**Timesheet Management System User Manual**

IG Enterprises Ltd.

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# Introduction

## Purpose

The Timesheet Management System has been developed to streamline the process of submitting and managing timesheets for employees and administrators within IG Enterprises, also to allow generation of pay period reports to streamline pay day operations.

## System Overview

The system facilitates daily timesheet submission, employee account management, pay period report generation, and allows for easier message relaying.

## Audience

This manual is designed for both employees and administrators who will be using the Timesheet Management System.

# Getting Started

## 2.1 Accessing the System

To access the system, navigate to *igenterprises.ca*. Enter your credentials (email and password) and click "Login."  
New account credentials will be automatically emailed to the new employee upon account creation.

## 2.2 User Roles

Employee: Can submit and view timesheets.

Administrator: Has access to additional features like account management, pay report generation, editing of timesheets, and form input management.

## 2.3 Supported Browsers and Devices

The system is optimized for use on modern web browsers such as Chrome, Firefox, Safari, and Edge. It is accessible on both desktop and mobile devices regardless of the host operating system.

# Dashboard

## 3.1 Overview

Upon login, the dashboard provides an overview of submission statuses for the current date. The date may be changed to see the submission statuses for different dates.

## 3.2 Submission Status

The dashboard displays a summary of submitted timesheets, indicating which users have submitted their daily timesheets.

## 3.3 Timesheet Editing

Timesheets can be edited from this page; edits can be made on the table and submitted by clicking “Save” or click “View” to open more details about a timesheet and can make further edits.

# Timesheet Submission

## 4.1 Submitting a Timesheet

To submit a timesheet:

1. Log in to the system.
2. If you are an administrator navigate to the "Submit Timesheet" section.
3. Click on “New Timesheet.”
4. Fill in the required information: date, shift type, total hours, location, and unit #. Required fields are indicated with \* before the field name.
5. Fill in any additional relevant information for the timesheet.
6. Click the "Submit" button.
7. Your new timesheet will then be displayed on the page you are redirected to.

## 4.2 Editing a Submitted Timesheet (Employee)

If you need to make changes, notify management of what changes need to be made and they can make the changes for you.

## 4.2 Editing a Submitted Timesheet (Administrator)

If you need to make changes:

From Dashboard (table):

1. Go to the "Home" section.
2. Locate the desired timesheet.
3. Make the desired edits in the total hours or comments field.
4. Click the "Save" button.
5. The employee is automatically emailed about the changes and a log event is created.

From Dashboard (form):

1. Go to the "Home" section.
2. Locate the submitted timesheet.
3. Click the "View" button.
4. Make the necessary changes and ensure mandatory fields remain filled in.
5. Click the “Update” button.
6. The employee is automatically emailed about the changes and a log event is created.

From Employee Timesheet View:

1. Go to the "Employees" section.
2. Click “Timesheets” on the employee whose timesheet you want to edit.
3. Locate the submitted timesheet.
4. Click the "More Details" button.
5. Make the necessary changes and ensure mandatory fields remain filled in.
6. Click the “Update” button.
7. The employee is automatically emailed about the changes and a log event is created.

## 4.4 Viewing Past Timesheets

Employees and administrators can view their own submitted timesheets and filter them using date ranges:

* Employees: On the main page they are directed to upon logging in.
* Administrators: Navigate to "Submit Timesheet" section.

Administrators can view all submitted timesheets (by employee):

1. Navigate to “Employees” section.
2. Locate the employee whose timesheets you would like to view.
3. Click the corresponding “Timesheets” button.
4. Filter by date if desired.

Administrators can view all submitted timesheets (by date):

1. Navigate to “Home” section.
2. Select the date you would like to view timesheets of.

## 4.5 Timesheet Submission Reminder

Administrators can send an email reminder to an employee to submit a timesheet for a given day.

1. Navigate to “Home” section.
2. Select the date you want to remind the employee of.
3. Locate the employee under the “Missing Timesheets” heading.
4. Click the corresponding “Remind” button.
5. An email is sent to the employee reminding them to submit the timesheet.

# User Accounts

## 5.1 Creating a New Employee Account

Administrators can create new employee accounts:

1. Navigate to the "Employees" section.
2. Click “New Employee.”
3. Fill in the first name, last name, company, email, and password for the new employee.
4. Click "Submit" to save the new employee account.
5. An automated email is sent to the new employee’s email with the website link and login credentials.

## 5.2 Creating a New Administrator Account

Administrators can create new administrator accounts:

1. Navigate to the "Employees" section.
2. Click “New Employee.”
3. Fill in the first name, last name, company, email, and password for the new employee.
4. Check the “Is Administrator” box.
5. Click "Submit" to save the new employee account.
6. An automated email is sent to the new employee’s email with the website link and login credentials.

## 5.3 Editing User Accounts

Administrators can edit user accounts:

1. Navigate to the "Employees" section.
2. Locate the employee whose details you which to edit.
3. Click the corresponding “Edit” button.
4. Modify the necessary information (name, email, company, or admin checkbox) and ensure not to leave any fields blank.
5. Click "Submit" to save the changes.
6. An automated email is sent to the employee’s email with the changes made.

## 5.4 Resetting an Employee’s Password

Administrators can reset user passwords:

1. Navigate to the "Employees" section.
2. Locate the employee whose password you which to change.
3. Click the corresponding “Edit” button.
4. Change the password ensuring to keep password rules in mind.
5. Click "Submit" to save the new password.
6. An automated email is sent to the employee’s email with the changed password.

## 5.5 Deactivating an Employee Account

Administrators can deactivate employee accounts:

1. Navigate to the "Employees" section.
2. Locate the employee who you would like to deactivate.
3. Click the corresponding “Edit” button.
4. Click the “Deactivate” button at the bottom of the form.
5. The employee is now deactivated and can no longer access the program.
6. An automated email is sent to the employee’s email with the deactivation notification.

## 5.6 Reactivating an Employee Account

Administrators can reactivate employee accounts:

1. Navigate to the "Employees" section.
2. Locate the employee who you would like to deactivate.
3. Click the corresponding “Edit” button.
4. Reset the password field to a password following all password rules.
5. Click the “Submit” button.
6. The employee is now reactivated and can access the program.
7. An automated email is sent to the employee’s email with the reactivation notification and new password.

## 5.7 Changing Password

Administrators and employees can change their own passwords:

1. Click the “Change Password” link on the header under your name.
2. Put your current password in the “Old Password” field.
3. Type your new password in both “New Password” fields, ensuring to follow password rules.
4. Click “Change Password.”
5. Your password will then be updated and now used to log in.

## 5.8 View Employees

Administrators can view all employees:

1. Navigate to the "Employees" section.
2. Check “Show Deactivated” box if wanting to view deactivated employees.
3. Select a company from the filter drop box if you only want to view employees of a specific company.

# Reports

## 6.1 Generating Individual Employee Pay Period Reports

Administrators can generate pay period reports for individual employees:

1. Navigate to the "Payroll" section.
2. Locate the employee for whom the report should be generated.
3. Set the pay period date range.
4. Click the corresponding “PDF” button.
5. A pdf automatically is sent to the browser downloads, named firstName\_lastName(toDate).pdf.

## 6.2 Generating All Employee Pay Period Reports

1. Navigate to the "Payroll" section.
2. Set the pay period date range.
3. Click the “Generate All” button.
4. A pdf with every employee that has submitted a timesheet in the given period is automatically created and sent to the browser downloads, named master\_payPeriods.pdf.

# Form Input Management

## 7.1 Adding New Locations

Administrators can add new locations:

1. Navigate to the “Form Inputs” section.
2. Add a new location code in the input field under the “Location” heading.
3. Click the “Add” button.

## 7.2 Deleting Locations

Administrators can delete locations:

1. Navigate to the “Form Inputs” section.
2. Locate the location to be deleted.
3. Click the corresponding “Delete” button.

## 7.3 Adding New Unit

Administrators can add new units:

1. Navigate to the “Form Inputs” section.
2. Add a new unit ID and unit type in the input fields under the “Unit Number” heading.
3. Click the “Add” button.

## 7.4 Deleting Unit

Administrators can delete units:

1. Navigate to the “Form Inputs” section.
2. Locate the unit to be deleted.
3. Click the corresponding “Delete” button.

# Companies

## 7.1 Adding New Company

Administrators can add new companies:

1. Navigate to the “Companies” section.
2. Add a new company name in the input field.
3. Click the “Add” button.
4. The new company will appear in the view as active.

## 7.2 Deactivating a Company

Administrators can deactivate companies:

1. Navigate to the “Companies” section.
2. Locate the company to be deactivated.
3. Click the corresponding “Deactivate” button.
4. The status of the company will be updated in the view.

## 7.3 Reactivating a Company

Administrators can reactivate companies:

1. Navigate to the “Companies” section.
2. Locate the company to be reactivated.
3. Click the corresponding “Active” button.
4. The status of the company will be updated in the view.

# Event Logs

## 8.1 View Event Logs

Administrators can view event logs:

1. Navigate to the “Event Logs” section.
2. Logs are ordered by most recent.
3. The date range can be set to find logs for a specified date range.
4. An event type can be selected from the drop box to view only specific event types.

# Security and Account Management

## 9.1 Password Policies

Users are encouraged to follow strong password practices. Passwords should be at least six characters long, contain at least 1 uppercase letter, 1 number, and 1 special character from (!@#$%^&\*?).

## 9.2 Access Permissions

Each user account is assigned specific permissions based on their role (employee or administrator). Ensure that only trusted people are set as administrators.

## 9.3 Logging and Auditing

All changes made to user accounts, timesheets, and companies are logged. Administrators can review logs for security purposes.

# Troubleshooting

## 10.1 Contacting Support

* Employees: If any issues are encountered contact management for assistance.
* Administrators: If any problems arise with functionality of the program, please contact Barbara Emke [barbara.friesen99@gmail.com].

# Data Field Restrictions

## 11.1 Company Data

* Company Name
  + Maximum 30 characters

## 11.2 Employee Data

* First Name
  + Maximum 15 characters
* Last Name
  + Maximum 15 characters
* Email Address
  + Maximum 30 characters
  + Valid email format
* Password
  + Maximum 20 characters
  + Minimum 1 number
  + Minimum 1 special character

## 11.3 Form Input Data

* Location Code
  + Maximum 10 characters
* Unit ID
  + Maximum 10 characters
* Unit Type
  + Maximum 15 characters

## 11.4 Timesheet Data

* Antifreeze
  + Whole numbers only
* Comment
  + Maximum 250 characters
* Decking
  + Decimal or whole numbers
  + 0.1 as smallest increments
* DEF
  + Whole numbers only
* Engine Oil
  + Whole numbers only
* Hoe Chucking
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Hour Meter Reading
  + Maximum 20 characters
* Hyd Oil
  + Whole numbers only
* Loads
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Meters
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Operating Hours
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Repair Hours
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Service Hours
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Stems
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Tops Piling
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Total Hours
  + Decimal or whole numbers
  + 0.1 as smallest increments
* Work Type
  + Maximum 30 characters