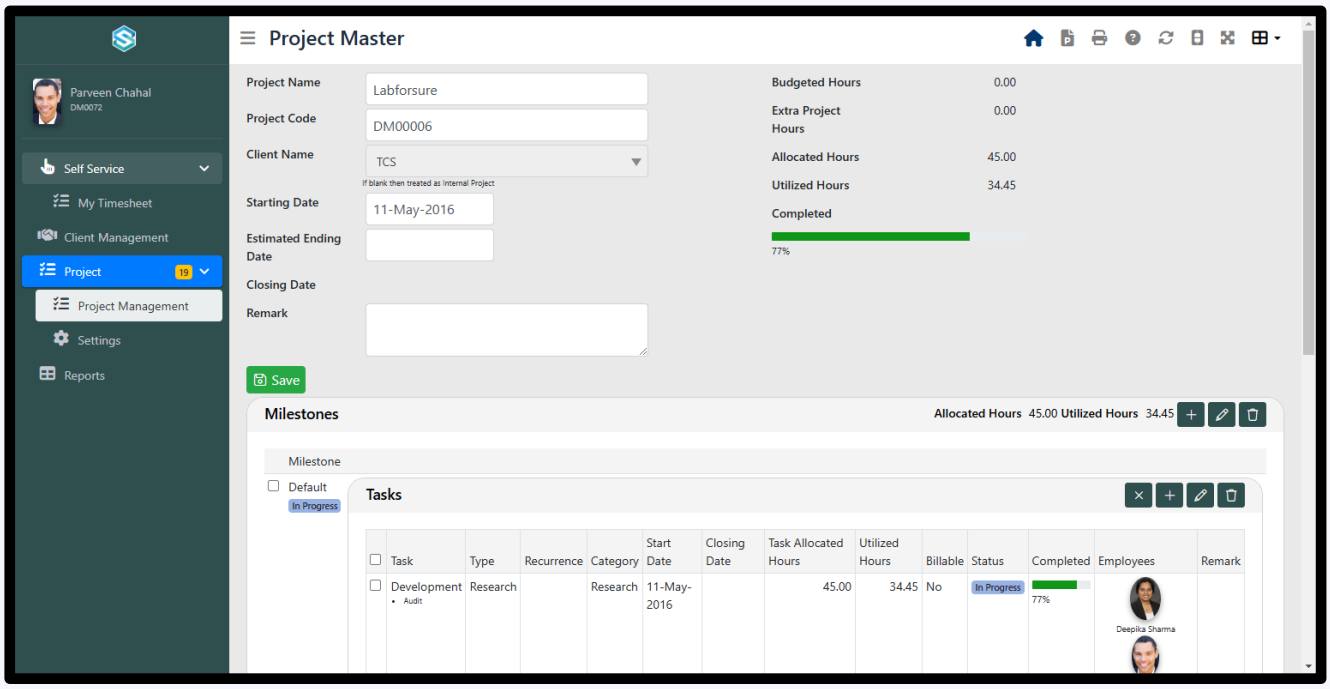


Project Management

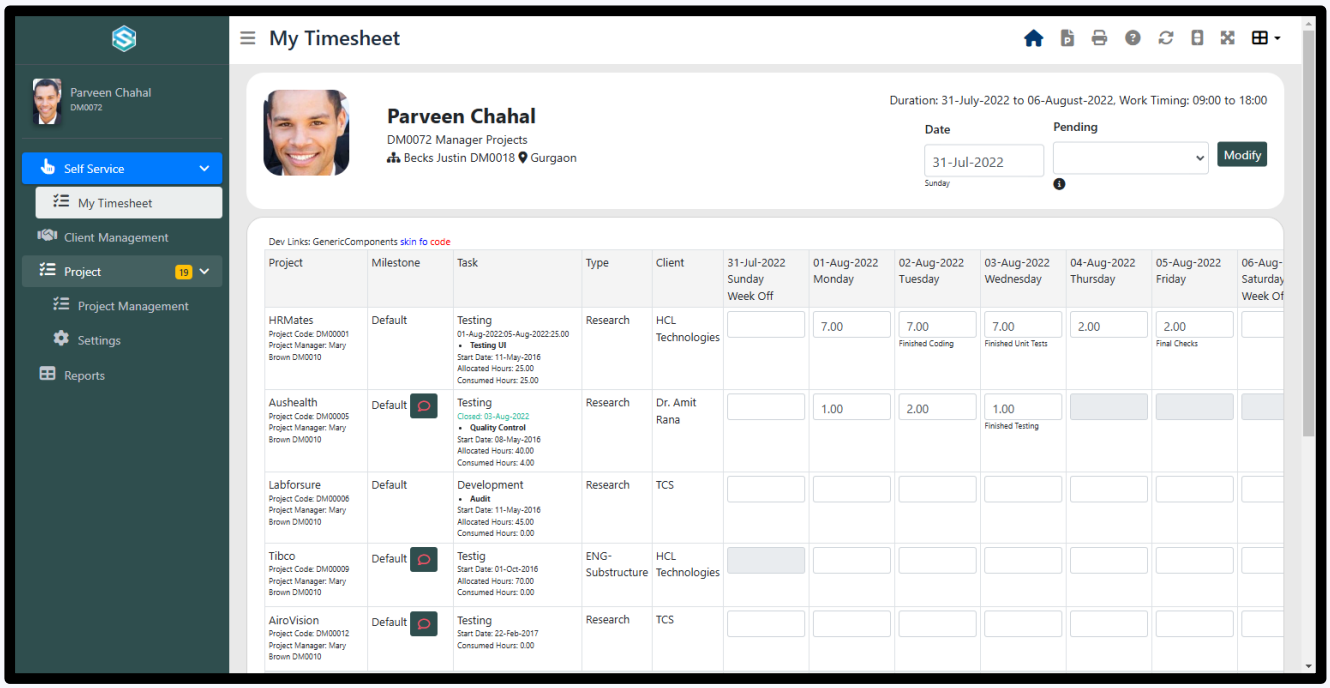
Workforce menu > Administration menu



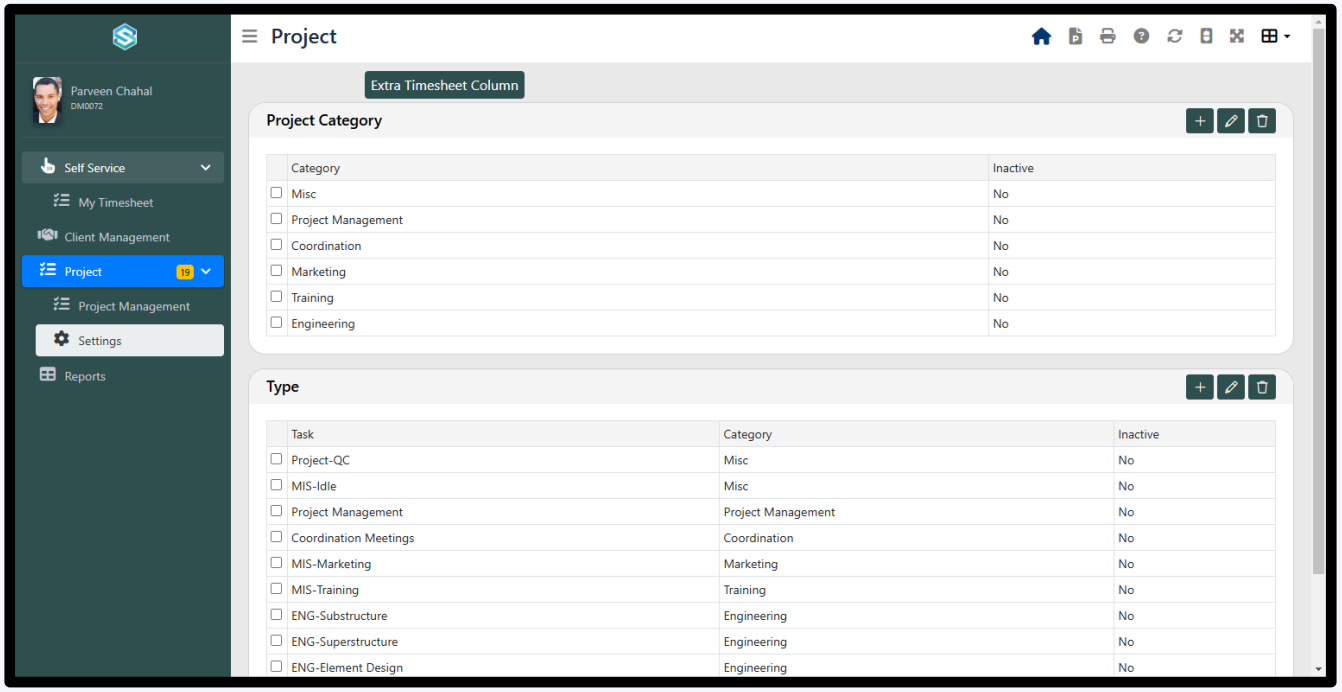
Milestones, Tasks, Project Manager, Assignment



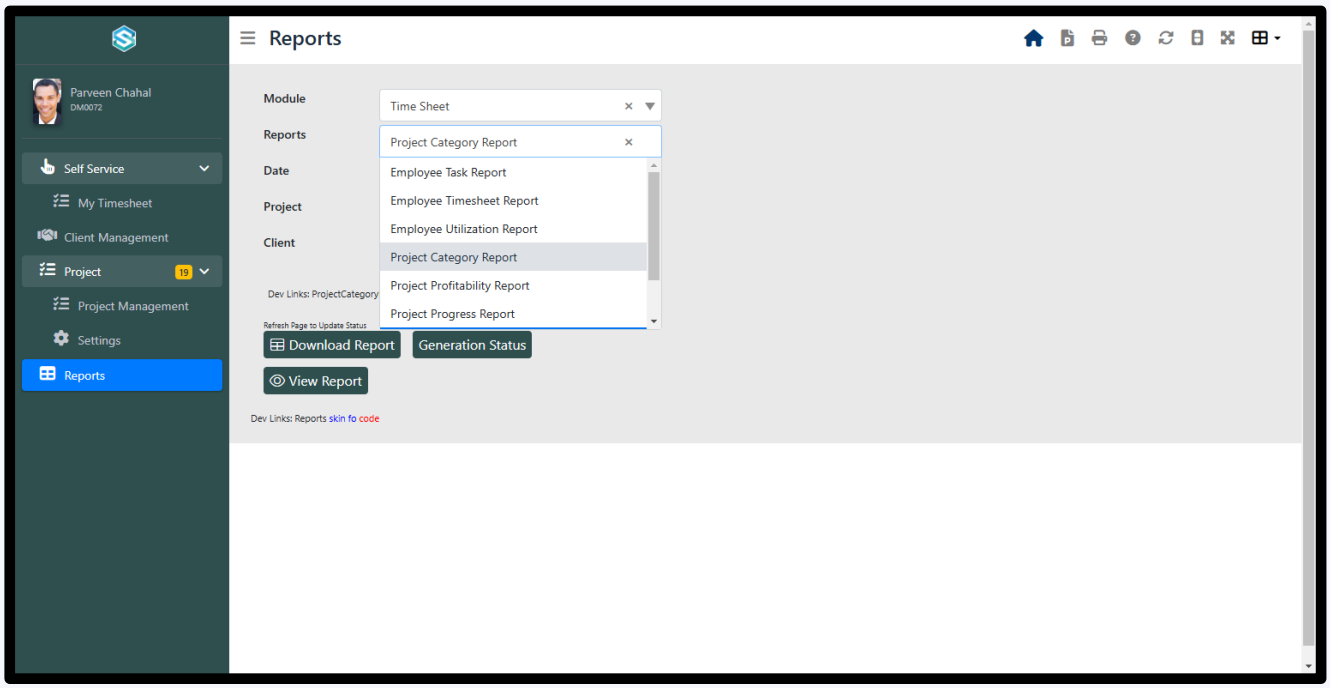
Employee Timesheet



Settings



Reports



Employee Task Report	Employee wise tasks assigned with status
Employee Timesheet Report	Employee wise tasks and utilized hours
Employee Utilization Report	Employee utilization against attendance hours, billed hours, internal work hours, idle hours
Project Category Report	Category wise project report
Project Profitability Report	Project Expense vs. billing
Project Progress Report	Progress status of projects
Project Summary Report	Summary of Projects
Task Report Week Wise	Weekly task report

Compliance use cases

1. Force Timesheet approval before clock in
2. Project Manager Cover person when on leave
3. And more...