Timesheet Application User Guide

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Introduction

Course Overview

The Timesheet Application user guide aims to provide you with an understanding of the Timesheet Application, how to use it.

Target Audience

The audience for the course is:

- New and Existing Independent Service Provider (ISP) - T&M

Training Objectives

- How to access Timesheet Application
- How to use Timesheet Application
- How to Approve or Reject on Timesheet Application

Disclaimer

Please ensure that you only select the person with the necessary authority to approve your time

3 Introduction to the Timesheet Application

- Click on the below link to access home page of the Timesheet App

https://apps.powerapps.com/play/e6618a0f-04e4-4ca6-9b5e-7e5432fcebb2?tenantId=7369e6ec-faa6-42fa-bc0e-4f332da5b1db&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)
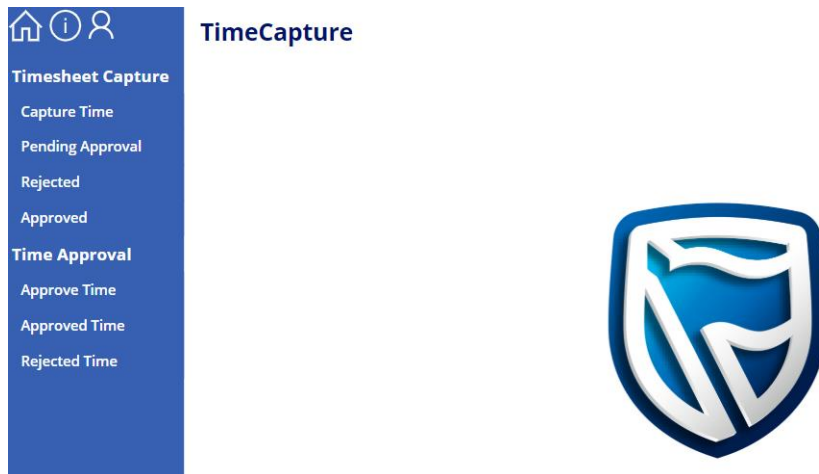
4 Register on the Timesheet Application

- Click on the Capture Time button
  Below message will appear if you have not registered before
- Click on Register button
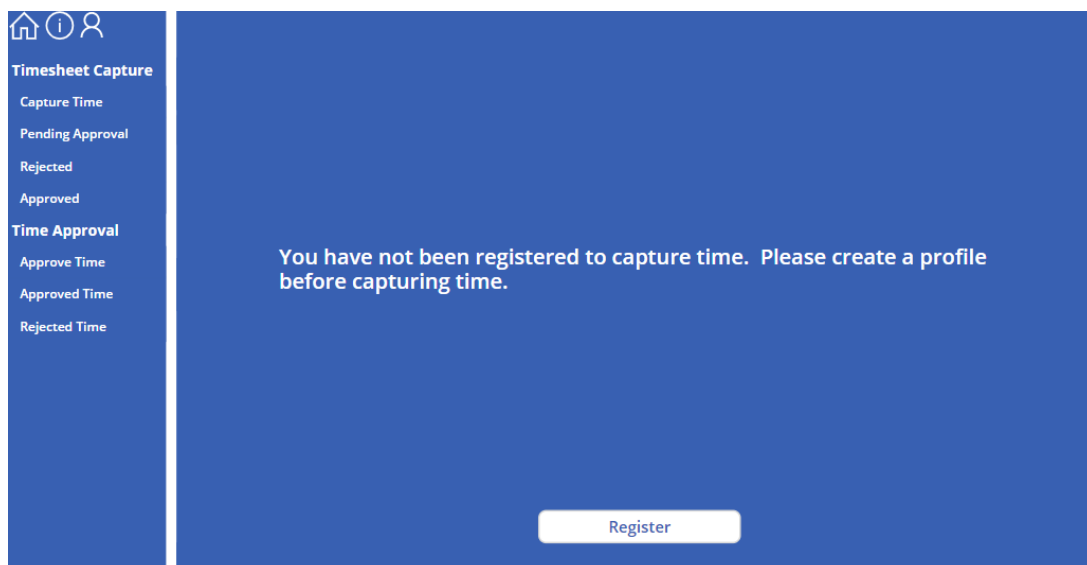
- Below screen will appear with your personal details completed already
- Complete the Vendor field

Create Employee Profile

User Name	StephanieRoxanne.Dawson@standardbank.co.za
Name	Stephanie Roxanne
Surname	Dawson
Employee Number	A179641
Cost Centre	35825
Vendor	Find items ⌄
Time Approver	＋
Are you recoverable against a Project or Feature Team?	🔵 Yes

Save Profile

- Add Line Manager as Timesheet Approver – Disclaimer will appear as below
- Click on "Got IT" button to continue

Create Employee Profile

Search for a Time Approver

Please ensure that you only select the person with the necessary authority to approve your time

Got IT!

- Following screen will appear

Create Employee Profile

Search for a Time Approver

🔍 Search for Employee

'rejoiced@nda.org.za
'rejoiced_nda.org.za#EXT
✓

EA198609   ✓

-   ✓

__VMware_Conv_SA__   ✓

Cancel

- Search your line manager
- Click on tick

Create Employee Profile

Search for a Time Approver

🔍 Elzette

Elzette.deLange@standar
dbank.co.za
a102809   ✓

Elzette.Vorster@standar
dbank.co.za
a108391   ✓

Cancel

- Select whether you are recoverable or non-recoverable
  Recoverable meaning you are working against a project or feature team
  Non-recoverable meaning you are not against project or feature

Are you recoverable against a Project or Feature Team?   🔵 Yes

- Once all Fields are completed you can click Save Profile

Save Profile

5 Timesheet Capturing

- Select Timesheet period

- Select SAP ID Code of the project or feature team
- PBB Africa Region complete JIRA Ticket field
  NB: Non-recoverable will not select a Project or Feature ID

Completion of hours

- Complete the individual blocks with the amount hours worked per week
- Once complete click on Add button

Before View

After View

Time Capture

Search By Project ID		Project Name	Week 1 2019/01/06	Week 2 2019/01/13	Week 3 2019/01/20	Week 4 2019/01/27	Week 5 2019/02/03	Total Hours	Clear
Project ID	Y-19-000001 ⌄	Environment Support	10.00	20.00	15.00	0.00	0.00	45	✗

Time Period January ⌄ 2018/12/31 to 2019/01/20

Time Approver: Elzette.Vorster@standardbank.co.za   **Add**

- Results of time before submission for Approval will appear under Time Capture Summary

Time Capture

Time Period January ⌄ 2018/12/31 to 2019/01/20

Search By Project ID		Project Name	Week 1 2019/01/06	Week 2 2019/01/13	Week 3 2019/01/20	Week 4 2019/01/27	Week 5 2019/02/03	Total Hours	Clear
Project ID	Find items ⌄		0.00	0.00	0.00	0.00	0.00	0	✗

Time Approver: Elzette.Vorster@standardbank.co.za   Add

Time Capture Summary

Project ID	Project Name	Week 1	Week 2	Week 3	Week 4	Week 5	Total Hours	Clear
Y-19-000001	Environment Support	10.00	20.00	15.00	0.00	0.00	45	🗑
		10	20	15	0	0	45	

Current User: StephanieRoxanne.Dawson@standardbank.co.za   A179641   Stephanie Roxanne Dawson   **Save**

View Pending Timesheets

- Click on Pending Approval button to view outstanding timesheets

Project ID	Project Name	Status	Period	Week Ending	Week Number	Hours
Y-19-000001	Environment Support	Submitted	January	2019/01/06	Week 1	10
Y-19-000001	Environment Support	Submitted	January	2019/01/13	Week 2	20
Y-19-000001	Environment Support	Submitted	January	2019/01/20	Week 3	15

6 Introduction to Approve Timesheet

- Line manager will receive an email to approve or reject the submitted timesheet
- Access the timesheet by clicking on link

Time Submitted for Approval

Task Description	ResourceName	TimesheetPeriod	Week	Hours
Testing	Isele Dodds	January	Week 1	20.00
Testing	Isele Dodds	January	Week 2	40.00
Testing	Isele Dodds	January	Week 3	40.00

Please follow the link below to approve the time in the TimeCapture PowerApp

https://web.powerapps.com/apps/e6618a0f-04e4-4ca6-9b5e-7e5432fcebb2?tenantId=7369e6ec-faa6-42fa-bc0e-4f332da5b1db

- Click on Approve Time button to approve or reject timesheet
- Disclaimer message will appear
- Click on "Got IT" button to continue

- Timesheet will appear as below
- Select Time period
- Click Recoverable or non-recoverable
- Click on the Tick to approve or Cross to Reject time

Overview of timesheets as Approver

- Select time period
- Click on Approved Time button to view all timesheets approved
- Click on Rejected Time button to view all the timesheets rejected

| | Time Approved by Me | | Time Period | | | to | | Recoverable |

Timesheet Capture
Capture Time
Pending Approval
Rejected
Approved

Time Approval
Approve Time
Approved Time
Rejected Time

Project ID	Project Name	Resource Name	Period	Week Ending	Week Number	Hours
BC-15-001005	Ivory Coast CDI Procurement	Isele Dodds	January	2019/01/06	Week 1	20
BC-15-001005	Ivory Coast CDI Procurement	Isele Dodds	January	2019/01/20	Week 3	30
BC-15-001006	Ivory Coast CDI Finance	Isele Dodds	January	2019/01/13	Week 2	30
						80

7. Timesheet Dashboard

https://app.powerbi.com/groups/me/reports/b4602daa-7614-4bd4-ad79-a97896cd7dec/ReportSection?ctid=7369e6ec-faa6-42fa-bc0e-4f332da5b1db&openReportSource=ReportInvitation