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TIMESHEET BY MS. TEAMS

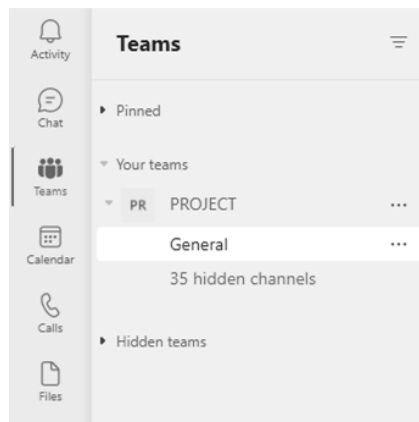
Cost Allocation Timesheet “Completed staff works”

1 ENTRY TIMESHEET

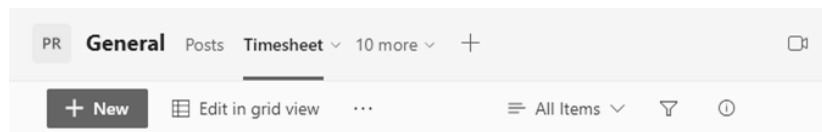
1.1 OPEN MICROSOFT TEAM



1.2 SELECT PROJECT GENERAL



1.3 SELECT MENU TIMESHEET



1.4 ENTER YOUR TIMESHEET

Save

Cancel

START *

4/18/2023

8:00 AM

Activity Start date

PROJECT *

042S-HS-T-CHE-ADI22

Project

TASK DESCRIPTION *

TAX CALC. PAYROLL

Task Description

TICKET

Enter value here

Incident / Service / Problem Number

EMPLOYEE *

EY Erwin Yahya

Enter a name or email address

Employee

ACTIVITY *

SUPPORT

Activity

BILLABLE HOUR *

5

Billable Hour

PLANNED ACTIVITY

031S-HS-T-SAP-SON22 / SU...

Planned Task

Attachments

Add attachments

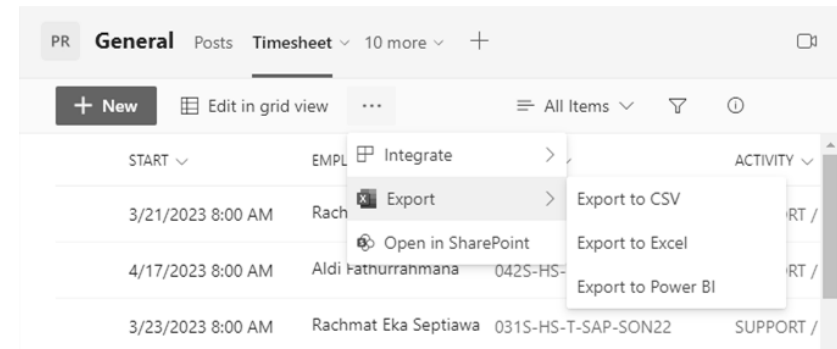
Save

Cancel

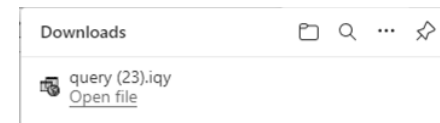
FIELD	DESCRIPTION
START	Activity Start Date & Time
EMPLOYEE	Employee Name
PROJECT	Project Code *
ACTIVITY	Activity *
TASK	Task Description
BILLABLE HOUR	Billable Hour
TICKET	<p>Ticket Number Reference for Annual Maintenance Contract – AMC / Annual Maintenance Service – AMS for Support Task</p> <p>AMC (Y) INCIDENT TICKET / IM PROBLEM TICKET / PR</p> <p>AMS (T) SERVICE TICKET / SR</p>
END	End Date & Time (Auto) = Start date and time + (Billable Hour / 24)
MAN-DAYS	Man-days (Auto) = Billable Hour / 3

2 PRINT TIMESHEET

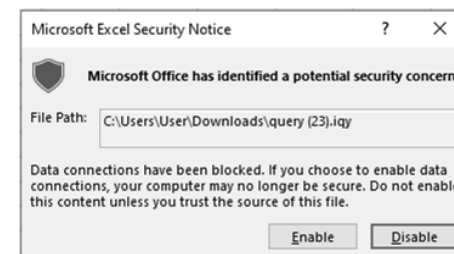
2.1 EXPORT TO EXCEL



2.2 OPEN EXCEL QUERY



2.3 ENABLE CONNECTION



2.4 SAVE QUERY ONLINE & FILTER

The screenshot shows the Microsoft Excel interface with the 'Table Design' ribbon active. The 'Table Name' is 'Table_query_23'. The 'Filter Button' is checked. The table below is filtered by the 'START' column, showing rows 1 through 24.

START	EMPLOYEE	PROJECT	ACTIVITY	TASK DESCRIPTION
21/03/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / INCIDENT	Support Daily Sonton
17/04/2023 08:00	Aldi Fathurrahmana	0425-HS-T-CHE-AD122	SUPPORT / INCIDENT	user status expired
23/03/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / INCIDENT	Support Sonton
24/03/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / INCIDENT	Support Sonton
27/03/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / INCIDENT	Support Sonton
28/03/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / INCIDENT	Support Sonton
29/03/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
30/03/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
31/03/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / SERVICE	Support Sonton
02/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
04/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
05/04/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
01/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
10/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
11/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
12/04/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
13/04/2023 00:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
14/04/2023 08:00	Rachmat Eka Septiawan	0315-HS-T-SAP-SON22	SUPPORT / STANDBY	Support Sonton
17/04/2023 08:00	Faisal Muttaqin	009P-SA-I-SAP-IMI21	SUPPORT / IMIP	SUPPORT IMIP
17/04/2023 00:00	Faisal Muttaqin	009P-SA-I-SAP-IMI21	SUPPORT / IMIP	IMIP - SAP / KT - FICO
14/04/2023 00:00	Erwin Yahya	0145-HS-T-CHE-AGP22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023
17/04/2023 08:00	Aditya Yovie	009P-SA-I-SAP-IMI21	SUPPORT	IMIP - SAP / KT - MM
14/04/2023 08:00	Erwin Yahya	0205-HS-T-CHE-YPU22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023

2.5 DESIGN YOUR TIMESHEET

The screenshot shows a designed timesheet template in Microsoft Excel. The template includes fields for NAME, LEVEL, JOB TITLE, and PERIOD. Below these fields is a table with columns for START, EMPLOYEE, PROJECT, ACTIVITY, and TASK DESCRIPTION. The table contains two rows of data.

START	EMPLOYEE	PROJECT	ACTIVITY	TASK DESCRIPTION
14/04/2023 00:00	Erwin Yahya	0145-HS-T-CHE-AGP22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023
14/04/2023 08:00	Erwin Yahya	0205-HS-T-CHE-YPU22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023

2.6 SET BREAK PAGE

The screenshot shows the Microsoft Excel interface with a page break set in the timesheet template. The page break is located between the header and the table. The 'Page Break' button is visible in the ribbon.

START	EMPLOYEE	PROJECT	ACTIVITY	TASK DESCRIPTION	BILLABLE	MANDATORY	END
14/04/2023 00:00	Erwin Yahya	0145-HS-T-CHE-AGP22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023	2.00	0.00	*****
14/04/2023 08:00	Erwin Yahya	0205-HS-T-CHE-YPU22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023	2.00	0.00	*****

2.7 EXPORT FILE TO PDF & SAVE FOR APPROVAL

The screenshot shows a PDF viewer displaying the timesheet template. The template includes fields for NAME, LEVEL, JOB TITLE, and PERIOD. Below these fields is a table with columns for START, EMPLOYEE, PROJECT, ACTIVITY, and TASK DESCRIPTION. The table contains two rows of data.

START	EMPLOYEE	PROJECT	ACTIVITY	TASK DESCRIPTION	BILLABLE	MANDATORY	END
14/04/2023 00:00	Erwin Yahya	0145-HS-T-CHE-AGP22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023	2.00	0.00	*****
14/04/2023 08:00	Erwin Yahya	0205-HS-T-CHE-YPU22	SUPPORT	TIMESHEET REPORT 21/12/2022 - 20/1/2023	2.00	0.00	*****

3 APPENDIX

3.1 PROJECT CODE

DIGIT	INFO	NOTES (Search Option)
1-3	NUMBER	
4	SEGMENT	P = PRIME S = SUPPORT
5-6	SUB SEGMENT	HS = HELPDESK SUPPORT
7	JOB	I = IMPLEMENTATION Y = ANNUAL MAINTENANCE CONTRACT / AMC T = ANNUAL MAINTENANCE SERVICE / AMS
8-10	CUSTOMER	VIN = VINILON IMI = IMIP
11-12	YEAR	22 = 2022 23 = 2023

3.2 ACTIVITY

NO.	ACTIVITY	NOTE
1	PREPARATION	These activities will be used for Project and Support Timeline / Progress
2.	BUSINESS BLUEPRINT	
3.	REALIZATION	
4.	FINAL PREPARATION	
5.	GO-LIVE	
6.	SUPPORT	

7.	INTERNAL	
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3.3 HELPDESK TOOLS

NO.	TOOLS	PROJECT CODE	ACTIVITY
1.	HELPDESK / INCIDENT	Project Code Format: 999S-XX-Y-XXX99	SUPPORT SUPPORT / INCIDENT
2.	HELPDESK / SERVICE	Project Code Format: 999S-XX-T-XXX99	SUPPORT SUPPORT / SERVICE
3.	HELPDESK / PROBLEM		SUPPORT / PROBLEM SUPPORT / MEETING SUPPORT / STANDBY SUPPORT / TRAINING

3.4 PROCESS

STEP	TASK	R	A	C	I
1.	CUSTOMER	SL	TL	TLS	TLS
2.	PLAN	PR	TL	TLS	TLS
3.	ACTUAL TIMESHEET	EE	TL	TLS	TLS
4.	REPORT	TL	TL	TLS	TLS
5.	BILLING	FI	TL	TLS	TL