<u>Timesheet Workflow</u>

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

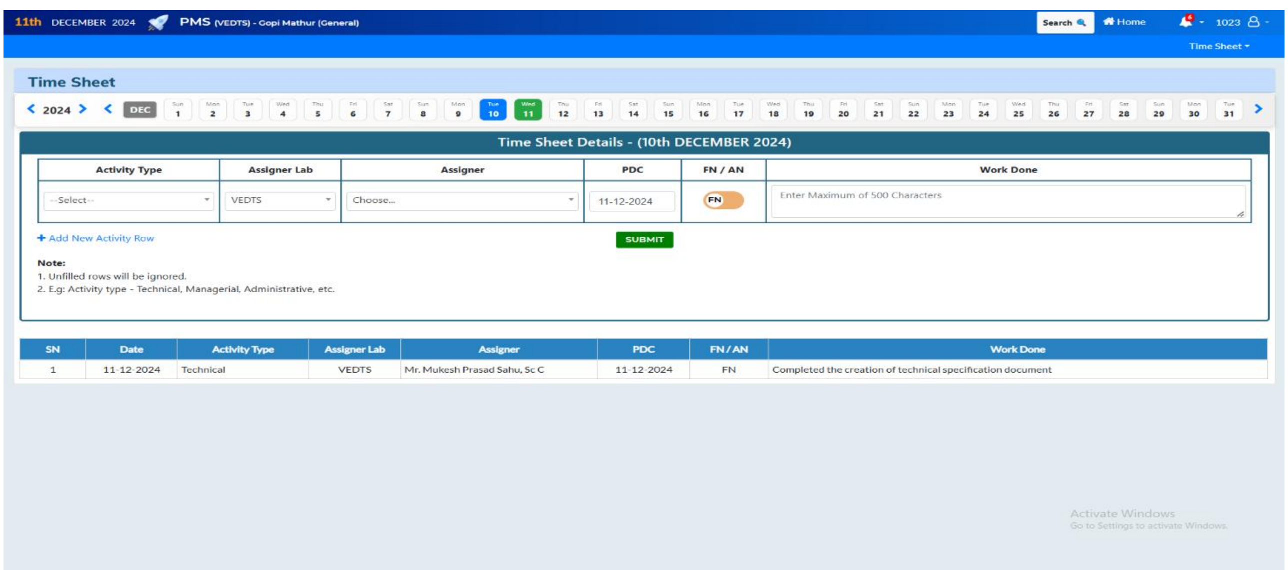
4. To record the daily activity select Timesheet ---> Timesheet Entry and fill **activity type**, **assigner lab**, **assigner, PDC** and **work done in timesheet entry module** and submit it.

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

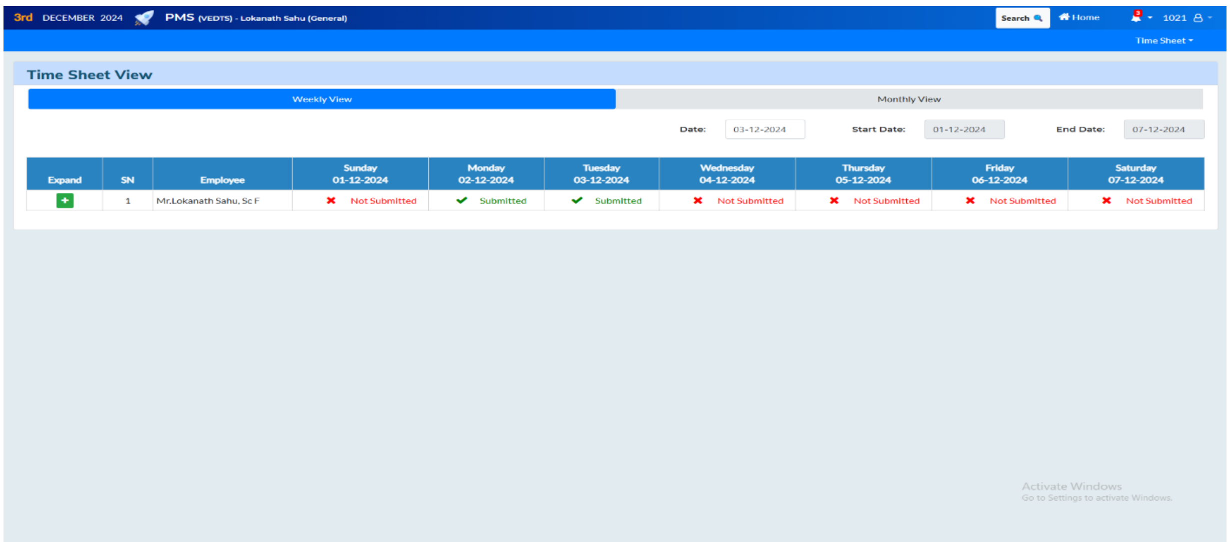
1. **Admin, Director, Associate Director, Lab PM, and P&C** can view the timesheet details of all employees.

2. **Group Head** can view the timesheet details of employees within their group.

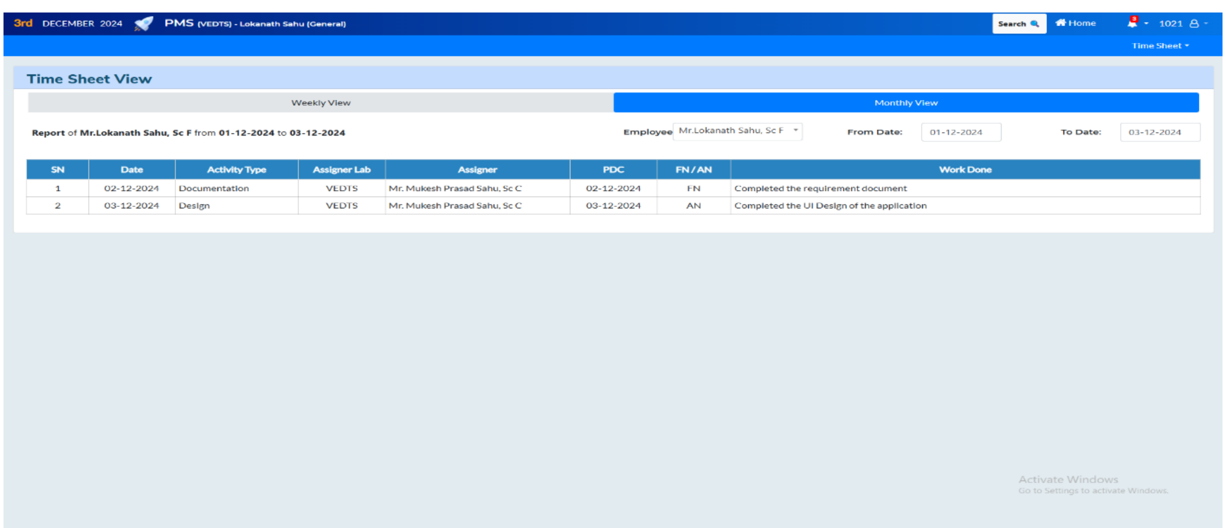
3. **Division Head** can view the timesheet details of employees within their division.

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