



SysMates 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

The screenshot displays the 'Client Management' interface. On the left is a sidebar with navigation options: Self Service, My Timesheet, Client Management (highlighted), Project (19), Project Management, Settings, and Reports. The main area is titled 'ClientMaster' and features a search bar. Below the search bar is a table with columns: Name, Type, Status, Archive, Logins, Docs, Conversations, and Proposals. Three client entries are visible:

Name	Type	Status	Archive	Logins	Docs	Conversations	Proposals
<input type="checkbox"/> HCL Technologies singh.hrmates@hcl.com Noida 9985201230	Client		No	<input type="button" value="+"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/>
<input type="checkbox"/> Dr. Amit Rana amit@aushealth.com Ghaziabad 7854230920	Client		No	<input type="button" value="+"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/>
<input type="checkbox"/> TCS raj.hrmates@tcs.com Sikandrabad 998877420	Client		No	<input type="button" value="+"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="+"/> <input type="button" value="edit"/>


Project Management


Workforce menu > Administration menu

The screenshot displays the 'Project Management' interface. On the left is a sidebar with navigation options: Self Service, My Timesheet, Client Management, Project (19), Project Management (highlighted), Settings, and Reports. The main area is titled 'Project Master' and features a search bar. Below the search bar is a table with columns: Project Name, Client Name, Project Code, Starting Date, Estimated Ending Date, Budgeted Hours, Allocated Hours, Utilized Hours, Completed, Status, Project Manager, and Closing Date. The table contains 14 project entries:

Project Name	Client Name	Project Code	Starting Date	Estimated Ending Date	Budgeted Hours	Allocated Hours	Utilized Hours	Completed	Status	Project Manager	Closing Date
<input type="checkbox"/> Internal		DM00018	01-Aug-2019		0.00	0.00	59.87		In Progress		
<input type="checkbox"/> Work From Home - SL	H R Mates Lanka	DM00019	24-May-2021		25.00	8.00	5.60	70%	In Progress		
<input type="checkbox"/> Passport	TCS	DM00002	03-May-2016		2,410.00	710.00	40.30		In Progress	Mary Brown DM0010	
<input type="checkbox"/> PPR	HCL Technologies	DM00008	19-May-2016		1,180.00	55.00	15.00	2%	In Progress	Mary Brown DM0010	
<input type="checkbox"/> Labfourse	TCS	DM00006	11-May-2016		0.00	45.00	34.45	77%	In Progress	Mary Brown DM0010	
<input type="checkbox"/> Aushealth	Dr. Amit Rana	DM00005	08-May-2016		110.00	85.00	352.85	415%	In Progress	Mary Brown DM0010	
<input type="checkbox"/> HRMates	HCL Technologies	DM00001	06-May-2016	08-Nov-2016	0.00	67.00	308.10	450%	In Progress	Mary Brown DM0010	
<input type="checkbox"/> AiroVision	TCS	DM00012	22-Feb-2017		8.60	0.00	193.40		In Progress	Mary Brown DM0010	
<input type="checkbox"/> Tibco	HCL Technologies	DM00009	01-Oct-2016	31-Oct-2017	30.00	97.00	42.20	44%	In Progress	Mary Brown DM0010	
<input type="checkbox"/> Ease	EaseMyHR	DM00020	24-Feb-2022	03-Mar-2022	114.00	10.00	2.00	2%	In Progress	Parveen Chahal DM0072	
<input type="checkbox"/> Automation	TCS	DM00016	14-Aug-2018	18-Aug-2018	34.00	6.00			Not Started	Mary Brown DM0010	
<input type="checkbox"/> Testing	APCER	DM00014	01-Dec-2017		0.00	100.00	2.40		In Progress		
<input type="checkbox"/> CCONS	TCS	DM00007	03-May-2016		0.00	40.00			Not Started		

Milestones, Tasks, Project Manager, Assignment





Self Service

My Timesheet

Client Management

Project 19

Project Management

Settings

Reports

Project Master

Project Name

Labforsure

Project Code

DM00006

Client Name

TCS

Starting Date

11-May-2016

Estimated Ending Date

Closing Date

Remark

Budgeted Hours

0.00

Extra Project Hours

0.00

Allocated Hours

45.00

Utilized Hours

34.45

Completed

77%

Save

Milestones


Allocated Hours 45.00 Utilized Hours 34.45

Milestone

Default

In Progress

Tasks

Task	Type	Recurrence	Category	Start Date	Closing Date	Task Allocated Hours	Utilized Hours	Billable	Status	Completed	Employees	Remark
<input type="checkbox"/> Development	Research		Research	11-May-2016		45.00	34.45	No	In Progress	77%	 Deepika Sharma	
<input type="checkbox"/> Audit												

Employee Timesheet

Self Service

My Timesheet

Client Management

Project 19

Project Management

Settings

Reports

My Timesheet

Parveen Chahal

DM0072 Manager Projects

Becks Justin DM0018 Gurgaon

Duration: 31-July-2022 to 06-August-2022. Work Timing: 09:00 to 18:00

Date

31-Jul-2022

Pending

Modify

Dev Links: GenericComponents skin fo code

Project	Milestone	Task	Type	Client	31-Jul-2022 Sunday Week Off	01-Aug-2022 Monday	02-Aug-2022 Tuesday	03-Aug-2022 Wednesday	04-Aug-2022 Thursday	05-Aug-2022 Friday	06-Aug-2022 Saturday Week Off
HRMates Project Code: DM00001 Project Manager: Mary Brown DM0010	Default	Testing 01-Aug-2022 09:00-Aug-2022 25:00 • Testing UI Start Date: 11-May-2016 Allocated Hours: 25.00 Consumed Hours: 25.00	Research	HCL Technologies		7.00	7.00 Finished Coding	7.00 Finished Unit Tests	2.00	2.00 Final Checks	
Aushealth Project Code: DM00005 Project Manager: Mary Brown DM0010	Default	Testing Closed 03-Aug-2022 • Quality Control Start Date: 08-May-2016 Allocated Hours: 40.00 Consumed Hours: 4.00	Research	Dr. Amit Rana		1.00	2.00	1.00 Finished Testing			
Labforsure Project Code: DM00006 Project Manager: Mary Brown DM0010	Default	Development Start Date: 11-May-2016 Allocated Hours: 45.00 Consumed Hours: 0.00	Research	TCS							
Tibco Project Code: DM00009 Project Manager: Mary Brown DM0010	Default	Testig Start Date: 01-Oct-2016 Allocated Hours: 70.00 Consumed Hours: 0.00	ENG-Substructure	HCL Technologies							
AiroVision Project Code: DM00012 Project Manager: Mary Brown DM0010	Default	Testing Start Date: 22-Feb-2017 Consumed Hours: 0.00	Research	TCS							

Settings

Self Service

My Timesheet

Client Management

Project 19

Project Management

Settings

Reports

Project

Extra Timesheet Column

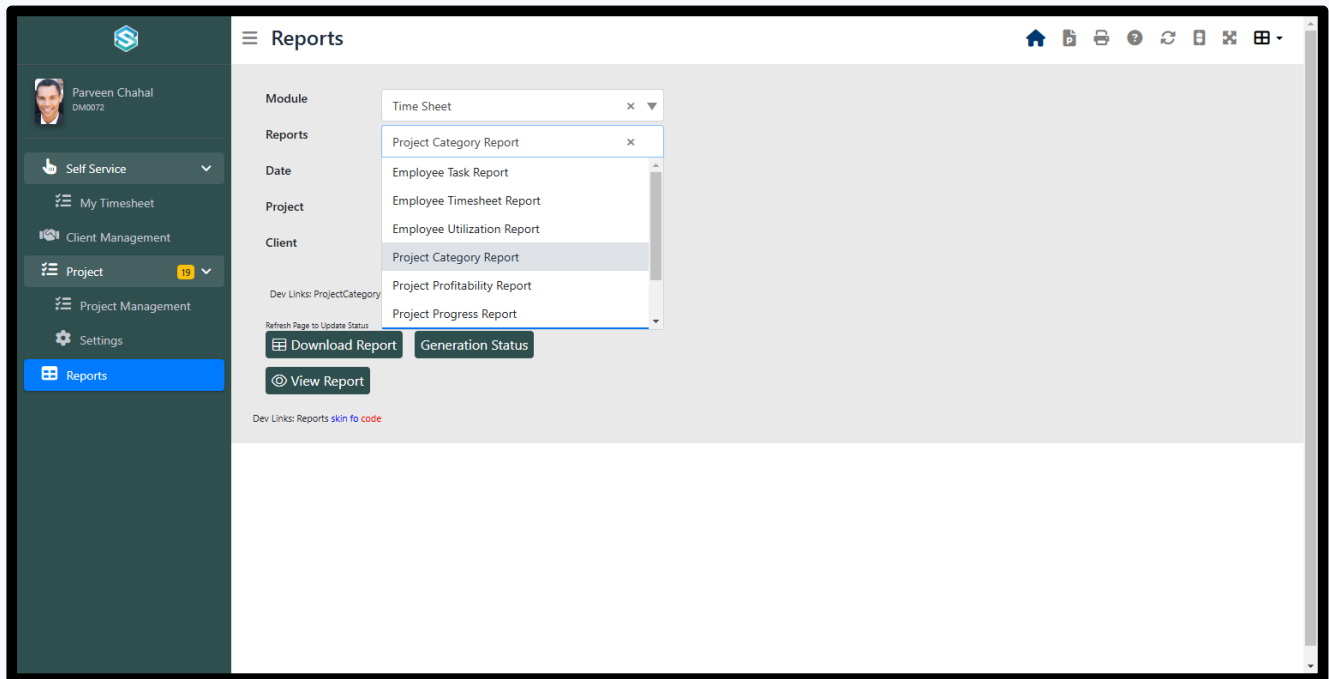
Project Category

Category	Inactive
<input type="checkbox"/> Misc	No
<input type="checkbox"/> Project Management	No
<input type="checkbox"/> Coordination	No
<input type="checkbox"/> Marketing	No
<input type="checkbox"/> Training	No
<input type="checkbox"/> Engineering	No

Type

Task	Category	Inactive
<input type="checkbox"/> Project-QC	Misc	No
<input type="checkbox"/> MIS-Idle	Misc	No
<input type="checkbox"/> Project Management	Project Management	No
<input type="checkbox"/> Coordination Meetings	Coordination	No
<input type="checkbox"/> MIS-Marketing	Marketing	No
<input type="checkbox"/> MIS-Training	Training	No
<input type="checkbox"/> ENG-Substructure	Engineering	No
<input type="checkbox"/> ENG-Superstructure	Engineering	No
<input type="checkbox"/> ENG-Element Design	Engineering	No

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...