



Timesheet guidelines

1. Everyone fills the timesheet (PM, QA, Design, BA and development).
2. Timesheets need to be filled **daily**.
3. A minimum of 8 hours need to be filled daily.
4. Everybody will be added to a project "Leave".

FAQ

1. I am working on 2 projects. How do I fill my timesheet?

If you work 3 hours on Project1 and 5 hours on Project2 then log the time respectively against these projects. (Project1=3, Project2=5)

2. I am a designer and I am working on 5 projects ? How do I fillup my timesheet ?

This is same as point 1 above. You will have to log actual time spent on each project.

3. I am going on leave for 2 days. What should I do with my timesheet ?

*Everybody will be added to a project "Leave". Anyone who goes on leave needs to report the time against "Leave" project. For e.g. If you are going on leave on Tuesday and Wednesday then fill 8 hours for Tuesday and Wednesday (against the "Leave" project) on Monday **before leaving office.No exceptions.***

4. I am not assigned to any project. How do I fill my timesheet ?

Please inform the same to the Delivery Head.

5. Today I helped my colleague with his project and spent 2 hours on it. I am not on the list of developers on his project. How do I account for this time ?

If it is a one-time occurrence then it is OK if you do not log time in your colleague's project. But if the "help" becomes a frequent occurrence then ask the PM of your colleague's project to add you as a Technical Consultant on the project so that you can log time.



6. What if I forgot to fill my timesheet today ?

We will monitor this daily. You will get an email the next day and your Reporting Manager will also get the email. HR will also be notified. If you have more than 2 occurrences of not filling the timesheet (atleast 8 hours) in a calendar month then 1 PL will be deducted automatically. There will be no exceptions.

7. I have worked for 12 hours today on a project ? Should I log 8 hours OR 12 hours ?

Always log actual hours. So you will be logging 12 hours.

8. What if I have taken a half day ?

If you have worked for 5 hours on a project and then taken a half day, log the 5 hours under the project on which you have worked and log 3 hours ($5 + 3 = 8$) under the project Leave.

9. How do I fill my timesheet ?

Download the ActiveCollab widget from here ...

<https://www.activecollab.com/timer.html>

Here is a video link showing the installation procedure of the Widget ...

<http://youtu.be/ZXBZpF32MVc>

Here is a video showing how to log time using this widget ...

<http://youtu.be/S1BuNjbJA0>

You can also goto <http://www.credencys.net> and goto "Time and Expenses" to fill your timesheet but the Widget is the fastest way to log time.

IF YOU HAVE ANY QUESTIONS, ASK YOUR REPORTING MANAGER