

## Oasys WinTime

### Engagement Management System

Make your  
time count

#### Your Challenge

Time is a vital component in the cost of doing business for service provider organisations. Your staff's time is your organisation's most valuable resource and its proper management is one of the greatest challenges such organisations face.

Capturing time is merely the first piece of the puzzle. What completes an engagement is the translation of time into costs.

You can forget about the added burden of time tracking, and time-hence cost-consuming error prone overhead administration and enjoy the benefits of an otherwise prohibitive administrative indulgence.

Easy-to-use and affordable, Oasys WinTime allows you to focus on real management issues rather than time-consuming, incorrect costing and time tracking headaches.

#### Our Solution

Equipped with the appropriate knowledge and expertise we gained from our long-time experience in the service industry, we developed an engagement management system to assist organisations manage time effectively spanning the entire engagement lifecycle; from job scheduling, to capturing time to automated cost analysis derivation.

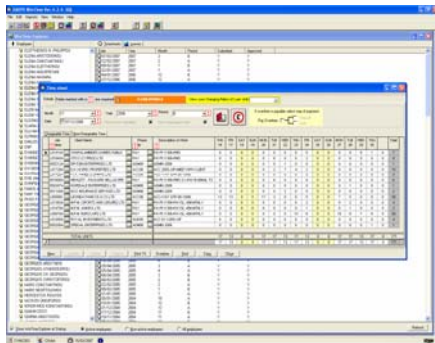
Oasys WinTime can lower costs and increase your company's revenue by automating costing reports derived directly from your staff's timesheets.

Reliable and secure, Oasys WinTime allows you to get a real time view of your staff's work and projects, track resource costs to allow for better future budgeting, force your staff to comply automatically with time and leave allowance regulations and automate absence management.

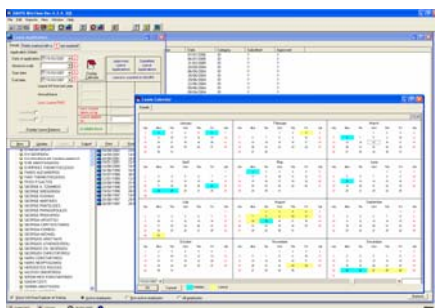
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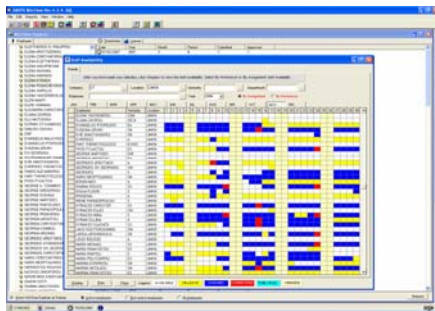
# Rich functionality to support your engagement management



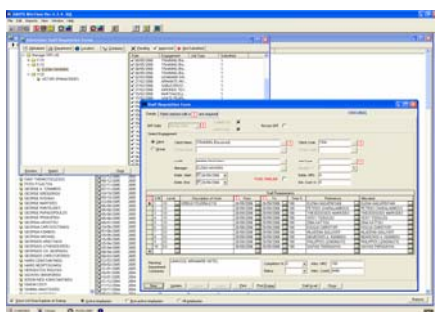
Staff can allocate chargeable and non-chargeable time on multiple service codes on multiple clients.



Leave applications are created using the yearly calendar.



Staff Availability portrays job scheduling and leave availability in monthly views.



Staff requisitions can be refined until the cost of allocated staff is comparable with the engagement's budgeted costs.

Oasys WinTime features functionality for **timesheets** management, **leave applications** administration, **staff planning** and **cost analysis**.

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**Staff planning** allows managers to allocate staff to engagements following staff requisitions. Oasys WinTime allows staff planning refinement until the cost of allocated staff is comparable with the engagement's budgeted costs.

What makes Oasys WinTime an all-inclusive solution is the set of comprehensive **reports** it incorporates.

The main features of Oasys WinTime, grouped by category are listed below:

## Timesheets

- Electronic timesheet creation & approval
- Bi-weekly timesheets
- Non-chargeable/chargeable time recording
- Recording of out-of-pocket expenses
- Overtime calculation
- Automated checking for leave application/public holidays
- Display of each employee's standard time-table

## Leave Applications

- Leave balance available
- Electronic Leave application creation & approval
- Selection of leave days from calendar
- Selection of leave type from predefined list
- Automatic updating of leave allowance according to leave type

## Job Planning

- Staff Requisitions
- Engagements Planning
- Individual Employee Work Plan
- Job Plan
- Staff Availability
- Allocation of staff according to availability
- Comparison of projected to actual and budgeted fees
- Engagements by group of companies or individual companies

## Reports

- Timesheet Exception Reports
- Overtime Analysis Reports
- Client Cost Analysis Reports
- Revenue Analysis Reports
- Employee Client Analysis
- Chargeable/Non-chargeable Analysis
- Annual Chargeable Time Analysis
- Annual Non-chargeable Time Analysis
- Employee Time Utilisation
- Staff Plans
- Engagement Plans
- Employee Holiday Analysis
- Leave Application Exception Reports
- Employees on Leave Reports

To arrange a presentation or for further information please call Christakis Themistocli on (357) 22360300. Alternatively visit our web-site at [www.oasys.com.cy](http://www.oasys.com.cy) or send us an e-mail to [oasys@deloitte.com](mailto:oasys@deloitte.com)