

User Manual Timesheet

Powered By – Service Now

Created By – XACT Product Team

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XACT Time Sheet Management ~ User Manual

Purpose:

To provide a high-level overview of the time sheet management module for users.

Scope:

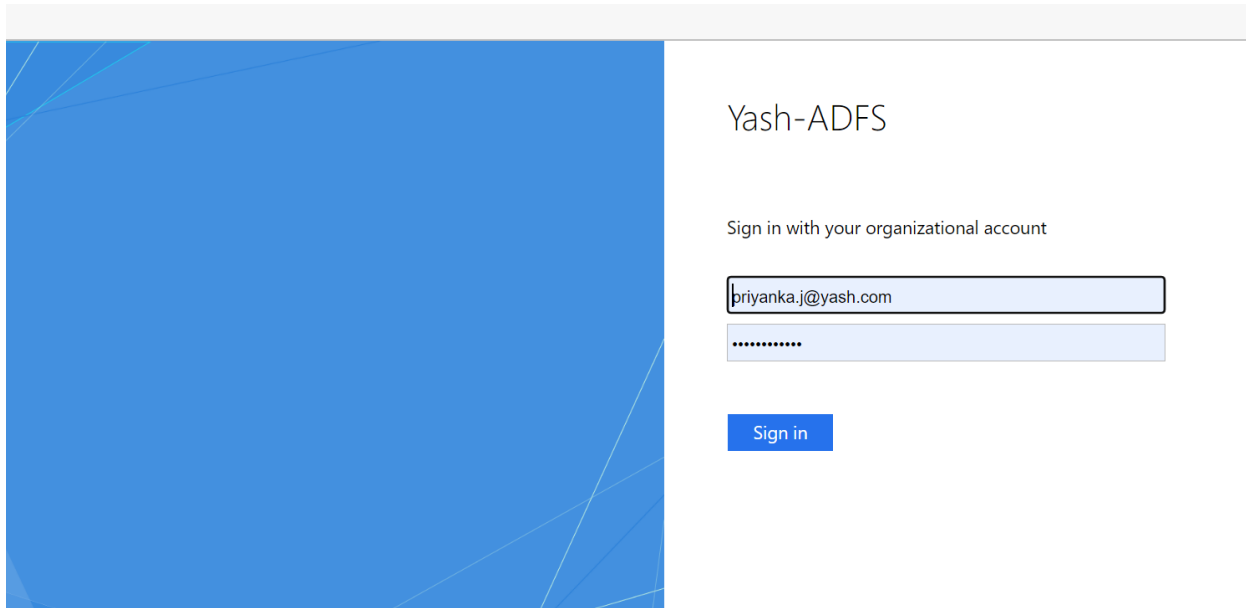
This document contains the steps to create the timesheet and update details on service now.

Roles:

IRM, SRM, Project Manager, Delivery manager, Project Team member

Walkthrough on Service Now:

Test Instance: <https://yashinmsptest.service-now.com/>

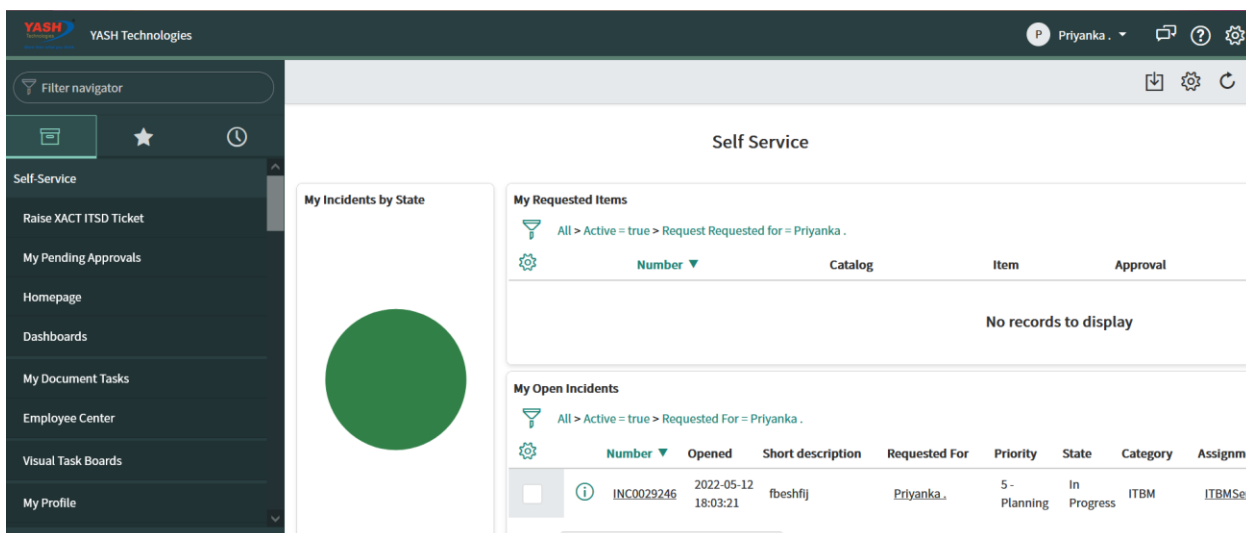


Yash-ADFS

Sign in with your organizational account

[Sign in](#)

- When the user logs in to the ServiceNow Portal, redirected to the Home Page.



Self Service

My Incidents by State

My Requested Items

All > Active = true > Request Requested for = Priyanka .

Number	Catalog	Item	Approval
No records to display			

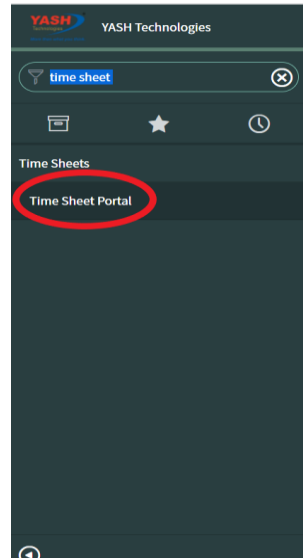
My Open Incidents

All > Active = true > Requested For = Priyanka .

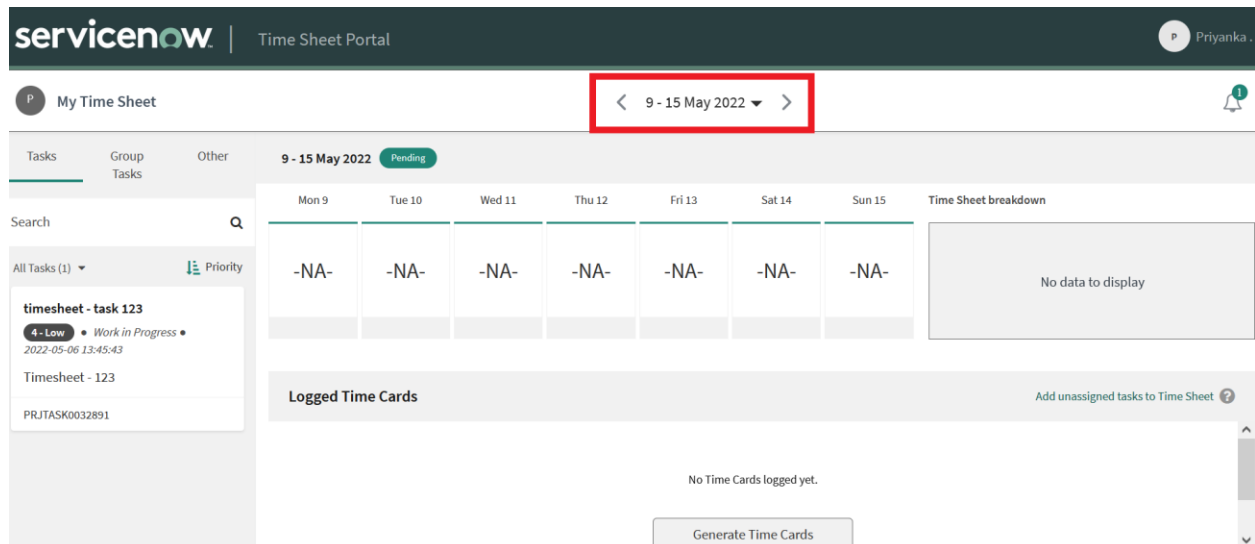
Number	Opened	Short description	Requested For	Priority	State	Category	Assignment
INC0029246	2022-05-12 18:03:21	fbeshfj	Priyanka..	5 - Planning	In Progress	ITBM	ITBMSer

Add New Timesheet (Roles: All the Yash Users)

1. Using the **Navigator** tool search for Timesheet and click on Time Sheet Portal.



2. By default, the timesheet form will load from the current week.



- To view previous week or change the week click on dropdown button to view the calendar and select the respective week or click on the forward and backward arrows.

The screenshot shows the 'servicenow Time Sheet Portal' interface. At the top, there's a header with the 'servicenow' logo and 'Time Sheet Portal'. Below this, a user profile 'Priyanka' is visible. The main section is titled 'My Time Sheet'. A dropdown menu is open, showing a calendar for 'May 2022'. The calendar has days of the week as columns and dates as rows. The date '2' is highlighted. Below the calendar, it says 'No Time Cards logged yet.'.

- Click on Add to timesheet under the Project Task or Generate Time Cards or can also copy from Previous Time Sheet.

The screenshot shows the 'servicenow Time Sheet Portal' interface. At the top, there's a header with the 'servicenow' logo and 'Time Sheet Portal'. Below this, a user profile 'Priyanka' is visible. The main section is titled 'My Time Sheet'. A dropdown menu is open, showing a calendar for 'May 2022'. The date '2' is highlighted. Below the calendar, it says 'No Time Cards logged yet.'.

Below the calendar, there's a section titled 'Logged Time Cards'. It contains two buttons: 'Generate Time Cards' and 'Copy from previous Time Sheet'. Both buttons are highlighted with a red box.

- Time Sheet related to specific Project will appear. Add the number of hours worked for the project. Status shows as **Pending** till the user submits the timesheet.

The screenshot shows the ServiceNow Time Sheet Portal. At the top, the status is '2 - 8 May 2022 Pending'. The sidebar on the left lists tasks, including 'timesheet - task 123' with a priority of 'Low' and a status of 'Work in Progress'. The main area displays a calendar grid for the week of May 2-8, 2022, with 8 hours logged for each day from Monday to Friday. A 'Logged Time Cards' table is also visible, showing a total of 40 hours for the week.

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJTAS	None	RPLN0006090	8	8	8	8	8	0	0	40

- User cannot submit the timesheet less than 45hrs per week, unless and until Time off is applied.

The screenshot shows the same ServiceNow Time Sheet Portal interface, but with a red box highlighting an error message at the top: 'Minimum hours per week should be 45 hours'. The rest of the interface, including the task list and the 'Logged Time Cards' table, remains the same.

7. User cannot submit {0} hours on a particular day, the **minimum** hours per day should be {5} hours.

The screenshot shows the 'My Time Sheet' interface for the week of 2-8 May 2022. A red error banner at the top states: "Minimum hours per day should be [5] hours. Request you to please correct the timesheet or apply the leave before submit the timesheet". The interface includes a sidebar with task details for 'timesheet - task 123' and a main area with a calendar view and a 'Logged Time Cards' table.

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJTAS	None	RPLN0006090	9	0	9	9	9	0	0	36

8. User cannot submit the negative hour values. When the user enters the negative value, system will automatically throw an error as below:

The screenshot shows the 'My Time Sheet' interface for the week of 2-8 May 2022. A red error banner at the top states: "Please do not enter negative value / special characters into timesheet". The interface includes a sidebar with task details for 'timesheet - task 123' and a main area with a calendar view and a 'Logged Time Cards' table.

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJTAS	None	RPLN0006090	0	0	0	0	0	0	0	0

9. User can submit multiple time cards if allocated to **multiple projects/project tasks**. User can submit the timesheet with weekly maximum limit of **80hrs(16hrs/day)**, when the resource time is **8hrs/day**.

servicenow | Time Sheet Portal

My Time Sheet | 2 - 8 May 2022 | Pending

Time Sheet breakdown: 80 hrs

Project Tasks (80 hrs)

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
timesheet... PRJTASK	None	RPLN0006090	8	8	8	8	8	0	0	40
SNOW... PRJTASK	None	RPLN0007972	8	8	8	8	8	0	0	40

10. User can submit the timesheet with weekly maximum limit of **90hrs (18hrs/day)**, when the resource time is **9hrs/day**.

servicenow | Time Sheet Portal

My Time Sheet | 2 - 8 May 2022 | Pending

Time Sheet breakdown: 90 hrs

Project Tasks (90 hrs)

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
timesheet... PRJTASK	None	RPLN0006090	9	9	9	9	9	0	0	45
SNOW... PRJTASK	None	RPLN0007972	9	9	9	9	9	0	0	45

Note: Group Tasks are group of Project Tasks.

Add Non-Billable Task

1. Click on Others tab where you will have multiple options (Client holiday, Admin, ORG Meeting, ORG Training) to choose and add them to Timecard along with hours.
2. If the user is working for a client project and has a holiday according to client calendar, then user can enter the client holiday time card for the respective day.

servicenow | Time Sheet Portal

My Time Sheet | 2 - 8 May 2022 | Pending

Tasks | Group Tasks | Other

Client Holiday

Admin

ORG Meeting

ORG Training

Mon 2 | Tue 3 | Wed 4 | Thu 5 | Fri 6 | Sat 7 | Sun 8

9 Hrs | 9 Hrs | 9 Hrs | 9 Hrs | 9 Hrs | -NA- | -NA-

1 Task | 1 Task | 1 Task | 1 Task

Time Sheet breakdown: 49 hrs

Project Tasks (36 hrs) | Client Holiday (9 hrs)

Logged Time Cards

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
Client Holiday	None	None	9	0	0	0	0	0	0	9
SNO... PRJTAS	None	RPLN0007972	0	9	9	9	9	0	0	36

3. Enter the hours for the respective admin/org training/org meeting tasks and click on Submit.
*Note: Status shows as **Pending** till the user submits the timesheet.*

servicenow | Time Sheet Portal

My Time Sheet | 2 - 8 May 2022 | Pending

Tasks | Group Tasks | Other

Client Holiday

Admin

ORG Meeting

ORG Training

Mon 2 | Tue 3 | Wed 4 | Thu 5 | Fri 6 | Sat 7 | Sun 8

9 Hrs | 9 Hrs | 9 Hrs | 9 Hrs | 9 Hrs | -NA- | -NA-

1 Task | 1 Task | 1 Task | 1 Task

Time Sheet breakdown: 45 hrs

Project Tasks (40 hrs) | Admin (5 hrs)

Logged Time Cards

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
SNO... PRJTAS	None	RPLN0007972	8	8	8	8	8	0	0	40
Admin	None	None	1	1	1	1	1	0	0	5

4. Once the Time Sheet is submitted, user receives an email notification. It will flow to the IRM or Project Manager, weekly, for approval.

*Note: Status shows as **Submitted** once the user submits the timesheet.*

servicenow | Time Sheet Portal Priyanka .

My Time Sheet < 2 - 8 May 2022 > Go to Current Week

Tasks Group Tasks Other **2 - 8 May 2022 Submitted**

Client Holiday

Admin

ORG Meeting

ORG Training

Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Time Sheet breakdown
9 Hrs	9 Hrs	9 Hrs	9 Hrs	9 Hrs	-NA-	-NA-	Project Tasks (40 hrs) Admin (5 hrs)
1 Task	1 Task	1 Task	1 Task	1 Task			

Logged Time Cards Add unassigned tasks to Time Sheet ?

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
SNO... PRJTAS	None	RPLN0007972	8	8	8	8	8	0	0	40
Admin	None	None	1	1	1	1	1	0	0	5

☒ Focused ☐ Other Filter

Digital Workflows
User Priyanka . has submitted the timesheet... 8:43 PM
Hi Sumana Bavirishetty, Priyanka . has submitted their ...

Digital Workflows
Your Timesheet Submitted For 2022-05-02 8:43 PM
Hi Priyanka ., Your timesheet has been submitted for t...

Digital Workflows
Priyanka . has submitted time card for 2022-... 8:43 PM
Hi Prashant Singh, Priyanka . has submitted time card f...

Digital Workflows
Your Timesheet Submitted For 2022-05-09 to... 8:36 PM
Hi Soumya Penuguvvi, Your timesheet has been submi...

Your Timesheet Submitted For 2022-05-02 to 2022-05-08.

Digital Workflows <yashinmsptest@service-now.com> Mon 5/16/2022 8:43 PM

To: Integrationptg Notification

Hi Priyanka .,

Your timesheet has been submitted for the duration of 2022-05-02 to 2022-05-08.

[Click here for URL](#)

Regards,

PMO

5. If the User submits Time Sheet under Project task, Project Manager receives an Email notification with a Link as below.

✓

Focused

Other

Filter

now

Digital Workflows

Request REQ0061464 has been opened on ... 8:44 PM

Click here to view Request: REQ0061464 Number: REQ...

now

Digital Workflows

Your request REQ0061464 has been approv... 8:44 PM

Click here to view Request: REQ0061464 Number: REQ...

now

Digital Workflows

User Priyanka . has submitted the timesheet f... 8:43 PM

Hi Sumana Bavirishetty, Priyanka . has submitted their ...

now

Digital Workflows

Your Timesheet Submitted For 2022-05-09 to... 8:43 PM

Hi Priyanka ., Your timesheet has been submitted for t...

Digital Workflows

Priyanka . has submitted time card for 2022-... 8:43 PM

Hi Prashant Singh, Priyanka . has submitted time card f...

now

Digital Workflows <yashinmsptest@service-now.com>

To: Integrationptg Notification

Mon 5/16/2022 8:43 PM

Hi Prashant Singh,

Priyanka . has submitted time card for your project for Week starts on: 2022-05-02, Click on the link below to review the timesheet and take action.

Click here: [LINK](#)

Regards,

PMO

6. If the User submits Time Sheet under Admin/Org Meeting/Org Training, respective IRM receives an Email notification with a Link as below.

✓

Focused

Other

Filter

now

Digital Workflows

User Priyanka . has submitted the timesheet f... 8:38 PM

Hi Sumana Bavirishetty, Priyanka . has submitted their ...

Digital Workflows

Priyanka . has submitted Non - Project time c... 8:38 PM

Hi Sumana Bavirishetty Priyanka . has submitted non p...

now

Digital Workflows

Timesheet Recalled For 2022-05-02 to 2022-... 8:32 PM

Hi Priyanka ., Your timesheet has been recalled for the ...

now

Digital Workflows

Your timesheet for week starts on 2022-05-0... 8:31 PM

Hi Priyanka ., Your timesheet for 2022-05-02 has been ...

now

Digital Workflows

Your timesheet for week starts on 2022-05-0... 8:31 PM

Hi Priyanka ., Your timesheet for 2022-05-02 has been ...

now

Digital Workflows <yashinmsptest@service-now.com>

Fri 5/13/2022 8:38 PM

To: Integrationptg Notification

Hi Sumana Bavirishetty

Priyanka . has submitted non project time card for Week starts on: 2022-05-02, Click on the link below to review the timesheet and take action.

Time Card Link: [LINK](#)

Regards,

PMO

7. If the clicked on the Link > Project Manager is navigated to Pending Approval – Manager Page where the PM can view and approve the users' timesheets which are pending for approval.
8. Click on **Approve/Reject button**, all the tasks for a resource on a weekly basis will be approved.

The screenshot shows a 'Project Manager' view for a time sheet. At the top, there's a navigation bar with 'Update', 'Approve', and 'Reject' buttons. Below this, the interface is divided into several sections:

- Left Panel:** Contains fields for 'Week starts on' (2022-05-02), 'Resource Name' (Priyanka), 'Time Type' (None), 'State' (Submitted), 'TaskType' (Project/Project Task), 'Resource plan' (RPLN0007972), 'Task' (PRJTASK0034187), 'Task Start Date' (2022-03-01), 'Task Finish Date' (2022-09-30), 'Actual Effort(In Hrs)' (0), and 'Planned Effort'.
- Right Panel:** Displays a weekly breakdown of time sheet entries from Sunday to Saturday. The total effort is 45 hours.
- Bottom Section:** Includes 'Billing Adjustment' fields for Monday through Sunday, and a 'Time sheet' field with a search icon.

9. IRM can approve the time sheet using the Link provided in Email. Click on the Link to navigate to time sheet portal > click on My Time Sheet dropdown option as given below:

The screenshot shows the 'ServiceNow Time Sheet Portal' interface. The 'My Time Sheet' dropdown menu is open, displaying a list of users: Lopamudra Sahu, Priyanka, and Sridevi Mallela. The main area shows a calendar view for the week of May 2-8, 2022, with a 'Time Sheet breakdown' table. The table has columns for each day of the week (Tue 3, Wed 4, Thu 5, Fri 6, Sat 7, Sun 8) and a 'Time Sheet breakdown' column. The table is currently empty, showing '-NA-' for each day and 'No data to display' for the breakdown. Below the table, there's a 'Logged Time Cards' section with a 'Generate Time Cards' button.

10. Select the resource from the dropdown and select the calendar for approval and click on Approve/Reject.

servicenow | Time Sheet Portal

SB Sumana Bavirishetty

Priyanka . ▾

< 25 April - 1 May 2022 >
Go to Current Week

Tasks Group Tasks Other 25 April - 1 May 2022 Submitted

Approve Reject

Search

All Tasks (1) ▾ Priority

timesheet - task 123
4 - Low • Work in Progress •
2022-05-06 13:45:43
Timesheet - 123
PRJTASK0032891

Mon 25 Tue 26 Wed 27 Thu 28 Fri 29 Sat 30 Sun 1 Time Sheet breakdown 45 hrs

9 Hrs	9 Hrs	9 Hrs	9 Hrs	9 Hrs	-NA-	-NA-
1 Task	1 Task	1 Task	1 Task	1 Task		

Project Tasks (40 hrs) Admin (5 hrs)

Logged Time Cards Add unassigned tasks to Time Sheet ?

Task	Project time category	Resource plan	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 1	Total
Ad...	None	None	1	1	1	1	1	0	0	5

Recall Timesheet

11. Once the timesheet is approved by the respective Project Manager, user receives an email notification.

Focused Other 2 Filter ▾

Digital Workflows
Your ServiceNow X.509 certificate has expired... 1:31 PM
Your ServiceNow X.509 certificate has expired Click h...

Digital Workflows
Your timescard for week starts on 2022-05-0... 1:29 PM
Hi Priyanka ., Your timescard for 2022-05-09 has bee...

Digital Workflows
Your Timesheet Submitted For 2022-05-09 ... 1:27 PM
Hi Prashant Singh, Your timesheet has been submitte...

Digital Workflows
User Prashant Singh has submitted the ti... 1:27 PM
Hi Amjad A M Mazhari, Prashant Singh has submitte...

Digital Workflows
[PA AppSec] Daily Data Collection complet... 1:11 PM
Job Name: [PA AppSec] Daily Data Collection Run ti...

Your timescard for week starts on 2022-05-02 has been Processed.

DW Digital Workflows <yashinmsptest@service-now.com>
To: Integrationptg Notification Tue 5/17/2022 1:29 PM

Hi Priyanka .,

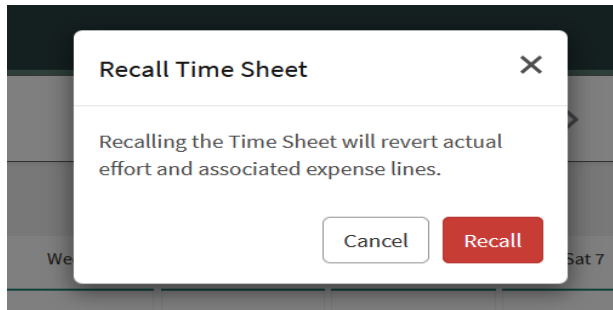
Your timescard for 2022-05-02 has been processed by Prashant Singh, Click on the link below to review the timescard.

[Click here for URL](#)

Regards,

PMO

14. Click on Recall button to make any changes required in the timesheet. A pop-up window is displayed.



15. When the user clicks on recall button, the Status is changed from **Approved** to **Recalled**.

servicenow | Time Sheet Portal

Priyanka

My Time Sheet

2 - 8 May 2022 Recalled Submit

Tasks Group Tasks Other

Search

All Tasks (2) Priority

SNOW_XACT_Task
4 - Low • Work in Progress • 2022-05-13 11:42:59
XACT-SNOW-GP1,2 & 3
PRJTASK0034187

timesheet - task 123
4 - Low • Work in Progress • 2022-05-06 13:45:43
Timesheet - 123
PRJTASK0032891

	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Time Sheet breakdown
9 Hrs 1 Task	9 Hrs 1 Task	9 Hrs 1 Task	9 Hrs 1 Task	9 Hrs 1 Task	-NA- 1 Task	-NA-	-NA-	Project Tasks (40 hrs) Admin (5 hrs)

Logged Time Cards

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
Admin	None	None	1	1	1	1	1	0	0	5
SNO... PRJTAS	None	RPLN0007972	8	8	8	8	8	0	0	40

Add unassigned tasks to Time Sheet

16. When the user recalls the timesheet, email is triggered to user about the recalled timesheet.

The screenshot shows an email client interface. On the left, a list of emails is visible under the 'Focused' tab. The selected email is from 'Digital Workflows' with the subject 'Timesheet Recalled For 2022-05-02 to 2022-05-08' and a timestamp of 7:39 PM. The email body contains the following text:

Timesheet Recalled For 2022-05-02 to 2022-05-08

Digital Workflows <yashinmsptest@service-now.com>
Fri 5/13/2022 7:39 PM
To: Integrationptg Notification

Hi Priyanka ,

Your timesheet has been recalled for the duration of 2022-05-02 to 2022-05-08.

Regards,
PMO

17. If clicked on Search > Enter the name of the project task, if there are multiple tasks.

The two screenshots show the 'My Time Sheet' application interface. The left screenshot shows the search results for the query 'Search'. The right screenshot shows the search results for the query 'snow'. Both screenshots show a list of tasks under the 'Tasks' tab.

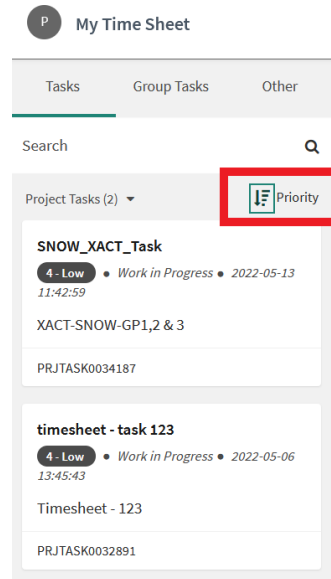
Left Screenshot (Search):

- SNOW_XACT_Task** (4 - Low, Work in Progress, 2022-05-13 11:42:59)
XACT-SNOW-GP1,2 & 3
PRJTASK0034187
- timesheet - task 123** (4 - Low, Work in Progress, 2022-05-06 13:45:43)
Timesheet - 123
PRJTASK0032891

Right Screenshot (snow):

- SNOW_XACT_Task** (4 - Low, Work in Progress, 2022-05-13 11:42:59)
XACT-SNOW-GP1,2 & 3
PRJTASK0034187

18. If Priority is selected > the bar which is high, shows the task has high Priority and the bar which is low, shows the task has low priority.



19. If clicked on Bell icon > Notifications are appeared > click on the displayed notification, redirected to that particular week.

The screenshot shows the 'servicenow Time Sheet Portal' interface. At the top, there is a header with the 'servicenow' logo and 'Time Sheet Portal'. Below this is a navigation bar with 'My Time Sheet' and a date selector for '2 - 8 May 2022'. A red arrow points to the bell icon in the top right corner, which has triggered a 'Notifications' dropdown menu. The main area displays a weekly view of time cards for the selected week. The 'Logged Time Cards' table shows tasks and their corresponding time entries for each day of the week.

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6
SNO... PRJTAS	None	RPLN0007972	8	8	8	8	8
Admin	None	None	1	1	1	1	1

20. If clicked on More Actions (3 dots), user can add note, open form view and delete time card.

The screenshot shows the ServiceNow Time Sheet Portal. The main area displays a weekly time sheet for the week of May 2-8, 2022. The 'Logged Time Cards' table lists tasks and their durations. A red box highlights the 'More Actions' (three dots) menu for a specific time card entry, which includes options like 'Add Note', 'Open Form View', and 'Delete Time Card'.

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
SNO... PRJTAS	None	RPLN0007972	8	8	8	8	8	0	0	40
Admin	None	None	1	1	1	1	1	0	0	5

21. Click on Add note to add notes.

The screenshot shows the 'Notes' modal form. It has a title bar with a close button. Below the title bar, there is a user field labeled 'Admin'. A text input field contains the text 'timesheet recall'. An 'Add' button is located to the right of the input field.

The screenshot shows the 'Notes' modal form with the 'Add a note' input field. Below the input field, there is a list of existing notes. The first note is from Priyanka . dated 2022-05-06 18:45:07 with the text 'timesheet recall'.

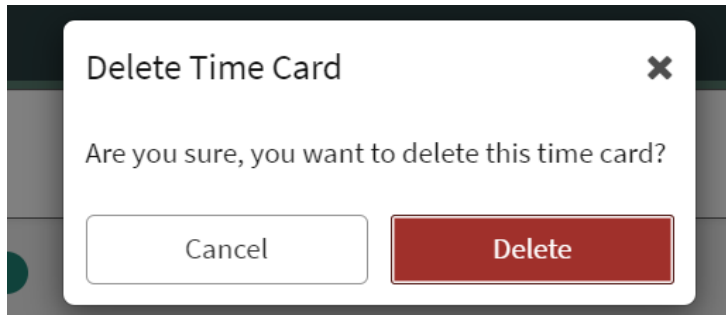
22. Click on Open form view, a popup window is displayed

The screenshot shows a web application window titled "Time Card". On the left, there are three dropdown menus: "State" with "Recalled" selected, "TaskType" with "Admin" selected, and "Task" which is currently empty. On the right, there are input fields for each day of the week: Sunday (0), Monday (1), Tuesday (1), Wednesday (1), Thursday (1), Friday (1), and Saturday (0). Below these is a "Total" field with the value 5. At the bottom right, there is a green button labeled "Save (Ctrl + s)".

23. User can add the attachment and save the form.

This screenshot shows the same "Time Card" form as in the previous image, but with an additional feature. In the top left corner, there is a section labeled "Attachments" with an "Edit" link. Below this, a file named "UAT.txt" is listed with a document icon. The rest of the form, including the dropdowns and the daily input fields, remains the same as in the previous screenshot. The "Save (Ctrl + s)" button is still present at the bottom right.

24. Click on Delete time card to delete a specific task, a popup window is displayed, if clicked on delete the record gets removed from the logged time cards.



Note: *If the User is on leave, Time Off is applied in infogram and once the approval is done, the record should reflect in ServiceNow from infogram.*

Q & A:

1. If a Project is of 8hrs and user has 9hrs 5days in Yash and applies timesheet for 8hrs in SNOW then what about the 1hr? should it be added as an admin task?

Ans: User can add the extra 1hr under the admin task/ORG training/ORG meeting in timesheet.

2. Under the client project is there any attachment option?

Ans: In logged time cards > Click on more actions (3 dots on the corner) > Click on "Open view" against the timesheet line, then user can attach the file (attachment size – 2MB, format – any file)

3. What is admin task/ORG Meeting/ORG Training in Other?

Ans: If the user is not allocated to any of the Project/Project task, user can fill the time card under admin task. If the user is attending any meeting or under training, user can fill the time card under ORG Meeting/ORG Training.

4. Can user submit the timesheet of current week?

Ans: User should not be able to update timesheet for future date or current week or beyond the previous week. **The Status will show pending for the current week.**

5. How users can recall the timesheet?

Ans: User can recall and edit the timesheet once the IRM/PM approves the timecard.

6. What is difference between **Approved and Processed state**?

Ans: Approved: This state will appear when timesheet is approved by IRM for Non-Project tasks (Admin Task)

Processed: This state will appear when timesheet is approved by PM for the Project Tasks

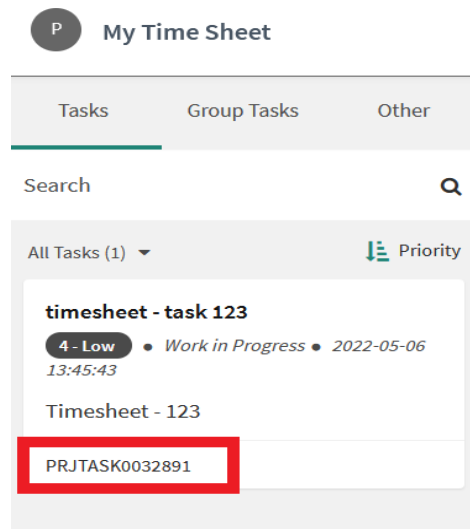
7. Difference between timesheet and timecard?

Ans: Timesheet is the Portal where we fill time for the assigned time cards.

Timecards are the tasks that we add in timesheet (Admin/ORG Meeting/ORG Training/Client holiday).

8. How to find Project Manager for your task?

Ans: Click on Project Task ID



It will open the task page >> Click on highlight Task name



It will open the Project Page >> where the user can find all the details of Project and Project Manager name

* Project Name	<input type="text" value="Timesheet - 123"/>	<input type="button" value="🔍"/>	<input type="button" value="📄"/>	Project ID	<input type="text" value="PRJ0030809"/>
* Project manager	<input type="text" value="Project Manager2"/>	<input type="button" value="🔍"/>	<input type="button" value="📄"/>	* Billing Type / Model	<input type="text" value="Fixed Bid / Milestone"/>
* Project Hour/Day	<input type="text" value="9"/>	<input type="button" value="📄"/>		* Billing Frequency	<input type="text" value="Monthly"/>

9. Can user submit negative values?

Ans: User cannot enter negative values, system will automatically throw a warning message.

Import bookmarks

Getting Started

Yash

service

Please do not enter negative value / special characters into timesheet

Priyanka

My Time Sheet

2 - 8 May 2022

Go to Current Week

Submit

Tasks

Group Tasks

Other

2 - 8 May 2022

Pending

Search

All Tasks (1)

Priority

timesheet - task 123

Low

Work in Progress

2022-05-06

13:43:43

Timesheet - 123

PRJ/TASK0032891

Mon 2

Tue 3

Wed 4

Thu 5

Fri 6

Sat 7

Sun 8

Time Sheet breakdown

-NA-

-NA-

-NA-

-NA-

-NA-

-NA-

-NA-

No data to display

Logged Time Cards

Add unassigned tasks to Time Sheet

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJ/TAS	None	RPLN0006090	0	0	0	0	0	0	0	0

10. User cannot submit the timesheet less than 45hrs per week, unless and until Time off is applied.

service ⚠ Minimum hours per week should be 45 hours Priyanka

My Time Sheet < 2 - 8 May 2022 > Go to Current Week Submit

Tasks Group Tasks Other **2 - 8 May 2022** Pending

Search Q

All Tasks (1) Priority

timesheet - task 123
4 Low • Work in Progress • 2022-05-06
13:45:43
Timesheet - 123
PRJTASK0032891

Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Time Sheet breakdown
8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	-NA-	-NA-	Project Tasks (40 hrs)
1 Task	1 Task	1 Task	1 Task	1 Task			

Logged Time Cards Add unassigned tasks to Time Sheet ?

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJTAS	None	RPLN0006090	8	8	8	8	8	0	0	40

11. User cannot submit {0} hours on a particular day, the minimum hours per day should be 5 hours.

service ⚠ Minimum hours per day should be [5] hours. Request you to please correct the timesheet or apply the leave before submit the timesheet Priyanka

My Time Sheet < 2 - 8 May 2022 > Go to Current Week Submit

Tasks Group Tasks Other **2 - 8 May 2022** Pending

Search Q

All Tasks (1) Priority

timesheet - task 123
4 Low • Work in Progress • 2022-05-06
13:45:43
Timesheet - 123
PRJTASK0032891

Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Time Sheet breakdown
9 Hrs	-NA-	9 Hrs	9 Hrs	9 Hrs	-NA-	-NA-	Project Tasks (36 hrs)
1 Task		1 Task	1 Task	1 Task			

Logged Time Cards Add unassigned tasks to Time Sheet ?

Task	Project time category	Resource plan	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total
time... PRJTAS	None	RPLN0006090	9	0	9	9	9	0	0	36