**1 Introduction**

The university manually keeps track on the number of hours the students had worked and to proceed payment based on the hours worked. Currently the timesheets are manually filled by the students and submitted to the assigned staff for verification. Once the timesheet has been verified it is submitted to the university for payment manually. Due to many limitations in the manual process a web-based system is proposed in this document in which the submission and verification of the timesheet will be performed though this system. The verified timesheets will be submitted to the university via the website for payment.

**2. Proposed System**

The web-based time management system is developed for three users which are admin, student and staff.

**3 System Features**

**3.1 Admin**

3.1.1 Login

A user wants to login and see the different features available for the admin in the website.

3.1.2 Timesheet records

A user can see all the details written in the forms which have been previously submitted by all the students who are enrolled in the different modules. Apart from that, the user can see the date of submission and verification.

3.1.3 Set timesheet deadline

A user wants to set a deadline for students to ensure they submit the timesheet before the deadline. Apart from that, the user wants to a set a deadline for staff to ensure they verify the timesheet before the deadline.

3.1.4 Set timesheet reminder

A user wants to send a reminder to students to remind them to submit the timesheet before the deadline. Apart from that, the user wants to a send a reminder to staff to remind them to verify the timesheet before the deadline.

3.1.5 Set access

A user wants to authorize students enrolled in the different modules so that they can submit a timesheet form. Other than that, the user wants to authorize staff assigned to the different modules so that they can verify a timesheet form.

3.1.6 Exporting timesheet

A user wants to send all the timesheets that has been verified to the University Human Resources Department.

**3.2 Student**

3.2.1 Login

A user wants to login and see the different features available for the students in the website.

3.2.2 Submit timesheet

A user wants to submit the number of hours the user has spent working as a Lab Assistant or assisting in marking students’ assignments.

3.2.3 Timesheet records

A user can see all the details written in the forms which have been previously submitted. Apart from that, the user can see the module name, role, date of submission, status of verification and date of verification.

3.2.4 Timesheet deadline

A user wants to know when is the last day to submit the timesheet.

3.2.5 Timesheet statistics

A user wants to see the number of hours worked for the different modules the user has enrolled in.

**3.3 Staff**

3.3.1 Login

A user wants to login and see the different features available for the staff in the website.

3.3.2 Verify timesheet

A staff wants to verify timesheets that have been submitted by all the students who are enrolled in the module.

3.3.3 Timesheet records

A user can see all the details written in the forms which have been previously submitted by all the students who are enrolled in the module. Apart from that, the user can see the date of submission and verification.

3.3.4 Timesheet deadline

A user wants to know when is the last day to verify the timesheet.

3.3.5 Timesheet statistics

A user wants to see the number of hours worked for all the students who are enrolled in the module.

**3.4. Non-Functional Requirement**

3.4.1 Timesheet format

The timesheet form that is available in the website will have a fixed format. The form will include employee name, employee number, number of hours worked per week, total number of hours worked in a month, employee signature and staff signature.