## 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 are not editable. There is no “submit” button.

1. timesheet updated time.

## Timesheet Detail Page

Enter new timesheet (status: new)

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

**Approval Manager:** Leaf

**Time Period:**  01/12/2019-01/18/2019

\*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** |

When the timesheet status is “New”, user can enter new time sheet details: regular, PTO, or national holiday hours for each day within the time period, as well as the user’s comment. After clicking the “Submit” button, a pop-up window shows up, user can either confirm the submission then goes to the timesheet summary page or cancel to go back to the “enter timesheet” page. Clicking the “Clear” button clears the user’s inputs.

|  |
| --- |
| X  Are you sure you want to submit this timesheet?  Once submitted, it is not modifiable!  Cancel Confirm |

When the timesheet status is “Declined”, the timesheet detail page displays the user’s submitted entry. User must modified the entry and submit. Once the “Submit” button is clicked, the new entry will be compared with the previous one, if there is difference, a pop-up window shows up, user can either confirm or cancel the submission. If both entries are the same, the following pop-up will shows, reminding user to do the modification.

|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | X  The entry you entered is the same as previous declined version. You must re-enter OR leave comments explaining why you submit the same version!  Cancel | |

## Manager Page

|  |
| --- |
| Employee Name: Ada Click to show detail⇩ |

|  |
| --- |
| Employee Name: Amanda Click to show detail⇩ |

Click ‘⇩’ will show Ada’s timesheet detail:

Employee Name: Ada Approve\* Decline\*

Project Name: Internal

Time Period: 01/12/19 - 01/18/19

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |  | | | | | | | 40 |
| Comments:  \*\*\*\*\*\*\* | | | | | | | | |

Click ‘⇩’ will show Amanda’s timesheet detail:

Name: Amanda Approve\* Decline\*

Project Name: Internal

Time Period: 01/12/19 - 01/18/19

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |  | | | | | | | 40 |
| Comments:  \*\*\*\*\*\*\* | | | | | | | | |

After clicking button Approve, confirm popup.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: Ada X  Project Name: Internal  Time Period: 01/12/19 - 01/18/19  Are you sure to approve?  Cancel\*  Confirm\* | | | |
|

\*. Button

After clicking Button Decline,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: Ada X  Project Name: Internal  Time Period: 01/12/19 - 01/18/19  Decline Reason:   |  | | --- | | Textarea |   Cancel\* Confirm\* | | | |

\*. Button