



_experience the commitment™



Momentum® Financials Enterprise Solution, Momentum Timekeeping

COMMITTED TO SUCCESS

Momentum combines CGI's 30 years of federal financial expertise with its best-in-class technology—resulting in improved accountability and efficiency for federal agencies.

- _ 100+ federal financial management customers since 1984
- _ 80+ successful Momentum implementations in the past seven years
- _ 51 percent of federal organizations use CGI financial systems
- _ Implementation timeframes as short as five months
- _ 90 percent of customers remain on baseline software with zero customizations
- _ Patented federal-specific approaches to purchase card reconciliation and payment offsets
- _ Successful conversion of millions of historical financial transactions from federal agencies' legacy systems

THE FASTER, MORE EFFICIENT WAY TO MANAGE TIMEKEEPING

Imagine...a Web-based, user-friendly timesheet system

The Momentum® Timekeeping Module, a Web-based timesheet system, allows employees and contractors to enter all hours worked (e.g., regular, overtime, and leave) on a daily basis. These hours also may be allocated to a set of organizationally defined multi-level program codes.

Momentum Timekeeping automates the timesheet submission and approval process, and provides an online view of employee benefit balances. It reduces the amount of time spent reconciling employee timesheet and payroll data by providing automatic edit checks on timesheet data. The module is designed to interface with federal payroll, financial, personnel, budgeting, and financial data warehousing systems.

Imagine...eliminating paper from your timesheet workflow process.

Momentum Timekeeping decreases the amount of paper used to submit timesheets, decreases the amount of resources needed to track employee's time, and increases an organization's ability to capture detailed time for billing or cost analysis purposes. It can support thousands of simultaneous online users and allows data-entry users to insert substitute timesheets. It eases the burden of filling out repetitive timesheet data with the ability to build employee timesheet templates for defaulting purposes; copy project codes from previous timesheets; and auto-populate employee information, dates, and totals. Momentum Timekeeping also makes it easier to identify and correct inappropriate time-keeping practices. The various validity checks and reporting capabilities in Momentum Timekeeping provide an excellent level of accountability and accuracy.

The innovative features of Momentum Timekeeping offer the improved accuracy and timeliness sought by federal agencies. These features include the following:

- _ **Security**—protects sensitive employee and timesheet information through the use of a flexible security system designed to support multiple levels of access (e.g., employee, approver, reviewer, surrogate, and reference table administrator).
- _ **Automated timesheet processing**—simplifies and automates the entire timesheet creation, validation, and management process. Employees create, certify, and submit their timesheets electronically, taking advantage of convenient features such as automatic population of timesheet hours and project codes, employee data, dates, and totals. To help employees enter their leave time more accurately, they may view their leave balances as of the most recent pay period. Employees automatically may search for reference information such as work codes and hour-type codes. They also may choose from their personalized favorite lists of frequently used timesheet codes.

- **Convenient access for review and management of time**—provides supervisors and managers with easy access to employee timesheets for review and management. The My Approvals window offers a consolidated view of and access to timesheets that require action by supervisors. It automatically enforces hour-type eligibility rules, thereby reducing the level of effort required by supervisors to validate and approve timesheets. Comprehensive reports enable supervisors to monitor employee timesheets (e.g., late and missing timesheets) and manage time charged to specific work codes.
- **Consolidated work and leave time data**—provides a single point of entry for the input, retrieval, and management of both work and leave time (e.g., annual, sick, compensatory, and administrative leave). Employees and supervisors may access leave-time balances as they work with timesheets. Providing the leave-balance view can help to prevent overdrawing leave time.
- **Access to reference data**—interfaces with external systems to import reference information used to verify timesheet data. The use of reference data in Momentum Timekeeping reduces data entry and maintains the quality and integrity of user-entered information. Convenient search windows help employees find appropriate reference codes for use on their timesheets.

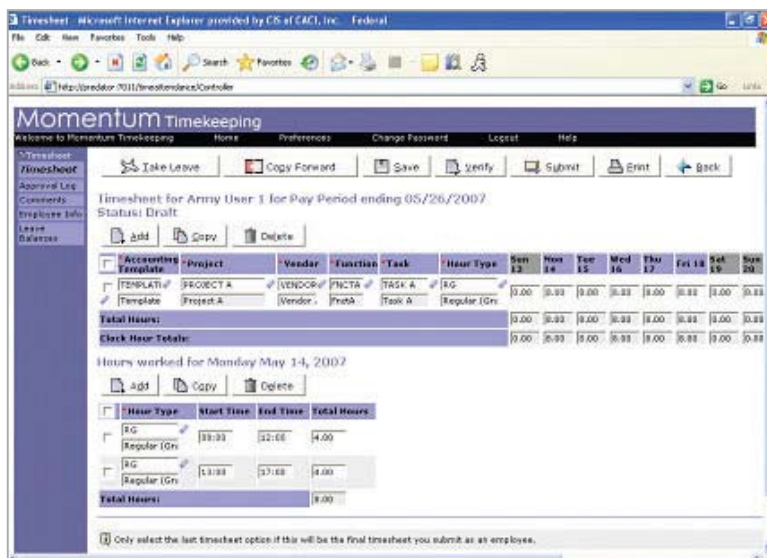
Generate a new timesheet quickly with these timesaving features:

- Reduced data entry through Employee Schedules/Timesheet Templates, automatically populating the actual timesheet with work codes, hour types, work hours, and clock hours
- Automatic population of employee information including name, employee type, and work schedule designation
- Ability to copy information from the previous pay period's timesheet
- Automatic calculation of line and column totals
- Access to a personalized list of frequently used work codes and hour type codes, as well as work code templates
- Ability to view benefit-time balance information
- Electronic certification, submission, and approval of a timesheet, with optional email notification throughout the timesheet workflow

CORPORATE PROFILE

At CGI, we're in the business of satisfying clients. For 30 years, we've operated based upon the principles of owning clients' problems and delivering quality services to solve them. We define success by exceeding expectations and helping clients achieve business results.

A leading IT and business process services provider, backed by the resources and best practices of a global organization that is almost 25,000 strong, we can count as federal clients: 16 of the 24 CFO Act agencies; 66 independent commissions; all 94 court districts in the Judiciary Branch; and 11 Legislative Branch organizations.



Accounting Template	Project	Vendor	Function	Task	Hour Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Template	PROJECT A	VENDOR	FNCTA	TASK A	RG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Template	Project A	Vendor	FNCTA	TASK A	Regular (Gr)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours:						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hour Type	Start Time	End Time	Total Hours
RG			
Regular (Gr)	08:00	12:00	4.00
RG			
Regular (Gr)	13:00	17:00	4.00
Total Hours:			8.00

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