

# Timesheet Workflow

## Steps to fill the timesheet

1. Go to LRDE website.
2. Click on the **Project Management System** link to navigate to login page.
3. Enter your PC Number as username. The default password is 123. Login and change your password.

Click on Profile Icon ---> Password Change

4. To record the daily activity select **Timesheet ---> Timesheet Entry** and fill **activity type, assigned by & PDC** and **work done in timesheet entry module** and submit it.
5. To add additional activity click on **Add New Activity Row**.

## Note:

1. Timesheet cannot be filled for future dates.
2. Entries can be added for the past few days from the current date starting from December 1.

The screenshot shows the 'Time Sheet' entry interface. On the left, a calendar for December 2024 is displayed with days 1 through 31. The main area is titled 'Time Sheet Details - (01-12-2024)' and contains a table for activity entry. The table has columns: Activity Type, Assigner Lab, Assigner, PDC, FN / AN, and Work Done. A single row is filled with 'Documentation', 'VEDTS', 'Mukesh Prasad Sahu (Sc C)', '03-12-2024', 'FN', and 'Completed the requirement document'. Below the table is a 'SUBMIT' button and a link to 'Add New Activity Row'. A note at the bottom states: 'Note: 1. Unfilled rows will be ignored. 2. E.g: Activity type - Technical, Managerial, Administrative, etc.'

Activity Type	Assigner Lab	Assigner	PDC	FN / AN	Work Done
Documentation	VEDTS	Mukesh Prasad Sahu (Sc C)	03-12-2024	FN	Completed the requirement document

## Timesheet View

1. **Admin, Director, Associate Director, Lab PM, and P&C** can view the timesheet details of all employees.
2. **Group Head** can view the timesheet details of employees within their group.
3. **Division Head** can view the timesheet details of employees within their division.
4. **Superior Officer** can view the timesheet details of employees under their supervision.
5. **Users** can view only their timesheet details.

The screenshot shows the 'Time Sheet View' interface in the PMS (VEDTS) system. The top navigation bar includes the date '3rd DECEMBER 2024', the system name 'PMS (VEDTS) - Lokanath Sahu (General)', a search bar, and user information '1021'. The main content area has a 'Time Sheet View' header with tabs for 'Weekly View' (selected) and 'Monthly View'. Below the tabs, there are date pickers for 'Date' (03-12-2024), 'Start Date' (01-12-2024), and 'End Date' (07-12-2024). The main table displays timesheet data for the selected date. The table has columns for 'Expand', 'SN', 'Employee', and days of the week from Sunday to Saturday. The data row shows SN 1, Employee Mr.Lokanath Sahu, Sc F, and status indicators for each day: Sunday (Not Submitted), Monday (Submitted), Tuesday (Submitted), Wednesday (Not Submitted), Thursday (Not Submitted), Friday (Not Submitted), and Saturday (Not Submitted). A watermark 'Activate Windows. Go to Settings to activate Windows.' is visible in the bottom right corner.

Expand	SN	Employee	Sunday 01-12-2024	Monday 02-12-2024	Tuesday 03-12-2024	Wednesday 04-12-2024	Thursday 05-12-2024	Friday 06-12-2024	Saturday 07-12-2024
	1	Mr.Lokanath Sahu, Sc F	✗ Not Submitted	✓ Submitted	✓ Submitted	✗ Not Submitted	✗ Not Submitted	✗ Not Submitted	✗ Not Submitted

### Weekly View

The screenshot shows the 'Time Sheet View' interface in the PMS (VEDTS) system, displaying the 'Monthly View' tab. The top navigation bar is the same as the previous screenshot. The main content area has a 'Time Sheet View' header with tabs for 'Weekly View' and 'Monthly View' (selected). Below the tabs, there are date pickers for 'From Date' (01-12-2024) and 'To Date' (03-12-2024). The main table displays a report for Mr. Lokanath Sahu, Sc F from 01-12-2024 to 03-12-2024. The table has columns for 'SN', 'Date', 'Activity Type', 'Assigner Lab', 'Assigner', 'PDC', 'FN / AN', and 'Work Done'. The data rows show two activities: Documentation on 02-12-2024 and Design on 03-12-2024, both assigned by Mr. Mukesh Prasad Sahu, Sc C. A watermark 'Activate Windows. Go to Settings to activate Windows.' is visible in the bottom right corner.

SN	Date	Activity Type	Assigner Lab	Assigner	PDC	FN / AN	Work Done
1	02-12-2024	Documentation	VEDTS	Mr. Mukesh Prasad Sahu, Sc C	02-12-2024	FN	Completed the requirement document
2	03-12-2024	Design	VEDTS	Mr. Mukesh Prasad Sahu, Sc C	03-12-2024	AN	Completed the UI Design of the application

### Monthly View