

Process for attendance in HRIS against timesheets filled in One ERP

- Timesheets are mandatory for everyone and have to be filled every working day.
 - **By whom?** timesheets have to be filled by all Nagarrians* including interns, trainees, professionals and third party contractors.
** To be referred to as employees in this document.*
 - **And when?** timesheets have to be filled even when you are working from client locations, working from home, on bench, on official trips, or attending workshops or events.
- Timesheets are filled against work items, and these are classified as:
 - **Official tasks** – project work, training, workshops, business travel, events etc.
 - **Private tasks** – leave, sabbatical etc., to be filled if there is a regulatory or client requirement.
- An employee will be considered:
 - **Absent** if the total time filled for that day against official tasks < 4 hrs.
 - **Half-day present** if the total time filled for that day against official tasks is ≥ 4 hrs & < 8 hrs.
 - **Full-day present** if the total time filled for that day against official tasks is ≥ 8 hrs.
- Timesheet data will be extracted every day at midnight from One ERP and the calculated attendance will be sent to HRIS.
- A notification will be sent to the employee if their attendance status for the previous day is Absent or Half-day present.
- The employee will be given two working days in which they can enter or update the timesheet for that day. A reminder will be sent to the employee at the close of business of the 2nd working day.
 - If the employee enters or updates their timesheet within two working days, they will receive an attendance credit of 0.5 days or 1 day (depending on the updated hrs in the timesheet).
 - If the employee fails to enter or update their timesheet within the two working days, they will have to raise a ticket on Kayako along with the approval of the BU Head. The Leave Management team will then manually assign a credit for the employee in HRIS.
- In the event that a timesheet submitted by the employee is rejected by the Project CEO and the employee reduces the hours logged while updating the timesheet, then the following will happen:
 - If the employee updates their timesheet within two working days, they will receive an attendance credit of -0.5 days or -1 day (depending on the updated hrs in the timesheet).
 - If the employee fails to update their timesheet within two working days, then the difference in the attendance between HRIS and One ERP will be compiled in a reconciliation report. This report will be generated at the end of the month and sent to the designated BU Head for their consideration.
- Timesheets for a month will be locked for editing after two working days of the following month have elapsed.
- There will be no impact on attendance if an employee changes their timesheet hours **within** any of the categories < 4 hrs or ≥ 4 hrs and < 8 hrs or ≥ 8 hrs.

Daily timesheet summary report for Project CEOs

Every Project CEO (both of internal projects and customer projects) will receive a daily timesheet summary report in the morning. This report will show a list of all projects for which they are the Project CEO, the team members allocated to each of these projects, their % allocation, and the time filled by them segregated into billable and non-billable hours.

This report will also show (refer to the sample report below):

- The time filled by other employees who are not allocated to their projects. For example, Employee 6 and Employee 7 against Project 2.
- The time filled by your project team members in other projects. For example, Employee 2 and Employee 7 against Project 4.
- Team members from your projects who have not filled any time for the report date. For example, Employee 4.

Report date: 06 May 2020

My project(s)	Employee name	Email id	%Allocation	Total hrs	Billable hrs	Non-billable hrs
Project 1	Employee 1		40	1.00	1.00	
Project 2	Employee 2		100	3.50	1.00	2.50
Project 2	Employee 3		100	4.00		4.00
Project 2	Employee 4		100	0.00		
Project 2	Employee 5		100	7.00	5.50	1.50
Project 2	Employee 1		30	3.00	3.00	
Project 2	Employee 6		0	4.00	1.50	2.50
Project 2	Employee 7		0	6.00	4.00	2.00
Project 3	Employee 3		0	5.00	2.00	3.00
Project 3	Employee 1		30	4.00	4.00	
Project 3	Employee 6		100	4.00	3.50	0.50
Project 3	Employee 7		50	0.50	0.50	

Other project(s)	Employee name	Email id	%Allocation	Total hrs	Billable hrs	Non-billable hrs
Project 4	Employee 7		50	2.00	1.00	1.00
Project 4	Employee 2		0	2.00	2.00	

It's important that the Project CEO reviews this report and takes prompt action when:

- A member of their team has failed to fill his or her timesheet for the report date.
The Project CEO should reach out to this team member and get them to fill their timesheet within the two working days from the report date.
- An employee fills incorrect billable or non-billable hours for the report date:
The Project CEO should promptly review the detailed timesheet in One ERP and reject the timesheet if any mistakes are found. This will allow the employee to correct their timesheet within two working days from the report date.

Here are some scenarios pertaining to missing or incorrect timesheets:

Scenario 1: An employee forgets to fill her timesheet 06-May-2020, a Wednesday.

- She will be marked absent for this date and will receive a notification to this effect on Thursday (7th May) morning.
- She will have two working days (7th May and 8th May) to enter the timesheet for 6th May.
- If she enters the timesheet for 6th May by midnight of 8th May then she will receive credits as follows:
 - 0.5 credits if the total time filled against official tasks is ≥ 4 hrs and < 8 hrs.
 - 1 credit if the total time filled against official tasks is ≥ 8 hrs.
- If she does not enter the timesheet for 6th May by midnight of 8th May, she will have to raise a ticket on Kayako along with an approval of the BU Head. The Leave Management team will then manually assign a credit for the employee in HRIS.

Scenario 2: An employee fills her timesheet partially for 06-May-2020, a Wednesday – total time filled against official tasks ≥ 4 hrs and < 8 hrs.

- She will be marked half-day present for this date and will receive a notification to this effect on Thursday (7th May) morning.
- She will have two working days (7th May and 8th May) to update the timesheet for 6th May.
- If she updates the timesheet for 6th May by midnight of 8th May then she will receive credits as follows:
 - 0.5 credits if the total time filled against official tasks is ≥ 8 hrs.
- If she does not update the timesheet for 6th May by midnight of 8th May, she will have to raise a ticket on Kayako along with an approval of the BU Head. The Leave Management team will then manually assign a credit for the employee in HRIS.

Scenario 3: An employee fills her timesheet with excess hours for 06-May-2020, a Wednesday – total time filled against official tasks ≥ 8 hrs. Project CEO rejects this timesheet.

- She will be marked present for this date.
- If she updates her timesheet for 6th May by midnight of 8th May, then her attendance will be adjusted as follows:
 - -0.5 credits if the total time filled against official tasks is now ≥ 4 hrs & < 8 hrs.
 - -1 credit if the total time filled against official tasks is now < 4 hrs.
- If she updates her timesheet after 8th May, then the difference in the attendance between HRIS and One ERP will be compiled in a reconciliation report. This report will be generated at the end of the month and sent to the designated BU Head for their consideration.

Scenario 4: An employee fills her timesheet with excess hours for 06-May-2020, a Wednesday – total time filled against official tasks ≥ 4 hrs and < 8 hrs. Project CEO rejects this timesheet.

- She will be marked half-day present for this date.
- If she updates her timesheet for 6th May by midnight of 8th May, then her attendance will be adjusted as follows:
 - -0.5 credits if the total time filled against official tasks is now < 4 hrs.
- If she updates her timesheet after 8th May, then the difference in the attendance between HRIS and One ERP will be compiled in a reconciliation report. This report will be generated at the end of the month and sent to the designated BU Head for their consideration.