Timesheet Workflow

Steps to fill the timesheet

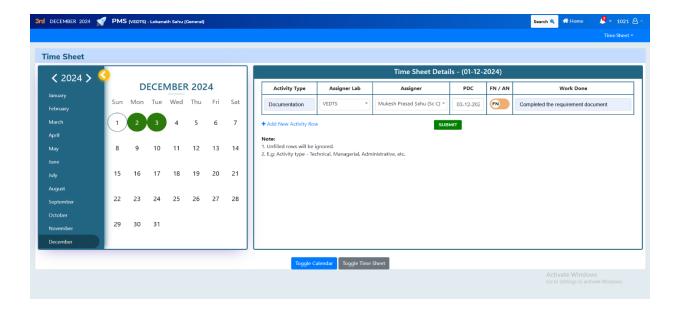
- 1. Go to LRDE website.
- 2. Click on the **Project Management System** link to navigate to login page.
- 3. Enter your PC Number as username. The default password is 123. Login and change your password.

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**.

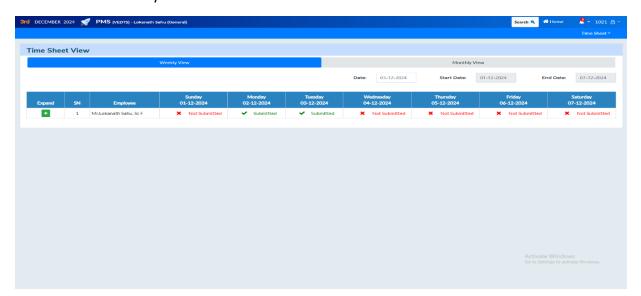
Note:

- 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.

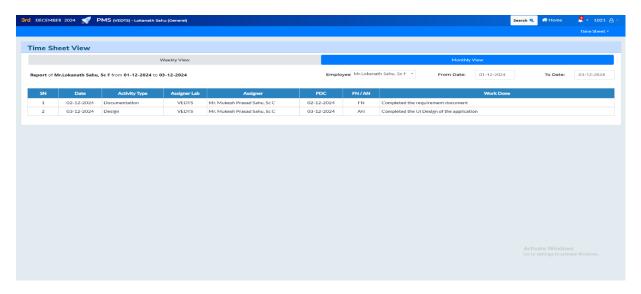


Timesheet View

- 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.



Weekly View



Monthly View