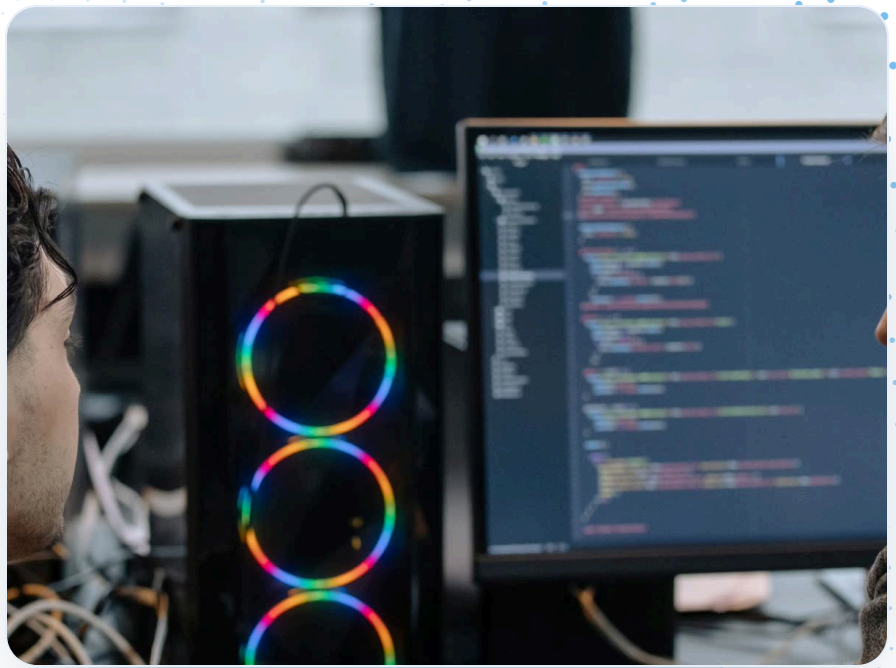
SYNCONAI
WHERE DREAMS DRIVE DATA

AGENTFORCE AGENT · EMPLOYEE AND INTERNAL OPS · NOVEMBER 2026

Timesheet Capture Agent

Asks staff for their hours in Slack each afternoon and turns a plain reply into time entries on the right projects.



STATUS
COMING SOON

WORKS WITH
Works with your team

WHERE IT WORKS
Slack, Salesforce

CONTACT
contact@synconai.com

salesforce PARTNER

THE JOB IT TAKES ON

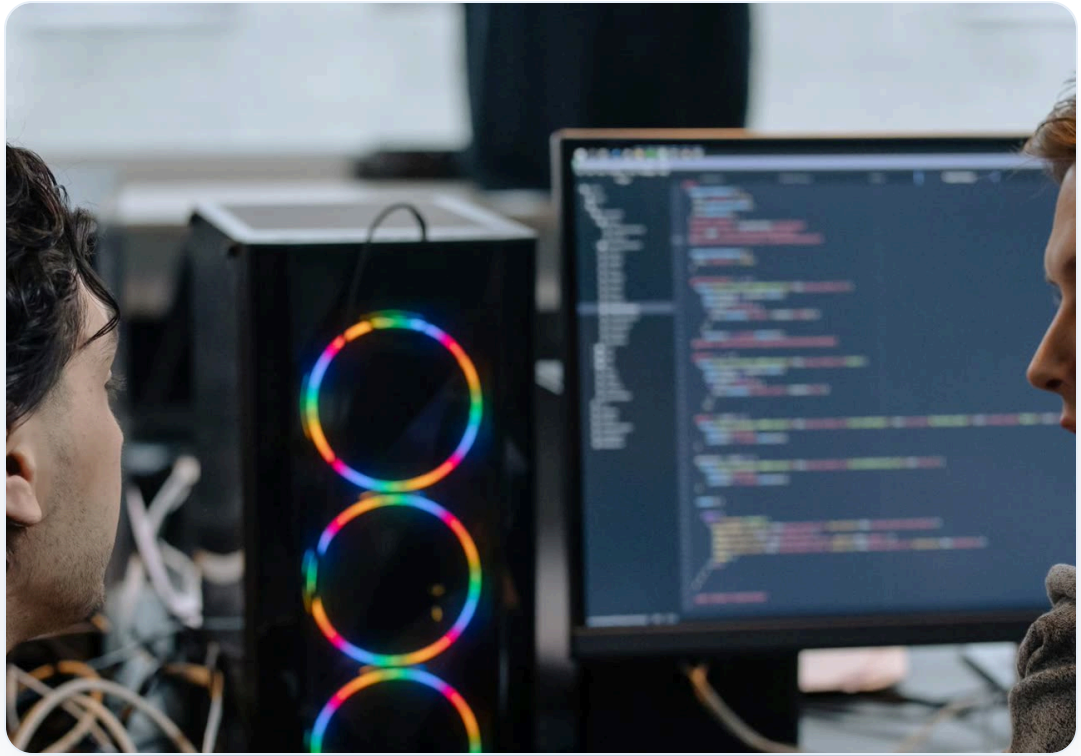
What the Timesheet Capture Agent takes off your team.

WHAT IT DOES

An Agentforce Employee Agent that messages staff each afternoon in Slack, reads their plain-language reply such as "3h on Acme migration, 2.5h admin" and creates the time entries against the right projects.

WHAT CHANGES

Timesheets that are complete the same day, with no separate time entry screen.



WHO USES IT Consultants, developers, billable staff, project managers and finance teams who invoice the hours

WHAT IT DOES

Everything the Timesheet Capture Agent handles.

01

Daily time capture

The afternoon prompt, parsing the reply and creating entries.

02

Fix entries

Change or delete draft entries.

03

Week summary

Hours by project and missing days.

BUILT TO BE TRUSTED

The rules it cannot talk its way around.

01 Hours per entry round to the nearest 0.25 and a day total above 24 is rejected. A total above 12 asks for confirmation.

02 Never edit entries with Status Approved or Submitted.

03 No prompts on weekends or public holidays.

04 Billable defaults come from the project and the employee can change them.

05 Do not read or store anything from the reply other than hours, project and notes.

TESTED BY REPLAY Scripted conversations, including the awkward ones, are replayed against the records they should create before go-live and before every change.

DELIVERY

Scoped with you, built in your org.

1

Scope with you

The actions it needs, the rules it follows and who approves what, in a fixed plan.

2

Build in your org

The agent, its Apex actions, objects and screens, as deployable Salesforce metadata.

3

Test by replay

Your own conversations replayed against your records before go-live.

4

Go live and hand over

A runbook, the test set and a walkthrough, so your team owns it from day one.

Deployable source
The agent, actions, objects and screens as Salesforce metadata.

Solution design
A Solution Design Document with UML for your architects.

Test suite
Apex tests plus replayed conversations, run before every release.

Least-privilege access
Permission sets for the agent user and for your staff.

Runbook and handover
How to run it, change its rules and roll back.

YOU PROVIDE Agentforce, Slack for Salesforce and Platform licenses. · The project list and billing defaults.

NEXT STEP

Get the Timesheet Capture Agent scoped for your org.

A free 60-minute review with an architect: what it would do in your org, what it needs and how long it takes.

EMAIL

contact@synconai.com

THE AGENT

synconai.com/ai-agents/timesheet-capture-agent

GLOBAL DELIVERY

United States · Australia · India

BUILT BY

SynconAI, Salesforce Select Partner · 5.0/5 CSAT

salesforce PARTNER