

# 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, 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.

11th DECEMBER 2024 PMS (VEDTS) - Gopi Mathur (General) Search Home 1023 Time Sheet

Time Sheet

< 2024 > < DEC 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 >

Time Sheet Details - (10th DECEMBER 2024)

Activity Type	Assigner Lab	Assigner	PDC	FN / AN	Work Done
<input type="text" value="--Select--"/>	<input type="text" value="VEDTS"/>	<input type="text" value="Choose..."/>	<input type="text" value="11-12-2024"/>	<input type="text" value="FN"/>	<input type="text" value="Enter Maximum of 500 Characters"/>

+ Add New Activity Row

**Note:**  
1. Unfilled rows will be ignored.  
2. E.g: Activity type - Technical, Managerial, Administrative, etc.

SN	Date	Activity Type	Assigner Lab	Assigner	PDC	FN / AN	Work Done
1	11-12-2024	Technical	VEDTS	Mr. Mukesh Prasad Sahu, Sc C	11-12-2024	FN	Completed the creation of technical specification document

Activate Windows  
Go to Settings to activate Windows.

## 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 user 'PMS (VEDTS) - Lokanath Sahu (General)', and a search bar. The main content area has 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). A table displays the timesheet data for the selected date and employee.

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

At the bottom right, there is a watermark: 'Activate Windows. Go to Settings to activate Windows.'

### 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 shows a report for 'Mr.Lokanath Sahu, Sc F' from '01-12-2024' to '03-12-2024'. Below the report title, there are date pickers for 'From Date' (01-12-2024) and 'To Date' (03-12-2024). A table displays the timesheet data for the selected date range and employee.

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

At the bottom right, there is a watermark: 'Activate Windows. Go to Settings to activate Windows.'

### Monthly View