

1. Login

Standard login (user authentication and authorization) shall be provided by the application (Authentication Server with JWT)

2. Choose SmartTimesheet Module / View Timesheet Summary

The default home page after user login shall be the SmartTimesheet Module

The default home page for SmartTimesheet shall allow user (e.g. Zack) to view his timesheet history (**Section A**).

Zack can click to choose the sub-module (**Section A1**): *timesheet* is the sub-module for detail information of recent or previous timesheets (**Section B**); *profile* is the sub-module for detail information of consultant and his employment related info (**Section C**).

The screenshot shows the SmartTimesheet application interface. At the top, there are three tabs: 'Summary', 'Timesheet' (labeled A1), and 'Profile'. Below the tabs is a table with columns: 'WeekEnding', 'Total Hours', 'Submission Status', 'Approval Status' (labeled A2), 'Option', and 'Comment'. The table contains three rows of data. The first row shows '3/24/2018' with '40' hours and 'Not Started' status. The second row shows '3/17/2018' with '32' hours, 'Incomplete' status (labeled A3), and 'Not approved' approval status. The third row shows '3/10/2018' with '40' hours and 'Complete' status. Below the table, there is a 'Show More' button (labeled A5). To the right of the table, there are two information boxes: one for '1 Floating day required' (labeled A4) and another for 'Total floating days left in 2018: 2 days'.

WeekEnding	Total Hours	Submission Status	Approval Status	Option	Comment
3/24/2018	40	Not Started	N/A	Edit	
3/17/2018	32	Incomplete	Not approved	Edit	1 Floating day required
3/10/2018	40	Complete		View	

3. View Timesheet Summary

3.1. Summary WeekEnding/Total Hours

When viewing Timesheet Summary (**Section A2**), Zack shall be able to see the number of hours of each week that are being logged into the system (this total hours represent the number of billing hours*, not compensated hours*, entered into the system).

*The difference between billing hours and compensated hours will be noted in following sections.

3.2. Submission Status

The Submission Status shows the current stage of one timesheet log: not started means the timesheet log has not yet been created (the default home page of Summary shows the most recent one week's log, even if Zack or other user was the first time using the system, and with availability to edit).

3.3. Approval Status

The Approval Status (N/A – not available, not approved, approved) shows the status whether the HR manager has reviewed and approved this timesheet record, once approved, the data will be synchronized with HR payroll system and Account billing system.

3.4. Action (Option)

The Option (Edit & View) provides the access for Zack to edit or view the exact details of one timesheet. Approved timesheets can be only viewed but not edited (unless the HR manager changes the status from approved to not approved). The click on edit would redirect Zack to

the *timesheet* sub-module from Section A1, which is the page of **Section B** in the following specification section.

3.5. Comment

The Comment section identifies special records: usage of floating day (total 3 days in a calendar year as floating day or sick day) – showing ‘x floating day(s) required’ (x indicates the number of floating days chosen by user), usage of vacation – showing ‘y vacation day(s) required’ (y indicates the number of vacation days chosen by user), or an indication of holiday – showing ‘z holiday day(s) were included’ (z indicates the number of holidays were included by the system automatically). The user (Zack) could be using both floating day and vacation day in the same week, thus the comment section shall show 2 records at the same time.

3.6. Information Tag

3.6.1. Submission Status Info Tag

Information tag under Submission Status (**Section A3**) is a mouse-hove-over function where it shall indicate the type of items due to fulfill completion of submission status. This tag will not appear unless the user (Zack) starts to edit the timesheet. Only one item is required for checking: submission of approved timesheet – a. if Zack save the work hours, yet not submitting an approved timesheet, or only an unapproved timesheet has been submitted, the tag shows ‘*Items due: Proof of Approved TimeSheet*’; b. if Zack save the work hours along with his approved timesheet, the status of submission status would be changed to complete, however if the HR manager chose to UNAPPROVE the timesheet submission, the submission status will be changed back to incomplete and showing ‘*Approval denied by Admin, please contact your HR manager*’.

3.6.2. Comment Info Tag

Information tag under Comment (**Section A4**) is a mouse-hove-over function where it shall indicate the number of floating days/vacation days remaining for the user (Zack). By default, Zack shall have 3 floating days in one calendar year between Jan. 1st to Dec. 31st, every time Zack choses to use 1 floating day, the system will deduct 1 from the total remaining, the tag shows DEDUCTED STATUS not INITIAL STATUS: e.g. Zack has 3 floating days, and he plans to use 1 floating day, once he clicks on the floating day option on one of the days in that week and submits the timesheet, the tag after the comment will show ‘*Total floating days left in 20XX (year): 2 days*’. The same rule will apply to vacation days. This tag is not used for holidays.

3.7. Show/Hide Records

By default, this page shall only show at the max 5 records of timesheet entries. Anything before the recent 5 records will be hide from this Summary view; the ‘show more’ button (**Section A5**) shall allow user (Zack) to click and see an additional 5 more previous records*.

*Depends on development complexity, the button can be designed to show an additional 5 more records each time, or directly show all previous records; if necessary, a ‘show less’ button shall also be implemented to allow user to collapse this view.

4. Edit/View Timesheet

4.1. Choose Week Ending

Once user (Zack) clicks on the ‘TimeSheet’ tag of the menu from **Section A1**, he would be redirected to the following page with a default ‘Week Ending’ of the current ending week (Section B1): e.g. if today’s date is March 28 2018 or March 30 2018, ‘Week Ending’ will show 31 March 2018, while if today’s date is April 1 2018, ‘Week Ending’ will show 7 April 2018. Or

Zack could have clicked on one timesheet's edit button (under option tag on **Section A2**), he would be redirected to the exact week's timesheet which 'Week Ending' will show that week's ending date: e.g. if Zack clicks on edit from the 3/17/2018 timesheet record, he will be redirected to the timesheet that 'Week Ending' is 17 March 2018, and with the previously entered record showing in **Section B**.

B

Summary TimeSheet Profile

B1

Week Ending 31 March 2018

B6

Total Billing Hours 32 Total Compensated Hours 40

B2

Day	Date
Sunday	3/25/2018
Monday	3/26/2018
Tuesday	3/27/2018
Wednesday	3/28/2018
Thursday	3/29/2018
Friday	3/30/2018
Saturday	3/31/2018

B3

Starting Time	Ending Time
N/A	N/A
9:00 A.M.	6:00 P.M.
9:00 A.M.	6:00 P.M.
9:00 A.M.	6:00 P.M.
9:00 A.M.	6:00 P.M.
N/A	N/A
N/A	N/A

B4

Total Hours
0
8
8
8
8
0
0

B5

Floating Day	Holiday	Vacation
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[X]	[]	[]
[]	[]	[]

Unapproved Timesheet **B8** Choose File No File Chosen

B9 Save

Each timesheet is uniquely identified by the 'Week Ending' date in **Section B1**, user (Zack) can choose the week ending date to customize different timesheets which have not been approved.

4.2. Week Day Display

Section B2 is a fixed table format for each timesheet with Day and corresponding Date – the weekday begins with Sunday and ends with Saturday.

4.3. Choose Start/End Day

Section B3 allows user (Zack) to customize each working day's start hour and end hour; the default hours of Sunday and Saturday are N/A (not available); the default starting time from Monday to Friday is 9:00 A.M., and default ending time from Monday to Friday is 6:00 P.M.; these hours can be customized under the drop-down icon with options of every hour (minutes shall be round-up by 50-50 rule). This section's data would not strictly consider for payroll or billing purpose but serves as a supplementary proof of approximate working schedules of employees.

4.4. Choose/Edit Total Hours

The total hours bracket (**Section B4**) represents the actual total work hours of the user on that date. By default, it shall show 0.00 for Sunday and Saturday, and 8.00 from Monday to Friday (the number of hours shall have accuracy to 2 decimals, yet from drop-down the user can only choose numbers between 0 – 24 without decimal, decimal numbers will be edited by clicking on the number).

4.5. Choose Vacation/Floating/Holiday day

User (Zack) can choose to use Floating day or Vacation day from **Section B5**, or once there's a federal holiday, the bracket of that date will be crossed out automatically by the system and no work hour entry would be allowed under such case or either floating day or vacation day is chosen. User cannot choose two 2 options for 1 timesheet date's entry. If either a vacation day, holiday day, or floating day is chosen, the start/end time will automatically change into N/A, and total hours will become 0.00 (e.g. 3/30/2018 timesheet entry).

- a. If user (Zack) has used up all his floating days, he can no longer choose to use a floating day; if he used up all his vacation days, he can no longer choose to use a vacation day.
- b. User (Zack) can log one day's total hours as 0 as he wishes to without use of any floating/vacation day in a non-holiday situation.

4.6. Total Hours Summary Display

Section B6 reflects the summary of billing hours and compensated hours of the user from this week's timesheet.

4.6.1. Total Billing Hours

The **Total Billing Hours** is equivalent to the SUM of total hours of each day and with maximum 2 decimals – this number shall be validated as the same number shown on the approved timesheet: e.g. if Zack works for 32 hours in week 3/31/2018, and he uses 1 floating day, his total billing hours shall be only 32 hours.

4.6.2. Total Compensated Hours

The **Total Compensated Hours** is equivalent to the SUM of total hours of each day and the usage of any type of holiday/vacation/floating day (each of these worth 8 working hours) – this number is used for payroll process which identifies the worth of hours an employee shall be compensated on: e.g. if Zack works for 32 hours in week 3/31/2018, and he uses 1 floating day, his total compensated hours shall be 40 (32+8) hours.

4.7. Set Default

The Set Default button (**Section B7**) allows user (Zack) to save a template of timesheet log for future usage: the same records in **Section B3/B4/B5** will be saved as a template and used for any other timesheet that has not yet been started – it helps Zack to customize his future timesheet log in an easier way.

The Information Tag next to Set Default button is a unique message tag: 'Save daily hours as default; future weekly timesheet will show same hours.'

4.8. Upload Timesheet (**Section B8**)

Zack can choose 'approved timesheet' (by Default) or 'unapproved timesheet' and click on the 'Choose File' button to choose an attachment and upload – the system allows PDF, JPEG, Word, Excel files (less or equal to 1MB) to be uploaded.

4.9. Save Changes (**Section B9**)

The Save button allows user (Zack) to save the information logged in this timesheet; clicking on Save does not require Zack to fill out all information or upload the timesheet proof, and the clicking on Save will remain Zack on the same page only with a small watermark notification of 'update saved'.

Unless Zack uploads a proof of 'Approved timesheet' and clicked on 'Save', the submission status of this timesheet will remain incomplete, or otherwise 'complete'.

5. Edit Personal Profile

5.1. Personal Contact

Once user (Zack) clicks on the 'Profile' tag of the menu from **Section A1**, he would be redirected to the following page **Section C** where he can edit his personal contact information (**Section C1**): phone number, e-mail ID, and current address (important for end-of-year tax document release).

User (Zack) can upload/modify his profile picture via uploading the picture through the left-hand side picture section.

The other information shown on this page can only be changed by admin (HR manager).

C1

Contact

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EmailID@gmail.com

(Home Address)

200 Sayre Drive, Princeton, New Jersey 08648

Emergency Contact 1

First Name, Last Name

(917) 328 - 7765

Emergency Contact 2

First Name, Last Name

(917) 328 - 7765