

Clevest Templates for SAP Timesheets

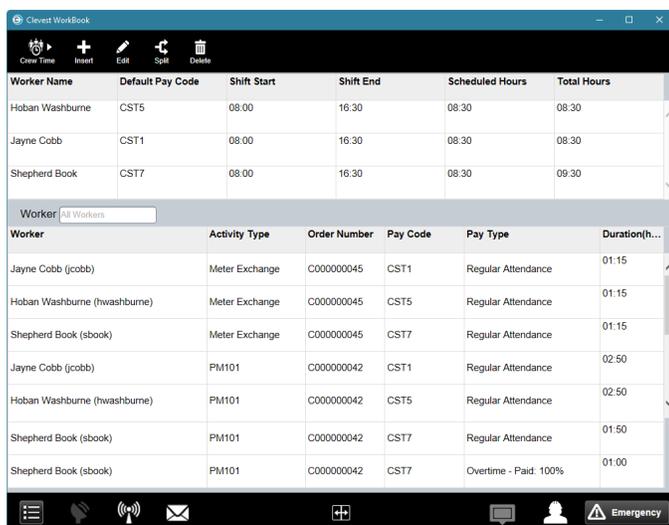
Increase ROI and reduce time to deploy with our SAP-certified solutions

Infosheet

According to a study on productivity, inefficient processes (44%) and overload of paperwork (43%) are the biggest time wasters during the workday¹. For many energy and water utilities, the best example of these combined inefficiencies can be found in their time management systems.

In fact, how your workers track their time – and how you collect and manage this data – can have a profound effect on your bottom line. By automating these processes, you will eliminate time-consuming paperwork and human error so your workers can focus on revenue-generating activities.

Clevest templates provide our customers with comprehensive workflows to support the time management process in its entirety – from the detailed recording of time worked, through to approvals and job costing.



Worker Name	Default Pay Code	Shift Start	Shift End	Scheduled Hours	Total Hours
Hoban Washburne	CST5	08:00	16:30	08:30	08:30
Jayne Cobb	CST1	08:00	16:30	08:30	08:30
Shepherd Book	CST7	08:00	16:30	08:30	09:30

Worker	Activity Type	Order Number	Pay Code	Pay Type	Duration(h:m)
Jayne Cobb (jcobb)	Meter Exchange	C000000045	CST1	Regular Attendance	01:15
Hoban Washburne (hwashburne)	Meter Exchange	C000000045	CST5	Regular Attendance	01:15
Shepherd Book (sbook)	Meter Exchange	C000000045	CST7	Regular Attendance	01:15
Jayne Cobb (jcobb)	PM101	C000000042	CST1	Regular Attendance	02:50
Hoban Washburne (hwashburne)	PM101	C000000042	CST5	Regular Attendance	02:50
Shepherd Book (sbook)	PM101	C000000042	CST7	Regular Attendance	01:50
Shepherd Book (sbook)	PM101	C000000042	CST7	Overtime - Paid: 100%	01:00

How it works

Customers with the Clevest Add-On Component (AOC) for SAP already have a central data exchange hub which allows them to coordinate data and interactions from all active sources including SAP timesheets. This two-way web service integration to your SAP system allows you to reliably collect time management data using a standards-based framework.

The solution is fully integrated with the SAP IS-U/ HCM and Finance modules for a seamless flow of data from start to finish. Timesheet and job costing data can also be exported to other third-party systems.

Mobile Workers

Timesheet records are automatically created – with time logged – as lone workers and crews go about their shift. Along with auto-captured timesheet records, your workers can use their mobile devices to make manual entries for lunch breaks and other non-work order activities.

The end-of-order form allows workers to review and edit data (hours worked and job costing) before it's written to their timesheets, and while it's still fresh in their minds. If a job exceeds a worker's scheduled shift, they can split the entry to specify the durations used for regular time vs overtime. Your workers can also access and view their SAP leave banks.

¹Powering Productivity, Planview Projectplace

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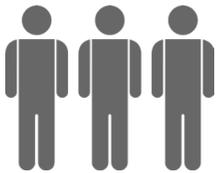
For greater efficiencies, crew leader timesheet data can be cascaded to crew members, eliminating redundant data entry.

Supervisors and Payroll Administrators

Clevest templates support different pay codes and types, with the flexibility to add extension fields as needed. Job cost data (labor and usage of vehicles and equipment) is automatically recorded and stored so capital work can be captured accurately for accounting.

Timesheets with exceptions (records that don't equal shift time, overtime or vacation was added, etc.), are held for approval in the Clevest system before being released to your payroll system for processing.

With automated workflows, accurate data, and exception approvals, you can reduce the time spent verifying details and cleaning up payroll errors, while ensuring all jobs are costed accurately.



Supervisors & Payroll Administrators

- View and approve exceptions
- Add fields for pay codes/types
- Capture, store, and export job cost data
- View SAP leave banks



Mobile Workers

- Review and edit timesheets
- Add entries for non-work order activities
- Specify regular vs overtime
- Cascade supervisor data to crew
- View SAP leave banks

Industry-leading best practices

We've spent decades working exclusively with energy and water utility companies. Over the years, we've helped develop and define best practices in this space.

Our experience is reflected in the 250+ interfaces and integrations we've built for utilities – working closely with a variety of third-party systems including CIS, EAM, OMS, GIS, AMI, 811, and others.

For more information about Clevest, visit our website at clevest.com. Or contact sales@clevest.com to schedule a product demonstration.

Clevest provides innovative workforce management software that connects the crews in the field to operations so you can rapidly automate and optimize field work activities and processes to improve response time, safety, productivity, and effectiveness. Clevest integrates with leading enterprise systems and can be deployed on-premise and in the cloud.