



# **TIMESHEET FEATURES FOR VERSION 3.+**

**'Php Web Based Timesheet, And Project Tracking Software'**  
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### 3. Timesheet

Click the "TIMESHEET" icon at the top menu to access the Timesheet Module.



Figure 1: Timesheet Top Menu

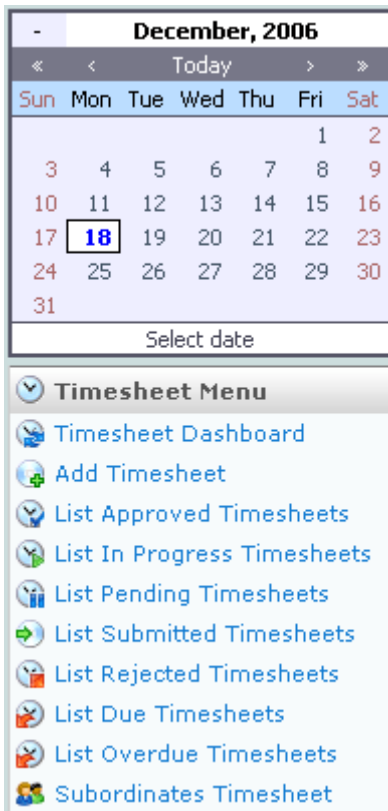



Figure 2: Timesheet Left Side Menu

### 3.1 Timesheet Dashboard



Click the " **Dashboard**" Tab to View Timesheet Dashboard. Click on the [\[List All\]](#) link to go to its the specific page

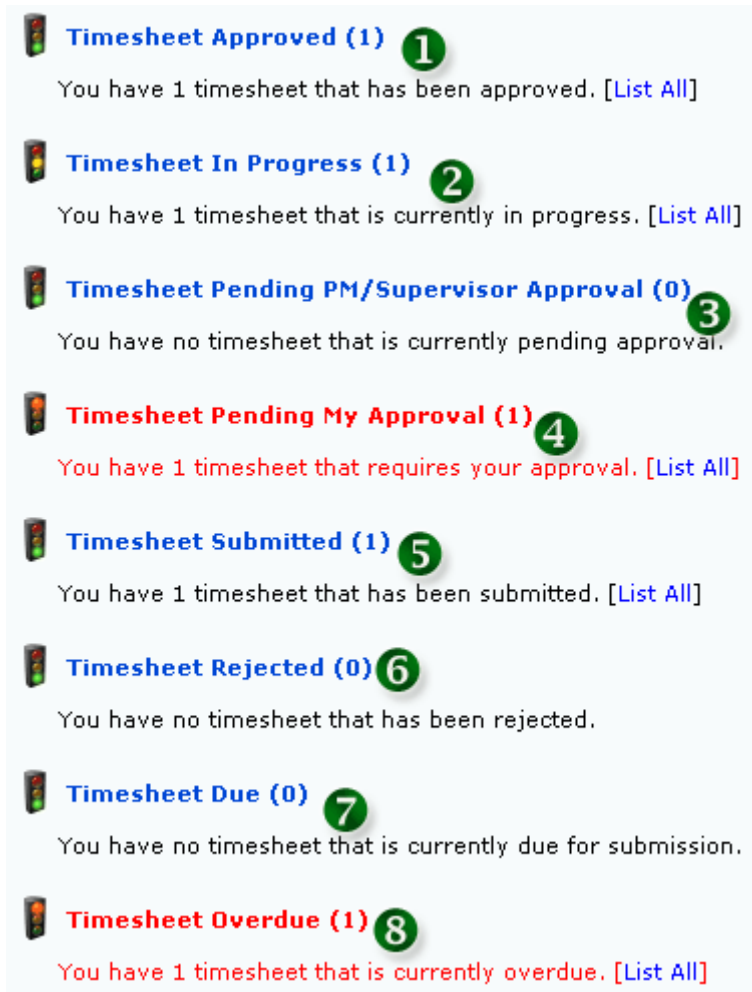


Figure 3: Timesheet Dashboard Page

1. ALL APPROVED TIMESHEETS ARE LISTED HERE
2. ALL IN-PROGRESS TIMESHEETS ARE LISTED HERE
3. ALL SUBMITTED TIMESHEETS ARE LISTED HERE
4. ALL SUBMITTED TIMESHEETS PENDING MY APPROVAL ARE LISTED HERE
5. ALL PENDING APPROVAL TIMESHEETS ARE LISTED HERE
6. ALL REJECTED TIMESHEETS ARE LISTED HERE
7. ALL DUE TIMESHEETS ARE LISTED HERE
8. ALL OVERDUE TIMESHEETS ARE LISTED HERE

## 3.2 Adding Timesheet

 Add Timesheet

Click the " Add/Update Hours" Tab to start Adding Timesheet.




Figure 4: Empty Timesheet Page

1. CURRENT TIMESHEET WEEK
2. CLICK TO ADD TIMEOFF
3. CLICK TO IMPORT TASKS FROM PREVIOUS WEEK: Only Tasks and Timeoff titles will be imported. Hours will not be imported. This button will only appear if there are values in previous week's timesheet.

### 3.2.1 Adding Timeoff Tasks

Click the " Add TimeOff" Button to add Timeoff Tasks.

Menu	TimeOff	Sun 10th	Mon 11th	Tue 12th	Wed 13th	Thu 14th	Fri 15th	Sat 16th	Total Hours
	Administrative Tasks								0.00
Total Hours:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Add TimeOff, Update Timesheet, Submit Timesheet

Figure 5: Timeoff Tasks Added

1. OFF DAY: Off Day as defined in the system (can be changed in User Preference)
2. WORKING DAY
3. TIMEOFF TYPE
4. TOTAL HOURS: Total hours for specific day and task
5. TOTAL DAILY HOURS: Total hours for specific day
7. TOTAL TASK HOURS: Total hours for specific task
8. GRAND TOTAL HOURS: Total hours for the whole week

### 3.2.2 Adding New Tasks

Click the "  Add/Update Tasks" Tab to add new Tasks.

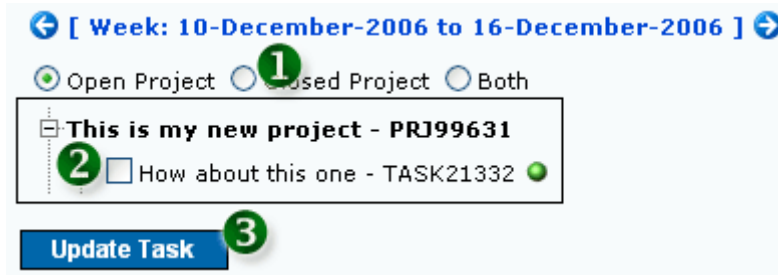


Figure 6: Adding New Task

1. **PROJECT STATUS:** Open / Closed / Both
2. **TASK SELECTION:** Check to select Task
3. **UPDATE TASK:** Click to Update Task in Timesheet



Menu	Tasks	Billing	Sun 10th	Mon 11th	Tue 12th	Wed 13th	Thu 14th	Fri 15th	Sat 16th	Total
	This is my new project - PRJ99631 -> How about this one - TASK21332	Billable		8.00	8.00	8.00	8.00	8.00		40.00
Total Hours:			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Figure 7: Adding New Task

1. **SELECTED TASK:** Current task selection
2. **BILLABLE / NON BILLABLE SELECTION**

### 3.2.3 Time-In, Time-Out and Comments

Click on the hours box to enable the "Time-In, Time-Out and Comments" feature for the particular Task and it's related day. For changes in the "Time-In and Time-Out", the hours in the Hours box will change accordingly.



Figure 8: Time-In, Time-Out and Comments

1. **TIME-IN / TIME-OUT:** Select daily time-in / time-out updates
2. **ADD COMMENTS**

### 3.2.4 Updating Timesheet

Timesheet can be updated by clicking the "Update Timesheet" button anytime.

### 3.2.5 Submitting Timesheet

Timesheet can be submitted by clicking the "Submit Timesheet" button. These rules have to be adhered before Submission is accepted:

- ◆ Number of Minimum Hours Per Working Day (as defined by the Administrator)
- ◆ Number of Minimum Hours Per Week (as defined by the Administrator)
- ◆ No Tasks / Timeoffs with Zero Hours

These rules can be configured per user by the Administrator

### 3.2.6 Traversing The Timesheet

Timesheet week can be changed by clicking the Arrow Button at the Week Display or by Clicking Directly at the Calendar



Figure 9: Timesheet Traversing

### 3.2.7 Approval Rules


Click the "  My Approval Rules " Tab to View My Timesheet Approval Rules.



Figure 10: My Timesheet Current Approval Rules

**Task Approval:** Approval rules for Task Specific submission.  
**Options (Configurable per User by Administrator):**

1. Project Manager (default)
2. Secondary Project Manager (default)
3. Supervisor
4. Secondary Supervisor
5. Administrator
6. System

**Timeoff Approval:** Approval rules for Timeoff Specific submission.  
**Options (Configurable per User by Administrator):**

1. Supervisor (default)
2. Secondary Supervisor (default)
3. Administrator
4. System

**Overall Approval:** Approval rules for Overall Weekly submission.  
**Options (Configurable per User by Administrator):**

1. Supervisor
2. Secondary Supervisor
3. Administrator
4. System (default)



### ***3.2.8 Approval Rules Definition***


















When a Timesheet is Submitted:

- ◆ System will verify for Tasks (refer **Task Approval at 3.2.7**):
  1. If User is the Same as Task's Project Manager, Auto Approve. If not, Pending
  2. If User is the Same as Task's Secondary PM, Auto Approve. If not, Pending
  3. If User is his/her own Supervisor, Auto Approve. If not, Pending
  4. If User is his/her own Secondary Supervisor, Auto Approve. If not, Pending
  5. If User is the Administrator, Auto Approve. If not, Pending
  6. System Auto Approve.
  
- ◆ System will verify for Timeoff (refer **Timeoff Approval at 3.2.7**):
  1. If User is his/her own Supervisor, Auto Approve. If not, Pending
  2. If User is his/her own Secondary Supervisor, Auto Approve. If not, Pending
  3. If User is the Administrator, Auto Approve. If not, Pending
  4. System Auto Approve.
  
- ◆ System will verify for Overall (refer **Overall Approval at 3.2.7**):
  1. If User is his/her own Supervisor, Auto Approve. If not, Pending
  2. If User is his/her own Secondary Supervisor, Auto Approve. If not, Pending
  3. If User is the Administrator, Auto Approve. If not, Pending
  4. System Auto Approve.
  - ◆ **Please take note that Auto-Approval for Overall will ONLY HAPPEN after Tasks and Timeoff have been Approved earlier.**

### 3.3 Listing Approved Timesheets

 [List Approved Timesheets](#)

Click the " **Approved Timesheets List**" Tab to List Approved Timesheets.

 Week Start 	 Projects 	 TimeOff 	 Total Hours 	Status
<a href="#">10-December-2006</a>	1	0	0.00	 (0)  (0)  (0)
<a href="#">03-December-2006</a> <b>1</b>	0	1	0.00	<b>2</b>  (0)  (0)  (0)
<a href="#">26-November-2006</a>	1	1	40.00	 (0)  (0)  (0)

[Total: 3]

☐ Search Records


















Figure 11: Approved Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**
2. **CURRENT STATUS:** Number of Pending / Approve / Reject Tasks

### 3.4 Listing In-Progress Timesheets

 [List In Progress Timesheets](#)

Click the " **In Progress Timesheets List**" Tab to List In-Progress Timesheets.

 Week Start 	 Projects 	 TimeOff 	 Total Hours 	Status
<a href="#">10-December-2006</a>	1	0	0.00	 (0)  (0)  (0)
<a href="#">03-December-2006</a> <b>1</b>	0	1	0.00	<b>2</b>  (0)  (0)  (0)
<a href="#">26-November-2006</a>	1	1	40.00	 (0)  (0)  (0)

[Total: 3]

☐ Search Records

Figure 12: In-Progress Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**
2. **CURRENT STATUS:** Number of Pending / Approve / Reject Tasks

### 3.5 Listing Pending Timesheets

 [List Pending Timesheets](#)

Click the " Pending Timesheets List" Tab to List Pending Timesheets.

Week Start	Projects	TimeOff	Total Hours	Status
<a href="#">10-December-2006</a>	1	0	0.00	(0)  (0)  (0)
<a href="#">03-December-2006</a> <b>1</b>	0	1	0.00	<b>2</b> (0)  (0)  (0)
<a href="#">26-November-2006</a>	1	1	40.00	(0)  (0)  (0)

[Total: 3]

☐ Search Records

Figure 13: Pending Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**
2. **CURRENT STATUS:** Number of Pending / Approve / Reject Tasks

### 3.6 Listing Submitted Timesheets

 [List Pending Timesheets](#)

Click the " Submitted Timesheets List" Tab to List Submitted Timesheets.

Week Start	Projects	TimeOff	Total Hours	Status
<a href="#">10-December-2006</a>	1	0	0.00	(0)  (0)  (0)
<a href="#">03-December-2006</a> <b>1</b>	0	1	0.00	<b>2</b> (0)  (0)  (0)
<a href="#">26-November-2006</a>	1	1	40.00	(0)  (0)  (0)

[Total: 3]

☐ Search Records

Figure 14: Submitted Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**
2. **CURRENT STATUS:** Number of Pending / Approve / Reject Tasks

### 3.7 Listing Rejected Timesheets

 [List Rejected Timesheets](#)

Click the " **Rejected Timesheets List**" Tab to List Rejected Timesheets.

Week Start	Projects	TimeOff	Total Hours	Status
<a href="#">10-December-2006</a>	1	0	0.00	(0)  (0)  (0)
<a href="#">03-December-2006</a> <b>1</b>	0	1	0.00	<b>2</b> (0)  (0)  (0)
<a href="#">26-November-2006</a>	1	1	40.00	(0)  (0)  (0)

[Total: 3]

☐ Search Records

Figure 15: Rejected Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**
2. **CURRENT STATUS:** Number of Pending / Approve / Reject Tasks

### 3.8 Listing Due Timesheets

 [List Due Timesheets](#)

Click the " **Due Timesheets List**" Tab to List Due Timesheets.

Week Start
<a href="#">10-December-2006</a>
<a href="#">03-December-2006</a>
<a href="#">26-November-2006</a>

[Total: 3]

☐ Search Records

Figure 16: Due/Overdue Timesheets Listing

1. **CLICK LINK TO GO TO TIMESHEET**

### 3.9 Listing OverDue Timesheets

 [List Overdue Timesheets](#)

Click the " **Overdue Timesheets List**" Tab to List Overdue Timesheets.



Figure 17: Due/Overdue Timesheets Listing

1. CLICK LINK TO GO TO TIMESHEET


### 3.10 Submitting Subordinates Timesheets










#### Subordinates Timesheet

Supervisor can submit timesheets on behalf of their subordinates via this feature.

#### 3.10.1 Listing Subordinates Timesheets

Click the " Subordinates Timesheets List" Tab to List Subordinates' Timesheets.

 **Subordinates Listing**

 Name 		 Employee Type 	 Department 	 Non Submission Weeks 
 David	<b>1</b>	Full-time salaried		1 <b>2</b>
 Gyles		Full-time salaried		1

[Total: 2]

Figure 18: Subordinates Timesheet Status Listing

1. **CLICK LINK TO EDIT SUBORDINATE'S TIMESHEET:** Click the link to go directly to subordinates' timesheet edit mode. **Refer Editing Subordinate's Timesheet at 3.10.2** for more information
2. **OVERDUE WEEK(S):** The number of weeks subordinates' timesheet is overdue

#### 3.10.2 Editing Subordinate's Timesheets

Click the Name Link in Figure 41 Edit Subordinates' Timesheets. **Refer to Add Timesheet Page at 3.2** for more detailed Timesheet Operation

**1** Change Current Subordinate  Non-Submission Weeks (2)  **2**

 [ Week: 03-December-2006 to 09-December-2006 ] 

Menu	TimeOff	Sun 03rd	Mon 04th	Tue 05th	Wed 06th	Thu 07th	Fri 08th	Sat 09th	
	Administrative Tasks 								0.00
Total Hours:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Add TimeOff** **Update Timesheet** **Submit Timesheet**

Figure 19: Subordinate's Timesheet Edit Page

1. **CHANGE TO DIFFERENT SUBORDINATE**
2. **CHANGE TO DIFFERENT WEEK**

### 3.11 Submitted Timesheet Mode

Whenever a Timesheet is submitted successfully, User will enter the Timesheet Submitted Mode automatically. Most of the Submitted Mode Features are similar to the **Add Timesheet Mode** at 3.2.

← [ Week: 03-December-2006 to 09-December-2006 ] →

Tasks	Billing	Sun 03rd	Mon 04th	Tue 05th	Wed 06th	Thu 07th	Fri 08th	Sat 09th	Total
1 ✓ This is my new project - PRJ99631 → How about this one - TASK21332	Billable		8.00	8.00	8.00	8.00	8.00		40.00
3 Overall Status: <b>Approved</b> By: System 4	Total Hours:	0.00	8.00	8.00	8.00	5 8.00	8.00	0.00	40.00

2 **Undo Submit** System: Auto Approved By System

Figure 20: Timesheet Submitted Page

**1. CURRENT STATUS:** The current status of the Task / Timeoff (Approved / Pending / Rejected)

- ◆ ✓ Approve
- ◆ ⏸ Pending
- ◆ ✗ Rejected

**2. UNDO SUBMISSION:** Click "Undo Submit" to Undo the timesheet submission. Page will be redirected to Update Timesheet Mode

**3. OVERALL STATUS:** The overall status of the Task / Timeoff (Approved / Pending / Rejected)

- ◆ ✓ Approve
- ◆ ⏸ Pending
- ◆ ✗ Rejected

**4. COMMENT BOX:**

- ◆ ⓘ Mouseover the Comment Box icon to show the comment

**5. DAILY HOURS:** Total daily hours