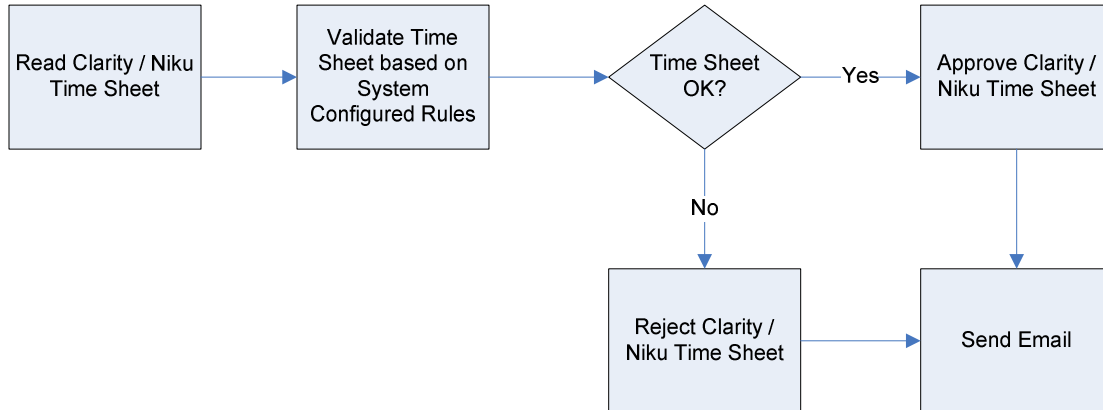


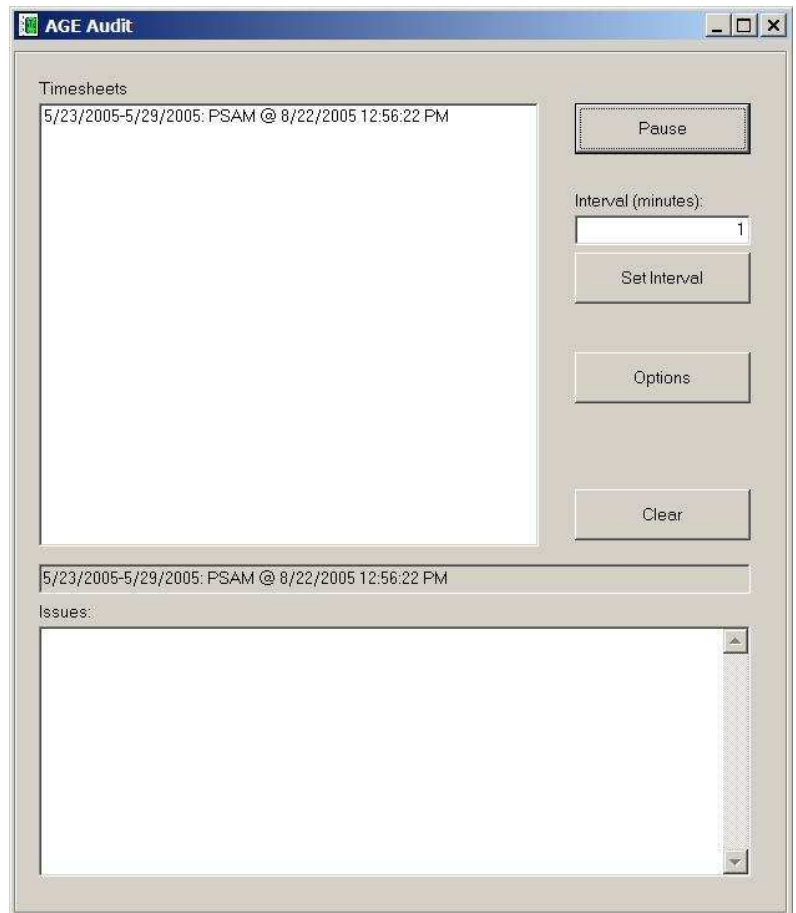
AGE Audit

Automate Timesheet Approvals. Age Audit verifies Clarity / Niku Timesheets against a list of maintainable rules. Timesheets can be automatically approved and / or rejected and email notifications are automatically sent.



Features

- ◆ The Age Audit scheduler can be set to run every minute so users can get immediate feedback on the status of their submitted timesheets.
- ◆ Verification rules can be turned off or adjusted to meet your needs.
- ◆ Set rule action
 - **Reject** - Automatically reject timesheet on failure
 - **Suppress Approval** - Suppress automated approval (Manual approval required)
 - **Warning** - Allow automated approval



Verification Options

- ◆ Missing Timesheets
 - Number of days to send email to user
 - Number of days to send email to Supervisor
 - Number of days to send email to system Administrator
- ◆ Minimum / Maximum Hours
 - Total – Weekly Hours
 - Total – Daily Hours
 - Direct – Daily Hours
 - Indirect – Daily Hours
- ◆ Holiday Schedule
- ◆ Required Fields
 - Charge code
 - Type code
 - Type code on Direct

Timesheet Options			
Missing Timesheet:			
Rule	Days Late		
<input checked="" type="checkbox"/> eMail Users:	<input type="text" value="1"/>		
<input checked="" type="checkbox"/> eMail Supervisor:	<input type="text" value="3"/>		
<input type="checkbox"/> eMail Administrator:	<input type="text" value="5"/>		
OK			
Cancel			
Holiday Schedule:			
Rule	Charge Code	Action on Fail	
<input checked="" type="checkbox"/> Check Holiday Schedule	<input type="text" value="HOL"/>	<input type="text" value="Suppress Approval"/>	
Min/Max:			
Rule	Min	Max	Action on Fail
<input checked="" type="checkbox"/> Total - Hours per week:	<input type="text" value="40"/>	<input type="text" value="60"/>	<input type="text" value="Reject"/>
<input checked="" type="checkbox"/> Total - Hours per day:	<input type="text" value="8"/>	<input type="text" value="12"/>	<input type="text" value="Warning"/>
<input checked="" type="checkbox"/> Direct - Hours per day:	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="Reject"/>
<input checked="" type="checkbox"/> Indirect - Hours per day:	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="Reject"/>
Charge/Type Codes:			
Rule	Action on Fail		
<input checked="" type="checkbox"/> Charge Code Required	<input type="text" value="Reject"/>		
<input checked="" type="checkbox"/> Type Code Required on Indirect	<input type="text" value="Reject"/>		
<input checked="" type="checkbox"/> Type Code Required on Direct	<input type="text" value="Reject"/>		