

# Momentum® Timekeeping

In today's federal government, daily responsibilities include streamlining processes, increasing compliance, and capturing accurate data. Momentum® Timekeeping centrally manages timekeeping activities by offering the flexibility to establish agency-specific timekeeping rules and automating the submission and approval workflow of timesheets and leave requests.

Momentum Timekeeping allows users to record, approve, view leave balances and electronically submit leave requests, eliminating the need for paper-based processes. Momentum Timekeeping promotes data accuracy by enforcing standard system edits resulting in reduced time to reconcile employee timesheets and payroll data. Momentum Timekeeping's robust design enables interfacing with federal payroll, financial, personnel, budgeting, and financial data warehousing systems. The solution can support thousands of simultaneous online users.

## Momentum Timekeeping Features

- **Automated timesheet processing**—simplifies and automates the entire timesheet creation, validation, and management process. Employees create, certify, and submit timesheets electronically. To help employees enter leave time more accurately, they may view their leave balances as of the most recent pay period. Employees can 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. Employees can choose daily or pay period views for recording and viewing hours; daily provides a condensed view of timesheet hour allocation to aid mobile use.
- **Convenient notification and access for review and management of time**—provides supervisors and managers with easy access to employee timesheets for review and management. Momentum Timekeeping offers email notification to submitters and approvers of submission and approval actions on timesheets and leave requests. The My Approvals window offers a consolidated view and access to timesheets and leave requests requiring action by supervisors. Hour-type eligibility rules are automatically enforced, thereby reducing the level of effort required by supervisors to validate and approve timesheets.
- **Single point of data entry**—provides a central location for the input, retrieval, approval and management of leave requests, work and leave time (e.g., annual, sick, compensatory, and administrative leave).



## COMMITTED TO SUCCESS

In an environment characterized by changing requirements, CGI Momentum supports the long-term success of our government partners.

Momentum transcends just meeting basic requirements by providing numerous value-added capabilities including flexible user interfaces, robust reporting, and secure data management.

With full federal financial management capabilities, Momentum provides accurate and timely information upon which to base sound business decisions, while at the same time achieving mandated information assurance and auditability requirements.

- **Better visibility and control over leave requests**—enables transparency and reduces paper-based processes. Timesheets automatically validate the leave hours entered against the approved request, eliminating the need for timesheet approvers to verify leave/overtime requests in multiple places. Printing the leave request produces the government-wide standard OPM-71, Request for Leave or Approved Absence forms, deriving data from the online submitted leave request such as type and timeframe of requested leave.
- **Flexible configuration of security policies**—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).
- **Ability to use Clock Hours**—records not only total hours by work code and hour type, but also the clock times of hours worked (e.g., 10:00 to 18:00). In addition, night differential calculations can be used so that when timesheets are submitted, Momentum Timekeeping determines which hours are eligible for the night differential premium.
- **Online access to reference data**—uses reference data to reduce data entry and maintain the quality and integrity of user-entered information. Convenient search windows help employees find appropriate reference codes for use on their timesheets.

### ABOUT CGI



Since 1976, CGI has partnered with U.S. defense, civilian, and intelligence agencies to support their mission-essential needs at every stage of the program, product, and business lifecycle.

As a global leader in IT, we deliver end-to-end services and solutions in application and technology management, systems integration and consulting, business process management and services, advanced engineering and technology services, and operational support services.

Our mission expertise includes defense, intelligence, environment, financial management, healthcare, homeland security, financial management, and housing. CGI has approximately 70,000 employees in locations worldwide.

Website: [www.cgi.com/usfederal](http://www.cgi.com/usfederal).

## Driving Time & Attendance Efficiency

 <b>Feature</b>	 <b>Benefit</b>
<ul style="list-style-type: none"> <li>▪ Saves time while increasing compliance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Automatically create time-sheets with pre-population and copy forward technology</li> </ul>
<ul style="list-style-type: none"> <li>▪ Provides easy to use configuration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accommodate various employee schedules and time-sheet templates</li> </ul>
<ul style="list-style-type: none"> <li>▪ Enables convenient access to frequently used data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create a personalized list of time-sheet data for work and hour type codes</li> </ul>
<ul style="list-style-type: none"> <li>▪ Retrieves real-time leave balance data</li> </ul>	<ul style="list-style-type: none"> <li>▪ View accrued leave, used leave balances as of the current pay period</li> </ul>
<ul style="list-style-type: none"> <li>▪ Promotes paperless time and attendance processes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electronically certify, submit and approve time-sheets and leave requirements</li> </ul>
<ul style="list-style-type: none"> <li>▪ Provides automation calculation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Automatic calculation of line and column totals</li> </ul>

For more information about CGI, email us at [info@cgifederal.com](mailto:info@cgifederal.com)