



TIMESHEET MANAGEMENT SYSTEM

OFFICIAL DOCUMENTATION
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1. Introduction

What is the Timesheet Management System (TMS)?

The Timesheet Management System (TMS) is a platform designed to simplify tracking, managing, and approving employee work hours and tasks. It centralizes timesheet management, ensures compliance, and improves efficiency by digitizing time tracking processes. TMS enhances transparency and accountability within UCI.

Why Do We Need a Timesheet Management System?

Effective time management is essential for productivity. Traditional tracking methods, like paper records, are prone to errors and inefficiencies. TMS addresses these issues by:

- **Boosting Productivity:** Automates time tracking and approvals, reducing manual effort.
- **Improving Accuracy:** Standardizes data entry to minimize errors.
- **Fostering Accountability:** Encourages employees to take ownership of their work.
- **Supporting Decisions:** Provides real-time insights for better resource management.

Problems Solved by TMS

TMS tackles common organizational challenges:

1. **Inefficient Time Tracking:**
 - **Issue:** Manual methods cause delays and inconsistencies.
 - **Solution:** TMS enables accurate and timely submissions via an easy interface.
2. **Complex Approval Workflows:**
 - **Issue:** Lengthy processes create bottlenecks.
 - **Solution:** Automates role-based workflows for faster approvals.
3. **Limited Engagement Insights:**
 - **Issue:** Difficulty tracking employee tasks.
 - **Solution:** Provides detailed reports for better team management.
4. **Compliance Challenges:**
 - **Issue:** Maintaining audit trails and policy adherence.
 - **Solution:** Tracks logs and supports version history for engagements.
5. **Communication Gaps:**
 - **Issue:** Missed updates and delayed approvals.
 - **Solution:** Sends real-time notifications for pending tasks.

Key Features of TMS

- **Role-Based Access:** Custom functions for employees, managers, and HR.
- **Engagement Management:** Task creation, assignment, and tracking.
- **Version History:** Tracks changes to timesheets and engagements.
- **Notification System:** Real-time updates for critical actions.
- **Microsoft Account Integration:** Simplified login using company accounts.

2. Types of Roles

The TMS is designed to accommodate various roles, ensuring streamlined functionality and role-specific access to features. This chapter outlines the three primary roles and the two additional sub-roles within the system, along with their respective responsibilities and accessible pages.

Primary Roles

1. Employee

Employees use the TMS to manage their timesheets and track their engagement details. Their accessible pages include:

- **Employee Dashboard:** Displays employee's approver details, last submitted timesheet, pending timesheets.
- **Add New Timesheet:** Enables employees to log their daily tasks, working hours, and comments on weekly basis.
- **View Previous Timesheets:** Provides a history of all submitted timesheets for reference.
- **My Engagements:** Lists assigned engagements, along with team members and details.

2. Manager

Managers oversee team performance and handle timesheet approvals. Their accessible pages include:

- **Manager Dashboard:** Displays Count of pending approvals, Managed users, and missing Timesheets.
- **Pending Approvals:** Lists timesheets awaiting the manager's review and approval.
- **Approved Timesheets:** Displays a record of timesheets approved by the manager.
- **Manage My Engagements:** Allows the creation, assignment, and modification of tasks and team roles within engagements.
- **Reports:** Provides detailed insights into team performance, timesheet summaries, and engagement statistics.

3. HR

HR administrators monitor the overall status of timesheet approvals and engagements. Their accessible pages include:

- **HR Dashboard:** Provides a bird's-eye view of missing primary approver, missing secondary approver and count of defaulters.
- **Approval Status:** Tracks the progress of timesheet approvals across teams.

- **Assign Approver:** Enables HR to designate or modify approvers for specific timesheets or engagements.
- **Engagement Status:** Monitors active and completed engagements, along with associated team members and tasks.

Sub-Roles

1. Secondary Approver

A backup approver for timesheets or tasks in cases where the primary manager is unavailable. Secondary approvers receive notifications for pending approvals and have access to relevant approval workflows.

2. Co-Owner

Shared responsibility for managing engagements with the primary owner. Co-owners can add or update tasks, assign team members, and monitor engagement progress.

3. Admin

Responsible for overarching system configurations and role management. Admins ensure that all roles and permissions are correctly assigned and can access audit logs for compliance purposes.

3. Employee's Portal

This chapter provides an overview of the Employee module in the Timesheet Management System (TMS). Employees can interact with the following four key pages: Dashboard, Add New Timesheet, Previous Timesheets, and My Engagements. Screenshots and detailed descriptions are provided for each page.

Employee Dashboard

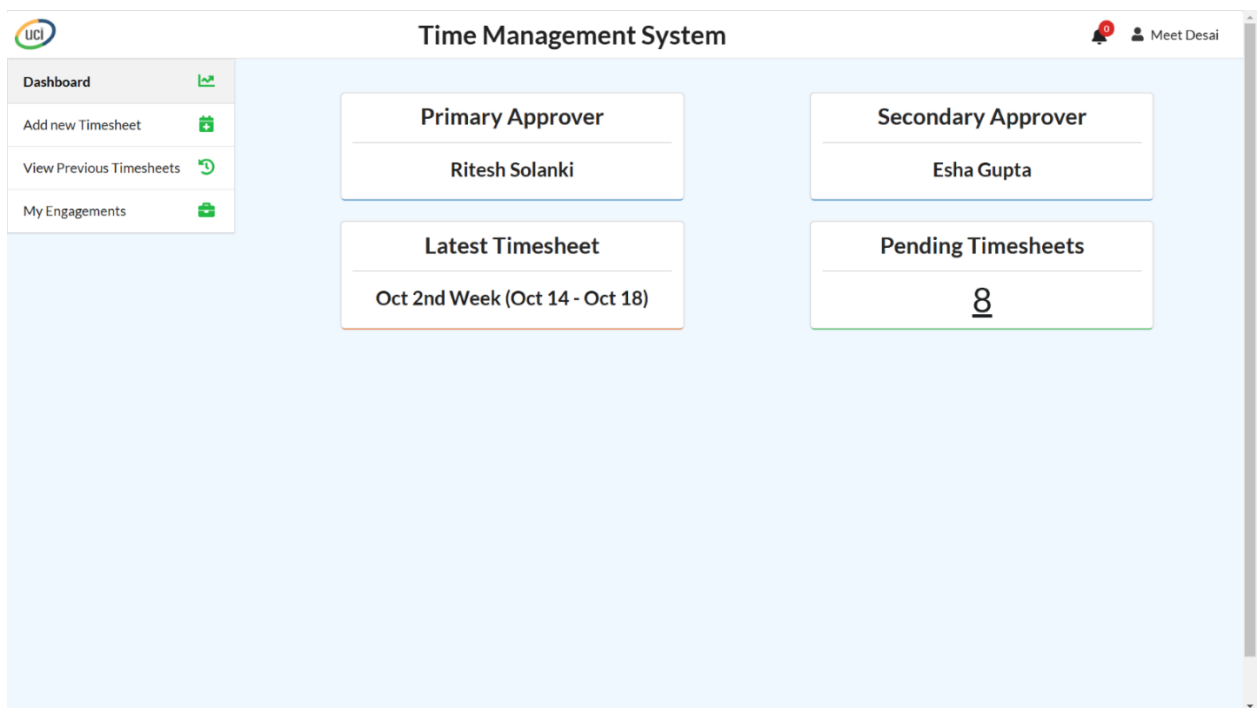


Fig 3.1 - Employee Dashboard

The Employee Dashboard is the central hub for employees to monitor their timesheet-related activities. It includes the following sections:

- **Primary Approver:** Displays the name of the manager or individual responsible for reviewing the submitted timesheets.
- **Secondary Approver:** Shows the backup approver who reviews timesheets if the primary approver is unavailable.
- **Latest Timesheet:** Highlights the most recently submitted timesheet.
- **Pending Timesheets:** Indicates the number of timesheets yet to be submitted.

Clicking on the "Pending Timesheets" block provides additional details.

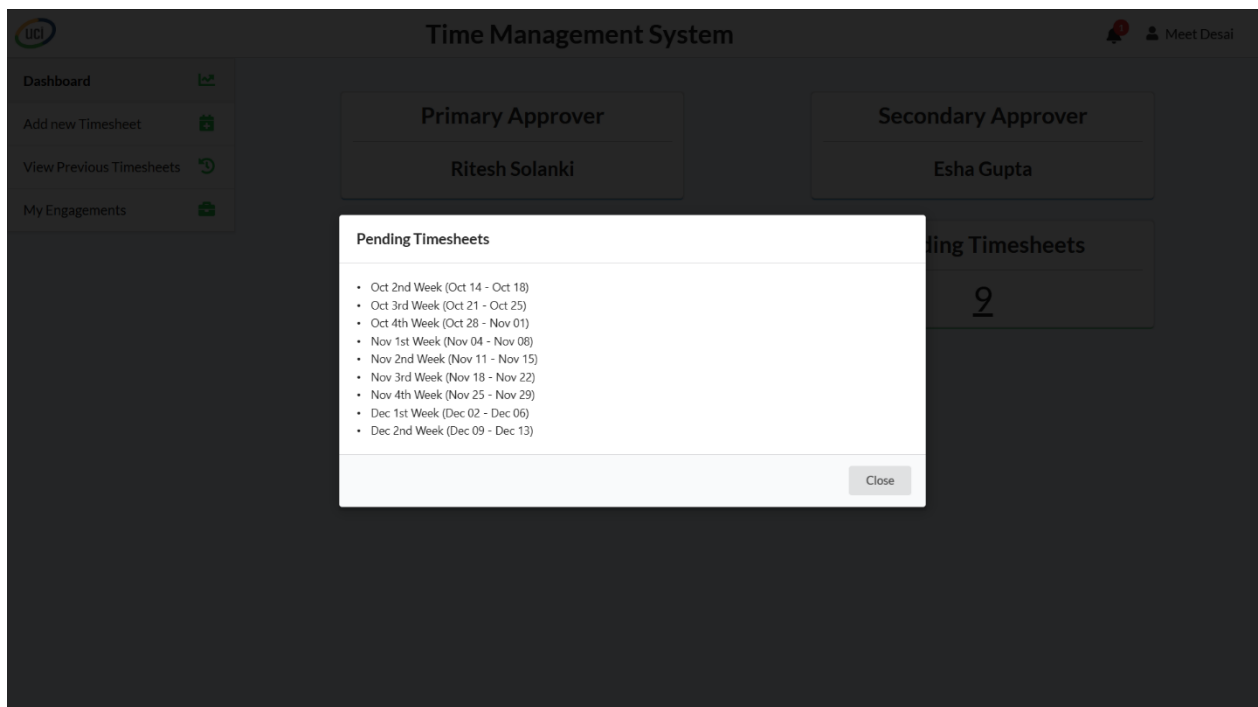


Fig 3.2 - Pending Timesheets

This section lists all pending weeks along with the respective dates for which timesheets need to be submitted. It ensures employees can keep track of their incomplete submissions.

Add New Timesheet

Time Management System Meet Desai

Oct 3rd Week (Oct 21 - Oct 25) Draft Total: 0 Hours : 0 Minutes

Monday (21-Oct-2024) + New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
Total				0	0	

Tuesday (22-Oct-2024) + New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
Total				0	0	

Wednesday (23-Oct-2024) + New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
Total				0	0	

Thursday (24-Oct-2024) + New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
Total				0	0	

Friday (25-Oct-2024) + New Entry

Fig 3.3 - Add New Timesheet Overview

The "Add New Timesheet" page allows employees to fill out new or rejected timesheets. Key features include:

Time Management System Krunal Vasava

Dec 3rd Week (Dec 16 - Dec 20) Draft Total: 0 Hours : 0 Minutes

Dec 3rd Week (Dec 16 - Dec 20) Draft + New Entry

Nov 2nd Week (Nov 11 - Nov 15) Draft (Rejected)

Oct 4th Week (Oct 28 - Nov 01) Draft (Rejected)

Task	Comments	Hours	Minutes	Actions
		0	0	

Tuesday (17-Dec-2024) + New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
Total				0	0	

Fig 3.4 – Week Selector & Total hours/minutes

- **Week Selector:** Displays the specific week for which the timesheet is being filled.
- **Total Hours and Minutes:** Summarizes the total logged hours and minutes on the top-right corner of the page.

Time Management System

Krunal Vasava

HR Admin Dashboard

Approval Status

Assign Approver

Engagement Status

Manager Dashboard

Dangling Approval

Dec 3rd Week (Dec 16 - Dec 20)

Draft

Total: 0 Hours : 0 Minutes

Monday (16-Dec-2024)

+ New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
1	Select Engagement	Select Task	Add comment	HH	MM	✓ ✗
Total				0	0	

Fig 3.5 - Add New Timesheet – New Entry

Employees can add entries by clicking the **" + New Entry "** button. This opens a form to:

- Select engagements from the dropdown.
- Fill in relevant metadata, including the hours worked and task details for each day.

Thursday (14-Nov-2024)

+ New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
1	Forestry management	Backend Integration	Add comment	8	0	
Total				8	0	

Friday (15-Nov-2024)

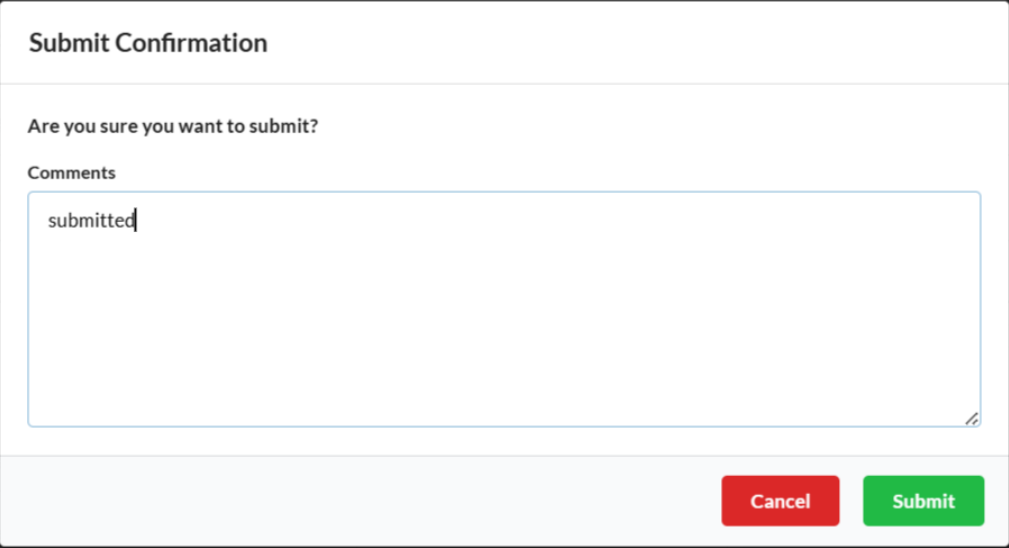
+ New Entry

#	Engagement	Task	Comments	Hours	Minutes	Actions
1	delete test	Frontend Development	Add comment	8	0	
Total				8	0	

Submit for Approval

Fig 3.6 - Add New Timesheet – Submit for Approval

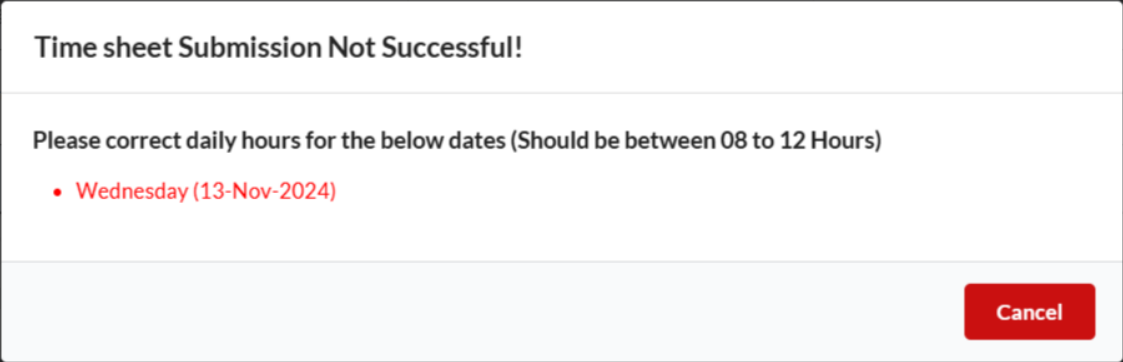
After filling timesheets for all days of week employee needs to submit their timesheet for approval by clicking on **“Submit for Approval”** button.



The image shows a 'Submit Confirmation' dialog box overlaid on a dark-themed application interface. The dialog box has a title bar 'Submit Confirmation'. Below the title bar, it asks 'Are you sure you want to submit?'. There is a 'Comments' section with a text input field containing the word 'submitted'. At the bottom right of the dialog box, there are two buttons: 'Cancel' (red) and 'Submit' (green). The background interface shows a table with columns like '#', 'Engage', 'Task', and 'Comments', and rows for dates like 'Thursday (14-Nov-2024)' and 'Friday (15-Nov-2024)'.

Fig 3.7 - Add New Timesheet – Submission comment

After Clicking on “**Submit for Approval**” button you can see this POPUP where you can put submission comment as optional and then you have to click on Submit button.



The image shows a 'Time sheet Submission Not Successful!' error message dialog box. The title bar says 'Time sheet Submission Not Successful!'. The main text says 'Please correct daily hours for the below dates (Should be between 08 to 12 Hours)'. Below this, there is a red bullet point followed by 'Wednesday (13-Nov-2024)'. At the bottom right, there is a red 'Cancel' button. The background interface shows a table with columns like 'Engagement', 'Task', and 'Comments', and rows for dates like 'Wednesday (13-Nov-2024)' and 'Thursday (14-Nov-2024)'.

Fig 3.8 - Add New Timesheet – Validation Error

Now, here you can see the validation error if your daily timesheet hours are not in the specific range. **For now, this range is minimum 8 hrs and maximum 12 hrs.**

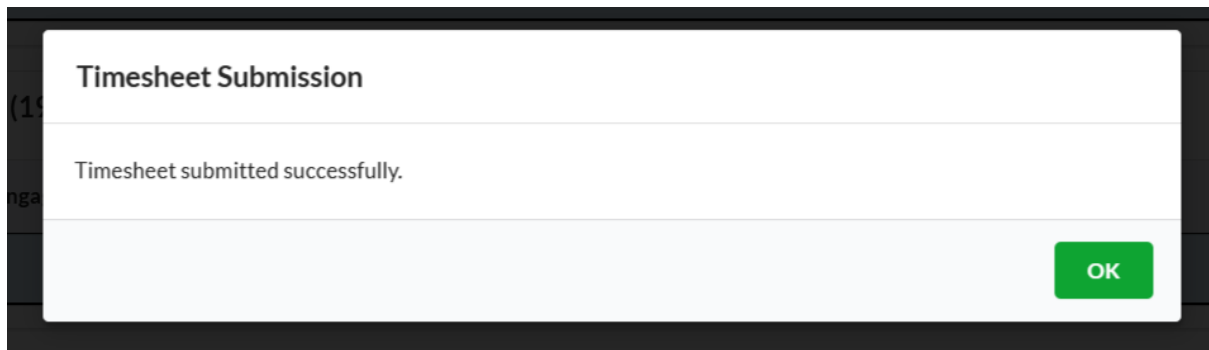


Fig 3.9 - Add New Timesheet – Success popup

Now, after submission of employee's correct timesheet after adjusting daily hours, employee will see this success POPUP.

On click of OK, Employee will see their next Pending timesheet for submission.

Validations:

- Employee's daily hours of timesheet should be in a specific range. For now, this range is 8 to 12 hrs.
 - Employee can not fill timesheet of future weeks.
 - Employee can not edit timesheet once submitted.
 - Employee can edit timesheet in draft or rejected state only.
-

Previous Timesheets

UCL

Dashboard

Add new Timesheet

View Previous Timesheets

My Engagements

Time Management System

Meet Desai

Previous Timesheets

#	Duration	Status	Time	Submitted On	Approved By	Comments	Action
1	Oct 2nd Week (Oct 14 - Oct 18)	Submitted	40h 0m	20-Dec-2024 15:17	--	<div>1</div> <div>Comments</div>	<div></div> <div>View</div>

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Weekly Report: Dec 2nd Week (Dec 09 - Dec 13) Total: 48h 20m

Monday - 09 Dec 2024 Total: 8h 20m							
Tuesday - 10 Dec 2024 Total: 8h 0m							
#	Day	Date	Engagement	Task	Comment	Hours	Minutes
1	Tuesday	10-Dec-2024	Copy FeatureTest 2	Backend Integration		3	0
2	Tuesday	10-Dec-2024	Full Day Leave	Casual Leave		2	30
3	Tuesday	10-Dec-2024	Full Day Leave	Casual Leave		2	30
Wednesday - 11 Dec 2024 Total: 10h 55m							
Thursday - 12 Dec 2024 Total: 10h 0m							

Cancel

Fig 3.12 - Previous Timesheets – Day View

Expanding an individual day provides:

- **Day Details:** A detailed view of all entries logged for that day, including tasks and engagement information.

Comments

MB

Mahir Barot **submitted** the Timesheet

1 month ago (03-Nov-2024 17:19)

'No comments yet'

RS

Ritesh Solanki **approved** the Timesheet

1 month ago (03-Nov-2024 22:51)

'Timesheet according to requirement'

Close

Fig 3.13 - Previous Timesheets – Comment View

Clicking on the "Comments" button for a specific week reveals:

- **Comment Details:** A detailed view of all comments added against this timesheet.

My Engagements

UCI

HR Admin Dashboard

Approval Status

Assign Approver

Engagement Status

Manager Dashboard

Pending Approval

Approved Timesheets

Manage My Engagements

Reports

Dashboard

Add new Timesheet

View Previous Timesheets

Time Management System

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Krunal Vasava

My Engagements

#	Engagements	Start Date	End Date	Action
1	Employee Leave	01-Sep-2024	31-Dec-2024	🔗 View
2	Company Holiday	01-Sep-2024	31-Dec-2024	🔗 View
3	Time Mangement Project	02-Dec-2024	28-Feb-2025	🔗 View
4	Batch 2 Training	02-Dec-2024	31-Dec-2024	🔗 View
5	Self Learning	02-Dec-2024	31-Mar-2025	🔗 View
6	India Office Activities	01-Dec-2024	31-Mar-2025	🔗 View
7	Udemy Training	04-Dec-2024	04-Jan-2025	🔗 View

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Fig 3.14 - My Engagements Overview

The "My Engagements" page offers an overview of all engagements assigned to the employee.

Engagement Details

Title
Time Mangement Project

Duration
02-Dec-2024 to 28-Feb-2025

Team Members (9)
Ritesh Solanki Paritosh Unakar Esha Gupta Dhruvil Soni Krunal Vasava Kunal Mali Shivam Soni Vrushti Patel Zeel Sathwara

Description
Timesheet Project - In- house project for Managing timesheet for the UCI Employees Project Sponsor: Aaksh Patel

Owners (3)
Paritosh Unakar Esha Gupta Ritesh Solanki

Close

Fig 3.15 - My Engagements – Detailed View

Clicking the "View" button in the action pane reveals:

- **Engagement Details:** Comprehensive information about each engagement, such as Description, startdate , enddate, owners, team members.

4. Manager's Portal

This chapter provides an overview of the Manager module in the Timesheet Management System (TMS). Managers can interact with the following five key pages: Dashboard, Pending Approval, Approved Timesheets, Manage My Engagements, and Reports. Screenshots and detailed descriptions are provided for each page.

Manager's Dashboard

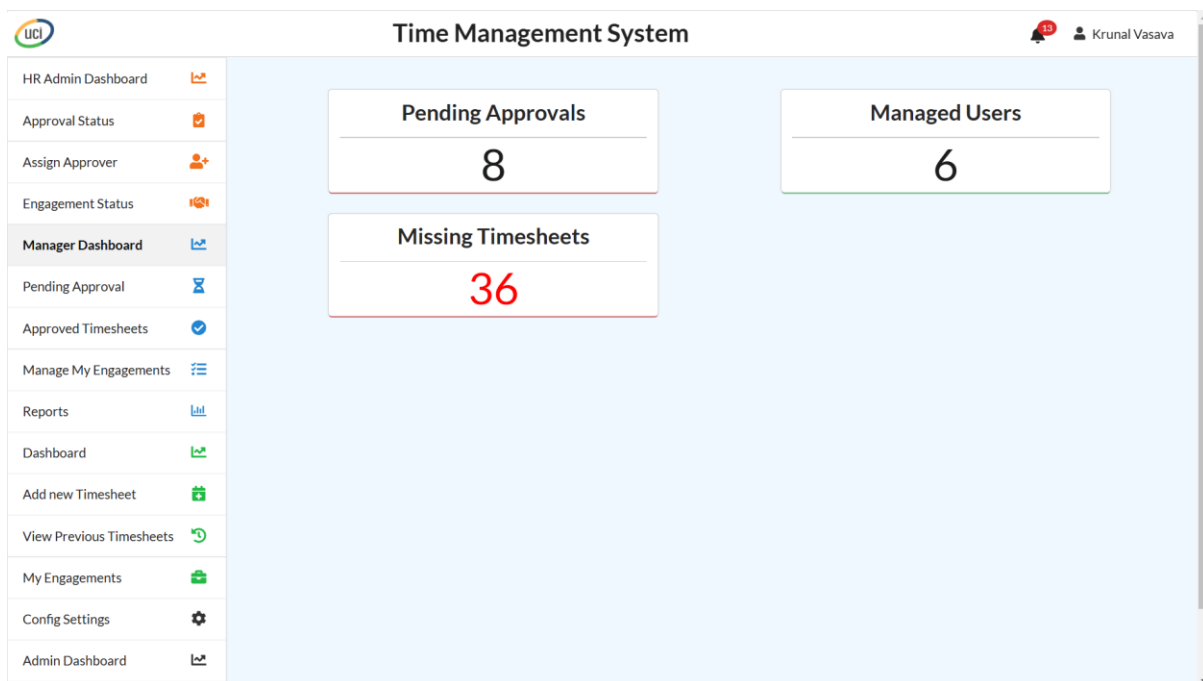


Fig 4.1 - Manager's Dashboard

The Manager's Dashboard serves as the central hub for managers to monitor their timesheet and engagement-related activities. It includes the following cards:

- **Pending Approval Count:** Displays the total number of timesheets awaiting the manager's approval.
- **Managed Users Count:** Shows the number of employees under the manager's supervision, either as a primary or secondary approver.
- **Missing Timesheets Count:** Indicates the number of timesheets that employees under the manager have not yet submitted.

Managed Users			x
#	User Name	Type	
1	Dhruvil Soni	Primary	
2	Mahir Barot	Primary	
3	Meet Desai	Secondary	
4	Nancy Sheth	Secondary	
5	Paritosh Unakar	Primary	
6	Shivam Soni	Primary	

Fig 4.2 - Manager's Dashboard – Managed Users Popup

- Clicking on the **Managed Users Count** opens a popup displaying a list of employees supervised by the manager, including those for whom the manager is either a primary or secondary approver.

Missing Timesheets		x
<div> <div>▼ Dhruvil Soni 3</div> <div> <div>1 Oct 2nd Week (Oct 14 - Oct 18)</div> <div>2 Oct 4th Week (Oct 28 - Nov 01)</div> <div>3 Nov 3rd Week (Nov 18 - Nov 22)</div> </div> </div>		
▶ Mahir Barot 8		
▶ Meet Desai 7		
▶ Nancy Sheth 2		
▶ Paritosh Unakar 4		
▶ Shivam Soni 4		

Fig 4.3 - Manager's Dashboard – Missing Timesheets Popup

- Clicking on the **Missing Timesheets Count** opens a popup showing a list of pending timesheets for each employee under the manager. This allows the manager to identify employees who have not submitted their timesheets.

Pending Approval

UCL

Time Management System

13

Krunal Vasava

HR Admin Dashboard

Approval Status

Assign Approver

Engagement Status

Manager Dashboard

Pending Approval

Approved Timesheets

Manage My Engagements

Reports

Dashboard

Add new Timesheet

View Previous Timesheets

My Engagements

Config Settings

Admin Dashboard

Pending Approvals

#	Name	Duration	Time	Submitted On	Comments	Actions
1	Paritosh Unakar	Nov 1st Week (Nov 04 - Nov 08)	40h 0m	15-Nov-2024 17:57	0 Comments	Review
2	Paritosh Unakar	Nov 2nd Week (Nov 11 - Nov 15)	40h 0m	15-Nov-2024 19:48	0 Comments	Review
3	Dhruvil Soni	Nov 1st Week (Nov 04 - Nov 08)	40h 0m	30-Nov-2024 10:54	0 Comments	Review
4	Dhruvil Soni	Nov 2nd Week (Nov 11 - Nov 15)	40h 0m	10-Dec-2024 18:43	0 Comments	Review
5	Paritosh Unakar	Nov 3rd Week (Nov 18 - Nov 22)	40h 0m	16-Dec-2024 16:28	1 Comments	Review
6	Dhruvil Soni	Nov 4th Week (Nov 25 - Nov 29)	40h 0m	16-Dec-2024 16:29	1 Comments	Review
7	Shivam Soni	Nov 4th Week (Nov 25 - Nov 29)	49h 45m	17-Dec-2024 10:52	0 Comments	Review
8	Dhruvil Soni	Dec 2nd Week (Dec 09 - Dec 13)	41h 15m	20-Dec-2024 22:00	1 Comments	Review

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Fig 4.4 - Pending Approval Page

The "Pending Approval" page provides a list of submitted timesheets by the manager's team members that are pending for approval. Key features include:

Comments

DS

Dhruvil Soni submitted the Timesheet

1 day ago (20-Dec-2024 22:00)

"It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using "Content It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. 'third attempt mp'

Close

Fig 4.5 - Pending Approval – Comments popup

- Comments Button:** Clicking this button opens a popup showing all comments associated with the timesheet, such as submission, rejection, and approval comments.

Paritosh Unakar
Nov 1st Week (Nov 04 - Nov 08) Report
Total: 40h 0m

Monday - 04 Nov 2024
Total: 8h 0m

Tuesday - 05 Nov 2024
Total: 8h 0m

Wednesday - 06 Nov 2024
Total: 8h 0m

Thursday - 07 Nov 2024
Total: 8h 0m

Friday - 08 Nov 2024
Total: 8h 0m

#	Day	Date	Engagement	Task	Comment	Hours	Minutes
1	Tuesday	05-Nov-2024	test	Database Design		8	0

Manager's comment

Reject
Approve

Fig 4.6 - Pending Approval – Review popup

- Review Button:** Clicking this button opens a detailed view of all entries in the weekly timesheet on a daily basis. The manager can:
 - Review timesheet details.
 - Add comments in the provided comment box.
 - Approve or reject the timesheet using the respective buttons.
 - If rejected, the employee receives an automated rejection email with the rejection comment.

Approved Timesheets

Time Management System						
Approved Timesheets						
#	Name	Duration	Submitted On	Approved On	Comments	Action
1	Shivam Soni	Nov 2nd Week (Nov 11 - Nov 15)	08-Nov-2024 18:21	20-Dec-2024 19:14	1 Comments	View
2	Meet Desai	Oct 3rd Week (Oct 21 - Oct 25)	20-Dec-2024 18:23	20-Dec-2024 18:24	2 Comments	View
3	Meet Desai	Oct 2nd Week (Oct 14 - Oct 18)	20-Dec-2024 15:17	20-Dec-2024 18:23	2 Comments	View
4	Shivam Soni	Nov 1st Week (Nov 04 - Nov 08)	08-Nov-2024 15:39	19-Dec-2024 21:26	1 Comments	View
5	Dhruvil Soni	Dec 1st Week (Dec 02 - Dec 06)	17-Dec-2024 20:32	17-Dec-2024 21:53	1 Comments	View
6	Nancy Sheth	Nov 2nd Week (Nov 11 - Nov 15)	08-Dec-2024 10:39	17-Dec-2024 21:47	0 Comments	View
7	Dhruvil Soni	Oct 3rd Week (Oct 21 - Oct 25)	02-Dec-2024 18:12	02-Dec-2024 18:12	3 Comments	View
8	Shivam Soni	Oct 4th Week (Oct 28 - Nov 01)	15-Nov-2024 16:44	15-Nov-2024 16:45	0 Comments	View
9	Paritosh Unakar	Oct 3rd Week (Oct 21 - Oct 25)	11-Nov-2024 17:39	11-Nov-2024 17:40	1 Comments	View
10	Nancy Sheth	Oct 3rd Week (Oct 21 - Oct 25)	07-Nov-2024 17:06	07-Nov-2024 22:37	0 Comments	View

Fig 4.7 - Approved Timesheets Page

The "Approved Timesheets" page is a view-only page where managers can:

- See a list of timesheets they have approved.
- View comments associated with each timesheet.
- Use the "View" button to open the detailed timesheet entries for a specific week.

Manage My Engagement

Time Management System

HR Admin Dashboard | Approval Status | Assign Approver | Engagement Status | Manager Dashboard | Pending Approval | Approved Timesheets | **Manage My Engagements** | Reports | Dashboard | Add new Timesheet | View Previous Timesheets | My Engagements | Config Settings | Admin Dashboard

List of Engagements

[+ New Engagement](#)

#	Engagements	Owner	Start Date	End Date	Tea...	Ta...	Status	Action
1	Time Mangement Project	Paritosh Unakar, Esha Gu...	01-Dec-2024	28-Feb-2025	11	20	Active	Edit Delete
2	Power Platform (Absentify)	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Jan-2025	4	9	Active	Edit Delete
3	Batch 2 Training	Paritosh Unakar, Esha Gu...	02-Dec-2024	31-Dec-2024	15	8	Active	Edit Delete
4	Self Learning	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Mar-2025	15	3	Active	Edit Delete
5	Daily Activities	Esha Gupta, Ritesh Solan...	02-Dec-2024	31-Mar-2025	6	15	Active	Edit Delete
6	AI Smart City	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Dec-2024	5	12	Active	Edit Delete
7	AI Forestry	Esha Gupta, Ritesh Solanki	02-Dec-2024	20-Dec-2024	5	13	InActive	Edit Delete
8	India Office Activities	Esha Gupta, Ritesh Solan...	01-Dec-2024	31-Mar-2025	35	3	Active	Edit Delete
9	Power Platform (RFP Trac...	Ritesh Solanki, Esha Gupta	02-Dec-2024	02-Jan-2025	5	10	Active	Edit Delete
10	Udemy Training	Paritosh Unakar, Ritesh S...	04-Dec-2024	04-Jan-2025	15	10	Active	Edit Delete

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Fig 4.8 - Manage My Engagement Page

The "Manage My Engagement" page is the most crucial and feature-rich page for managers. Key functionalities include:

- **View Engagements:** The manager can view a list of:
 - Engagements they created.
 - Engagements where they are assigned as an owner.

Fig 4.9 - Manage My Engagement – Add new engagement popup

- **Add new Engagement:** Managers can create new engagements by providing:
 - Title
 - Description
 - Start Date and End Date
 - Team Members
 - Owners
 - Tasks
- Manager can add team member's specific start date and end date also in an engagement. By Default, its same as engagement start date and end date.
- If Manager can't find any suitable task to add in tasks area for an engagement, can also add custom task using "Add Task" button.

Once an engagement is created, team members can log their timesheets against it.

#	Engagements	Owner	Start Date	End Date	Tea...	Ta...	Status	Action
1	Time Mangement Project	Paritosh Unakar, Esha Gu...	01-Dec-2024	28-Feb-2025	11	20	Active	Edit Delete
2	Power Platform (Absentify)	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Jan-2025	4	9	Active	Edit Delete

Fig 4.10 - Manage My Engagement – Edit / Delete buttons

- **Edit or Delete Engagements:**
 - **Edit:** Allows the manager to modify engagement details.
 - **Delete:** If the engagement has not been used in any submitted timesheet, it can be deleted successfully. Otherwise, the system shows an error popup with a list of timesheets that have used the engagement.

Reports

Fig 4.11 - Reports Page

The "Reports" page allows managers to generate reports for their team. Key highlights:

- The reports use a pivot table format for advanced data analysis.
- A video tutorial is provided to demonstrate the functionality, simplifying the understanding of this feature.

The Manager module in the TMS empowers managers to oversee their team's timesheet submissions, manage engagements effectively, and generate comprehensive reports. Video tutorials for all modules are available to provide additional guidance and ensure smooth usage of the system.

5. HR's Portal

The HR module in the Timesheet Management System provides tools for managing and monitoring approvers, timesheet approval status, and engagement details. This chapter details the functionality of the HR's TMS across its four key pages.

HR Admin Dashboard

The HR Admin Dashboard offers an overview of critical timesheet and approver-related metrics, displayed in the form of three cards:

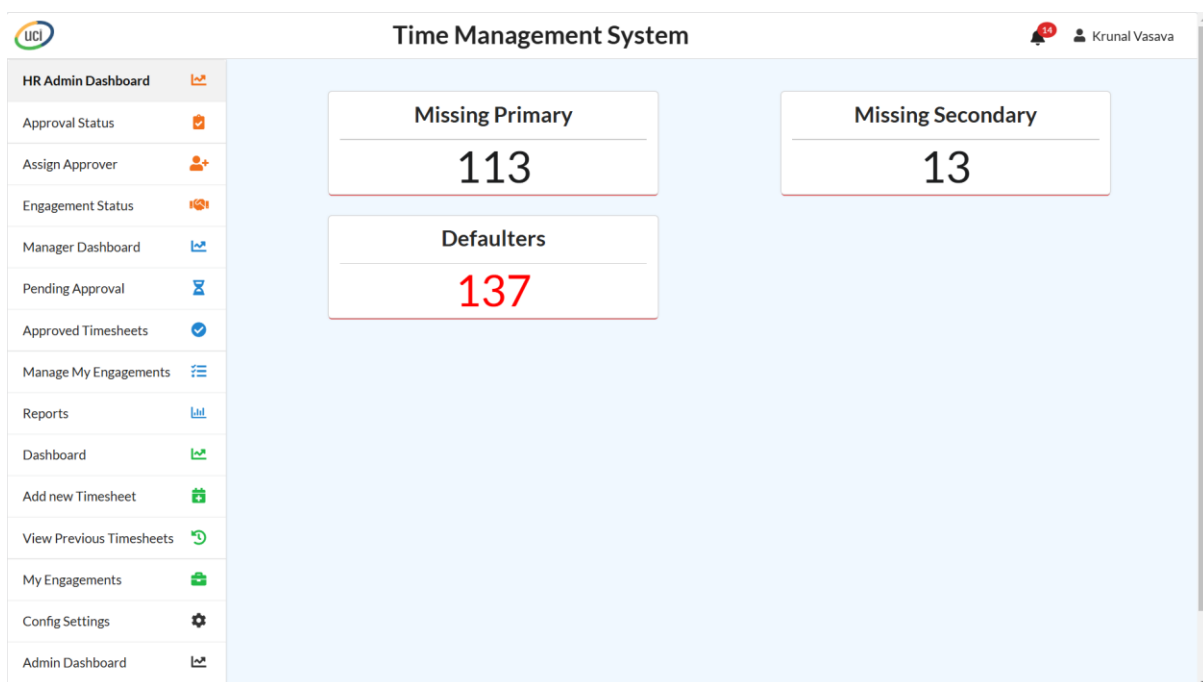


Fig 5.1 – HR Admin Dashboard Page

- **Missing Primary Approver:**
 - Displays the total count of employees without a primary approver assigned.
- **Missing Secondary Approver:**
 - Displays the total count of employees who have a primary approver but no secondary approver.
- **Defaulters:**
 - Displays the count of employees who have not submitted their timesheets for the past two weeks.

Approval Status

The Approval Status page provides a list of timesheets pending for approval, enabling HR to monitor the approval process and notify approvers when necessary.

#	Employee Name	Manager Name	Timesheet Dura...	Pending Since (...)	Last Notified ...	Actions
11	Kunal Mali	Shivam Soni	Nov 3rd Week (Nov 18...	16 Days	--	Notify
12	Aditya Jangam	Shivam Soni	Oct 2nd Week (Oct 14 ...	15 Days	19-Dec-2024 17:34	Notify
13	Venkata Borra Krishna	--	Oct 2nd Week (Oct 14 ...	14 Days	--	Notify
14	Dhruvil Soni	Krunal Vasava	Nov 2nd Week (Nov 1...	13 Days	19-Dec-2024 16:54	Notify
15	Gautam Shah	Dhruvil Soni	Oct 3rd Week (Oct 21 ...	11 Days	--	Notify
16	Paritosh Unakar	Krunal Vasava	Nov 3rd Week (Nov 18...	7 Days	--	Notify
17	Dhruvil Soni	Krunal Vasava	Nov 4th Week (Nov 25...	7 Days	--	Notify
18	Shivam Soni	Krunal Vasava	Nov 4th Week (Nov 25...	6 Days	--	Notify
19	Tushar Mishra	Dhruvil Soni	Oct 4th Week (Oct 28 ...	4 Days	--	Notify
20	Kunal Mali	Shivam Soni	Dec 1st Week (Dec 02 ...	4 Days	--	Notify
21	Kunal Mali	Shivam Soni	Nov 2nd Week (Nov 1...	4 Days	--	Notify
22	Tushar Mishra	Dhruvil Soni	Oct 3rd Week (Oct 21 ...	4 Days	--	Notify
23	Vrushti Patel	Dhruvil Soni	Oct 3rd Week (Oct 21 ...	3 Days	--	Notify
24	Krunal Vasava	Dhruvil Soni	Nov 2nd Week (Nov 1...	3 Days	07-Dec-2024 01:33	Notify

Fig 5.2 – Approval Status Page

- **Pending Timesheets Table:**
 - Displays details such as employee name, manager name, timesheet period, pending since days count, and last notified date.
- **Notify Button:**
 - Available for timesheets pending approval for more than three days.

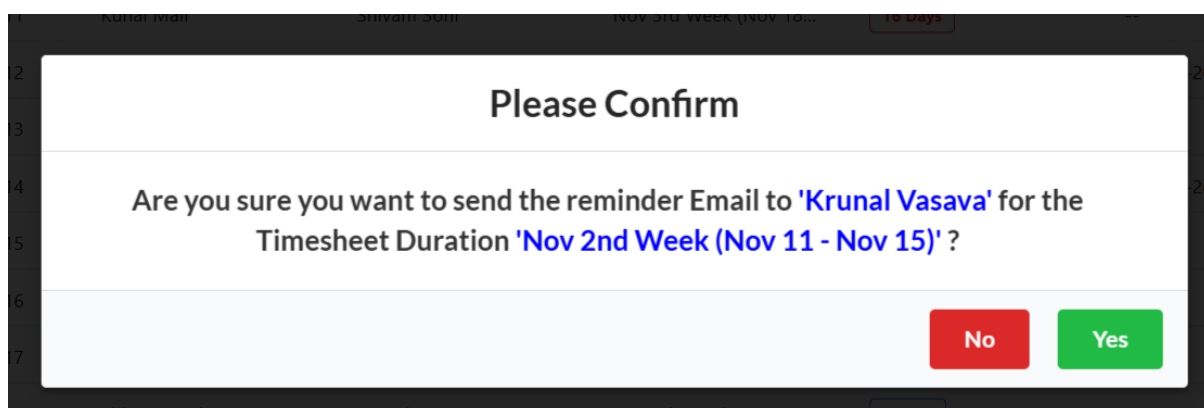
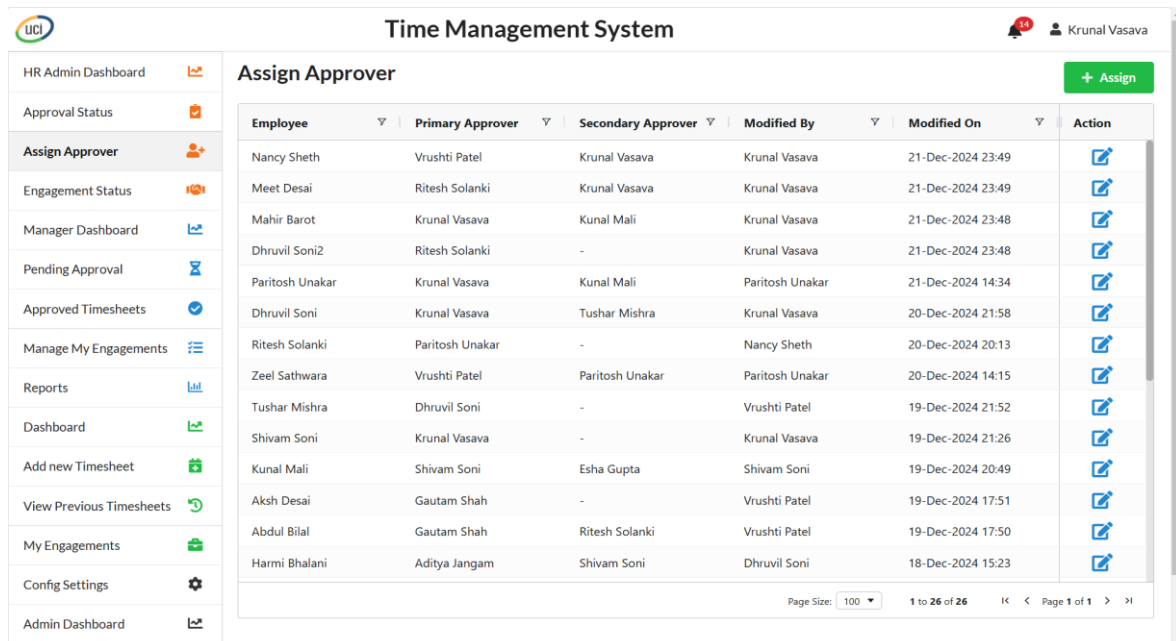


Fig 5.3 – Approval Status Page – confirmation popup

- Clicking the "Notify" button sends an automated email to the primary approver, reminding them to review the pending timesheet.

Assign Approver

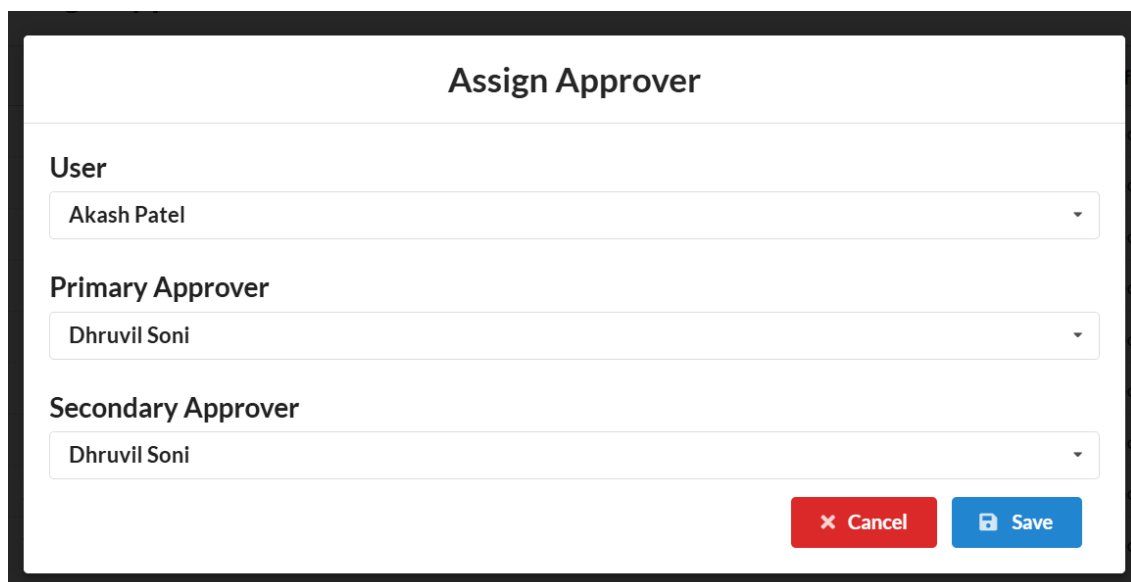
This page allows HR to assign or modify primary and secondary approvers for employees, ensuring that every employee has the required approvers assigned.



Employee	Primary Approver	Secondary Approver	Modified By	Modified On	Action
Nancy Sheth	Vrushti Patel	Krunal Vasava	Krunal Vasava	21-Dec-2024 23:49	Edit
Meet Desai	Ritesh Solanki	Krunal Vasava	Krunal Vasava	21-Dec-2024 23:49	Edit
Mahir Barot	Krunal Vasava	Kunal Mali	Krunal Vasava	21-Dec-2024 23:48	Edit
Dhruvil Soni2	Ritesh Solanki	-	Krunal Vasava	21-Dec-2024 23:48	Edit
Paritosh Unakar	Krunal Vasava	Kunal Mali	Paritosh Unakar	21-Dec-2024 14:34	Edit
Dhruvil Soni	Krunal Vasava	Tushar Mishra	Krunal Vasava	20-Dec-2024 21:58	Edit
Ritesh Solanki	Paritosh Unakar	-	Nancy Sheth	20-Dec-2024 20:13	Edit
Zeel Sathwara	Vrushti Patel	Paritosh Unakar	Paritosh Unakar	20-Dec-2024 14:15	Edit
Tushar Mishra	Dhruvil Soni	-	Vrushti Patel	19-Dec-2024 21:52	Edit
Shivam Soni	Krunal Vasava	-	Krunal Vasava	19-Dec-2024 21:26	Edit
Kunal Mali	Shivam Soni	Esha Gupta	Shivam Soni	19-Dec-2024 20:49	Edit
Aksh Desai	Gautam Shah	-	Vrushti Patel	19-Dec-2024 17:51	Edit
Abdul Bilal	Gautam Shah	Ritesh Solanki	Vrushti Patel	19-Dec-2024 17:50	Edit
Harmi Bhalani	Aditya Jangam	Shivam Soni	Dhruvil Soni	18-Dec-2024 15:23	Edit

Fig 5.4 – Assign Approver Page

- Displays a list of employees and their corresponding primary and secondary approvers.



Assign Approver

User
Akash Patel

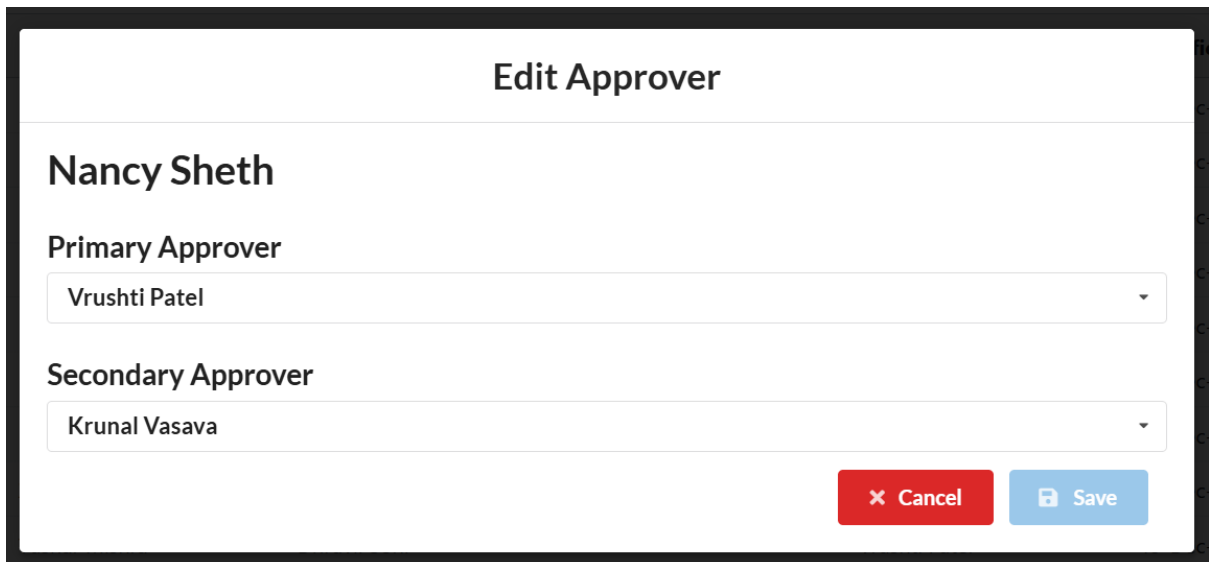
Primary Approver
Dhruvil Soni

Secondary Approver
Dhruvil Soni

[Cancel](#) [Save](#)

Fig 5.5 – Assign Approver Popup

- Clicking the "Assign" button opens a popup where HR can assign primary and/or secondary approvers to employees who currently lack them.

A screenshot of a web application's 'Edit Approver' popup. The popup has a white background and a dark border. At the top, the title 'Edit Approver' is centered. Below the title, the name 'Nancy Sheth' is displayed. Underneath, there are two sections: 'Primary Approver' and 'Secondary Approver'. Each section has a dropdown menu. The 'Primary Approver' dropdown shows 'Vrushti Patel' and the 'Secondary Approver' dropdown shows 'Krunal Vasava'. At the bottom right of the popup, there are two buttons: a red 'Cancel' button with a white 'X' icon and a blue 'Save' button with a white floppy disk icon.

Edit Approver

Nancy Sheth

Primary Approver

Vrushti Patel

Secondary Approver

Krunal Vasava

Cancel **Save**

Fig 5.6 – Edit Approver Popup

- Each row contains an "Edit" button. Clicking it enables HR to modify the approvers assigned to the selected employee.

Validations:

- Primary approver is mandatory but secondary approver is optional.
 - Only people with Manager right can become Primary approver.
 - Anyone in the system can become Secondary approver.
 - Primary approver and Secondary approver can't be same.
-

Engagement Status

The Engagement Status page provides HR with an overview of all engagements within the system. It is a view-only page with detailed information available on demand.

Time Management System					
Engagement Status					
#	Engagements	Owners	Start Date	End Date	Status
1	Employee Leave	Krunal Vasava	01-Sep-2024	31-Dec-2024	Active
2	Company Holiday	Krunal Vasava	01-Sep-2024	31-Dec-2024	Active
3	Time Mangement Project	Paritosh Unakar, Esha Gupta, Rit...	01-Dec-2024	28-Feb-2025	Active
4	Power Platform (Absentify)	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Jan-2025	Active
5	Batch 2 Training	Paritosh Unakar, Esha Gupta, Rit...	02-Dec-2024	31-Dec-2024	Active
6	Self Learning	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Mar-2025	Active
7	Daily Activities	Esha Gupta, Ritesh Solanki, Gaut...	02-Dec-2024	31-Mar-2025	Active
8	AI Smart City	Esha Gupta, Ritesh Solanki	02-Dec-2024	31-Dec-2024	Active
9	AI Forestry	Esha Gupta, Ritesh Solanki	02-Dec-2024	27-Dec-2024	Active
10	India Office Activities	Esha Gupta, Ritesh Solanki, Arch...	01-Dec-2024	31-Mar-2025	Active
11	Power Platform (RFP Tracker)	Ritesh Solanki, Esha Gupta	02-Dec-2024	02-Jan-2025	Active
12	Udemy Training	Paritosh Unakar, Ritesh Solanki, ...	04-Dec-2024	04-Jan-2025	Active
13	Udemy Training 1	Krunal Vasava, Kunal Mali, Parito...	04-Dec-2024	04-Dec-2024	InActive
14	Rockland	Archana Reddy	01-Dec-2024	31-Jan-2025	Active

Fig 5.7 – Engagement Status Page

- **Engagement List:**
 - Displays a list of all engagements, including their title, start date, end date, owner, and current status.

- **Engagement Details Popup:**

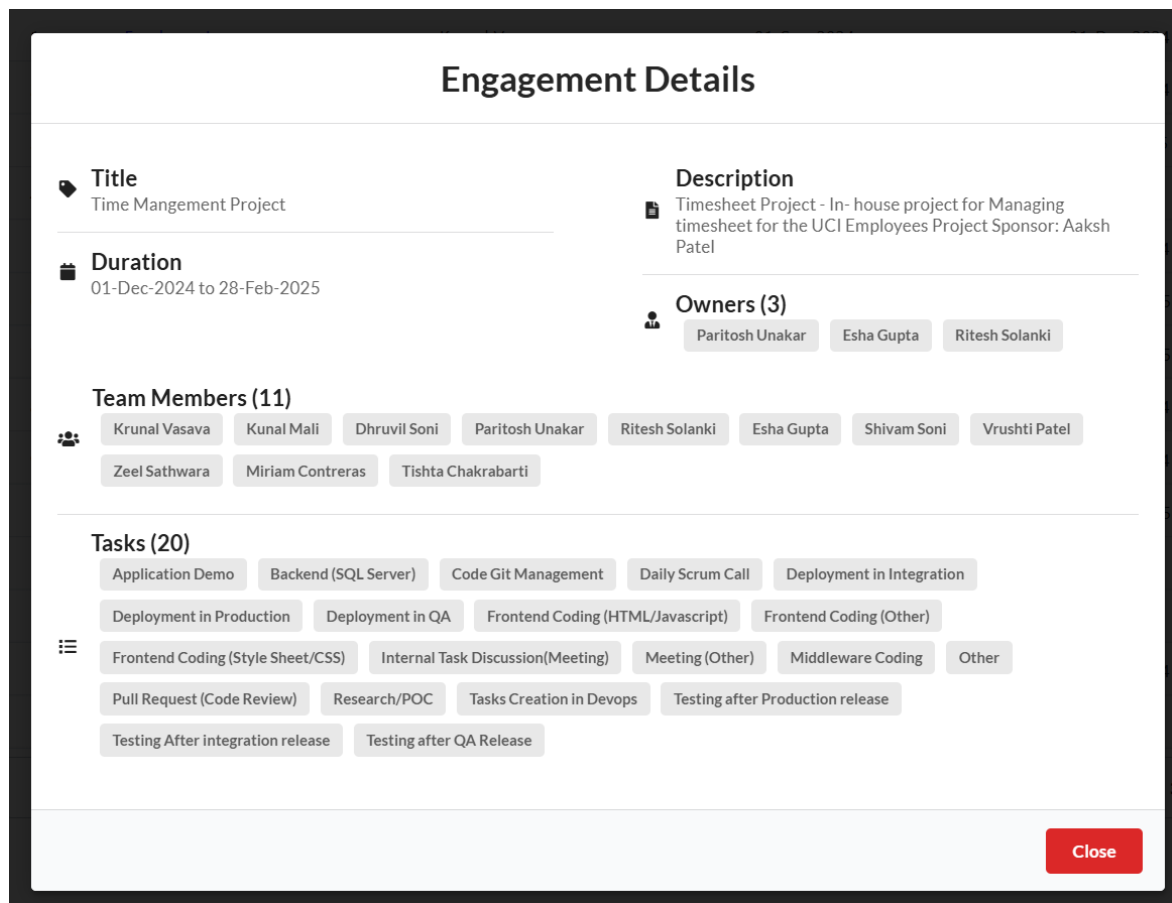


Fig 5.8 – Engagement Details Popup

- Clicking on an engagement name opens a popup with detailed information about the selected engagement, including:
 - Title
 - Description
 - Duration
 - Team Members
 - Tasks
 - Owners

6.Notification Module

The notification module in the Timesheet Management System (TMS) serves as a robust communication mechanism. It is divided into two main types: Mail Notifications and Bell Icon Notifications. This chapter provides a detailed overview of both types of notifications, including their implementation and usage.

Mail Notifications

Mail notifications are used to communicate specific updates and alerts via email. The following types of mail notifications are implemented:

1. Daily Pending Timesheets Mail

- **Description:** Every day, managers receive an email containing a list of newly submitted timesheets that are pending their approval.
- **Purpose:** To ensure managers are promptly informed about pending tasks.
- **Screenshot:**

The screenshot shows an email interface. The sender is 'System User' with email 'donotreply@uciny.net'. The recipient is 'Ritesh Solanki'. The email body starts with 'Dear Ritesh Solanki,' followed by 'Following Timesheets were submitted today for your review.' and a link 'Click Here To Review'. Below this is a table with 5 columns: '#', 'Name', 'Duration', 'Submitted On', and 'Submission Comment'. The table lists 9 entries for the 'Dec 2nd Week (Dec 09 - Dec 13)'. The submission times range from 5:41:47 AM to 10:55:30 AM on 12/16/2024. The comments include 'Week 2 - Time sheet Submitted', 'Hello Ritesh Sir, This is the timesheet of Dec 2nd Week (Dec 09 - Dec 13) submitted by Dhruvil Soni', 'December 2nd week TS submitted', 'Dec 2nd Week Timesheet submitted', and 'Last week timesheet'.

#	Name	Duration	Submitted On	Submission Comment
1.	Meet Desai	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 5:41:47 AM	Week 2 - Time sheet Submitted
2.	Dhruvil Soni	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 8:03:05 AM	Hello Ritesh Sir, This is the timesheet of Dec 2nd Week (Dec 09 - Dec 13) submitted by Dhruvil Soni
3.	Paritosh Unakar	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 8:05:14 AM	December 2nd week TS submitted
4.	Tushar Mishra	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 8:40:07 AM	
5.	Vrushti Patel	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 8:43:47 AM	
6.	Nancy Sheth	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 9:55:27 AM	
7.	Krunal Vasava	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 10:32:37 AM	Dec 2nd Week Timesheet submitted
8.	Shivam Soni	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 10:54:03 AM	Last week timesheet
9.	Zeel Sathwara	Dec 2nd Week (Dec 09 - Dec 13)	12/16/2024 10:55:30 AM	

Fig 6.1 – Daily Pending Timesheets Mail

2. Rejected Timesheet Mail

- **Description:** If a manager rejects an employee's timesheet, the employee receives an email notification about the rejection.
- **Purpose:** To inform employees about the rejection and provide reasons if included.
- **Screenshot:**

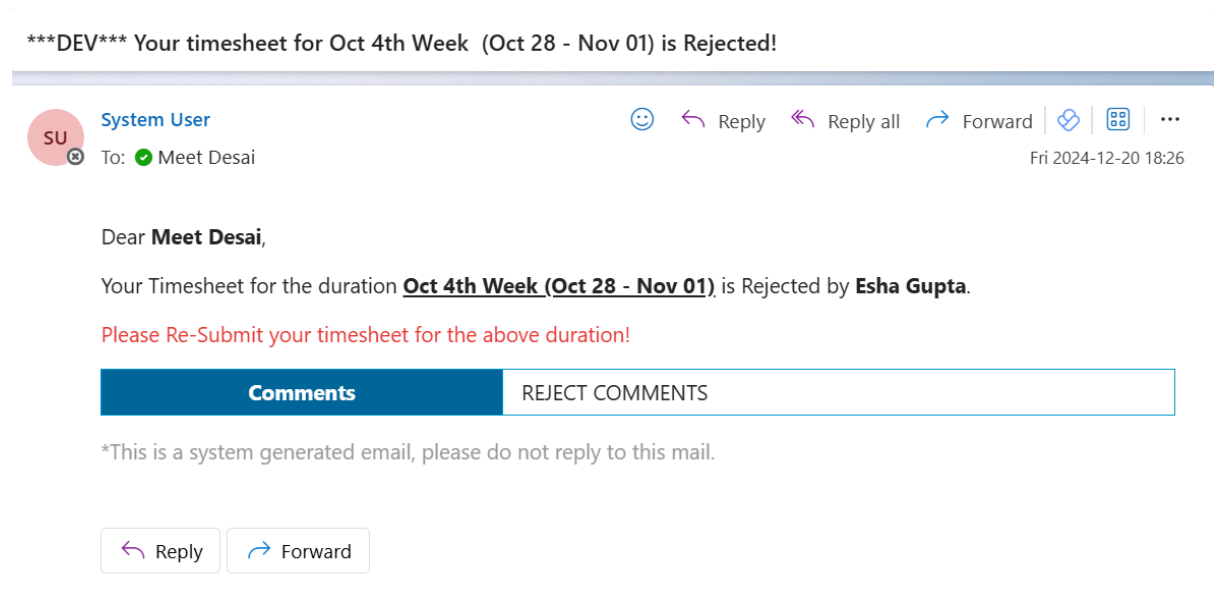


Fig 6.2 – Rejected Timesheets Mail

3. Notify Approver Mail

- **Description:** When HR notifies an approver from the "Assign Approver" page, the approver receives an email notification.
- **Purpose:** To remind the approver to review the pending timesheets.
- **Screenshot:**

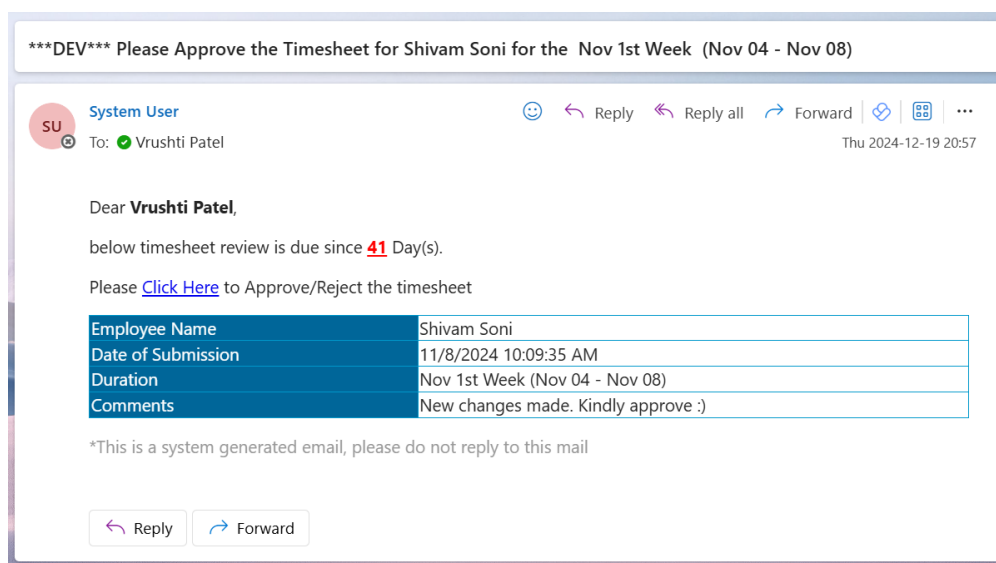


Fig 6.3 – Notify Approver Mail

Bell Icon Notifications

Bell icon notifications provide real-time alerts within the TMS application. These notifications are displayed under the bell icon on the UI and are categorized based on the recipient's role and the triggering event.

1. Employee Notifications

The following events trigger notifications for employees:

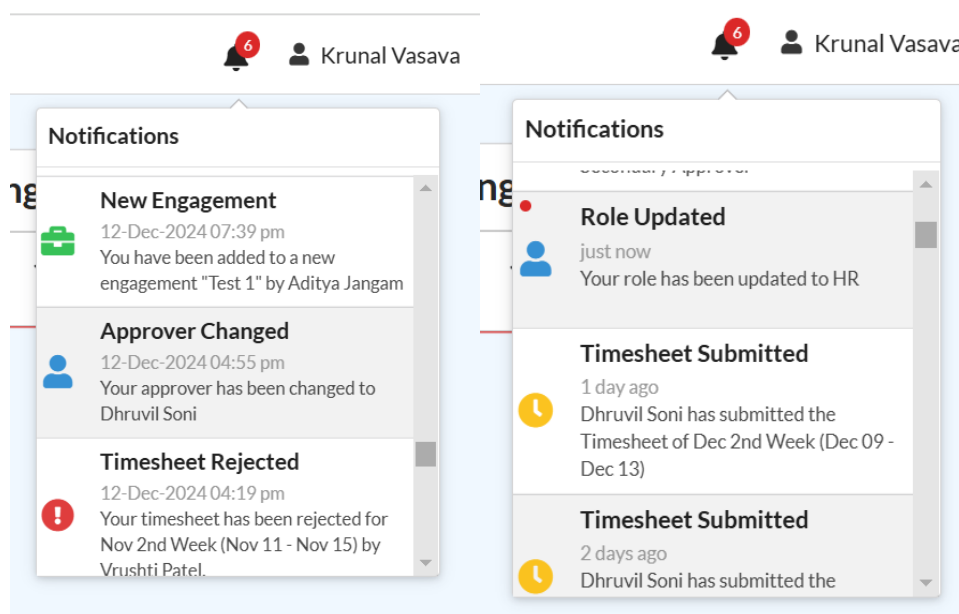
- **Approved Timesheet:** Employee is notified when their timesheet is approved.
- **Rejected Timesheet:** Employee is notified when their timesheet is rejected.
- **Approver Change:** Employee is notified if their primary or secondary approver is updated.
- **Role Change:** Employee is notified if their role in the system changes.
- **Added in Engagement:** Employee is notified when they are added to a new engagement.

2. Manager Notifications

The following events trigger notifications for managers:

- **Employee Submitted New Timesheet:** Manager is notified when an employee submits a new timesheet.
- **Added as Co-owner in an Engagement:** Manager is notified when they are added as a co-owner in an engagement.

Screenshots



This concludes the documentation for the notification module. Please review and provide feedback for any additional requirements or modifications.