India's Only Customizable Timesheet Software

info@saibex.co.in

Mbl : 8591733565/ 9892606006

Trusted by 8500+ Users

JTMS
Job and Time Management Software

Important Features

Timesheet Management
Daily, Weekly & Monthly Timesheet Entry

Leave & Expence Management
Manage Employees Leave & Expenses Projectwise.

Project & Task Management
Capture Projects Hours, Apply Rates & Invoice Accurately

Invoicing
Easily turn tracked time and expenses into invoices and get paid fast

Resource Management
Staff Managment is very easy, get detailed & summary of eash staff working hours/ costing/ timesheet not submitted etc.

Easy Approval Process
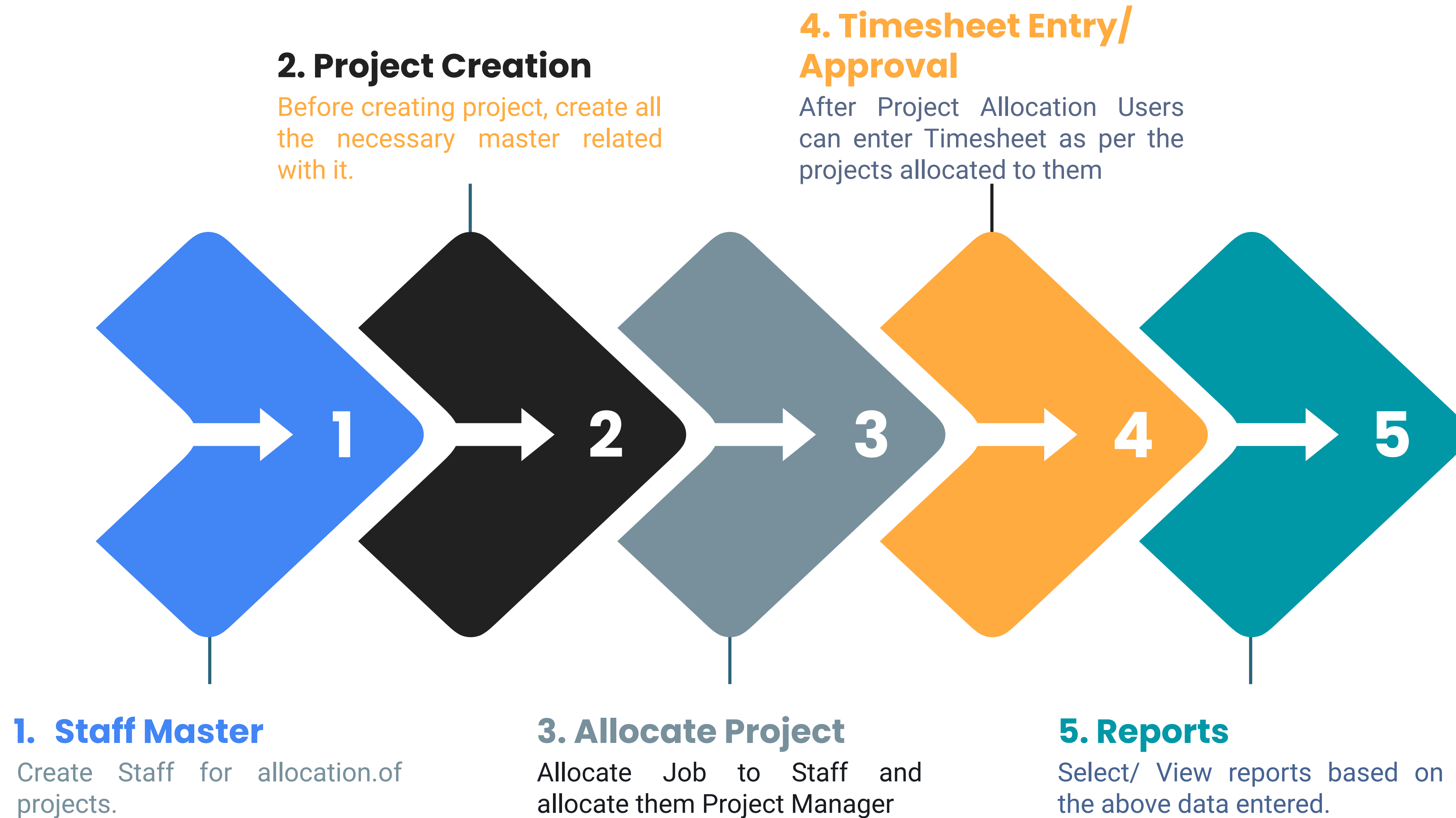Easy & Multiple Approval Process.

Timesheet Features

- Comprehensive planning tools to organize tasks and projects effectively.
- Real-time dashboard providing instant updates on project progress.
- Efficient resource allocation module for optimal utilization of resources.
- Streamlined multiple approval system to ensure smooth workflow processes.
- Director dashboard offering strategic insights for informed decision-making.
- Individualized admin, approver, and user dashboards for personalized user experience.
- Geo-location tracking for enhanced oversight of employee activities.
- Flexible input options with daily and weekly choices for time tracking.
- Integrated leave and expense management for seamless administration.
- Customizable user rights for tailored access control to the software.
- Email notifications for timely communication and updates.
- Extensive reporting suite providing in-depth analytics for performance evaluation and decision support.

Diverse Dashboard's

- Separate dashboards tailored for administrators, users, approvers, and directors.

- Each dashboard provides specialized functionalities catering to distinct roles and responsibilities within the organization.

- **Administrators** access comprehensive controls and oversight features for managing the system.

- **Users interact** with intuitive interfaces designed for efficient task management and time tracking.

- **Approvers** have dedicated dashboards for reviewing and approving submissions, ensuring workflow integrity.

- **Directors** gain strategic insights and high-level analytics through their dashboard, facilitating informed decision-making.

JTMS Flowchart

JTMS — Job and Time Management Software

2. Project Creation
Before creating project, create all the necessary master related with it.

4. Timesheet Entry/ Approval
After Project Allocation Users can enter Timesheet as per the projects allocated to them

1. Staff Master
Create Staff for allocation.of projects.

3. Allocate Project
Allocate Job to Staff and allocate them Project Manager

5. Reports
Select/ View reports based on the above data entered.

Realtime Admin Dashboard

JTMS
Timesheet Software

Week : 19/02/2024 - 25/02/2024

Total Timesheets : 71

Submitted: 71   Approved: 0

Rejected: 0

Weekly Projects : 10

303

Billable: 88.00   Non Billable: 215.00

Staff Entered TS : 13

59%

Weekly Hrs :**520.00**   Actual Hrs :**303.00**

Hours

▬ Total Hours   ▬ Project/Jobs count   ─○─ Total Expenses

120
100
80
60
40
20
0

Mon   Tue   Wed   Thu   Fri   Sat

Leave Details

| Staff On Leave this week | Staff On Leave - Today 21/02/2024 |

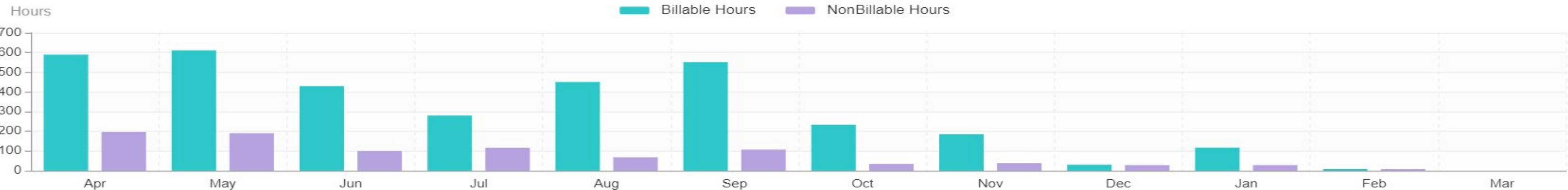| Staff	Designation	Department	Leave	Start Date	End Date

No Records Found

Administrators access comprehensive controls and oversight features for managing the system.

Director Dasboard

Good Afternoon !Sanjay Pandya

Monthly Billable/ Non-Billable Hours for the FY **2023-2024**
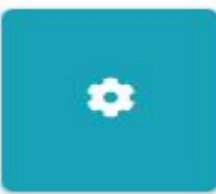
Directors gain strategic insights and high-level analytics through their dashboard, facilitating informed decision-making

User's Dashboard

JTMS Timesheet Software
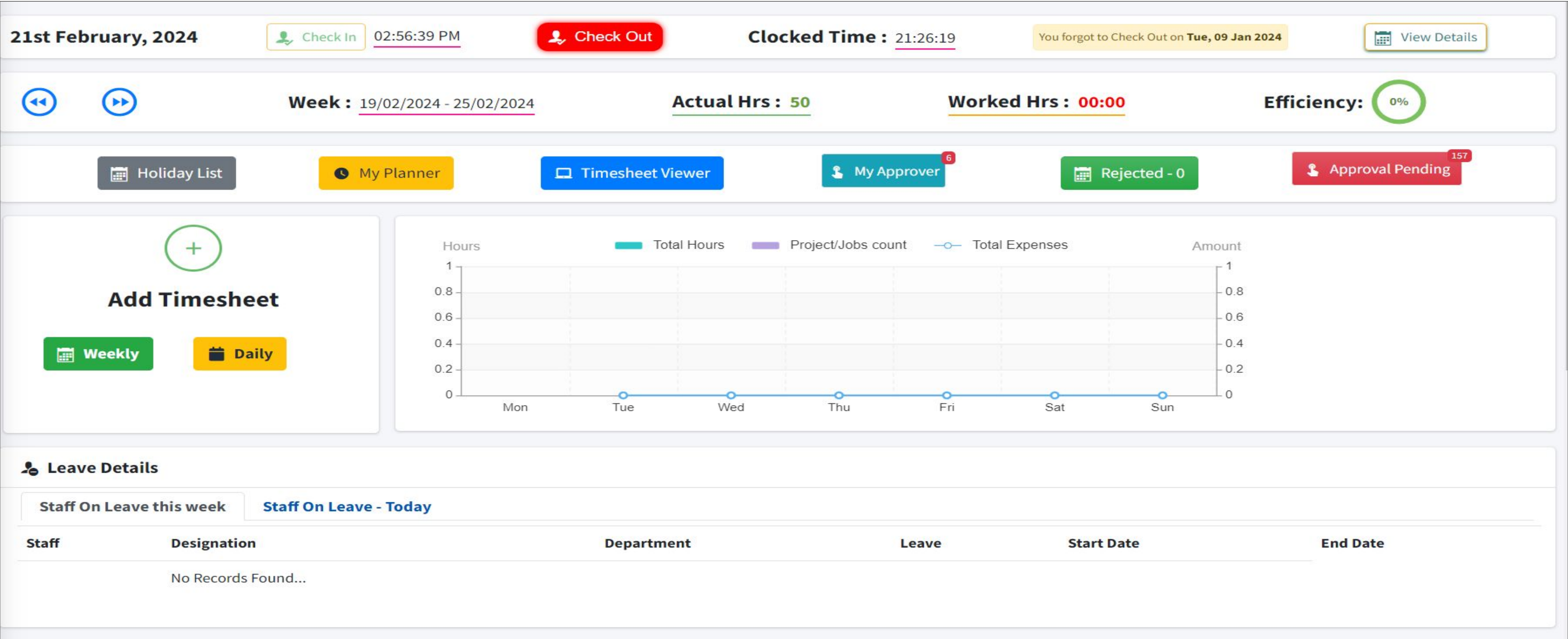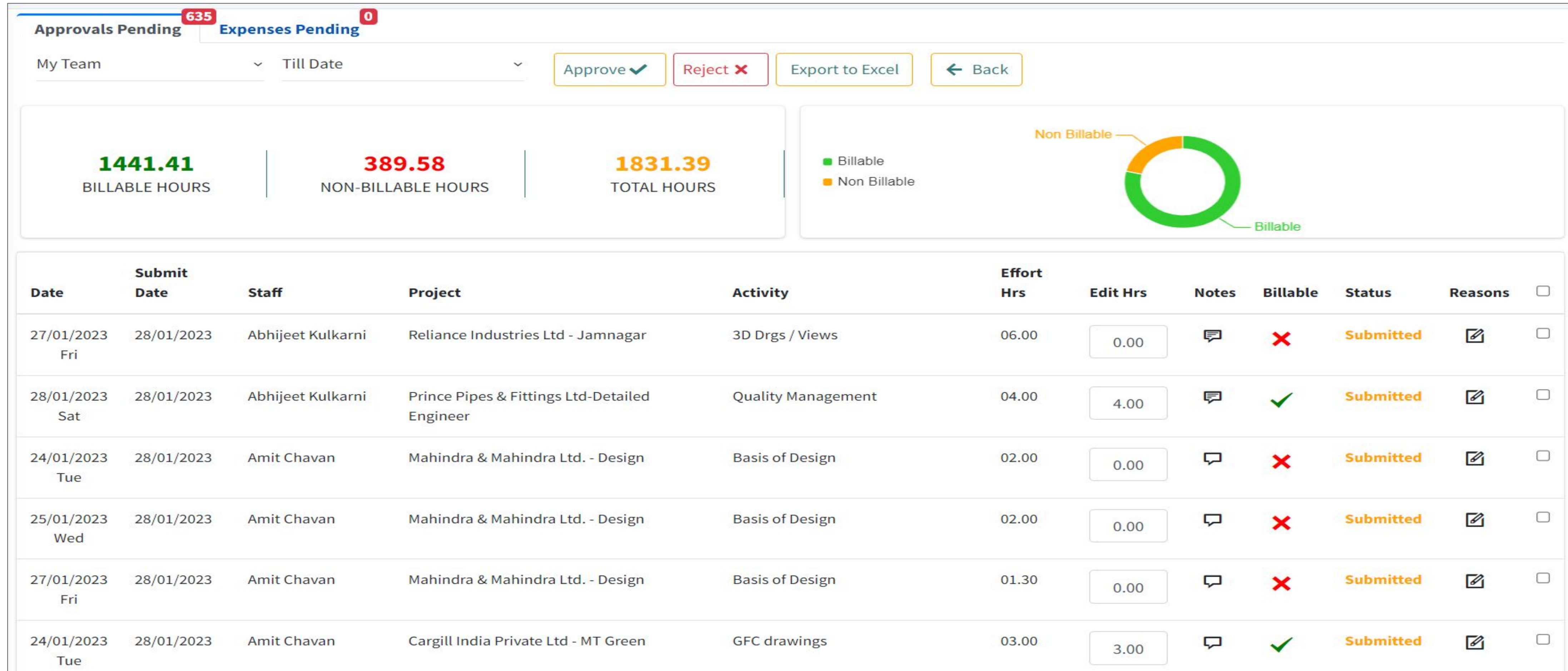
21st February, 2024 | Check In | 02:56:39 PM | Check Out | Clocked Time : 21:26:19 | You forgot to Check Out on **Tue, 09 Jan 2024** | View Details

Week : 19/02/2024 - 25/02/2024   Actual Hrs : 50   Worked Hrs : 00:00   Efficiency: 0%

Holiday List   My Planner   Timesheet Viewer   My Approver 6   Rejected - 0   Approval Pending 157

+ **Add Timesheet**
Weekly   Daily

Hours | Total Hours | Project/Jobs count | Total Expenses | Amount
1 — 1
0.8 — 0.8
0.6 — 0.6
0.4 — 0.4
0.2 — 0.2
0 — 0
Mon   Tue   Wed   Thu   Fri   Sat   Sun

Leave Details

Staff On Leave this week | **Staff On Leave - Today**

Staff	Designation	Department	Leave	Start Date	End Date
		No Records Found...			

Users interact with intuitive interfaces designed for efficient task management and time tracking.

Approver's Dashboard

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Timesheet Software

| Approvals Pending 635 | Expenses Pending 0 |

My Team ▾   Till Date ▾   Approve ✔   Reject ✖   Export to Excel   ← Back

| 1441.41 BILLABLE HOURS | 389.58 NON-BILLABLE HOURS | 1831.39 TOTAL HOURS |

- Billable
- Non Billable

Non Billable   Billable

Date	Submit Date	Staff	Project	Activity	Effort Hrs	Edit Hrs	Notes	Billable	Status	Reasons	☐
27/01/2023 Fri	28/01/2023	Abhijeet Kulkarni	Reliance Industries Ltd - Jamnagar	3D Drgs / Views	06.00	0.00	💬	✖	Submitted	📝	☐
28/01/2023 Sat	28/01/2023	Abhijeet Kulkarni	Prince Pipes & Fittings Ltd-Detailed Engineer	Quality Management	04.00	4.00	💬	✔	Submitted	📝	☐
24/01/2023 Tue	28/01/2023	Amit Chavan	Mahindra & Mahindra Ltd. - Design	Basis of Design	02.00	0.00	💬	✖	Submitted	📝	☐
25/01/2023 Wed	28/01/2023	Amit Chavan	Mahindra & Mahindra Ltd. - Design	Basis of Design	02.00	0.00	💬	✖	Submitted	📝	☐
27/01/2023 Fri	28/01/2023	Amit Chavan	Mahindra & Mahindra Ltd. - Design	Basis of Design	01.30	0.00	💬	✖	Submitted	📝	☐
24/01/2023 Tue	28/01/2023	Amit Chavan	Cargill India Private Ltd - MT Green	GFC drawings	03.00	3.00	💬	✔	Submitted	📝	☐

Approvers have dedicated dashboards for reviewing and approving submissions, ensuring workflow integrity.

Resource Management

1 Capacity planning

2 Time tracking

3 Resource availability

4 Simple Onboarding

Realtime Staff Details

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Team 43/100

Type to filter... 🔍 | ＋ Add Staff | 👥 Left Staff | Export to XL | Invite All | **Action ▾** | 100 ▾

	Sr.No		Staff Name	Designation	Department	Role	Primary Skill	Hrly Chrgs	Allocated Proj	Prime Appr	Invite	Delete
☐	1		Abhay Joshi	Sr. CAD Designer	Electrical & Instrumentation	Approver		200	28	Anurag Talwelkar	Resend	🗑
☐	2		Abhijeet Kulkarni	Chief Architects	Architect & Interiors	Staff		950	36	Anita Nangare	Resend	🗑
☐	3		Ajay Sharma	Design Engineer	Architect & Interiors	Staff		360	3		Resend	🗑
☐	4		Anil Patil	Sr. CAD Designer	Civil	Staff		200	22	Anita Nangare	Resend	🗑
☐	5		Anish Singh	Sr. Site Engineer	Construction	Company-Admin		500	23	Abhay Joshi	Resend	🗑
☐	6		Anita Nangare	Design Engineer	Electrical & Instrumentation	Approver		200	18		Resend	🗑
☐	7		Anurag Talwelkar	Sr. Design Engineer	Civil	Approver		750	6	Abhay Joshi	Resend	🗑
☐	8		Bharti Milind Pednekar	Design Engineer	Process	Staff		360	8	Anita Nangare	Resend	🗑

- **Access real-time weekly day-wise staff work details and assign staff to specific jobs or activities directly from the staff master.**
- **Manage staff certificates and skills with filtering capabilities.**
- **Send email invitations to staff members for timesheet entry.**

Project Management

1. Project Budgeting
2. Resource Allocation
3. Resource Planning
4. Budget V/s Actuals
5. Issues Tracker

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Timesheet Software

Project*	: Aarti Industries - DE for various Infra pro		Prj. Code: AP1354	✎ Edit	← Back

Client* : Aarti Industries Limited ⌄   Prj. Client Code: _____

Start Date* : 01/01/2021   End Date : 12/31/2024   ☐ Project never Ends   Days: 1460

Dashboard | **Project Details** | Team `6` | Activity `13` | Milestone `0`

🖪 Save

Details

Status   OnGoing ⌄   Extension Dt (if any) 03/01/2024 📅

Branch   Mumbai ⌄

Scope Of Work

Enter ...

Project Overview

Enter ...

Project Manager   Abhay Joshi ▾

Project management involves the comprehensive process of initiating, planning, executing, controlling, and closing projects. This includes creating detailed project plans, allocating resources such as personnel, equipment, and budget, and assigning specific tasks to team members to achieve project objectives efficiently and effectively.

Project Management

Project 50

Search Project... 🔍 ➕ **Add Project**   OnGoing ⌄ --Sort By-- ⌄ All Branch ⌄   **Export to XL** ▾   200 ⌄

☐	Sr.No	Project Code	Project	Client	Team	Acty	Eff. Hrs	Start DT	End DT	Status	Progress	Action
☐	1		-- API development	Coca-Cola (India) Pvt. Ltd.	12	41		01/04/2023	31/12/2024	OnGoing ⌄		⋮
☐	2	AP1354	Aarti Industries - DE for various Infra pro	Aarti Industries Limited	6	4	531.00	01/01/2021	31/12/2024	OnGoing ⌄	66%	⋮
☐	3		Abbott Healthcare - CM Services for Mechani	Abbott Healthcare P. Ltd.	12	41	301.00	01/01/2021	31/01/2024	OnGoing ⌄		⋮
☐	4		ABC	ABC LTD	8	37		05/02/2024		OnGoing ⌄		⋮
☐	5		ACI Healthcare - Cephalosporin Formulation	ACI Healthcare Ltd	12	19	759.00	01/01/2021	30/04/2024	OnGoing ⌄	76%	⋮
☐	6		Amanta Healthcare Ltd.	Abbott Healthcare P. Ltd.	2	17	41.00	01/06/2019	29/02/2024	OnGoing ⌄	41%	⋮
☐	7		Amazon Bangalore - E Plant	Amazon Ltd	2	36	50.00	01/06/2023		OnGoing ⌄	50%	⋮
☐	8		AMC LTD	ABC LTD	6	17		05/02/2024		OnGoing ⌄		⋮
☐	9		Analytics	Aarti Industries Limited	5	43	2.00	20/11/2023		OnGoing ⌄		⋮
☐	10		Annual Report - Samvada	Abbott Healthcare P. Ltd.	6	39	8.00	01/01/2023		OnGoing ⌄		⋮

Planner & Allocation

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Timesheet Software

View Planner by: Project ▾   03-2022   **EXPORT TO EXCEL**

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
18008.L00 - CMOM	Abhishek Dongarekar																	
18101.300 - SCRIPPS	Arthi Swami																	
	Tejaswini M																	
	Harshitha Jonna																	
	Elsa George																	
	Christopher Marandi																	
195 Montague	Ashwin Deshpande																	
2005_Kingsbrook Apartment	Shilpa Mohan																	
	Mohammed Irfan Ali																	
20507.000 - UCI ICMC	Dhanaseelan																	
	Avinash S K																	
	S Kolappan																	
	S Janani																	
21046.L00 - Juilliard Drama										Janma Padmanabhan								
21504.000 - HUCLA	Goolla Alekhya																	
21509.000 - UT Austin	Sri Gayathri																	
	Maagesh Ramaiyan																	
30-32 McAdoo Street	Heena Sukhram Uikey																	
	Tejal Pardhy																	
3001.497.01 - Rotella Bakery	Ashish Bhargava																	
Argosy Store - Mechanical										Vinay B Koushik								
Epsom Road Zetland	Latha M K																	
P-070 Metro Transit	Sri Gayathri																	
	Abinash Tripathy																	
Training	Vasanth Kumar Partheeban																	

Timesheet – Workflow

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2. Select Project

3. Select Activity

4. Enter Date/ Time

1. Select Client

5. Submit / Save Timesheet.

Approver Allocation

JTMS Timesheet Software

Efficiently manage client-staff relationships and approvals, exporting data to Excel, and enabling flexible approver assignments, including multiple approvers per resource.

Timesheet Input

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Timesheet Software

Timesheet Input   ← Back

⏪ ⏩   **Week :** 05/02/2024-11/02/2024   **Actual Hrs :** 50   **Worked Hrs :** 07:00   **Efficiency:**   15%

Client	Project	Activity/Task	Mon 05	Tue 06	Wed 07	Thu 08	Fri 09	Sat 10	Sun 11
Bajaj Auto Ltd. ▾	Bajaj Auto Ltd - Expans... ▾	Bidding ▾	00:00 ⋮	01:00 ⋮	00:00 ⋮	00:00 ⋮	00:00 ⋮	00:00 ⋮	00:00 ⋮
▾	▾	▾	⋮	⋮	⋮	⋮	⋮	⋮	⋮
▾	▾	▾	⋮	⋮	⋮	⋮	⋮	⋮	⋮
▾	▾	▾	⋮	⋮	⋮	⋮	⋮	⋮	⋮
▾	▾	▾	⋮	⋮	⋮	⋮	⋮	⋮	⋮
		Day Total	06:00	01.00	00.00	00.00	00.00	00.00	00.00
		Available Time / OT	-04.00	-09.00	00.00	00.00	00.00	00.00	00.00

Submit for approval   Save

☐	#	Date	Client Name	Project Name	Job	Total Time	Status	Billable	Time Edit	Exp. Edit	Delete
☐	1	05/02/2024	Aarti Industries Limited	Aarti Industries - DE for variou...	2D Design	06:00	Saved	No	🕐	📑	🗑

More than 80+ Reports

JTMS — Job and Time Management Software

Clients/ Associates Wise

Clientwise/ Associatewise or Departmentwise filtered reports

Timesheet

Time Card Reports in Real Time, Timesheet Approval Reporting

Projectwise

Get Projectwise/ Jobwise Reporting, in various filteration.

Budgeting/ Expences

Budgeting/ Expences Reports.

Project Department Report

Projectwise Department Report

Export to XL   Back

Demo3 Company Pvt Ltd
Report : Projectwise Department Report   **From 01/02/2024 To 29/02/2024**

Studio Name	Date	Day	Client Name	Project Name	Scope of Work	Resource Name	Task Group	Task Description	Reason	Actual Effort Hours	Billable Hours	Non Billable Hours
Electrical & Instrumentation	05/02/2024	Monday	Aarti Industries Limited	Aarti Industries - DE for various Infra pro		Abhay Joshi	2D Design			06:00	00:00	06:00
									Total	**06:00**	**00:00**	**06:00**
Civil	01/02/2024	Thursday	Bajaj Auto Ltd.	Bajaj Auto Ltd - Expansion - Pune		Anil Patil	Manhour Estimation			08:00	00:00	08:00
									Total	**08:00**	**00:00**	**08:00**
Electrical & Instrumentation	16/02/2024	Friday	Bajaj Auto Ltd.	Bajaj Auto Ltd - Expansion - Pune		Anita Nangare	Commissioning protocol			02:00	00:00	02:00
									Total	**02:00**	**00:00**	**02:00**
									Grand Total	**16:00**	**00:00**	**16:00**

Actual Vs Budgeted

© **Planning Vs Actuals**

Press Esc to exit full screen

From		To		
02/01/2024		02/29/2024		Generate Report

☑ Departments (Count : 17)

☑ Administration
☑ AMD-Admin
☑ AMD-Architectural
☑ AMD-CIVL
☑ Architect & Interiors
☑ Business Development
☑ Civil
☑ Construction
☑ Electrical
☑ Electrical & Instrumentation
☑ Finance
☑ Management level 2
☑ Process
☑ Saibex Dept
☑ Testing
☑ undefined
☑ undefined

☑ Staff (Count : 48)

☑ Abhay Joshi
☑ Abhijeet Kulkarni
☑ Ajay Pratap Singh
☑ Ajay Sharma
☑ Amar Raut
☑ Anil Patil
☑ Anish Singh
☑ Anita Nangare
☑ Anmol Mehta
☑ Anshul Singh
☑ Anurag Talwelkar
☑ Bharti Milind Pednekar
☑ Bhavesh Aniya
☑ Bhoomi Das
☑ Dipesh Salvi
☑ Geeta Lele
☑ Gopal Chhadia

Staff Budgetting

Staffwise Budgeting

[Export to Excel] [Export to PDF] [Back]

Demo3 Company Pvt Ltd Report : Staffwise Budgeting (Approved) Report

From 01/05/2023 To 29/02/2024

Project	Activity	Cost	Hrs	Allocated hours	Efficiency
Staff : Abhay Joshi					
Aarti Industries - DE for various Infra pro	3D Drgs / Views	1.66	00:01		
Abbott Healthcare - CM Services for Mechani	Code Testing	200.00	01:00		
	Coordination / Meeting	0.00	02:00		
	GFC drawings	300.00	01:00		
Abbott Healthcare - DE for New Pouch Filter	GFC drawings	300.00	01:00		
ACI Healthcare - Cephalosporin Formulation	Change Proposal	400.00	02:00		
	Coordination / Meeting	400.00	04:00		
	Vender drawing review	600.00	02:00		
Bajaj Auto Ltd - Expansion - Pune	As built drawings	300.00	01:00		
	Bidding	800.00	04:00		

Project Budgetting

Staffwise Budgeting

Export to Excel | Export to PDF | Back

Demo3 Company Pvt Ltd Report : Staffwise Budgeting (Approved) Report

From 01/11/2022 To 29/02/2024

| Project	Activity	Cost	Hrs	Allocated hours	Efficiency
Staff : Abhay Joshi					
Aarti Industries - DE for various Infra pro	3D Drgs / Views	4351.66	14:31		
Aarti Industries - DE for various Infra pro	As built drawings	6300.00	21:00		
	Commissioning protocol	2100.00	07:00		
Abbott Healthcare - CM Services for Mechani	Code Testing	200.00	01:00		
	Coordination / Meeting	0.00	02:00		
	GFC drawings	300.00	01:00		
Abbott Healthcare - DE for New Pouch Filter	3D Drgs / Views	2400.00	08:00		
	As built drawings	12450.00	41:30		
	Basis of Design	20174.97	67:15		
	GFC drawings	2400.00	08:00		

Project (Graph) Report

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Demo 3 Level

Month: Nov - 2020

Report : Projectwise Report

MBD19080.02-Pidilite Industries-Detail Engineering
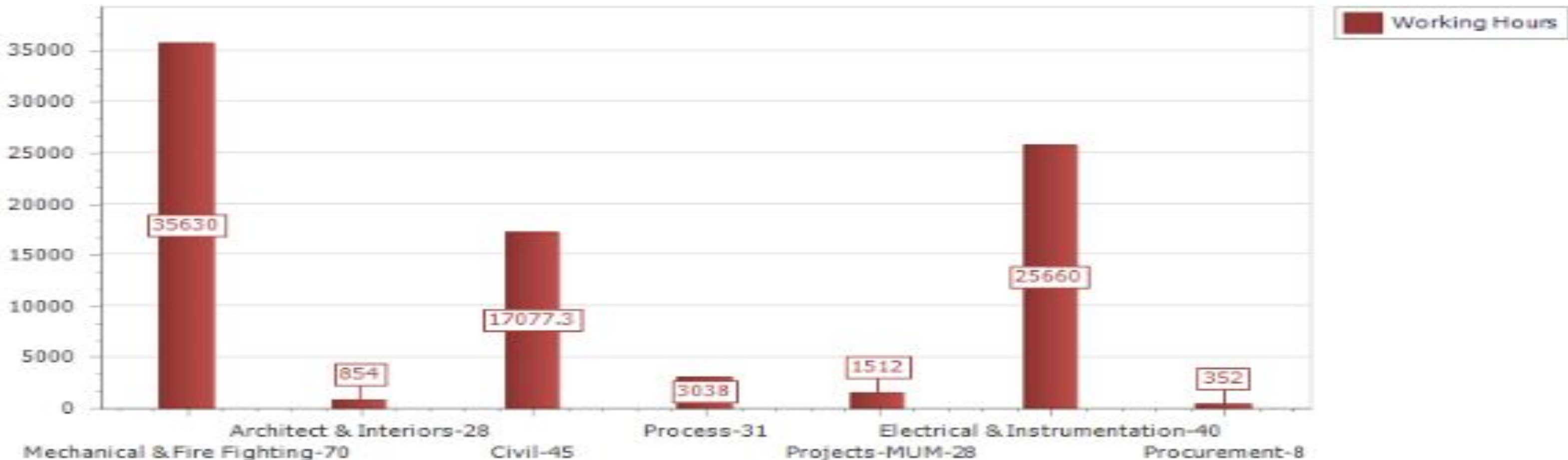
Sino	Department Name	Staffcount	Totaltime
1	Architect & Interiors	28	854.00
2	Civil	45	17077.30
3	Electrical & Instrumentation	40	26660.00
4	Mechanical & Fire Fighting	70	35630.00

Staff Project Report

Demo3 Company Pvt Ltd
From 01/08/2021 To 31/08/2021

Project	Staff	Activity	Actual Hours	Actual Cost
Client : Aarti Industries Limited				
MBD20045-Aarti Industries-DE for various Infra pro	Abhay Joshi	AR08- Site visits	04:00	1200.00
MBD20045-Aarti Industries-DE for various Infra pro	Anita Nangare	AR01- Basis of Design	07:00	2520.00
	Mamta Shetty	AR02- Concept Design	02:00	1500.00
	Mamta Shetty	AR03- Statutory Drawings	02:00	1500.00
MBD21908-Aarti Industries-BE for UMPP Plant-Vadoda	Abhay Joshi	AR17-LEM for lead engineer meeting	02:00	600.00
	Abhay Joshi	AR19-Steercom Group Meeting with Client	02:00	600.00
	Abhijeet Kulkarni	AR01- Basis of Design	02:30	2375.00
	Abhijeet Kulkarni	AR18-Weekly Review Meeting with Client	03:00	2850.00
MBD21910-Aarti Industries-Upgradation of Fire Prot	Abhijeet Kulkarni	AR03- Statutory Drawings	06:00	5700.00
	Anil Patil	AR08- Site visits	04:00	1200.00
	Geeta Lele	AR02- Concept Design	02:15	675.00
	Geeta Lele	AR03- Statutory Drawings	02:00	600.00
	Mamta Shetty	AR05- Squad checks	01:30	1125.00
	Mamta Shetty	AR07- Coordination / Meeting	01:00	750.00
Client : Abbott Healthcare P. Ltd.				
MBC16110|Abbott Healthcare P. Ltd.|Process Equipme	Abhijeet Kulkarni	AR01- Basis of Design	03:00	2850.00

Budgeting Reports

- Staff Budgeting

- Project Budgeting

- Departmentwise Budgeting

- Activity/ Jobwise Budgeting

Staff Time Report for Clients

JTMS
Job and Time Management Software

⊖ Clientwise staff Report

EXPORT TO EXCEL   EXPORT TO PDF   BACK

Demo Company Private Ltd
From 01/06/2021 To 30/06/2021

Staff	Activity	Actual Hrs	Actual Cost
Client : Aarti Barve			
Aishwarya Barve	INCOME TAX RETURNS	01:00	500.00
Anand D. Joshi	ADMIN WORK	02:00	3000.00
Ankita Medhi	ADMIN WORK	01:30	1125.00
	INCOME TAX RETURNS	01:00	750.00
Hardik Rupal	INCOME TAX RETURNS	01:00	500.00
Neeta M. Palsule	ADMIN WORK	04:00	6000.00
Total		**10:30**	**11875.00**
Client : Acceltree Gratuity Trust			
Aishwarya Barve	STATUTORY AUDIT	02:30	1250.00
Anand D. Joshi	STATUTORY AUDIT	02:30	3750.00
Ankita Medhi	STATUTORY AUDIT	03:30	2625.00
Total		**08:30**	**7625.00**

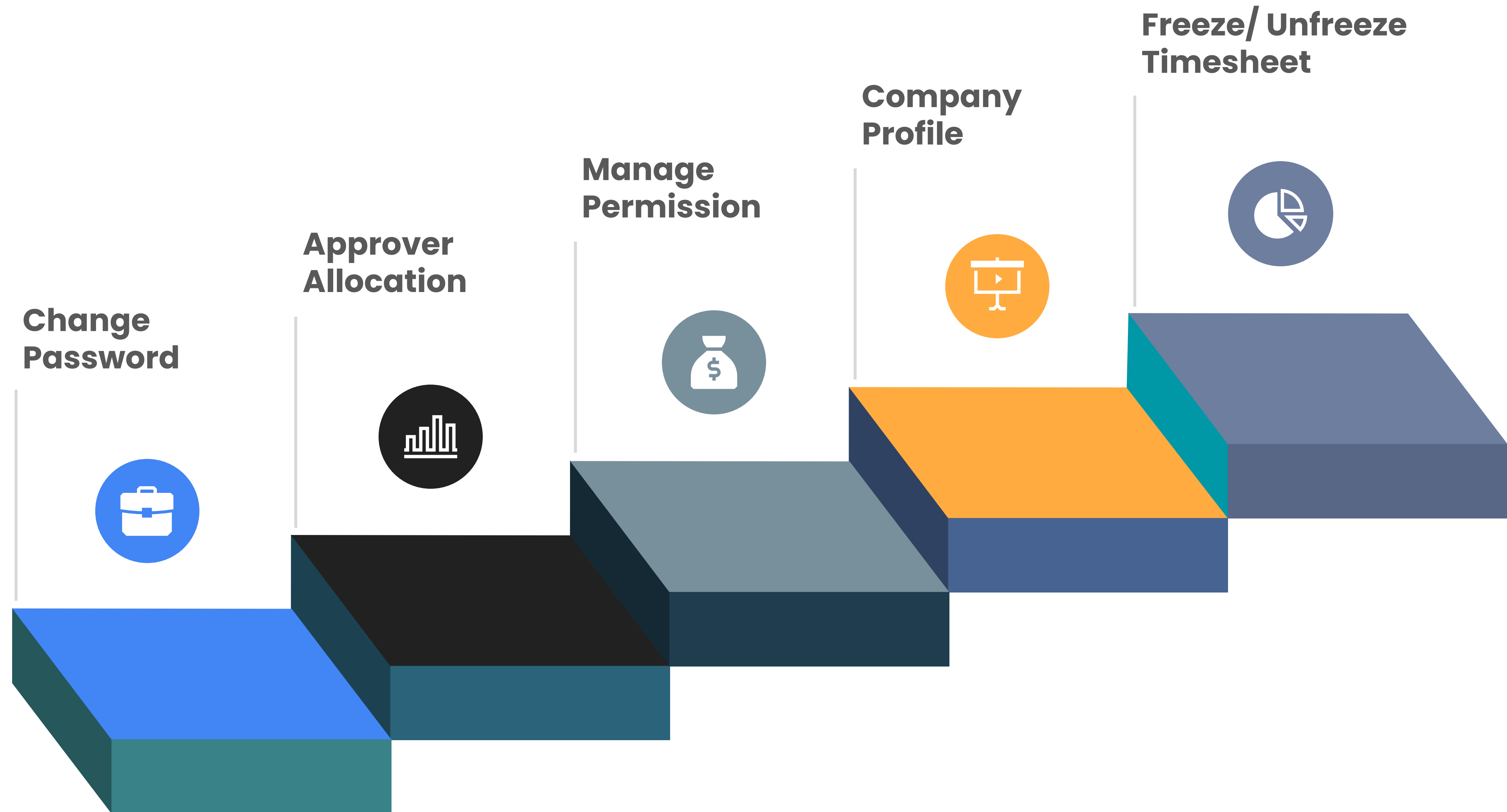## Configure Auto Email as per your requirement.

- Send Mail for Rejected Timesheet.

- Warning Mail for Timesheet Not Submitted to Employees.

- Send Invitation mail to Employees.

- Send email for Minimum Hours Not Submitted.

- Send Summary of Email Submitted.

Configuration

JTMS
Job and Time Management Software

Change Password

Approver Allocation

Manage Permission

Company Profile

Freeze/ Unfreeze Timesheet