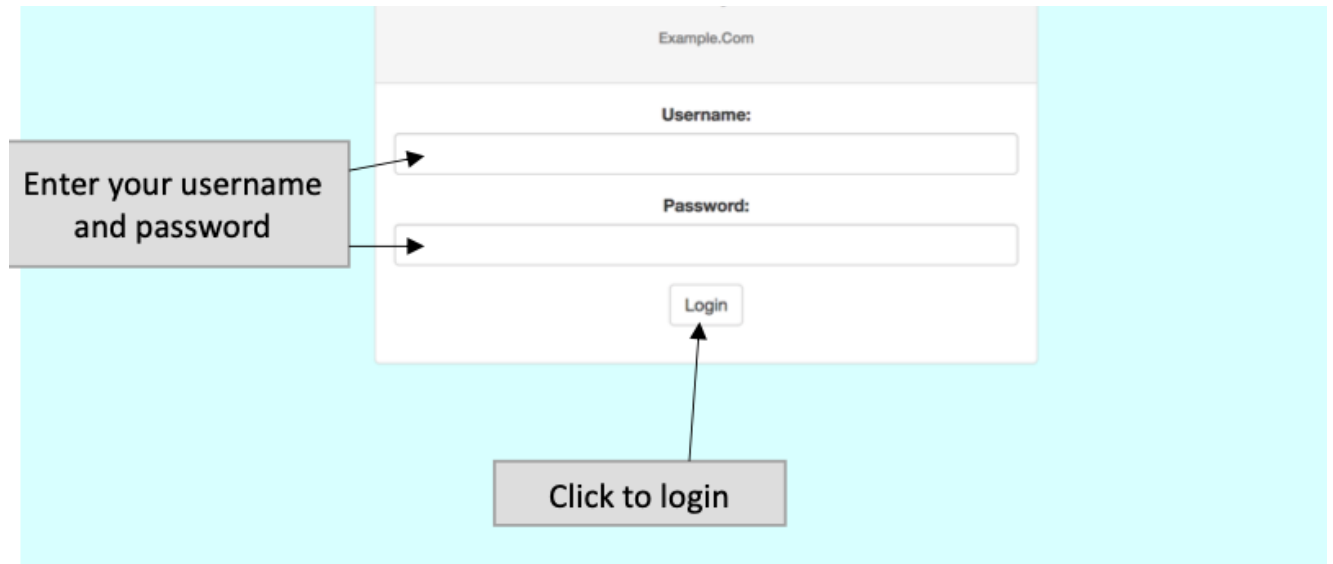# Employee

Example.Com

Username:

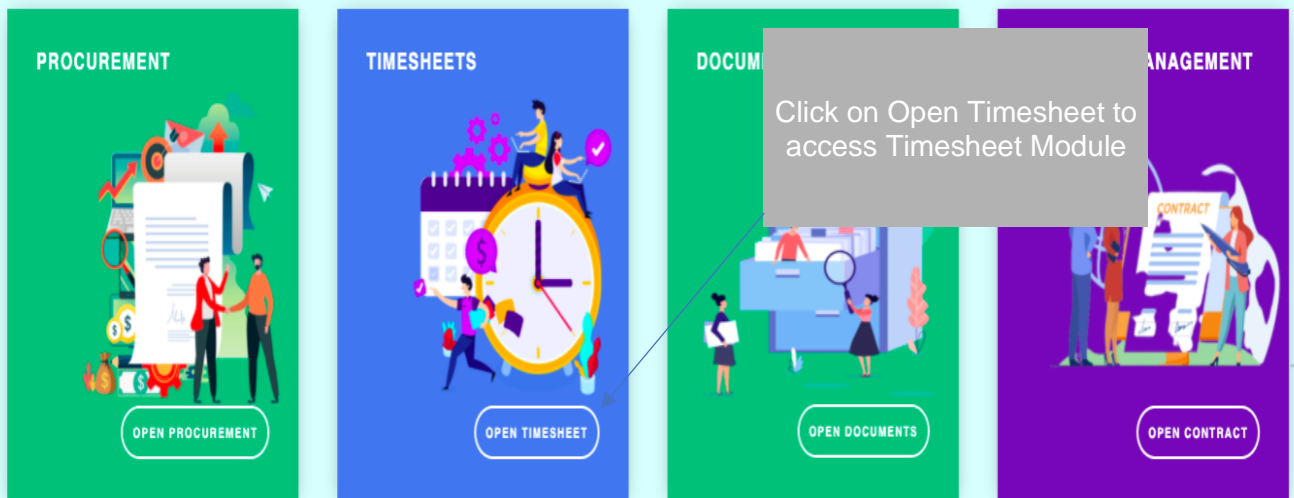**Password:**

Enter your username and password
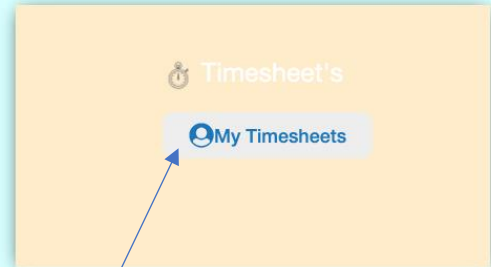
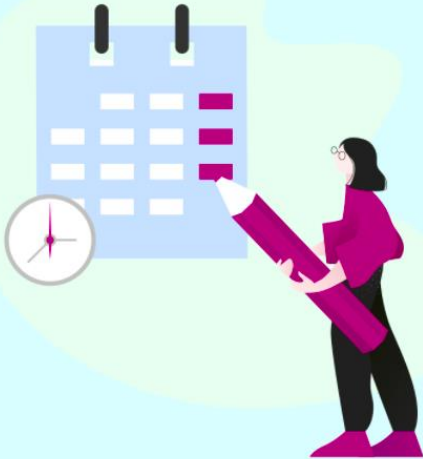Login

Click to login

UTILITY MODULES

PROCUREMENT

OPEN PROCUREMENT

TIMESHEETS

OPEN TIMESHEET

DOCUM...

OPEN DOCUMENTS

Click on Open Timesheet to access Timesheet Module

...ANAGEMENT

CONTRACT

OPEN CONTRACT

Timesheet Dashboard

⏱ Timesheet's

🙂 My Timesheets

Click on my Timesheets to open timesheets

Click on Add Timesheet to create timesheet

#		Month	Duration	Status	Submitted	Approved By	Verified By
1	☷ Submitted	ne-2021	286	Submitted			
2	☷ Submitted	May-2021	248	Submitted			

+ Add Timesheet

Timesheet Submitted

Demographics E99B7XBG ▾

👤 766   LS✳

💼 hr

👥 Lebang Sesanyanne

My Timesheets

Click on x to remove row

< July 2021 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
			1	2	3	4	
			0 H	0 H	0 H	0 H	0

+ New Row   + Autofill   ⬇ Save

Click here to change month

Click on New Row button to add w row for week

July 2021

Demographics E99B7XBG ▾

766   LS*

hr

Lebang Sesanyanne

My Timesheets

Monthly Stats ▾

Monthly Overtime:

TimeSheet Status ▾

Status: New

Click on Return Button to go back to timesheet list board

< July 2021 >

RH = Regular Hours, H = Holiday, SL = Sick Leave, AL = Annual Leave, FH = Feeding Hour
(ML/PL) = Maternity/Paternity Leave, STL = Study Leave, CL = Compassionate Leave

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
			1	2	3	4	
			0 H	0 AL	0 WE	0 WE	0
5	6	7	8	9	10	11	
0 AL	0 AL	0 AL	0 AL	0 AL	0 WE	0 WE	0
12	13	14	15	16	17	18	
0 AL	0 AL	0 AL	0 AL	0 AL	0 WE	0 WE	0
19	20	21	22	23	24	25	
0 AL	0 H	0 H	0 AL	0 AL	0 WE	0 WE	0
26	27	28	29	30	31		
0 AL	0 AL	0 AL	0 AL	0 AL	0 WE		0

+ New Row   + Autofill   ⬇ Save   ⬇ Save and Submit

July 2021

Demographics E99GVYBH ▾

1093   IM*

Systems Analyst / Developer 1

Coulson Kgathi

My Timesheets

Monthly Stats ▾

Monthly Overtime:

TimeSheet Status ▾

Status: New

Comments
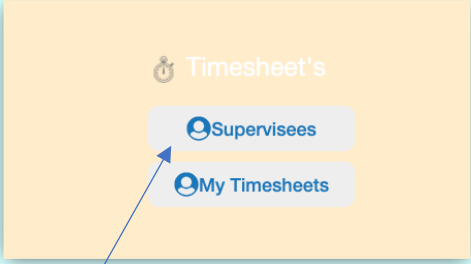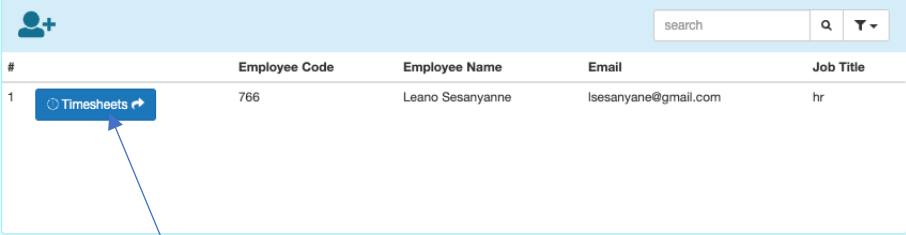
Once all the fields are filled click on the save and submit button to submit button to supervisor

Click on Auto fill to automatically fill fields with default duration of 8hrs

Click on Save button to save timesheet progress

Supervisor

Timesheet Dashboard

⏱ Timesheet's

👤Supervisees

👤My Timesheets
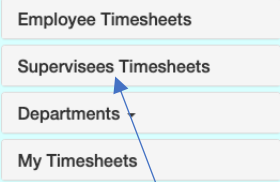
Click on Supervisees to view employees under your supervision

#		Employee Code	Employee Name	Email	Job Title
1	◯ Timesheets ➡	766	Leano Sesanyanne	lsesanyane@gmail.com	hr

search 🔍 ▼

Employee Timesheets

Supervisees Timesheets

Departments ▾

My Timesheets

Click on Timesheets to view an employee's timesheets

Click on Supervisees Timesheets to view all employee timesheets

Supervisees

#		Name	Month	Duration	Status	Submitted	App...
1	View Timesheet	Itumeleng Mosweu	May-2021	168	Verified		C Kg...
2	View Timesheet	Itumeleng Mosweu	March-2021	248	Submitted		

All
New
Submitted
Approved
Verified
Rejected

Demographics E99AG8HA
1093   IM*
Systems Analyst / Developer I
Coulson Kgathi
Supervisees Timesheets
My Timesheets

Click on View Timesheet to open a timesheet

Click filter button to filter timesheets by New, Submitted, Approved, Verified, Rejected

RH = Regular Hours, H = Holiday, SL = Sick Leave, AL = Annual Leave, FH = Feeding Hour
(ML/PL) = Maternity/Paternity Leave, STL = Study Leave, CL = Compassionate Leave

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
						1 — 0 WE	
2 — 0 AL	3 — 0 AL	4 — 0 AL	5 — 0 AL	6 — 0 AL	7 — 0 WE	8 — 0 WE	
9 — 0 AL	10 — 0 AL	11 — 0 AL	12 — 0 AL	13 — 0 AL	14 — 0 WE	15 — 0 WE	
16 — 0 AL	17 — 0 AL	18 — 0 AL	19 — 0 AL	20 — 0 AL	21 — 0 WE	22 — 0 WE	
23 — 0 AL	24 — 0 AL	25 — 0 AL	26 — 0 AL	27 — 0 AL	28 — 0 WE	29 — 0 WE	
30 — 0 AL	31 — 0 AL						

✖ Reject   ✔ Approve

August 2021

Demographics E99GVYBH
1093   IM*
Systems Analyst / Developer 1
Coulson Kgathi
Supervisees Timesheets
My Timesheets
Monthly Stats
⏳ Monthly Overtime: 0
TimeSheet Status
✓ Status: Submitted
📅 Submitted on : June 4, 2021, 9:07 a.m.
Comments

Click on Reject button to reject a timesheet

Click on Approve button to approve a timesheet

Write comment about timesheet here

HR

Timesheet Dashboard

⏱ Timesheet's

👤 My Timesheets

👤+ All Employees

Click on All Employees to view all employees
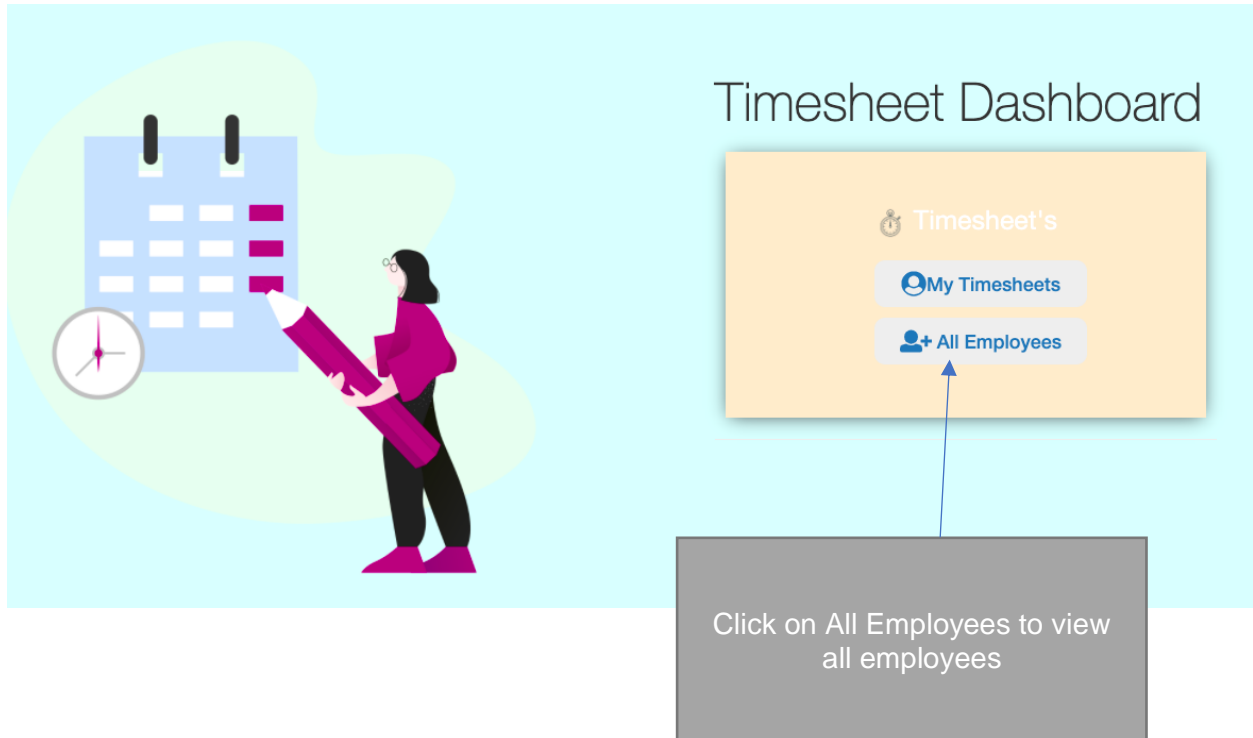
#		Employee Code	Employee Name	Email	Job Title
1	Timesheets →	1093	Itumeleng Mosweu	imosweu@bhp.org.bw	Systems Analyst / Developer I
2	Timesheets →	1189	Ontlametse Bareng	otbareng@bhp.org.bw	Lab Personnel
3	Timesheets →	2287	Legodile Kooepile	lkooepile@bhp.org.bw	Lab Personnel
4	Timesheets →	1031	Irene Kitsi	ikitsi@bhp.org.bw	Research Assistant
5	Timesheets →	2987	Kesego Motsumi	kmotsumi@bhp.bw.org	Lab Personnel
6	Timesheets →	21	Jacqueline Petros	jpetros@bhp.org.bw	Study Coordinator
7	Timesheets →	2819	Koketso Mokhokhwe	kmokhokhwe@bhp.org.bw	Lab Personnel
8	Timesheets →	230	Olebogeng Selepe	oselepe@bhp.org.bw	Research Assistant
9	Timesheets →	250	Lesedi Makgeng	lmakgeng@bhp.org.bw	Research Assistant
10	Timesheets →	789	Alvina Bafana	abafana@bhp.org.bw	Study Coordinator

search

Employee Timesheets

Departments ▾

My Timesheets

Click Employee Timesheets to view all employee timesheets

7 8 9 10 › »

Click on Timesheets to view an employee's timesheets

s 1 to 10 of 157.

↩ Employees

#		Name	Month	Duration	Status	Submitted	Approved By	Verified By
1	View Timesheet	Itumeleng Mosweu	May-2021	168	Verified		C Kgathi	D Tlhalerwa

Demographics E99AG8HA ▾

1093   IM*

Systems Analyst / Developer I

Coulson Kgathi

Employee Timesheets

Departments ▾

- Administration
- Supplies
- Finance
- CTU
- PEPFAR
- Records and Archives
- Coulson
- Lab
- Early Infant Treatment
- Cancer & Daktari
- Tsepamo
- Pharmacy
- Potlako Plus
- Early Infant Treatment
- Early Infant Treatment
- Software Engineering & Data Management
- HPTN
- Information Technology
- Tshilo Dikotla
- Ambition
- Motheo
- EDCTP
- EDCTP Study

Click Departments to view all employee timesheets in a department

☰	↩ Employees								▼
#		Name	Month	Duration	Status	Submitted	Approved By	Verified By	
1	View Timesheet	Itumeleng Mosweu	May-2021	168	Verified		C Kgathi	D Tlhalerwa	

Demographics E99AG8HA ▾

👤 1093   IM ✳

💼 Systems Analyst / Developer I

👥 Coulson Kgathi

Employee Timesheets

Departments ▾

My Timesheets

Click on View Timesheet to open a timesheet

RH = Regular Hours, H = Holiday, SL = Sick Leave, AL = Annual Leave, FH = Feeding Hour
(ML/PL) = Maternity/Paternity Leave, STL = Study Leave, CL = Compassionate Leave

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
						1 [0] [WE ▾]	
2 [0] [AL ▾]	3 [0] [AL ▾]	4 [0] [AL ▾]	5 [0] [AL ▾]	6 [0] [AL ▾]	7 [0] [WE ▾]	8 [0] [WE ▾]	
9 [0] [AL ▾]	10 [0] [AL ▾]	11 [0] [AL ▾]	12 [0] [AL ▾]	13 [0] [AL ▾]	14 [0] [WE ▾]	15 [0] [WE ▾]	
16 [0] [AL ▾]	17 [0] [AL ▾]	18 [0] [AL ▾]	19 [0] [AL ▾]	20 [0] [AL ▾]	21 [0] [WE ▾]	22 [0] [WE ▾]	
23 [0] [AL ▾]	24 [0] [AL ▾]	25 [0] [AL ▾]	26 [0] [AL ▾]	27 [0] [AL ▾]	28 [0] [WE ▾]	29 [0] [WE ▾]	
30 [0] [AL ▾]	31 [0] [AL ▾]						

✖ Reject   ✔ Approve

August 2021 ↩

Demographics E99GVYBH ▾

👤 1093   IM ✳

💼 Systems Analyst / Developer 1

👥 Coulson Kgathi

Supervisees Timesheets

My Timesheets

Monthly Stats ▾

⏳ Monthly Overtime: 0

TimeSheet Status ▾

✅ Status: Submitted

📅 Submitted on : June 4, 2021, 9:07 a.m.

Comments

Click on Reject button to reject a timesheet

Click on Verify button to Verify a timesheet