

# Timekeeping & Mobile Applications



## Less Stress. More Accountability.

Logging and tracking time on projects can be a tiresome task. When it comes to tracking employee hours, you need a timekeeping solution for a team on the go—one that adds new levels of efficiency. Hitachi Solutions' time tracking and mobile solutions can be accessed from Android or iOS smartphones, tablets, or directly from your web browser. After all, flexibility and accuracy are key when it comes to time entry for a mobile project team.

Hitachi Solutions' cloud-connected, project-tracking applications are as mobile as you are. Companies of all types can leverage our configurable, scalable mobile platform to streamline the day-to-day timekeeping processes that are essential to moving business forward.

Now, more than ever, it's critical to have the right tools to expedite projects accurately and efficiently.



## EVERYONE BENEFITS

### Employees

- Simplified and efficient time entry
- Minimal chance of human error
- Improved collaboration and work satisfaction

### Supervisors

- Eliminate waste and manage risk in real time
- Improve collaboration with onsite workers
- Automates antiquated review and approval processes allowing supervisors to spend more time on high value work

### Project Managers

- Optimize resource utilization
- Efficiently manage project delivery
- Accurate insights across all areas of the project



## Seamless integrations with Dynamics 365

Created using Power Apps, part of Microsoft's Power Platform, timekeeping and mobile apps integrate directly with Microsoft Project Operations, building on its scheduling and labor management strength to improve project insights, from estimation to completion.

Beyond capturing time, the solutions pre-process timesheet data, assign payroll tax codes based on the project location, apply rules for shift pay, assign project-specific roles where needed to handle unique work designations and rates, and seamlessly synchronize timesheet data with your payroll system of record.

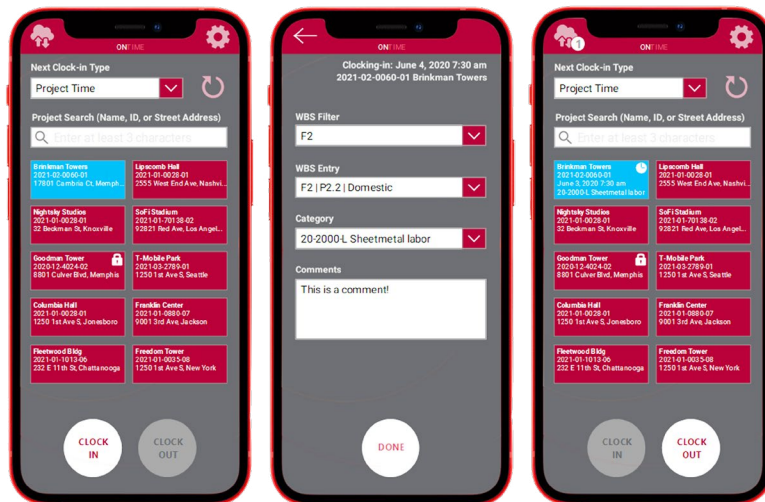
## OnTime

OnTime offers real-time mobile tracking so employees can easily clock in and out with their smartphones, reducing the chance for human error and creating an accurate audit trail of a project's labor costs. But that's just the beginning.

GPS functionality and geofencing capture precise location information so you'll have confidence that every timecard is accurate. Should an employee change locations or job sites and fail to clock out from the prior time entry, they are alerted so they can be clocked out at the first job site with the new clock in.

You can't have your eyes on every worker and every job site all day—and neither can supervisors. But you need to know if someone was injured. The OnTime app asks just that when each worker clocks out, saving their answers for review and follow-up if future issues arise.

If you'd like to separately account for non-project time, such as a safety meeting, employees can enter that time separately, and the project won't be charged. Easy setup allows you to configure a list of selections to account for unapplied project time. You can also categorize time data by cost and work breakdown structure for detailed reporting. Employees can switch between categories when entering time should you choose to allow it.



*Clock in and clock out via mobile phone*

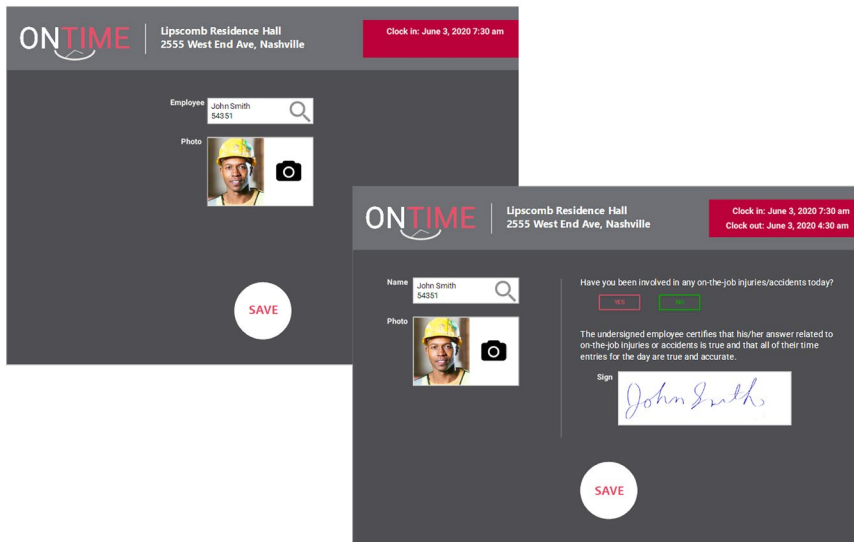
### KEY FEATURES

- Accounting for non-project related time
- Long term audit trail of project location and time
- Optional time categorization by WBS for job costing
- Modern, responsive, and intuitive user interface

## OnTime Kiosk

Time entry via kiosk is an ideal solution for businesses with employees working in a single, central location who may or may not have mobile access. When clocking in, employees are presented with a simple, intuitive interface that contains only the relevant fields for clocking in. Employees can capture their photo with each clock in and clock out for validation and safety purposes.

You'll know which employees are onsite and where they are in the event of unforeseen accidents or issues. At clock-out time, employees are asked to confirm any injury, so you'll have verification if later injury claims arise. This thorough data tracking can be an immense help in improving accountability for everyone working on a project.



Clock in and clock out via kiosk

### KEY FEATURES

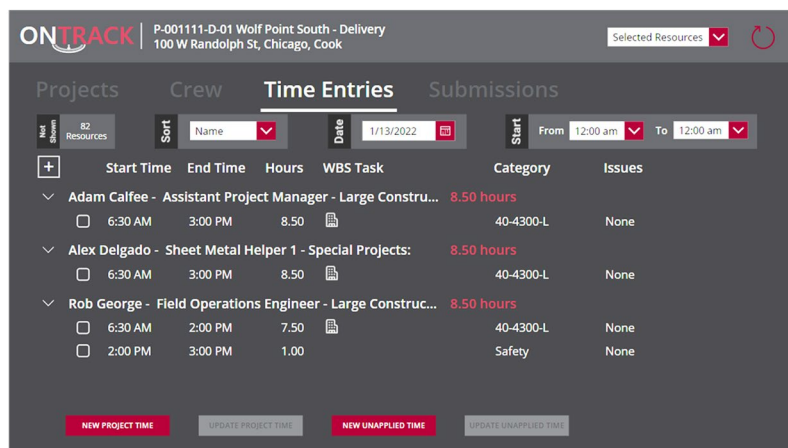
- Better oversight for large, onsite projects
- Precise and convenient for site workers
- Photo upload for identification
- Injury repudiation verification at checkout

## On Track

Using Hitachi Solutions' OnTrack application, project managers and supervisors get real-time access to all-up time data, project progress and a host of other metrics. OnTrack shows you who is on the clock, where they're at, and what they're working on, providing optimal visibility, regardless of where the time was entered. If anything is inhibiting construction, you'll be able to understand what it is.

Managers and supervisors can submit, approve, process, and reconcile time and expenses anytime and anywhere. You'll have the flexibility to enter and update time on behalf of a worker, review time entries, and submit them in bulk.

Most projects typically have an extremely low tolerance for slippages in cost and use a detailed work breakdown structure. If you track your projects against a WBS, you can view or modify the work breakdown structure and category assigned to hours entered. With this level of granularity, you can better control execution and understand potential risk.



OnTrack Time Entries tab

### KEY FEATURES

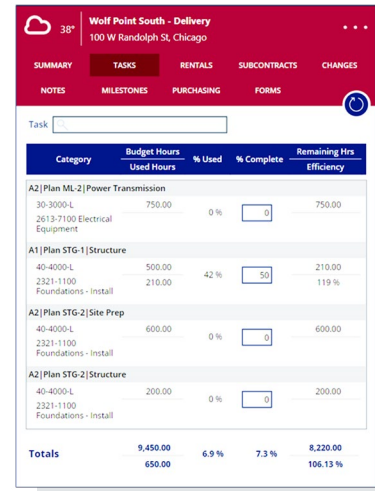
- Easily monitor for excessive overtime or underreported work hours
- Match time entries with work and cost breakdown structures
- Ensure accurate reporting and approvals
- Optional bulk submission of time

## Onsite

Onsite is a tablet-based project dashboard – packed with the information and insight you need, whenever you need it and wherever you need it. Project managers and supervisors can view, create, and update a wide breadth of project data from Dynamics 365 and Project Operations that is directly embedded in the dashboard, including:

- Task hours, budget vs. actual
- Equipment rentals
- Subcontracts
- Change orders
- Project milestones
- Project purchasing Integration
- Project forms
- Notes
- Manpower planning

As projects progress, you'll have access to real-time insights to understand how your projects are trending so you can make timely decisions for course correction. Any updates made on the tablet application feed directly back into your Dynamics system.



Category	Budget Hours	Used Hours	% Used	% Complete	Remaining Hrs
<b>A2   Plan ML-2   Power Transmission</b>					
30-3000-L	750.00		0 %	<input type="text" value="0"/>	750.00
<b>A1   Plan STG-1   Structure</b>					
40-4000-L	500.00		42 %	<input type="text" value="50"/>	210.00
2321-1100 Foundations - Install	210.00				119 %
<b>A2   Plan STG-2   Site Prep</b>					
40-4000-L	600.00		0 %	<input type="text" value="0"/>	600.00
2321-1100 Foundations - Install					
<b>A2   Plan STG-2   Structure</b>					
40-4000-L	200.00		0 %	<input type="text" value="0"/>	200.00
2321-1100 Foundations - Install					
<b>Totals</b>	<b>9,450.00</b>	<b>650.00</b>	<b>6.9 %</b>	<b>7.3 %</b>	<b>8,220.00</b>
					<b>106.13 %</b>

OnSite Tasks tab

### KEY FEATURES

- Tightly integrated with Dynamics
- Empower project managers anywhere and anytime
- Improve project control for quick return-on-investment

## Why Hitachi Solutions?

The timekeeping and mobile applications provide an end-to-end cloud-based solution that centralizes, automates, and simplifies project lifecycle management. When integrated with Microsoft's tools, you have the connectivity, data visibility, and business intelligence needed to keep everyone on the same page – sales, subcontractors, the field, and the back office.

Let's talk about how Hitachi Solutions can help you turn project inefficiencies and expenses into opportunities for growth, increased cost savings and productivity. All this, along with better accountability and collaboration throughout your organization.

**Make your project-based business more productive by bringing people, processes, and automation technology together. Get started with timekeeping and mobile solutions today!**

**Find out more about how Hitachi Solutions can get to the heart of your construction organization's time-tracking and mobile solution needs.**

Email Us  [NA.Marketing@hitachisolutions.com](mailto:NA.Marketing@hitachisolutions.com)

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