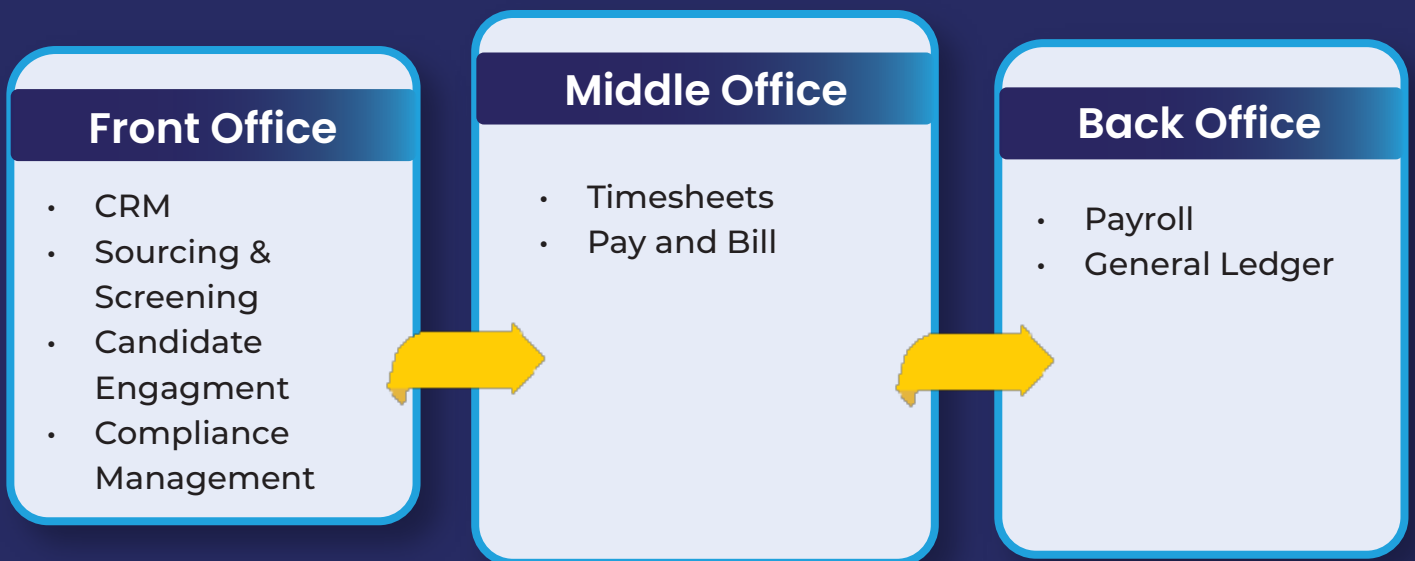# Middle Office

The TargetRecruit middle office is the command center for timesheets, pay and bill. It bridges the gap between the front office and the back office payroll and accounting systems, and offers a single source of truth.

Front Office

- CRM
- Sourcing & Screening
- Candidate Engagment
- Compliance Management

Middle Office

- Timesheets
- Pay and Bill

Back Office

- Payroll
- General Ledger

TARGETRECRUIT

Project Templates

Our Middle Office uses Projects and Project Templates to manage all variations of pay and bill rules. A Project is a job where a candidate is placed and a Project Template is a set of predefined tasks that can be assigned to the candidate once he is assigned to a Project. There can be multiple candidates against a project.

Building Project Templates

Templates are setup just once and can be for specific clients, position type, state rules and other criteria. Within each task type, you can define what you are going to bill for and pay for. You can configure regular and overtime hours, holiday hours, and create rounding rules.
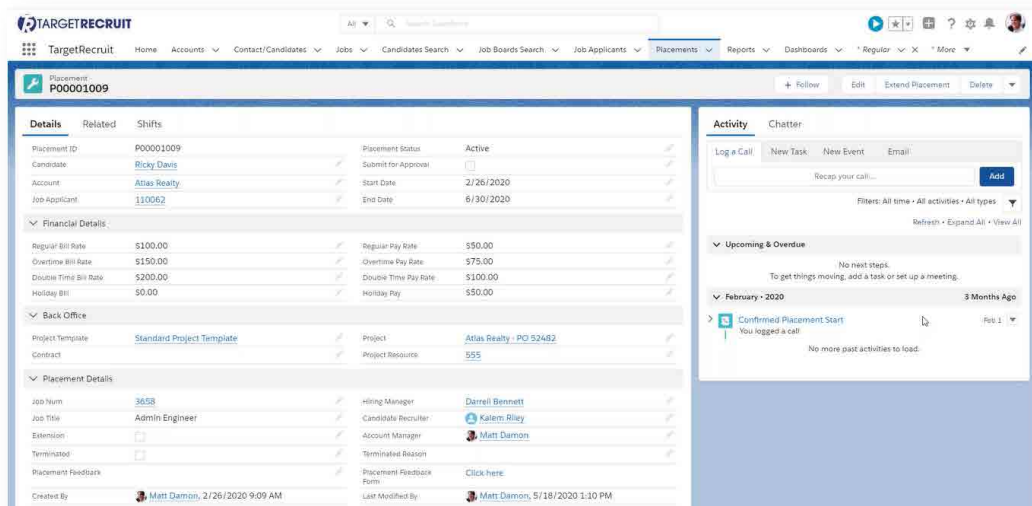
Assigning Projects and Templates

Once you have made a placement, you simply assign a project template. Project Templates drive the pay and bill rules for Middle Office and can be assigned manually by a user or automated through workflows.
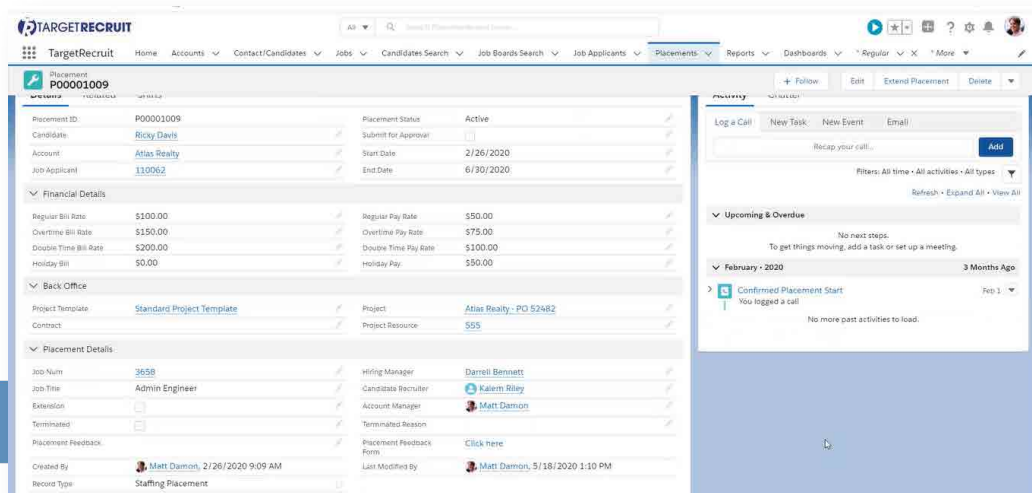
Timesheets

Timesheets allow contractors to record their work hours. A Timesheet is always tagged to a Project and together they allow you to calculate profits/ losses, overtime, rates and more using reports and dashboards in TargetRecruit.

Timesheet Entry

Entering time and expenses is easy and can be done from a mobile phone or computer. For timesheet entry, a contractor can enter their time and add attachments. Completed timesheets are submitted to an approver and TargetRecruit can support up to two approvers. Time can be entered as hours worked or start/end time with breaks – all relevant calculations are performed automatically. Contractors can submit expenses, including attachments, for reimbursement and client billing.

Timesheet Approvals

Hiring managers receive an email every time a contractor has submitted a timesheet for approval. This link navigates directly to the client portal and the manager has the option of approving or rejecting the timesheets for that specific time period.

Fill Timesheet

You also have the ability to enter time on behalf of your consultants.

Manage Missing Timesheets

Missing timesheets can be easily tracked and chased. You can send out individual or mass reminder emails to contractors.


Timesheet Corrections

Correcting timesheets is a breeze in TargetRecruit. Simply find the timesheet and make the necessary corrections. A full audit trail is maintained. If you have already processed payroll, the system will automatically adjust the next payroll run to include the corrected timesheet. It will also update future client invoices to include the corrected amount.

Invoice Automation

Invoice automation is a powerful tool that allows you to automatically create and send invoices, improving your cashflow and reducing accounts receivables. You can configure invoice frequency as well as invoice generation types. You can select who is to receive invoices as well as how to manage bounced emails. You can also attach timesheets, receipts and expenses to reduce queries and disputes. And of course, you can create your own custom invoice templates with complete flexibility to match your clients' preferred invoice format.
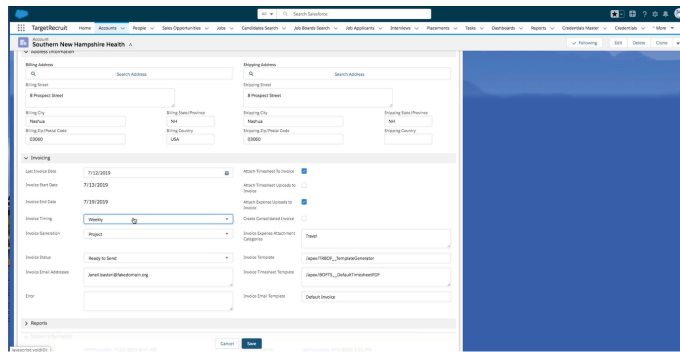
Payroll with expenses

For payroll, TargetRecruit will take your approved timesheets that have not been processed and create a file that can be imported into your payroll provider. We can also offer this integration real-time.
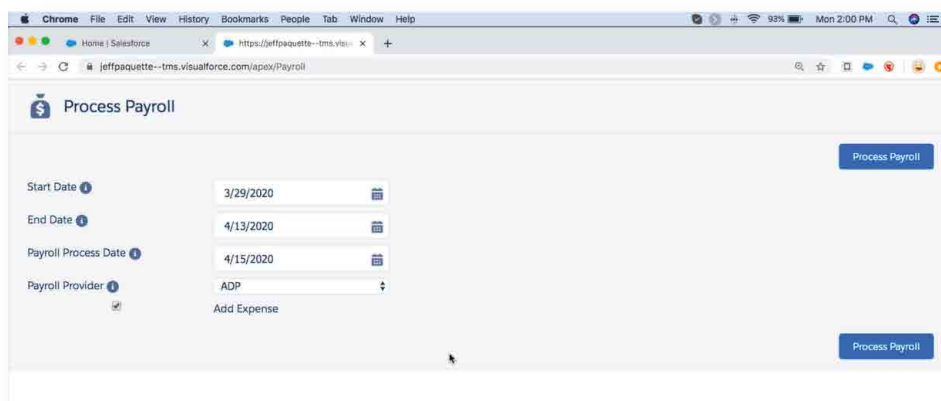
GL and Payroll Integrations

Files can be created in any format for integration with third party GL or payroll solutions via export or data exchange. Hours worked can also be imported from time and attendance solutions and processed in the same way as other methods.