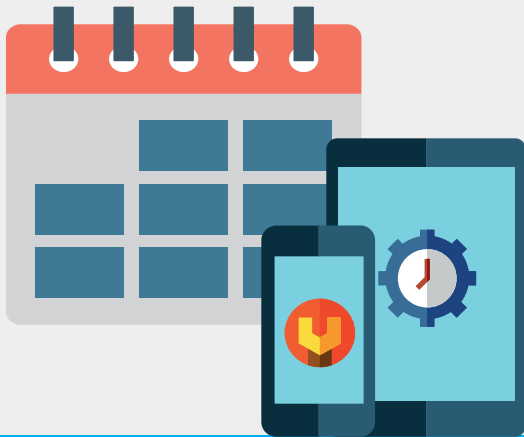


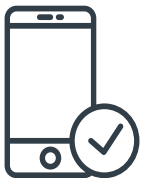
maestro*timesheets

Labour time tracking made simple.

The Timesheets interface in **Maestro*MOBILE** was designed to manage and enter employee labour time on projects. Using a simple timesheet entry, both team leads and employees can carry out the procedure themselves.



Timesheet Features



Simplicity

User-friendly mobile interface that can be mastered with minimum user training

- **Maestro*MOBILE** Timesheets can be installed on Windows, IOS, or Android smartphones and tablets; the application interface is identical across all devices, with design features that respond to the screen size.



Integration

Fully integrated into **Maestro*ERP** modules:

- Employee Management
- Employee Teams
- Equipment Management
- Project Management
- Timesheets
- Payroll

- Employees and any linked equipment are automatically available once set up in **maestro*** and can be assigned to mobile-enabled projects
- Once completed through the mobile interface, time entries can be immediately processed into payroll, thus eliminating data re-entry
- **Maestro*MOBILE** manages labour hours, equipment hours, and bonus codes



Timesheet Approvals

Simple and smart timesheet approval process

- A Team Leader who is responsible for time entry can enter time for all members of their team using **maestro*MOBILE**
- Employees who belong to a team with no one responsible for entering their time can enter their own time which is then approved by the Team Leader using **maestro*MOBILE**
- All hours entered by a Team Leader or an employee must be reviewed and approved by the Team Leader before they can be validated and transferred in **maestro*** (ex: office project manager review, transfer of entered hours for payroll processing, etc.)