

4PS Time Sheet Portal and Time Sheet App

Record hours carefully,
on site and in the office



Manage your projects with software from 4PS

Our mission? To improve the worldwide building, installation and civil engineering sector with innovative business software. We continuously focus on new developments, building on the future-proof Microsoft Dynamics 365 Business Central platform. We anticipate developments across the construction industry, creating smart and practical applications.

Our ERP system, 4PS Construct, provides support during the preparation, implementation and follow-up of your projects. This complete solution includes project management, calculation and financial administration in one software package. Also, you can easily create reports in the same package.

The result: a complete overview of the entire process! Get real-time control over your projects with 4PS Construct. We also have apps and portals that work together with the basic ERP package in an integrated way. 4PS has a convenient app and a specially designed portal for online time accounting.

An easy, quick and efficient digital time accounting for employees on site

If you want to get all the information about your project, you have to keep track of the hours that are worked. But not everybody can simply see all these hours with one click of the button. If you are working with paper time sheets or weekly sheets in Excel, you are always one step behind. You do not have real-time information about projects, and therefore are not able to adjust where necessary.

Manually completing hardcopy time sheets and typing weekly sheets is not only inefficient but also error prone. Time sheets are difficult to read, handed in late or just simply disappear. And your colleagues in admin suffer as a result because they lose valuable time. Also, manually completing paper time sheets is a cumbersome routine job; nobody is happy doing that!

Additional 4PS time registration tools digitise your time accounting. Employees post hours in the 4PS Time Sheet App on their phones or in the 4PS Time Sheet Portal on their tablets or laptops. Administration no longer has to copy timesheets manually, and the hours booked are visible in 4PS Construct straight away. Convenient, easy *and* quick!

4PS time accounting tools

Online time accounting with 4PS: what options are there?

Additional 4PS time accounting tools help employees track their hours worked per project, mileage or travelling time digitally themselves. 4PS offers two alternatives for your online time accounting: the 4PS Time Sheet App and the 4PS Time Sheet Portal. The basis functionalities are the same, but both systems were designed for specific devices. See which option matches your requirements best.

> Basic extension: 4PS Time Sheet Portal

Online time accounting is now easier than ever, with the 4PS Time Sheet Portal. Employees log in to the portal through their internet browser and post their hours. It is a user-friendly and web-based tool, directly interfacing with your ERP package, 4PS Construct.

Who is it for?

The web portal was specially designed to be used on a laptop, desktop or tablet. This makes it extremely suitable to post hours online when at the office or at home.

> Additional: 4PS Time Sheet App

The 4PS Time Sheet App is an extension of the 4PS Time Sheet Portal, specially designed for phones and tablets. The 4PS Time Sheet App cannot be used as stand-alone app but is an extension on the 4PS Time Sheet Portal

Who is it for?

Do you use the 4PS Time Sheet Portal? And are some of your employees especially working on location? Have field service employees or employees on site post their hours worked with the 4PS Time Sheet App. It runs on Android and Apple smartphones.

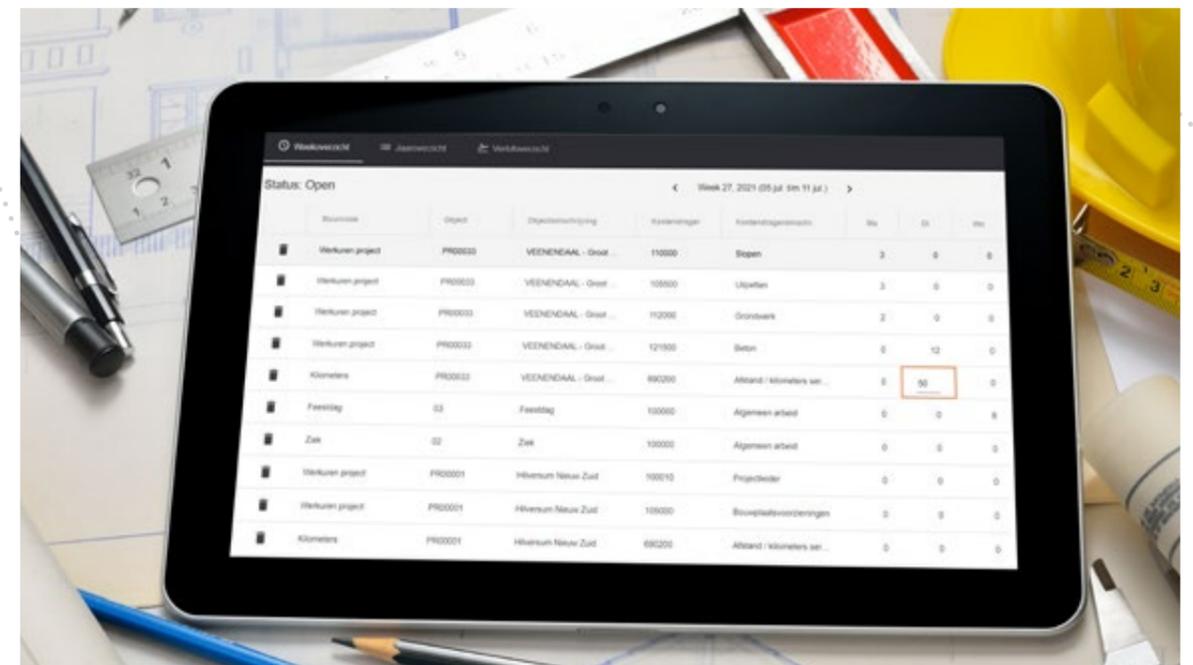
Advantages 4PS Time Sheet App & 4PS Time Sheet Portal

1. Digital time accounting process

With the time accounting tools of 4PS, you take a major step towards a paperless office. Employees track their hours digitally, meaning paper time sheets are a thing of the past. This is not only better for the environment, but also saves costs. Employees lose less time doing manual work, and there are fewer errors in your administration.

2. Real-time information about hours in your 4PS Construct

Online time accounting gives experts on location and employees at the office real-time information about their hours worked, and their current leave balance. These tools are also very advantageous for team leaders, project managers and site managers. Thanks to the integration with 4PS Construct, they can quickly see how many hours were posted on their projects. This contributes to a real-time check and your overall understanding of your projects.



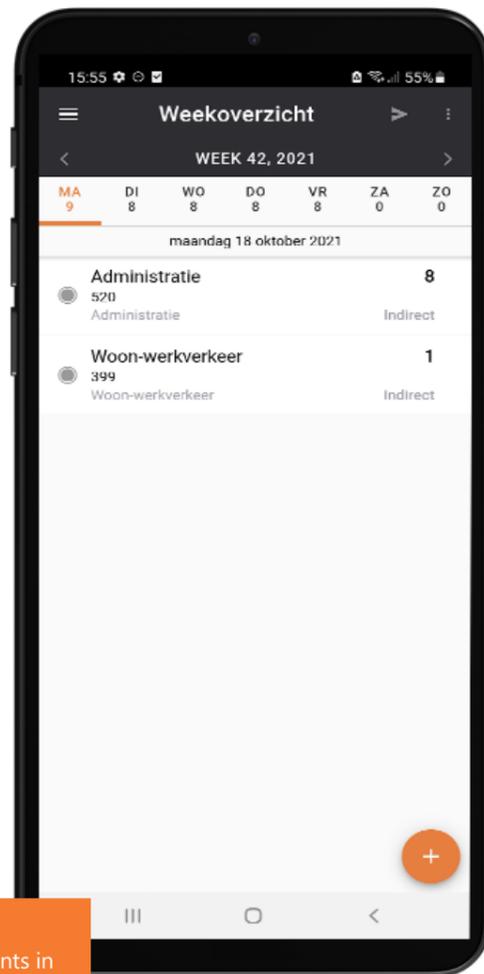
4PS time accounting tools

3. User-friendly and flexible

Because of the user-friendly interfaces the 4PS Time Sheet App and 4PS Time Sheet Portal are easy to use.

The 4PS Time Sheet App is available on all mobile devices; all you need is a working internet connection. This makes the app very suitable for employees on site or on location at your customer's. If you want to register hours on a larger screen, using a laptop or tablet, you can use the 4PS Time Sheet Portal.

The app and the portal have the same basic functionalities but are fully aimed at the selected device: phone, tablet or computer. You and your colleagues choose the tool, depending on the situation.



> Digital weekly statements in the 4PS Time Sheet App

Some extra details

> Log in once

After having logged in once, employees will gain access to the 4PS Time Sheet App or to the 4PS Time Sheet Portal. Time registration will be faster due to this quick login process.

> Register project hours and indirect hours

When project hours are registered, employees fill in all the information, like steering codes, number of hours worked, mileage, type of work and cost object. Employees, site and project managers can immediately see how many hours were posted on a project.

It is also possible to register indirect hours, for administration, leave or work that is related to trade fairs or meetings.

> Approval in 4PS Construct

Employees submit their digital time sheet every day or week. The data is transferred to 4PS Construct at once, where a supervisor or manager approves the hours. This seamless integration with 4PS Construct ensures that everybody, at the office and on site, always has an up-to-date list of all registered hours.

> Digital weekly statements

Digital weekly statements give you information about all mileage, hours worked and travelling time per week *and* per day. If you want to see the details of a certain day you only have to click the date to see the specifications.

The option to copy weekly sheets to a new week saves a lot of extra work.



4PS time accounting tools

> View or enter leave

Everybody can see their current leave balance in the 4PS Time Sheet App and 4PS Time Sheet Portal. Employees can see exactly the overall leave balance, how much leave they have taken and how many hours they still have left.

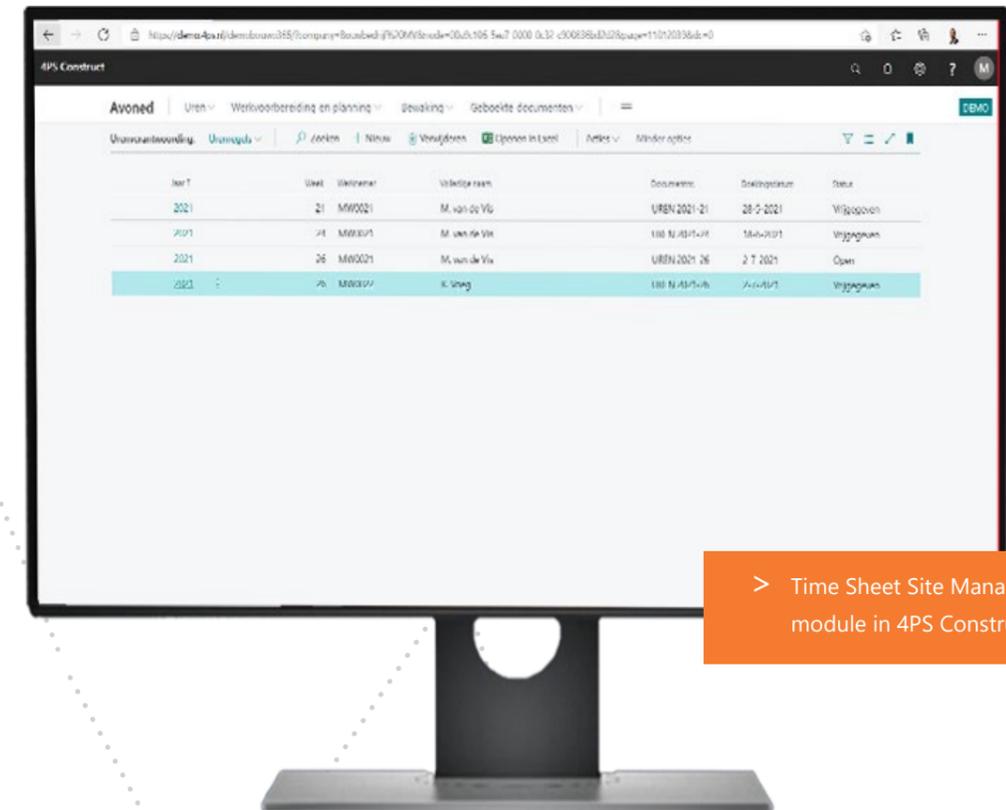
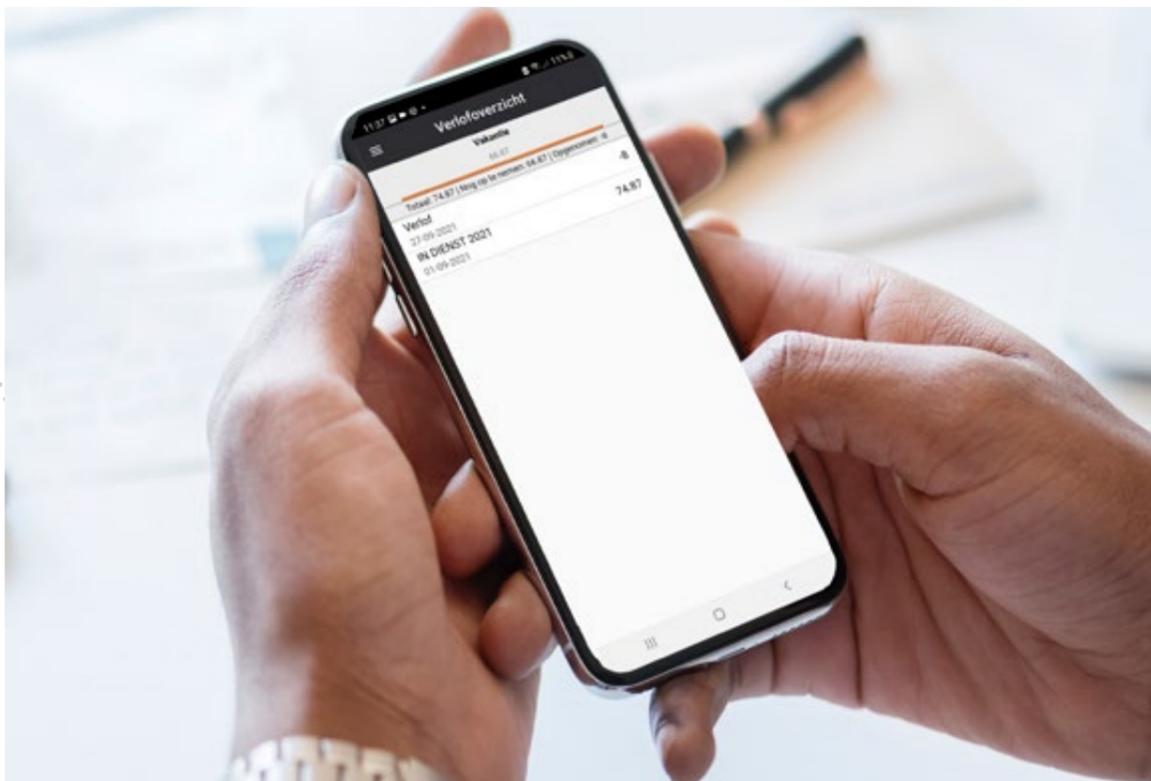
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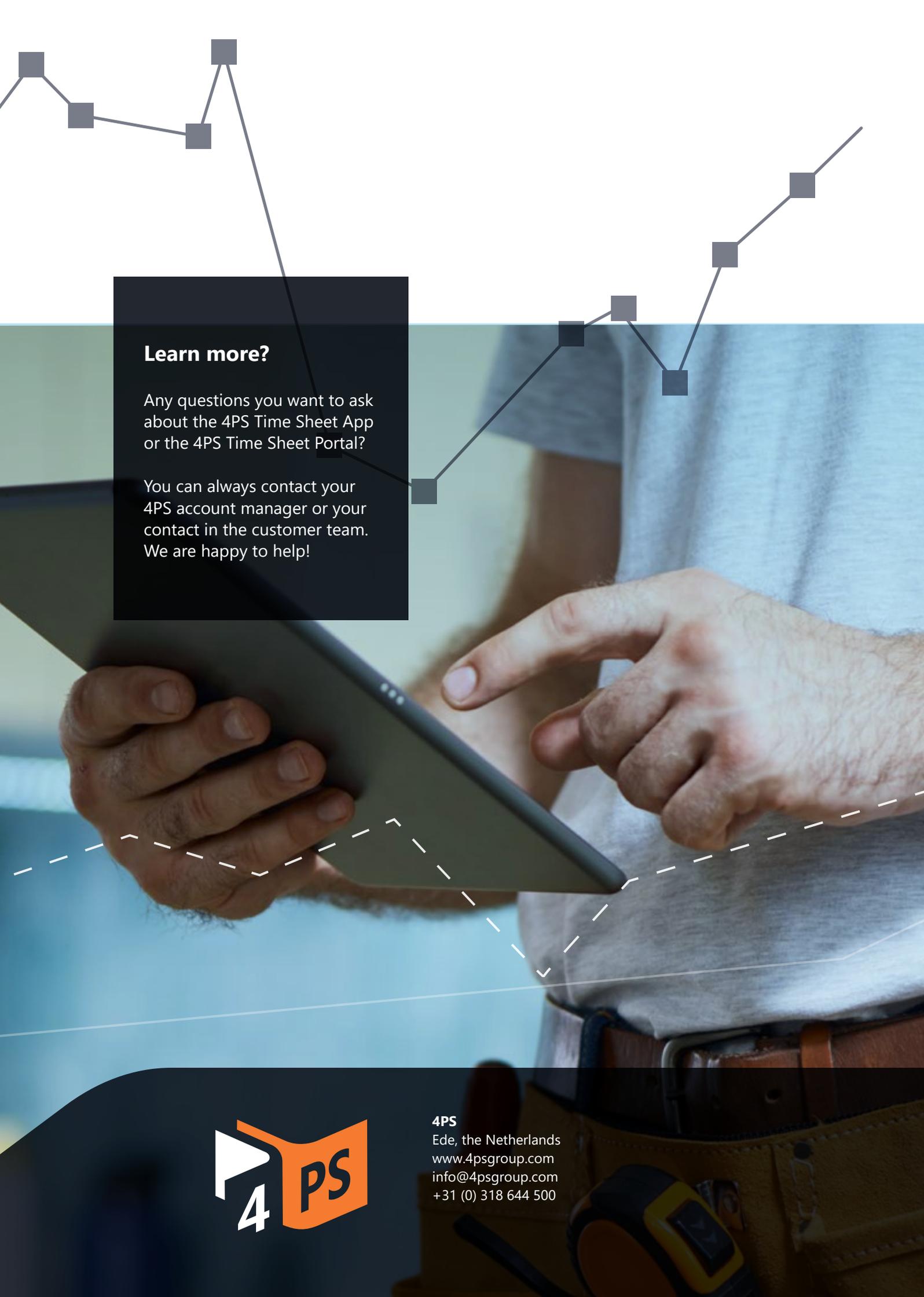
Employees can create favourites and modify the view in the app and the portal as they please. Autofill is also a nice touch when you post your hours. This means you do not have to type the same info over and over.

Interfaces

> Module: Time Sheet Site Manager

Would you like to use the 4PS Time Sheet App and the 4PS Time Sheet Portal? Then you need the **Time Sheet Site Manager module** in 4PS Construct. This module gives site managers and project managers on site or at the office the option to process hours of employees. Once processed, the hours worked are posted in the relevant companies, including wage agreement aspects such as overtime, travel allowances, travel time and project allowances.





Learn more?

Any questions you want to ask about the 4PS Time Sheet App or the 4PS Time Sheet Portal?

You can always contact your 4PS account manager or your contact in the customer team. We are happy to help!



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