

Month

TIMESHEET

Owner

Approve

Mark Today as Holiday

Employee ID

Employee Name

Manager Name

Reporting Period

Start Date

End Date

Submission Date

Approval Date

Working Days

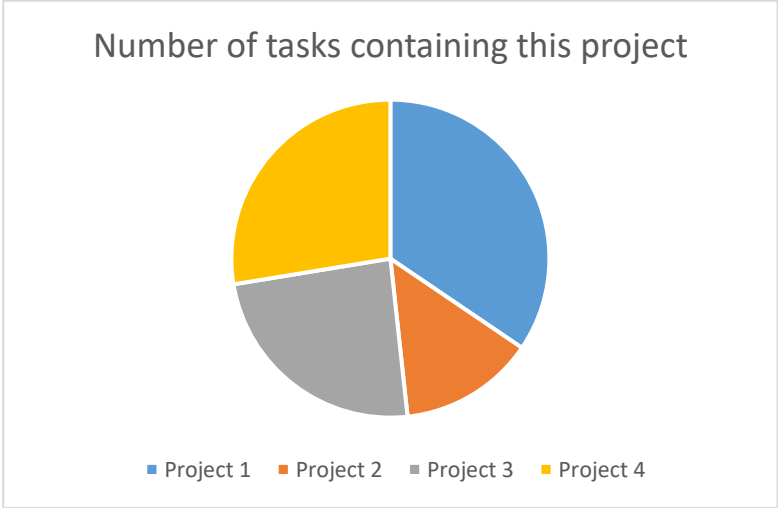
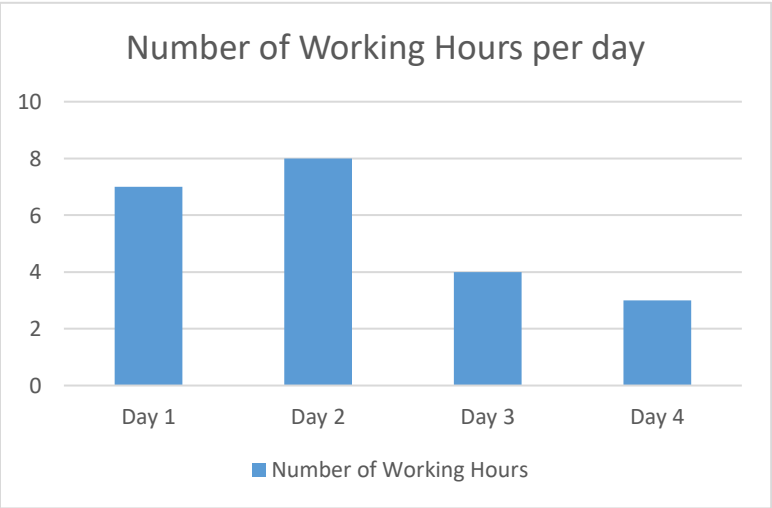
Vacation Days

Reported Days

View mode

Create mode

Tasks – Timesheet Summary						
Task ID	Project	Day (Date)	Starting Hour	Ending Hour	No of Hours	Notes



Explanation

- The owner of the timesheet is the employee at first when filling out the data before the submission date and once this day comes, ownership will automatically be transferred to the manager for approving it before the approval due date.
- The manager will have a view called “Timesheets” which will show the timesheets of his employees filtered by the manager’s name, whether the submission day is past and the current day is not yet the approval date. Then, the manager will have the ability to click on any of these timesheets and approve them. Once the timesheet is approved, it will go back to the employee indicating a status-like field that the timesheet has been approved. We will also add another section for the manager to type in any notes he/she has for the employee’s timesheet.
- When the employee first creates the timesheet, some fields will be set once and locked for the rest of the reporting period. The employee will first choose his initial vacation days from a **multi-select option set** so that we can calculate the initial working days. It’ll basically be all 30 days of the month except for Friday, Saturday, and the vacation days. So, for example if the employee chooses Sunday as a vacation day, this means that he will only work 4 days a week and therefore the working days are going to be 20 days. These fields will be locked after creation.
- The vacation days field is just there for calculations, it most probably won’t be visible
- After choosing the month for this timesheet, the employee will also have the freedom to choose the start day of the reporting period. Once he clicks on a day for the starting date, we will add 30 days on it to set the ending date. The end date will be the same as the submission due date. And one more field we will directly set which is the approval due date to be 5 days after the submission date.
- The employee ID and task ID will be an auto-increment number.
- The employee’s name is the primary field of the employee entity and the manager’s name is a lookup field to the manager which will also be an employee.
- Approve button will only be visible to the manager and hidden for the employee
- Mark Today as Holiday button will only be visible to the employee. What this button does is that it marks a current day as vacation for example if the employee has a medical situation and won’t be able to work today. The vacation days will be incremented and the working days will decrease by 1. We will make sure that this button is pressed only once through a hidden field that contains this current day if the button is pressed, meaning that if it’s pressed again, we will check for this field if today is present and we won’t increase the vacation days if it was found. Another approach for this is to reverse the operation when the button is pressed again.

- Reported days will be calculated from the total number of hours in the timesheet summary divided by 8 (Max Number of working hours per day)
- We have added new columns for the tasks table:
 - o Day: To know which day this task was registered in and this will help us in drawing the chart
 - o Starting hour: The time this task was started
 - o Ending hour: The time this task has ended
 - o No of hours = End – Start
 - o Notes: Short description for this task
- The project column is a lookup field to the Project Entity
- The tasks table has 2 modes: Create Mode and View Mode. The view mode doesn't give the option to create a new task, it just shows the existing ones. In the create mode, there will be a "+" button to add new tasks to the table.
- SLA will be added on the submission date meaning that if the day comes, it should automatically assign the timesheet to the manager and lock the timesheet for the employee by making it read-only. The timesheet status won't be active anymore, it'll be pending approval.
- Another SLA should be added to the approval due date. If the manager doesn't approve the timesheet before the due date, then it will automatically get rejected.