



JTMS
Timesheet Software

India's Only

Customizable Timesheet Software

India's leading employee timesheet software.
No credit card needed.

✓ 30-Day Free Trial

✓ Cloud & On-Premise

✓ 10,000+ Users

10,000+
Active Users

100+
Companies

15+
Years

80+
Reports

Trusted by Leading Companies Across India

Wipro · L&T · Glenmark · Skoda · Schneider · Times of India

www.timesheet.co.in · info@saibex.co.in
8591733565 / 9892606006 / 9372893410



Trusted by 10,000+ Users Across India

100+ companies · Manufacturing · IT & Consulting · Pharma · Engineering · Media & more

Wipro Manufacturing	Skoda Auto Manufacturing	Volkswagen Manufacturing	Schneider Manufacturing	Aarti Industries Manufacturing
Glenmark Pharma	Thermo Fisher Pharma	Zuventus HC Pharma	SGS Pharma	L&T Engineering
TRC Engineering Engineering	Semac Engineering	Archivista Engineering	ARRB Engineering	Alea Consulting IT & Consulting
RSM India IT & Consulting	Profinch IT & Consulting	Credencys IT & Consulting	Essar Conglomerate	Ion Exchange Conglomerate

● Manufacturing

● Pharma

● Engineering

● IT & Consulting

● Other

What JTMS Covers



Time Tracker

Daily, weekly & planned timesheet entry with efficiency tracking



Project Mgmt

Projects, tasks, milestones, budgeting & billing



Approvals

Multi-level approval workflows, project or employee wise



Leave Mgmt

Leave types, balances, approvals & leave register



Expense Mgmt

Expense types, submission, approval & reporting



Resource Plan

Planner, allocation, planned vs actual tracking



80+ Reports

Staff, project, budgeting, billing & departmental reports



Data Security

Enterprise data centre, 24/7 security, regular backups



Geo Tracking

Location tracking for field staff & site engineers



Email Alerts

Auto notifications for submissions, rejections & reminders



Cloud & On-Prem

Cloud SaaS or your own Windows server installation



Mobile App

Android & iOS app for anytime timesheet submission

Key Features



Timesheet Management

Daily, weekly & monthly timesheet entry with efficiency tracking, freeze & configuration options.



Easy Approval Process

Single or multiple approvers per employee. Configure approvals project-wise or employee-wise.



Leave & Expense Management

Manage employee leave balances, expense types & project-wise submissions with full approval trail.



Resource Management

Plan resources for projects, track capacity vs allocation & compare planned vs actual hours in real time.



Project & Task Management

Create projects, allocate resources, define activities & milestones — capture hours & apply billing rates.



80+ Reports & Dashboards

Staff, project, budgeting, billing, client-wise & department-wise reports — all exportable to Excel/PDF.

Comprehensive Feature Set

- Comprehensive planning tools to organise tasks and projects effectively
- Real-time dashboard with instant project progress updates
- Efficient resource allocation module for optimal utilisation
- Streamlined multi-level approval system for smooth workflows
- Director dashboard with strategic insights for decision-making
- Individual Admin, Approver, User & Director dashboards
- Geo-location tracking for field staff and site engineers
- Daily, weekly & planned timesheet input options
- Integrated leave and expense management for all staff
- Customisable user rights and role-based access control
- Automated email notifications for submissions & rejections
- Extensive 80+ report suite with in-depth analytics
- Cloud hosted & on-premise installation available
- Mobile app for Android & iOS with offline capability

Diverse Dashboards

Separate role-based dashboards tailored for every user type in your organisation.

Admin

Dashboard

Comprehensive controls, system overview, staff management, project status & expense tracking.

User / Employee

Dashboard

Intuitive interface for daily time entry, leave requests, expense submission & self-service.

Approver

Dashboard

Dedicated view for reviewing & approving timesheet submissions — with billable/non-billable split.

Director

Dashboard

High-level analytics, monthly billable/non-billable trends, resource utilisation & KPIs.

JTMS Workflow

1

Staff Master

Create employees, set designations, departments & hourly charges.

2

Project Creation

Set up projects with client details, tasks, milestones & budgets.

3

Allocate Projects

Assign projects to staff and set Project Managers & approvers.

4

Timesheet Entry

Employees log daily/weekly time against allocated projects & tasks.

5

Reports

Generate 80+ reports — staff, project, budgeting, billing & more.

Realtime Admin Dashboard

Administrators access comprehensive controls and oversight features for managing the entire system in real time.

- Weekly project hour totals & billable/non-billable split
- Staff timesheet submission status at a glance
- Day-wise hours chart across the week
- Leave details — staff on leave today & this week
- Pending approvals count & rejection tracking

71
Timesheets Submitted

10
Active Projects

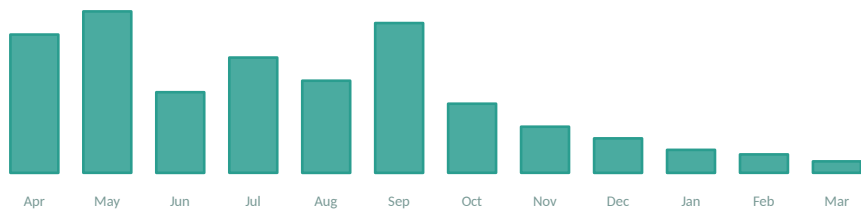
Total
Timesheets: 71

Weekly Projects
10 Active

Staff Entered TS
59% Efficiency



Leave Details · Staff on Leave this Week · Staff on Leave Today



28 Clients	47 Projects	44 Tasks	18 Staff
1057.56 BILLABLE HRS	403.54 NON-BILLABLE	1461.5 TOTAL HRS	452.26 APPROVAL PENDING

DIRECTOR PANEL

Director Dashboard

Directors gain strategic insights and high-level analytics to facilitate informed business decisions.

- Monthly billable/non-billable hours for full FY
- Client, project, task & employee counts at a glance
- Total hours: billable, non-billable & approval pending
- Export full analytics to Excel
- Custom date range filtering

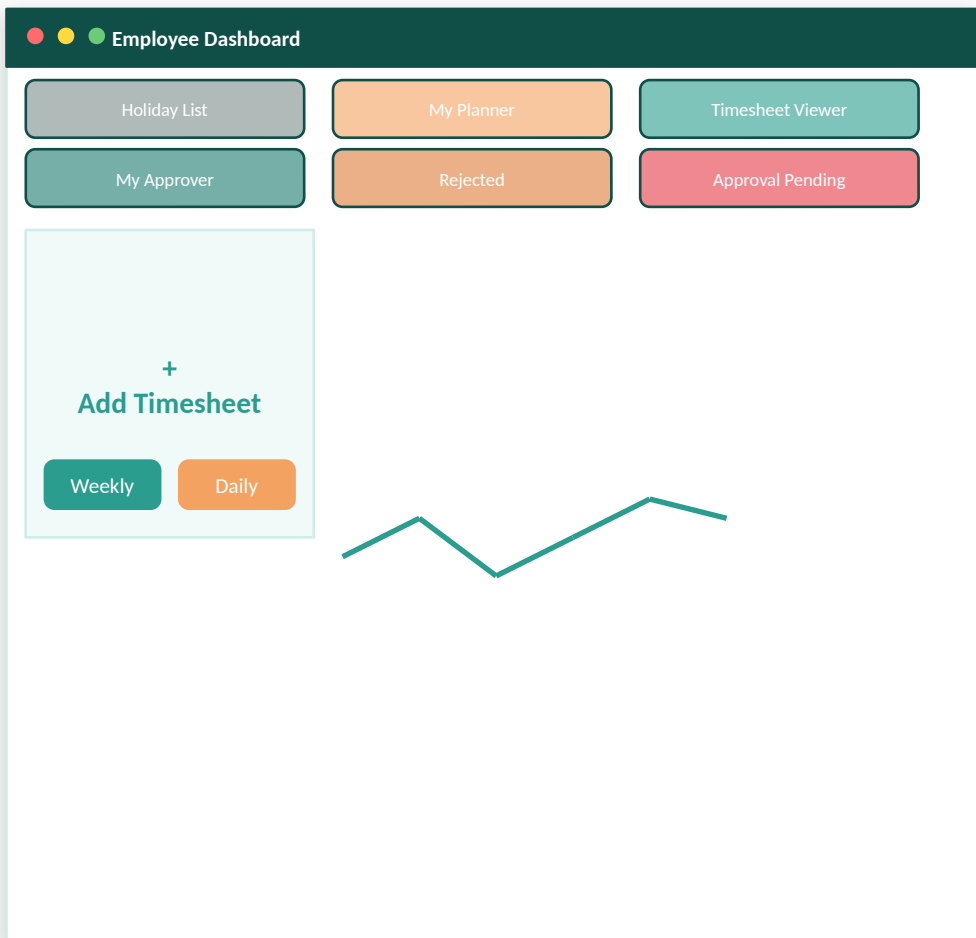
1,057
Billable Hours

452
Pending Approval

Employee Dashboard

Employees interact with an intuitive interface designed for fast, accurate time entry and self-service management.

- Add weekly or daily timesheets in one click
- View actual vs worked hours & efficiency score
- Planner, timesheet viewer & approval status
- Holiday list, my approver & rejection alerts
- Leave details — team members on leave today



1441.41

BILLABLE HRS

389.58

NON-BILLABLE

1831.39

TOTAL HOURS

Date	Staff	Project	Activity	Hrs	Status
27/01	Abhijeet K.	Aarti Industries - Infra	3D Drawings	6:00	Submitted
28/01	Amit Chavan	Mahindra & Mahindra	Basis of Design	4:00	Approved
24/01	Anita N.	Cargill India - MT Green	GFC Drawings	3:00	Submitted
25/01	Amar Raut	Prince Pipes & Fittings	Quality Mgmt	2:00	Approved

APPROVER PANEL

Approver Dashboard

Approvers have dedicated dashboards for reviewing and approving submissions with full workflow integrity.

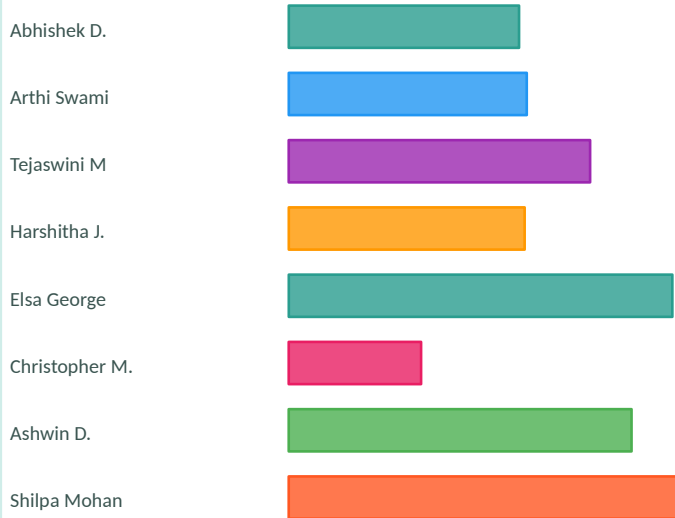
- 635 pending approvals in one view
- Bulk approve or reject with one click
- Billable vs non-billable hours breakdown
- Filter by team, project or date range
- Export approvals to Excel

1,441
Billable Hours

1,831
Total Hours

Resource Management

Resource Planner — Project View



1

Capacity Planning

Understand team capacity, availability & workload distribution.

2

Time Tracking

Track actual hours logged against planned resource allocations.

3

Resource Availability

View who is free, fully allocated or over-utilised at any time.

4

Simple Onboarding

Add staff, set roles, departments & send email invites in minutes.

Project Management



Project Budgeting

1

Define project budgets, set activity rates & track cost vs actuals in real time.



Budget vs Actuals

4

Compare planned hours and costs against actual time logged by staff.



Resource Allocation

2

Assign the right people to the right projects with role-based allocation.



Resource Planning

3

Plan capacity weeks ahead — view availability & allocate hours per project.



Issues Tracker

5

Log, assign & track project issues and blockers through to resolution.

How to Enter a Timesheet

1**Select Client**

Choose your client from the dropdown list.

2**Select Project**

Pick the project allocated to you.

3**Select Activity**

Choose the task or activity type.

4**Enter Date/Time**

Log the date and hours worked.

5**Submit Timesheet**

Submit for manager approval.

Approver Allocation



Project Wise

Assign approvers per project — different approvers for different client engagements.



Multiple Approvers

A single employee can have multiple approvers in a chain or parallel.



Employee Wise

Set a primary approver for each employee across all their project work.



Export to Excel

Download full approver allocation data to Excel for audit & reporting.

Efficiently manage client-staff relationships and approvals. Assign multiple approvers per resource — project-wise or employee-wise.

Timesheet Input

Simple, structured timesheet input — daily or weekly. Select client, project & activity, enter hours, and submit.

- Weekly & daily entry modes
- Actual vs worked hours with efficiency %
- Billable / non-billable hour classification
- Narrations & notes per entry
- One-click submit for approval

● ● ● Weekly Timesheet Input — 05-11 Feb 2024

Actual Hrs: 50

Worked Hrs: 07:00

Efficiency: 15%

Client	Project	Activity/Task	Mon	Tue	Wed	Thu	Fri
Bajaj Auto	Bajaj Auto Expansion	Bidding	06:00	01:00			
Aarti Ind.	Aarti - Infra Pro	3D Drawings		08:00	04:00		
Abbott HC.	Abbott CM Services	Code Testing			06:00	08:00	

Submit for Approval

Save

More Than 80+ Reports



Clients / Associates

Client-wise, associate-wise or department-wise filtered time reports.



Budgeting & Expenses

Staff, project, department-wise & activity-wise budgeting reports.



Timesheet Reports

Real-time time card reports & timesheet approval reporting.



Staff Reports

Detailed staff work summaries, costing & efficiency reports.



Project-wise

Project-wise / job-wise reporting with multiple filter options.



Graph Reports

Visual charts — working hours by department, project & resource.

Email Configuration

Configure automated email notifications as per your company workflow requirements.



Timesheet Not Submitted

Automatic warning emails to employees who have not submitted timesheets by the deadline.



Minimum Hours Warning

Alert when an employee has submitted fewer than the minimum required hours.



Rejected Timesheet Alert

Instant notification to employees when their timesheet is rejected, with reason.



Submission Summary

Daily or weekly summary of all timesheet submissions for admin oversight.



Invitation Email

Send onboarding invite emails to new employees to join the JTMS platform.



Approval Notifications

Notify employees when their timesheet has been approved.

PRICING PLANS

Simple, Affordable Pricing

All plans include a 30-day free trial. No credit card required.

MOST POPULAR

Professional

Min. 100 Users

₹100

/user/month

- Everything in Starter
- Priority Phone Support
- Multi-level Approvals
- Billable Time & Budgeting
- Timesheet Freezing
- Free Upgrades Included
- Resource Allocation

Starter

Min. 15 Users

₹150

/user/month

- Unlimited Projects & Tasks
- Leave Management
- Expense Management
- Resource Planner
- 80+ Reports
- Cloud Hosted

✓ 30-Day Free Trial

Enterprise

Min. 200 Users

Custom

Contact for Price

- All Professional Features
- On-Premise Installation
- Dedicated Account Manager
- Custom Integrations
- Custom Onboarding
- SLA Support

Cu

✓ India-Based Support

✓ No Credit Card

✓ Cancel Anytime

Configuration Options

Fully configurable to match your company's timesheet policies and workflow rules.



Change Password

Secure role-based password management for all user types.



Company Profile

Configure company name, departments, financial year & more.



Approver Allocation

Assign single or multiple approvers per employee or project.



Freeze / Unfreeze

Lock timesheets for a period so no edits can be made post-approval.



Manage Permission

Set granular access rights — what each role can view or edit.



Timesheet Settings

Set minimum hours, working days, overtime rules & narration policy.



Thank You

We look forward to helping your business track time smarter.



Website

www.timesheet.co.in



Email

info@saibex.co.in



Mobile

8591733565 / 9372893410

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