Timesheet

Note: Please assume any missing data. OTB: Out of The Box

1. Create a publisher called Ejada with a prefix "eja".

2. Create a solution called "Timesheet".

3. Create an application called "Timesheet" using the solution created in the previous step.

4. Create an entity called "Timesheet" with the below fields.
   - Timesheet Id: the primary field (auto number).
   - Employee: use OTB field
   - Month: Single Line of Text. Set it automatically by the current month on creation.
   - Working days: Whole Number. Set it automatically based on working days in each month (exclude Fridays and Saturdays)
   - Reported days: Whole Number.
   - Submission Due Date: Datetime. Set it automatically by (21-Current month-year)
   - Approval Due Date: Datetime. Set it automatically by (26-Current month-year)
   - Submission Date: Datetime.
   - Approval Date: Date Time.
   - Approved By: lookup for user
   - Rejected By: lookup for user
   - Rejection Reason: Multiple lines of text
   - Status Reason (OTB): Active Status (New – Under Approval – Need an Action - Rejected) / Inactive Status (Approved)

5. Create BPF for Timesheet entity with stages (Timesheet Submission, Timesheet Validation, Timesheet Closure).

6. Create "Task" entity with the fields:
   - Project Code: Option Set (000 - Annual Vacation / 001- Project 1 / 002 - Project 2 / 004 - Project 3)
   - #Days: Whole Number
   - Description: Multiple Lines of Text

7. Create a security role called "Team Lead".

8. Create a team called "Leaders".

9. Submit Timesheet button:
   - Displayed after record creation
   - Calculate reported days (Reported Days = sum of #days of all tasks) by code activity.
   - If reported days are not equal to working days, display a message for the user to be notified and don't proceed with the remaining steps.
   - Change BPF stage to be "Timesheet Validation"
   - Change status reason to " Under Approval "
   - Assign the record "Leaders" team,
   - Set Submission Date field with the current date & time.

10. Approve Timesheet button:
    - Displayed when Approval Due Date >= today
    - Change BPF stage to be "Timesheet Closure"
    - Set Approval Date with the current date& time
    - Set Approved by with the current user
    - Change status reason to "Approved"

11. Reject Timesheet Button:
    - Displayed when Approval Due Date >= today
    - Change BPF stage to be "Timesheet Submission"
    - Show "Rejection Reason" and make it required.
    - Set Rejected by with the current user.
    - Assign the record to the employee.
    - Change status reason to "Rejected"

12. Create SLA:
    - Start: When the status reason of the timesheet is "Under Approval"
    - KPI: Leader Approval.
    - Counter: 5 days.
    - Success Condition: Status Reason is Approved or Rejected.
    - Failure: Change status reason to "Need an Action".

13. Create a Dashboard for "Leaders" team only that contains: Chart for #timesheet per status reason - Under Approval Timesheets list – Chart for #days per project code (Task).