

MAKE YOUR PRESENCE FELT

Mark your attendance daily on iTime



STEP
01

Log on to **My HCL**
and go to **My Transactions> Common>iTime**

Click on
My Tasks Selection

STEP
02

MY TASKS SELECTION			
	THU	FRI	SAT

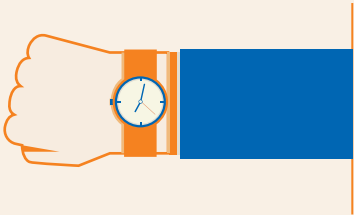


STEP
03

Task Selection

Enter your
working hours

STEP
04



STEP
05

Submit for Approval

For approving your team's entries:

iTime > Log in through RM Role > My Approval > Timesheet Approval



Things to Remember

- Filling timesheet is mandatory for all employees up to E6 career levels.
- Assignment to a project code is mandatory for all billable and non-billable resources.
- Time entry requires an approval from Reporting Manager (RM).
- Missing entry for three consecutive days would result in non-compliance reminder from fourth day onwards.
- A confirmation e-mail will be sent post RM approves/refers back the time entries of the employee.