## Timesheet Summary Page

Timesheet Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name | Week | Total Hours | Status | Manager | Update time3 |
| Internal | 01/13/2019 - 01/19/20191 | 0 | New2 | Leaf |  |
| Internal | 01/06/2019 -  01/12/2019 | 40 | Pending Approval | Leaf | 01/13/2019  09:30:00 |
| Internal | 12/30/2019 -  01/05/2019 | 40 | Declined | Leaf | 01/10/2019  09:00:00 |
| Internal | 12/23/2018 -  12/29/2019 | 40 | Approved | Leaf | 01/03/2019  09:00:00 |

\* You must modify the declined timesheet and resubmit.

1. Backend generate new week cycle at the end of this week.

It is a link to timesheet details.

1. Status: New / Pending Approval / Approved / Declined.

If the status is New, you can enter new timesheet details. As long as the timesheet is submitted, it can’t be changed.

If the status is declined, the timesheet needs to be modified.

If the status is pending approval or approved, clicking the link only displays timesheet details which is not editable. There is no “submit” button.

1. timesheet updated time.

## Weekly Timesheet Detail Page

**Project Name**: **Comment**

**Approval Manager:**

**Time Period:**

\*Internal employee

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sun**  **01/12/19** | **Mon**  **01/13/19** | **Tue**  **01/14/19** | **Wed**  **01/15/19** | **Thu**  **01/16/19** | **Fri**  **01/17/19** | **Sat**  **01/18/19** | **Total** |
| **Regular** |  |  |  |  |  |  |  |  |
| **PTO** |  |  |  |  |  |  |  |  |
| **National Holiday** |  |  |  |  |  |  |  |  |
| **Total** |  | | | | | | |  |

\*Contractor

Please provide your approved timesheet information

**Timesheet Link:** \_\_\_\_\_\_\_\_\_\_\_\_

**Username:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Password:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

Please upload your approved timesheet screen shot

|  |
| --- |
|  |

**Your total approved time: \_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Clear** | **Submit** |

## Manager Page

Name: Ada Approve1 Decline2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun  01/12/19 | Mon  01/13/19 | Tue  01/14/19 | Wed  01/15/19 | Thu  01/16/19 | Fri  01/17/19 | Sat  01/18/19 | Total |
| Regular  Hours | 0 | 4 | 8 | 8 | 8 | 8 | 0 | 36 |
| PTO | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 4 |
| National  Holidays | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 40 |
| Comments:  \*\*\*\*\*\*\* | | | | | | | | |

Name: Amanda Approve1 Decline2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun  01/12/19 | Mon  01/13/19 | Tue  01/14/19 | Wed  01/15/19 | Thu  01/16/19 | Fri  01/17/19 | Sat  01/18/19 | Total |
| Regular  Hours | 0 | 4 | 8 | 8 | 8 | 8 | 0 | 36 |
| PTO | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 4 |
| National  Holidays | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 40 |
| Comments:  \*\*\*\*\*\*\* | | | | | | | | |

1,2. Button