



Sys Mates Technologies

Strategic Solutions for Organizations



HRMates Projects and Timesheets

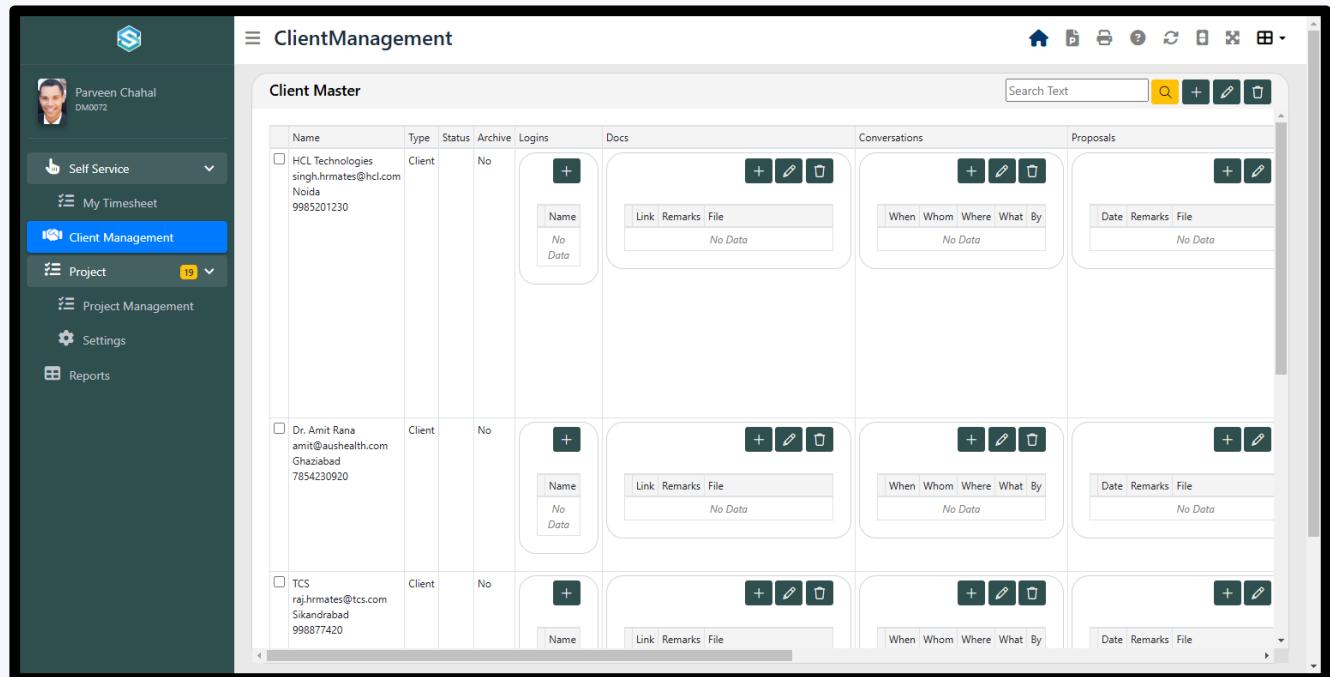
High level User Manual

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

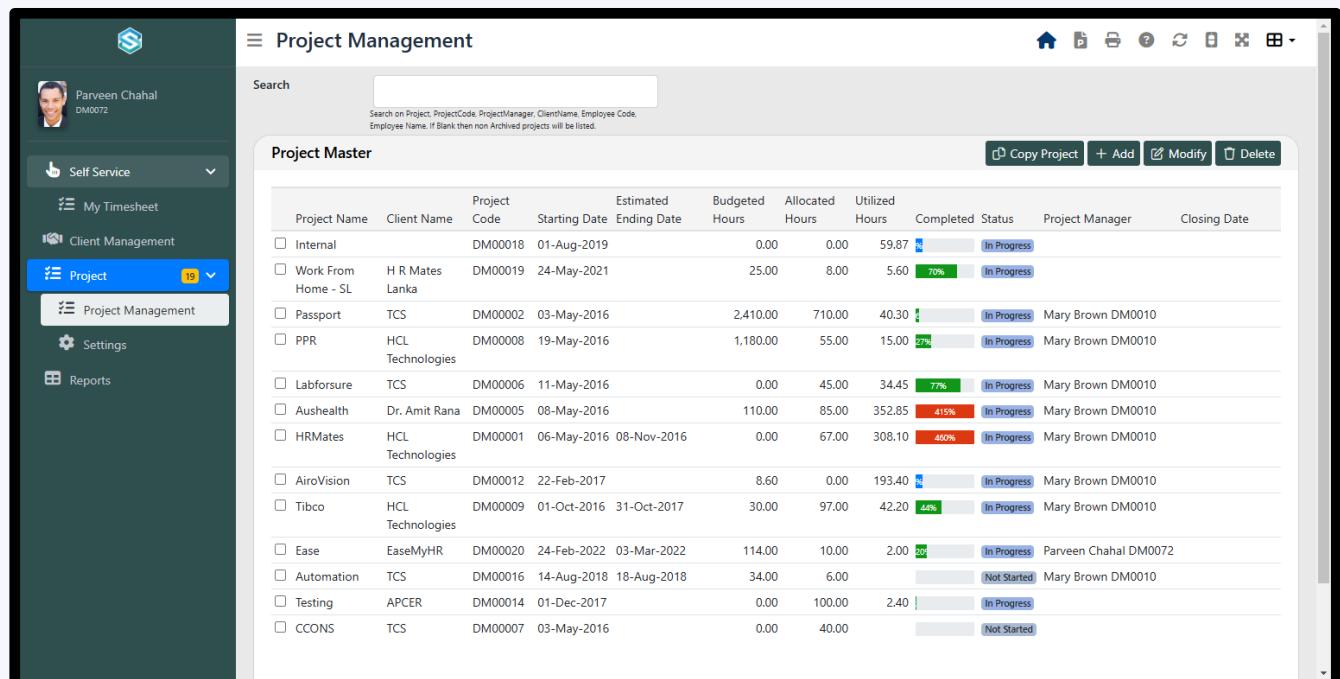
Client Management



Name	Type	Status	Archive	Logins	Docs	Conversations	Proposals
HCL Technologies singh.hrmates@hcl.com Noida 9985201230	Client	No	No	+	+ Edit Delete	+ Edit Delete	+ Edit Delete
Dr. Amit Rana amit@aushealth.com Ghazibad 7854230920	Client	No	No	+	+ Edit Delete	+ Edit Delete	+ Edit Delete
TCS raj.hrmates@tcs.com Sikandrabad 998877420	Client	No	No	+	+ Edit Delete	+ Edit Delete	+ Edit Delete

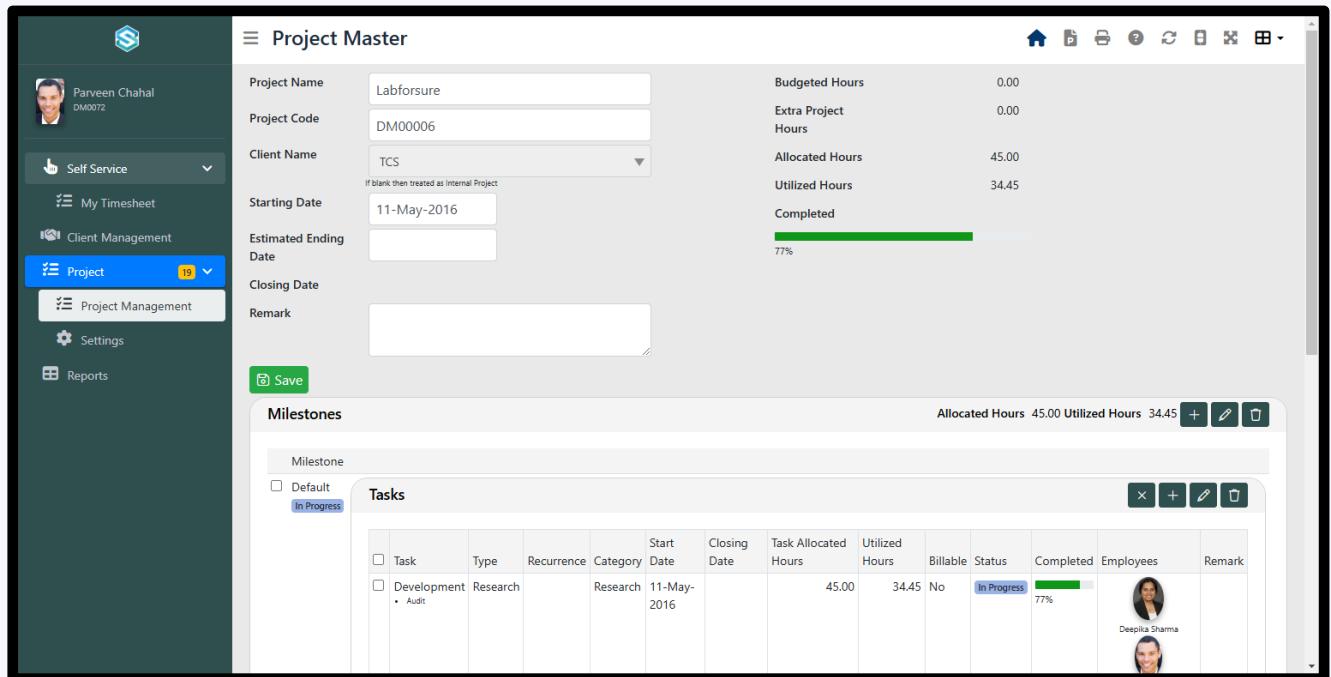
Project Management

Workforce menu > Administration menu



Project Name	Client Name	Project Code	Starting Date	Ending Date	Estimated Hours	Budgeted Hours	Allocated Hours	Utilized Hours	Completed	Status	Project Manager	Closing Date
Internal		DM00018	01-Aug-2019		0.00	0.00	59.87	59.87	<div style="width: 100%;">In Progress</div>			
Work From Home - SL	H R Mates	DM00019	24-May-2021		25.00	8.00	5.60	70%	<div style="width: 70%;">In Progress</div>			
Passport	TCS	DM00002	03-May-2016		2,410.00	710.00	40.30	40.30	<div style="width: 5%;">In Progress</div>	Mary Brown	DM0010	
PPR	HCL Technologies	DM00008	19-May-2016		1,180.00	55.00	15.00	27%	<div style="width: 27%;">In Progress</div>	Mary Brown	DM0010	
Labforsure	TCS	DM00006	11-May-2016		0.00	45.00	34.45	77%	<div style="width: 77%;">In Progress</div>	Mary Brown	DM0010	
Aushealth	Dr. Amit Rana	DM00005	08-May-2016		110.00	85.00	352.85	419%	<div style="width: 419%;">In Progress</div>	Mary Brown	DM0010	
HRMates	HCL Technologies	DM00001	06-May-2016	08-Nov-2016	0.00	67.00	308.10	460%	<div style="width: 460%;">In Progress</div>	Mary Brown	DM0010	
AiroVision	TCS	DM00012	22-Feb-2017		8.60	0.00	193.40	0%	<div style="width: 0%;">In Progress</div>	Mary Brown	DM0010	
Tibco	HCL Technologies	DM00009	01-Oct-2016	31-Oct-2017	30.00	97.00	42.20	44%	<div style="width: 44%;">In Progress</div>	Mary Brown	DM0010	
Ease	EaseMyHR	DM00020	24-Feb-2022	03-Mar-2022	114.00	10.00	2.00	2%	<div style="width: 2%;">In Progress</div>	Parveen Chahal	DM0072	
Automation	TCS	DM00016	14-Aug-2018	18-Aug-2018	34.00	6.00			<div style="width: 0%;">Not Started</div>	Mary Brown	DM0010	
Testing	APCER	DM00014	01-Dec-2017		0.00	100.00	2.40	2%	<div style="width: 2%;">In Progress</div>			
CCONS	TCS	DM00007	03-May-2016		0.00	40.00			<div style="width: 0%;">Not Started</div>			

Milestones, Tasks, Project Manager, Assignment



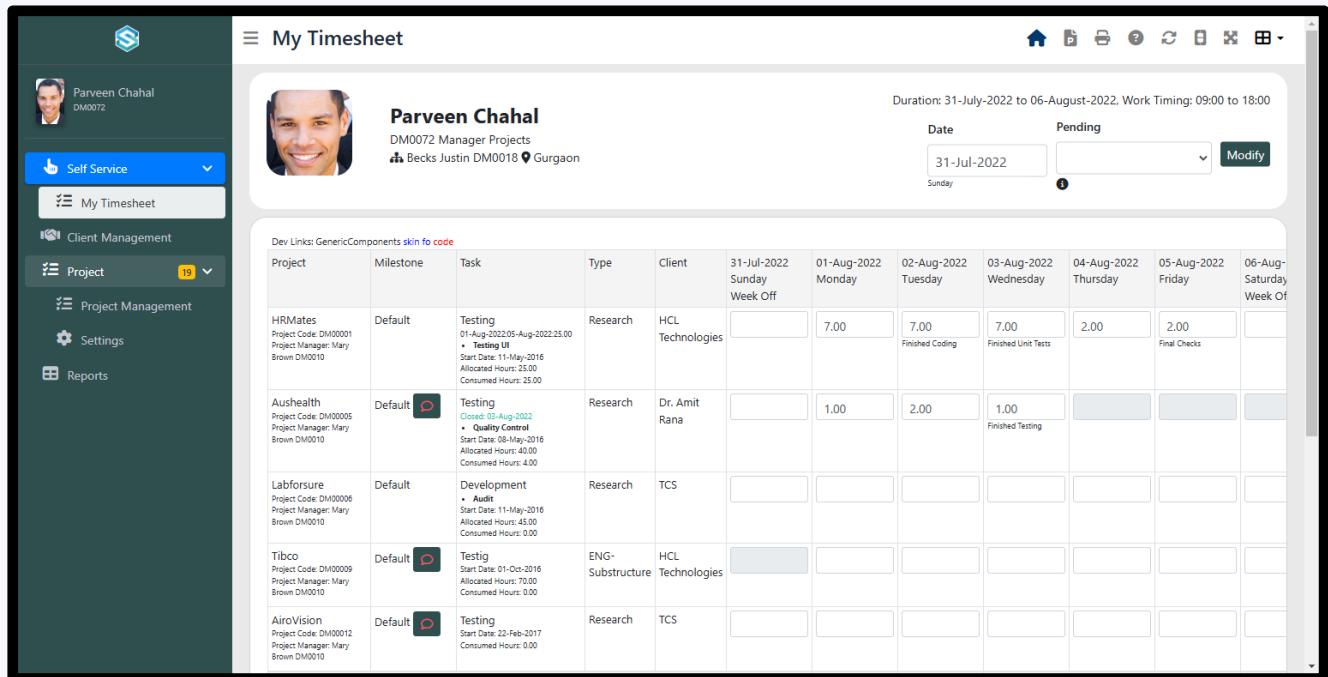
The screenshot displays the HRMates Project Management software interface. On the left, a dark sidebar menu includes 'Self Service', 'My Timesheet', 'Client Management', and a 'Project' section with 'Project Management' (selected), 'Settings', and 'Reports'. The main content area is titled 'Project Master' for a project named 'Labforsure' (Project Code: DM00006, Client Name: TCS). It shows the following details:

	Value	Value
Budgeted Hours	0.00	
Extra Project Hours	0.00	
Allocated Hours	45.00	
Utilized Hours	34.45	
Completed	<div style="width: 77%; background-color: green;"></div> 77%	

Below this is a 'Milestones' section with a table showing one entry:

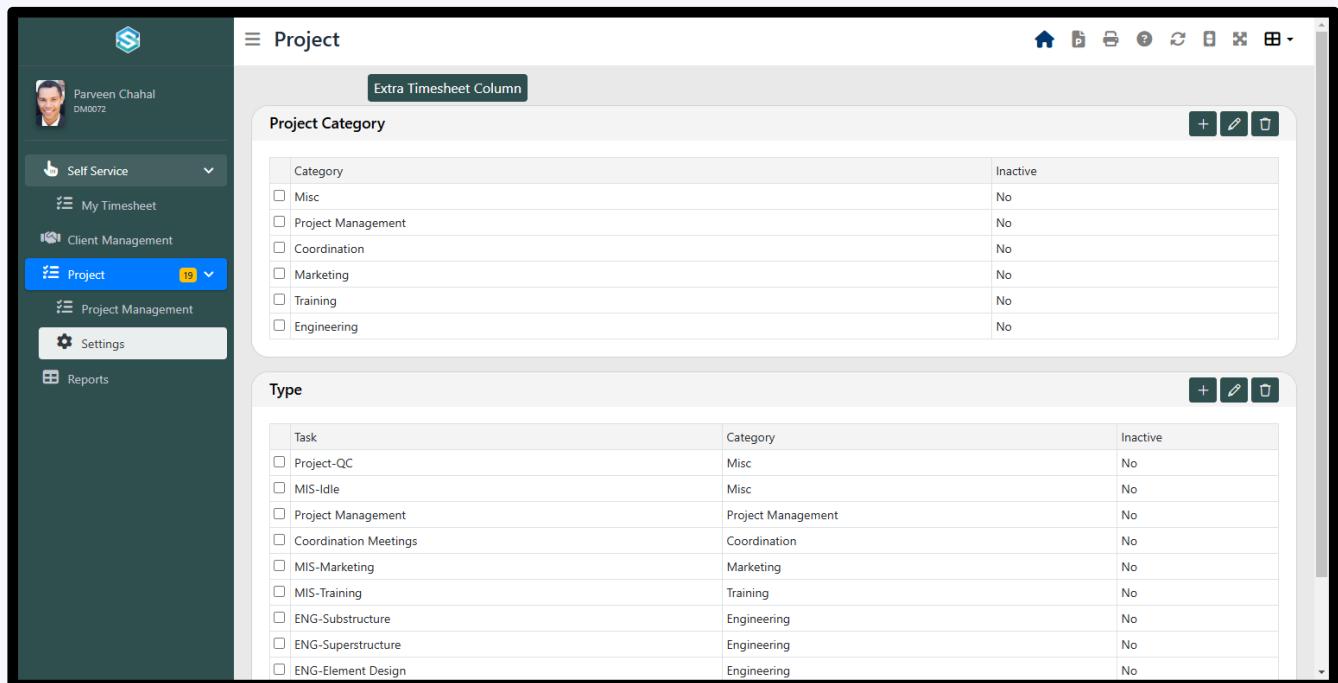
Milestone	Task	Type	Recurrence	Category	Start Date	Closing Date	Task Allocated Hours	Utilized Hours	Billable	Status	Completed	Employees	Remark
<input type="checkbox"/> Default	<input type="checkbox"/> Development	Research		Research	11-May-2016		45.00	34.45	No	In Progress	<div style="width: 77%; background-color: green;"></div> 77%	 Deepika Sharma	

Employee Timesheet



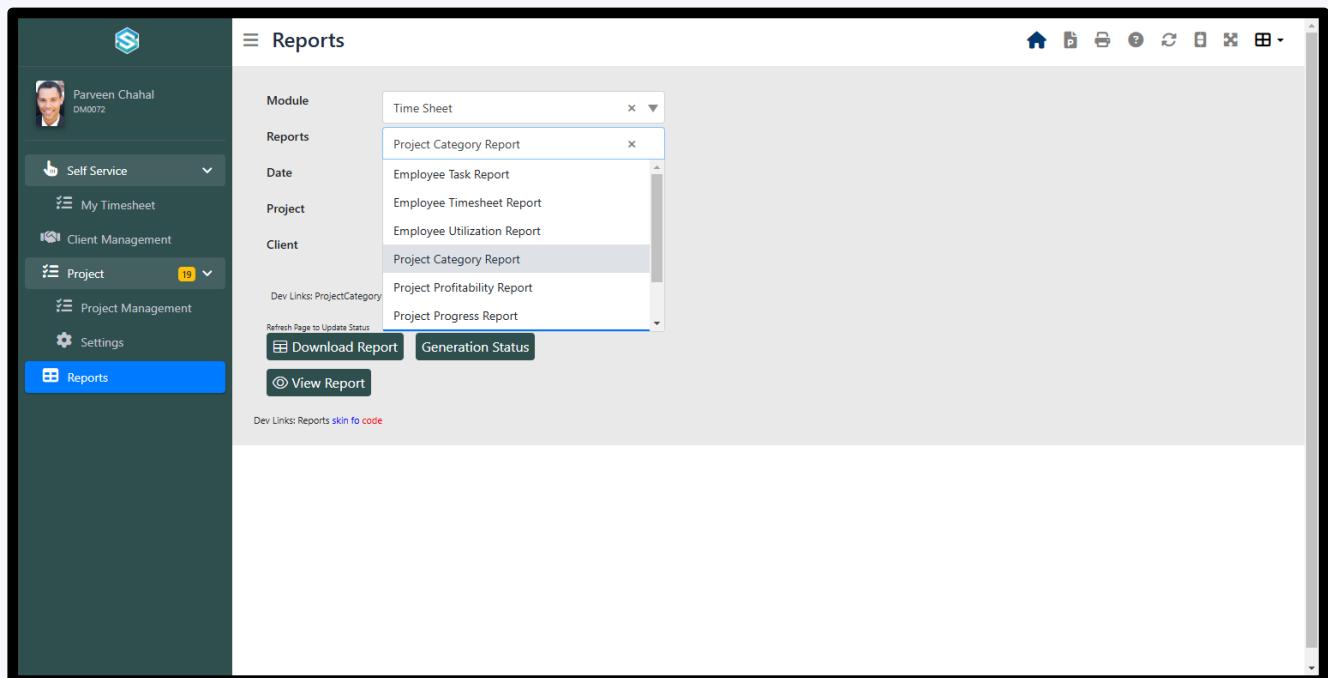
The screenshot shows the 'My Timesheet' section for Parveen Chahal (DM0072). The interface includes a sidebar with 'Self Service' and 'Project Management' sections. The main area displays a grid of projects with columns for Project, Milestone, Task, Type, Client, and dates from 31-Jul-2022 to 06-Aug-2022. A tooltip for 'Becks Justin DM0018 Gurgaon' is visible. The grid shows tasks like 'Testing' and 'Development' with details such as start date, allocated hours, and consumed hours.

Settings



The screenshot shows the 'Project' settings section. The sidebar includes 'Project Management' and 'Settings'. The main area contains two tables: 'Project Category' and 'Type'. The 'Project Category' table lists categories like Misc, Project Management, Coordination, Marketing, Training, and Engineering. The 'Type' table lists tasks like Project-QC, MIS-Idle, Project Management, Coordination Meetings, MIS-Marketing, MIS-Training, ENG-Substructure, ENG-Superstructure, and ENG-Element Design, each mapped to a category and marked as 'Inactive'.

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...