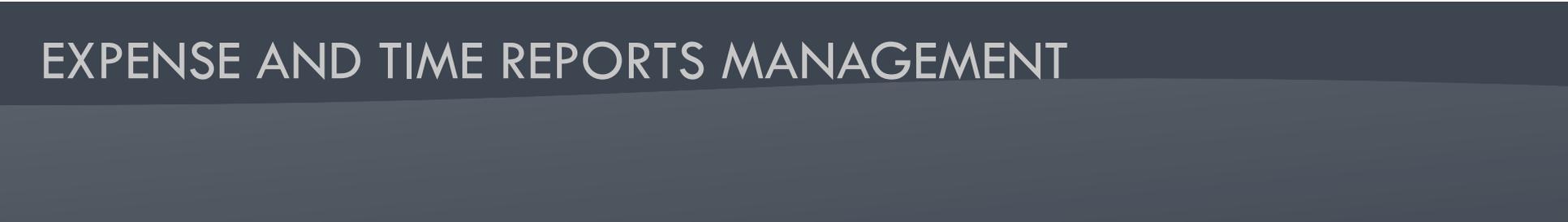




EXTREM

EXPENSE AND TIME REPORTS MANAGEMENT



A REAL TIME BUSINESS MANAGEMENT TOOL

ExTreM Presentation

Main Features



Tracks time by company, department, employee, project and activity, providing the best level of detail to capture all information about the work being performed.

Tracks non-work related time, such as vacation, sick leave, office holiday.

Manage Billing and Buying rates in different currencies, by category, employee, normal time and overtime, project and activity

Calculates Billing ratio, Overhead ratio, Productivity and Workload by department, company and corporate

Main Features

Provides Human Resources useful information, such as Head Count List, Staff Evolution, by type of employee, category, department, company and corporate

Real Time analysis of time spent on projects and immediate corrections ensures a high level of data accuracy

Provides summary and detailed reports with unlimited filtering options for viewing and analyzing data



Main Features



Validates data when entered, drastically reducing verification time

Easy to use, easy to understand, easily adopted by users

Automatic supervision of data entry – real time warning for missing or uncompleted time sheets – be sure that no time sheets are missing

Electronic approval of time sheets by managers

Main Features

Scalable: same product can be used for small companies as well as very large companies

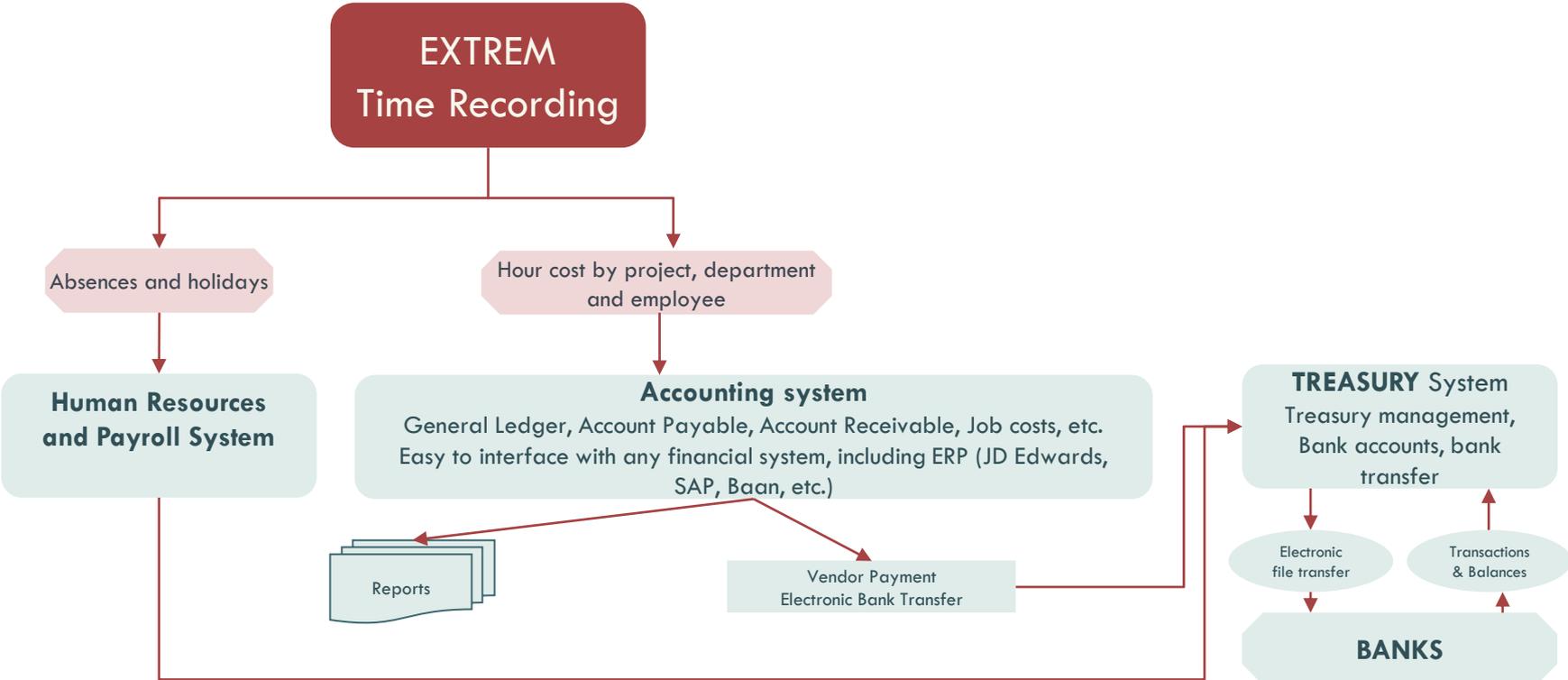
Integration with the company financial and payroll systems

Open architecture: Client Server on Local Area Network / Wide Area Network / WEB / Citrix / RDS / CLOUD

Very short implementation cycle

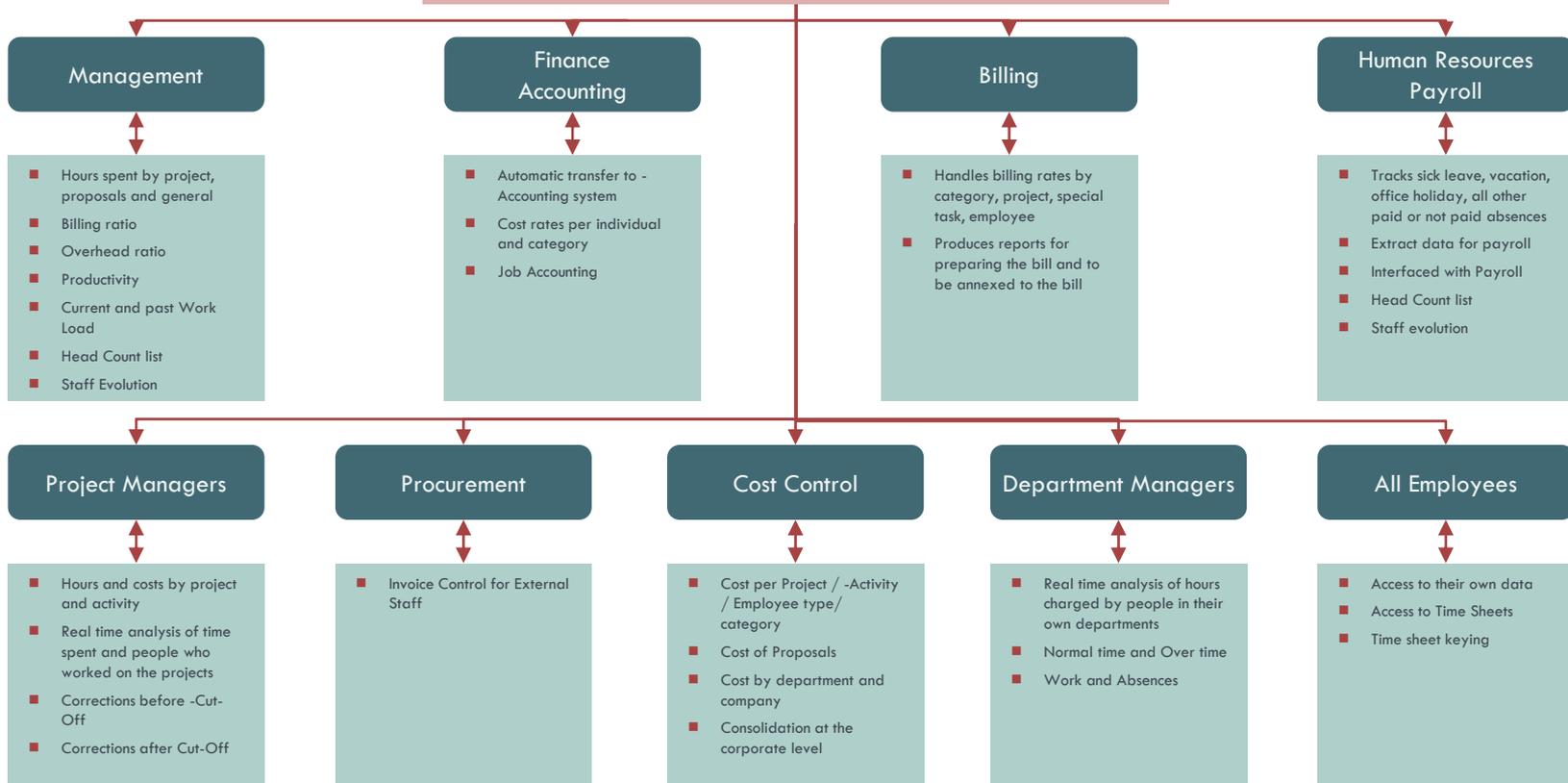


Integration into the company's information system

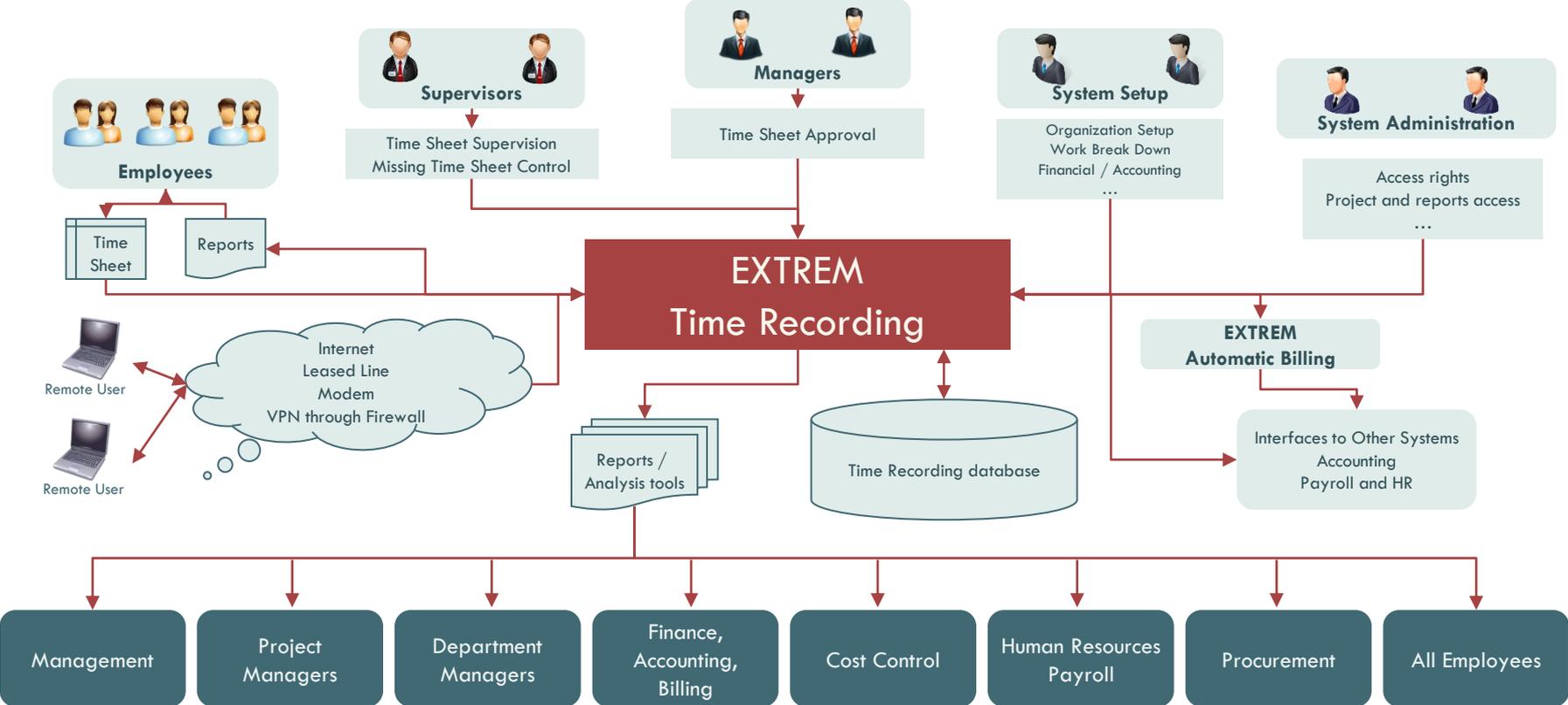


Time Management - Benefits to all departments

EXTREM - Time Management



Time Management - Global Impact Throughout The Company





ExTreM

Demonstration Time Recording And Control System

This section presents more details on ExTreM

Time Recording and Control System Capabilities And Setup

Companies

	Company number	Company Name	Mother Company	Fr
	1	EXTREM GLOBAL Company		
	2	EXTREM International		
	3	EXTREM USA		
	100	INTECO PARTI.SIEGE SOC.	1	
	500	INTECO PARTI.ACT.FINANC	1	
	512	INTECO - SIEGE SOCIAL	1	

Organization

Define the organizational structure of the company (corporate)

- companies and departments
- categories of employees
- employees

Define users and security information, holidays, normal time, over time

Departments

014 GENERAL MANAGEMENT			
Company Number	Dept. Number	Dept. name	Dept. Manager
	433	014 GENERAL MANAGEMENT	KEVIN MCDONALD
	433	024 ACCOUNTING	MACAJA JACAMA
	433	205 INFORMATION SYSTEMS	PABLO RAMADO
	433	211 JOB COST	LEBO BOLENA
	433	214 OPERATIONS	RAMDAM FANELO
	433	217 MECHANICAL	LIMANDAT FELICIA
	433	220 ELECTRICITY	MAUREL WALTER

Company	Category	Description	Hourly Rate	Billing Currency 1	Billing Rate 1 (Per Hour)	Amount Over for 'Week Ends (Per Hour) 1	Billing Rate 1 (Per Day)
	A1	SECRETARY 1	25	EUR	43	10	430
	A2	SECRETARY 2	30	EUR	53	10	530
	ACC1	ACCOUNTING 1	25	EUR	11	10	110
	ACC2	ACCOUNTING 2	30	EUR	12	10	120
	ACC3	ACCOUNTING 3	35	EUR	13	1	130

Categories of employees

Employees

1133 AKTIB, ILHAM						
	Comp. Number	Emp. Number	Employee Name	Present	Date In	Date Out
	110	1133	AKTIB, ILHAM	Yes	01/10/2000	20/05/2003
	110	4095	ALUBRAY, VALERIE	Yes	01/06/1999	10/03/2002
	110	11661	BLAUNAY, ARNAUD	Yes	05/08/1996	
	110	12509	BOUALEM, MUSTAPHA	Yes	16/12/1996	
	110	14206	BOUTIGNY, CHRISTIANE	Yes	02/09/1970	
	110	15041	BRUN, JEAN MARC	Yes	01/01/1979	
	110	20239	CHICHA, RAFIK	Yes	06/04/1999	
	110	20010	CHOISY, CHRISTIAN	Yes	23/05/1972	

Cost rates By Category and Employee

Billing rates by category

- in any currency
- per hour or per day
- 3 lists available to be used on different projects

Buying rates for external employee

- in any currency
- per hour or per day

Other information: Date In, Date Out, Function, Classification, Approver, Hours Per Day, Normal Day Time, etc.

Time Recording and Control System Capabilities And Setup

Companies

Company number	Company Name	Mother Company	Fin
1	EXTREM GLOBAL Company		
2	EXTREM International		
3	EXTREM USA		
▶ 100	INTECO PARTI.SIEGE SOC.	1	
500	INTECO PARTI.ACT.FINANC	1	
512	INTECO - SIEGE SOCIAL	1	

Clients

Client Number
Client Name
Client Address
Contacts, Mail Address

PROJECTS and Work breakdown

Define Clients, Projects Phases and Activities
Define Work and Absence Codes
Define Approval and Over Time / Special Time policies
Define work restrictions on each project: authorized employees, authorized activities, billing rates)

Projects

110-0Z000 SDK DEVELOPMENT USA								
Company	Job Number	Job Description	Job Type	Is Open	Date In	Date Out	S	Er
▶ 110	02000	SDK DEVELOPMENT USA	Contract	Yes	08/01/1999	30/11/2001		
110	02001	SOFTWARE IMPLEMENTATION	Proposal	Yes	08/01/1999			
110	02027	REVAMP UNIT	Contract	Yes	08/01/1999			
110	02031	SITE WIRING STUDY	Contract	Yes	08/01/1999			
110	02101	PROGRAM UPGRADES	General	Yes	08/01/1999			

XD300 PLC PROGRAMMING	
Activity Code	Activity Description
▶ XD200	SOFTWARE INSTALLATION
XD300	PLC PROGRAMMING
XD400	FRONT END DESIGN
XD420	UNDERGROUND STUDIES
XD500	ELECTRICAL
XD600	NETWORK TESTING

Activity Codes /
Absence codes

Projects - Information

Job Type : Contract / Proposal / General
Date In, Date Out, Is Open
Client Number, Client name, Client Reference
Country, Location, Scope, Project manager
Product Line

Projects - Billing rates

By employee on each project
- in any currency
- per hour or per day
- different rates for Week Ends and Holidays
By activity – for special tasks

Projects - Other features

Authorized Employee List
Activity Codes to use: specific or general
Job phases can be defined for each project
Jobs grouped by product line

Absence Codes

- Vacation
- Office Holidays
- Sickness
- Paid or not paid absence
- Other

Time Recording and Control

Time Sheet Dataflow

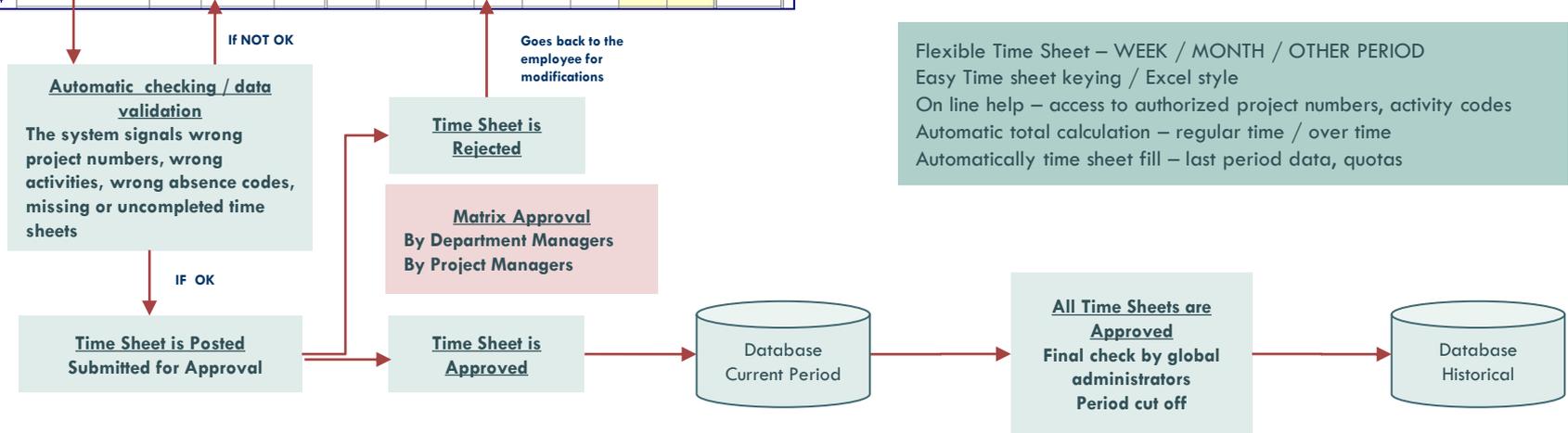
Period: 08/07/2002 - 14/07/2002

Company	Employee number	Employee Name	
110	1133	AKTIB, ILHAM	
Department:		014 FRS GX	
Default PC Code:		UP330 RELANCE	

Job Number	Phase	Activity Code	Detail Code	Over time	08 / 07 / 2002	09 / 07 / 2002	10 / 07 / 2002	11 / 07 / 2002	12 / 07 / 2002	13 / 07 / 2002	14 / 07 / 2002	Total
101-J2760		UK030			4		4		4		4	16
101-J2761		UK040				4		4		4		12
110-Z5121		UK110			4		4		4		4	16
100-20970		CN				4		4		4		12

<input type="checkbox"/>	PUECH, MARTINE
<input type="checkbox"/>	BARDIN, EVELYNE
<input type="checkbox"/>	BONNET, LIONEL
<input type="checkbox"/>	DANGLIGNY, CLAUDINE
<input type="checkbox"/>	DEPREZ, THIERRY
<input type="checkbox"/>	GAGNAIRE, GILLES
<input type="checkbox"/>	GOKOGLU, MERIH
<input type="checkbox"/>	LAURENT, DENIS
<input type="checkbox"/>	MERLE, JANINE
<input type="checkbox"/>	PERTRIAUX, JACQUES

Instant view of the Keying Status
 - entered, completed, approved, missing
Available at Local / Company / Corporate levels



Flexible Time Sheet – WEEK / MONTH / OTHER PERIOD
 Easy Time sheet keying / Excel style
 On line help – access to authorized project numbers, activity codes
 Automatic total calculation – regular time / over time
 Automatically time sheet fill – last period data, quotas



ExTreM

Demonstration Time Recording And Control System

This section presents more details on ExTreM

Time Recording and Control - Reports / Data Analysis Tools

Reports available for any category of users throughout the organization

General Management

- workload and productivity at the department, company and enterprise level
- overhead ratio, productive time, non productive time

Project Managers

- hours and costs by project and activity
- immediate identification of people who charged on their project and the work that was done => very short cycle error detection – error correction

Department managers

- analyze hours and cost for people in their own departments

Human Resources and Payroll

- track sick leave, vacation, office holiday, all other absences
- extract data needed for payroll
- easy to interface with the company payroll system
- headcount list and staff evolution

Accounting / Billing / Finance

- special reports for project accounting
- automatic billing for a specific period
- easy to interface with the company financial systems

Cost Control

- special job cost reports allow to analyze time and cost on projects for a specific period, activity, department...

Procurement

- Invoice check for external staff

All Employees

- access to their own data, older time sheets, absences, holidays

PRODUCTIVITY BY DEPARTMENT
From 01/07/2002 To 07/07/2002 (In Hours)

Company	Dept. Number	Department Name	Productive Work		Non Productive Work and Stand By			Total Productive + Non Productive	Current Productivity (%)
			Work on Contracts	Stand By	Work on Proposals	Work on General	Total Non Productive		
110	368	Instrumentation	100.00		10.00	10.00	20.00	120.00	83.33
110	369	Electrical	28.00		16.00		16.00	44.00	63.64
110	374	Mechanical	28.00		16.00	12.00	28.00	56.00	50.00
110	380	Process	28.00		16.00		16.00	44.00	63.64
Total Company 110			184.00		58.00	22.00	80.00	264.00	69.70

Easy to use, Excel style reports

Reports can be displayed on screen, mailed, printed or exported to Excel for further analysis

Unlimited, easy to use filtering options allow to extract data as needed

- from date to date
- work or absences
- by company, department, employee type and employee
- by job type, job number and activity

...

Security

- access to reports can be restricted by company, project, report number, sensitive data such as cost and billing rates

E-Mail enabled

TIME DISTRIBUTION (Analysis by Job and Activity) (From 01/07/2002 To 07/07/2002)

Job Number : 100-00001 PIPE INSTALLATION
Manager : HEVIN LACOSTA
Currency : EUR

PC Code	PC Description	Date	Employee Number	Employee Name	Employee Type	Total Hours	Time Type	Hourly rate *	Cost	Dept. Number	Dept. name
UD136	CAD / 3d	03/07/2002	122-45019	Guyot, Alain	Permanent	4,00		450,19	1 800,76	276	INF CG 0
UD136	CAD / 3d	05/07/2002	122-45019	Guyot, Alain	Permanent	4,00		450,19	1 800,76	276	INF CG 0
UD136	CAD / 3d	07/07/2002	122-45019	Guyot, Alain	Permanent	4,00		450,19	1 800,76	276	INF CG 0
UD136	TOTAL					16,00			7 203,04		
UD420	Design/drafting Underground	02/07/2002	104-701630	Virgine	AGENCY	4,00		7 016,30	28 065,20	352	INF JP 1
UD420	Design/drafting Underground	04/07/2002	104-701630	Virgine	AGENCY	4,00		7 016,30	28 065,20	352	INF JP 1
UD420	Design/drafting Underground	06/07/2002	104-701630	Virgine	AGENCY	4,00		7 016,30	28 065,20	352	INF JP 1
UD420	TOTAL					12,00			84 195,60		

SUMMARY OF JOB COSTS
Period From 01/07/2002 To 07/07/2002

Job Comp. : All | Jobs : Contract | ...
Currency : EUR

Job Company	Job Number	Client	Job Description	From 01/07/2002 To 07/07/2002		Year to Date		Job To Date	
				Total Hours	Cost	Total Hours	Cost	Total Hours	Cost
100	03682	SE CORPORATION	Documentation Techniques-inenn	280.00	424 231.00	354.00	428 183.62	354.00	428 183.62
100	03683	SE CORPORATION	Programmes Informatiques Co	280.00	504 135.32	360.00	508 454.88	360.00	508 454.88
100	03686	NODECO WOOD GATE BUILDING	Hibernia Gbs	280.00	391 340.88	356.00	396 028.00	356.00	396 028.00
100	03689	SE CORPORATION	Autoroute Tokyo Osaka Nagoya	280.00	510 716.68	358.00	515 464.86	358.00	515 464.86

Savings compared to a manual system

Simulation for a company with 400 employees doing weekly time sheets

	Number	Average cost / hour
Employees	400	40€
Projet Managers	15	50€
Job Controlers	10	50€
Department managers	15	65€
Report Users	40	40€

Total Savings / Year	661 250€	Meaning:	1 653€	Per Employee
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Details

	Minutes By TS	Nb TS / week	Hours /week	Hours / year	Cost / hour (€)	Savings / Year
Time sheet input	6	400	40	2 000	40	80 000€
Automatic TS tracking (entered, posted approved)	2	400	13	667	40	26 667€
Automatic TS approval	2	400	13	667	65	43 333€

	Hours / Project manager / week	Nb of Project Managers	Hours /week	Hours / year	Cost / hour (€)	Savings / Year
Duplicate keying by Project Managers	1	15	15	750	50	37 500€
Duplicate keying by Department managers	1	15	15	750	65	48 750€
Duplicate keying by job controllers	1	10	10	500	50	25 000€

	Hours / month	Hours / year	Cost / hour (€)	Savings / Year
Automatic Accounting interface	24	1 200	40	48 000€
Automatic Payroll interface	16	800	40	32 000€
Automatic tracking of employees sick leave, vacations, paid and not paid absences	16	800	40	32 000€
Automatic Billing	40	2 000	40	80 000€
Automatic tracking of Agency time (to check invoices)	16	800	40	32 000€
Fewer inquiries to HR department	8	400	40	16 000€

	Hours / user / month	Nb of users	Hours / month	Hours / year	Cost / hour (€)	Savings / Year
Easy of use reports and analysis tools	2	40	80	4 000	40	160 000€

Total savings / Year	661 250€
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THANK YOU

WorkForce Schedule Presentation