

## How to fill timesheet

Employees must fill timesheets in iTime only. If employee is allocated to some project, employee must make sure that tasks are visible in iTime under the project name to fill timesheets else employee must create non- project activity and fill timesheet in it.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
	15	16	17	18	19	20	21	
Attendance(HH:%)	0	9.12	9.25	9.47	9.45	9.3	0	46.59
Worked(Hrs)	0	9.12	9.25	9.50	0	0	0	27.87
- U.0031-01 MIS-HR & Admin Application								
Support Work	0.00	9.12	9.25	9.5	0.00	0.00	0.00	1479.30
- U.0035-01 MIS-COMPASS								
- Non-Project Activity								

	Date	Day	Location	Swiped Hrs	Normalize Hrs	Attendance Hrs	Timesheet Hrs		
<input checked="" type="checkbox"/>	15-Sep-2019	SUN	LTI - Powai Tech Tower I	0:00	0:00	0	0.00	<input checked="" type="checkbox"/>	<input type="lock"/>
<input checked="" type="checkbox"/>	16-Sep-2019	MON	LTI - Powai Tech Tower I	9:12	0:00	9.12	9.12	<input checked="" type="checkbox"/>	<input type="lock"/>
<input checked="" type="checkbox"/>	17-Sep-2019	TUE	LTI - Powai Tech Tower I	9:25	0:00	9.25	9.25	<input checked="" type="checkbox"/>	<input type="lock"/>
	18-Sep-2019	WED	LTI - Powai Tech Tower I	9:47	0:00	9.47	9.50	<input type="checkbox"/>	<input type="lock"/>
<input checked="" type="checkbox"/>	19-Sep-2019	THU	LTI - Powai Tech Tower I	9:45	0:00	9.45	0.00	<input checked="" type="checkbox"/>	<input type="lock"/>
<input checked="" type="checkbox"/>	20-Sep-2019	FRI	LTI - Powai Tech Tower I	9:30	0:00	9.3	0.00	<input checked="" type="checkbox"/>	<input type="lock"/>
<input checked="" type="checkbox"/>	21-Sep-2019	SAT	LTI - Powai Tech Tower I	0:00	0:00	0	0.00	<input checked="" type="checkbox"/>	<input type="lock"/>
<b>Note :</b> • Non-Compliant(Attendance Hrs < Timesheet Hrs) days can't be submit for approval • Time Conversion [ Example : 10:15 HH:MM = 10.25 HH:%, 10:30 HH:MM = 10.50 HH:%, 10:45 HH:MM = 10.75 HH:% ]									
									<input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant
Do you want submit this effort for approval?									<div>YesNo</div>

His Attendance Efforts must be greater than or equal to Timesheet Efforts.

Timesheet effort is the time which you enter below

	<input type="lock"/>	<input type="lock"/>	<input type="lock"/>	<input type="lock"/>	<input type="lock"/>	<input type="lock"/>	<input type="lock"/>	27.87
- U.0031-01 MIS-HR & Admin Application								
Support Work	0.00	9.12	9.25	9.5	0.00	0.00	0.00	1479.30

Attendance effort is time captured by swipe machine i.e. Swiped hrs. at gate/ODC + Normalization hrs if done.

Suppose you want to Normalize for 6<sup>th</sup> July, click on date as highlighted in screenshot below

The screenshot shows the i.Time application interface. At the top, it says "Hi, Ritesh Tidke" and "Last Login : Jul 9 2020 12:19:38:913PM". The main section displays a calendar for July 2020. The date 06 is highlighted in red. A red box highlights the '06' in the calendar and the corresponding '0' in the 'Attendance' row for Monday, 06. The interface also shows a 'Timesheet Booked(Hrs)' section and a list of tasks including 'U.0031-01 MIS-HR & Admin Application' and 'Support'.

Popup comes where you can normalize and submit for approval.

The screenshot shows the 'Attendance Details (Total LTI)' popup window. It contains a table with the following data:

Date	In Time (HH:MM)	Out Time (HH:MM)	Swiped Hrs (HH:MM)	Regularized Hrs (HH:MM)	Attendance Hrs (HH:MM)	Converted Hrs(HH.%)
06-Jul-2020	00:00	00:00	00:00	00:00	00:00	0

Below the table, there is a 'Regularize' section with the following fields:

- Hours\*: 00
- Minutes\*: 00
- Reason\*: Working Remotely
- Comments: (empty field)
- Submit button

Steps to Add Non-Project task:

1. Click on the "+" icon to Add new task.

The screenshot shows the i.Time application interface. At the top, it says "Hi, Ritesh Tidke" and "Last Login : Jul 9 2020 12:19:38:913PM". The main section displays a calendar for July 2020. The date 06 is highlighted in red. A red box highlights the '06' in the calendar and the corresponding '0' in the 'Attendance' row for Monday, 06. The interface also shows a 'Timesheet Booked(Hrs)' section and a list of tasks including 'U.0031-01 MIS-HR & Admin Application', 'Support Work', 'U.0035-01 MIS-COMPASS', and 'Non-Project Activity'.

2. A pop-up window will be displayed, to fill the task details. Once the details are filled select the task start date, end date and click on "Save" button.

Category  
Independent Activity ▼

Activity  
General Activities ▼

Sub-Activity  
Gen. Meeting ▼

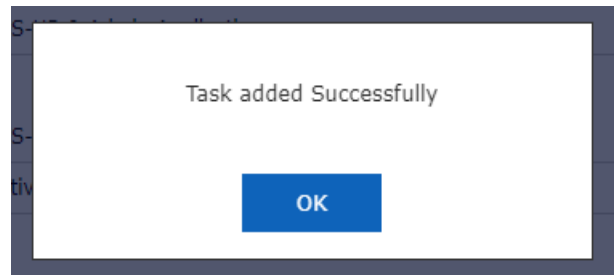
Task Name  
Europe OT Hrs Meeting

From Date  
09/25/2019

To Date  
10/25/2019

Planned Hrs  
100 Hrs.

Save



3 Now Task is created, user can fill the timesheet accordingly.

Worked(Hrs)	0	0	0	0	0	0	0	0.00
- U.0031-01 MIS-HR & Admin Application								
Support Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1497.67
- U.0035-01 MIS-COMPASS								
- Non-Project Activity								
Europe OT Hrs Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PS: RA Small and Support projects, resources can create Project level planning in directly in iTime.  
Click on the “+” icon against the allocated Project ID and select as Project Activity task.