Alliance Timesheets
Contractor supervisor quick guide

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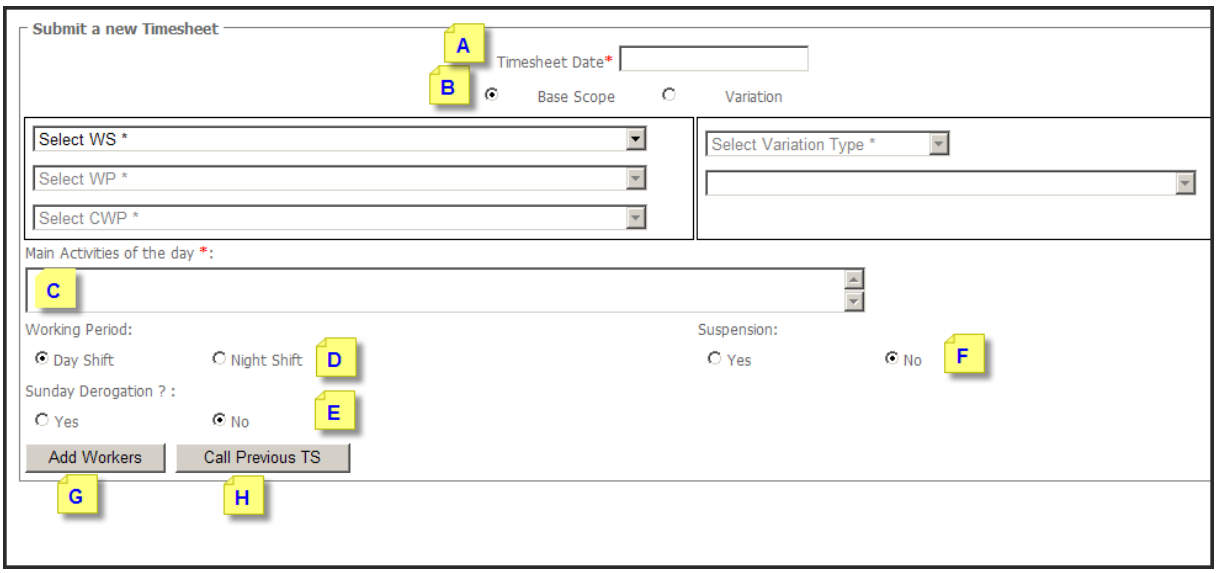
Submit a timesheet

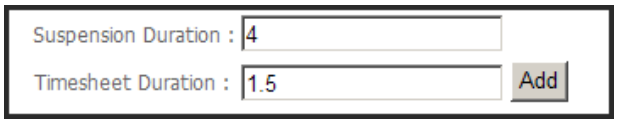
1- *Click on your "Submit a timesheet" menu item:*

2- *Description of the "Submit a timesheet" page:*

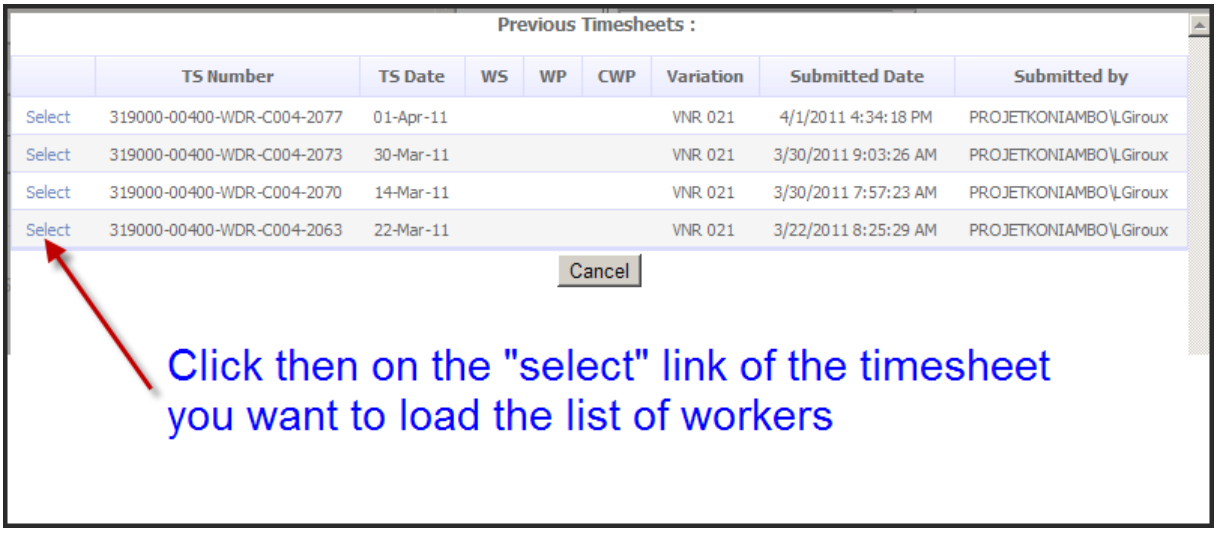


- A *: Enter the date of the timesheet (mandatory)*
- B *: Select the scope of the timesheet: it can be* ***base scope*** *OR* ***variation***
  - *If you select base scope, you must then select a WS /WP /CWP (mandatory)*
  - *If you select variation, you must then select a variation type and a variation (mandatory).*
- C *: Enter a description of the main activities of the day (mandatory)*
- D *: Select the working period of the timesheet: day shift OR night shift.*
- E *: If you are submitting a timesheet on a Sunday with local workers, check the "Yes" box, otherwise you will not be able to submit the timesheet (local workers can not work on Sundays, except with a derogation)*
- F *: If it is a suspension timesheet, select "Yes". The fields "Suspension Duration" and "Timesheet Duration" will then appear:*

- *Suspension duration: the time of the suspension*
- *Timesheet duration: the time counted per worker (Click on the "Add" button will fill the "Timesheet duration" for every worker in the timesheet in the "Weather"column.)*



- G *: Click on the "Add worker" button to add workers into the timesheet (see point 3 below)*
- H *: this button allows you to call previous timesheet submitted on the same scope than the one you have selected in order to load the list of workers. For example, if you select VNR 021 and click on the "Call previous TS" button, you will get the list of all timesheets submitted on the scope VNR 021:*

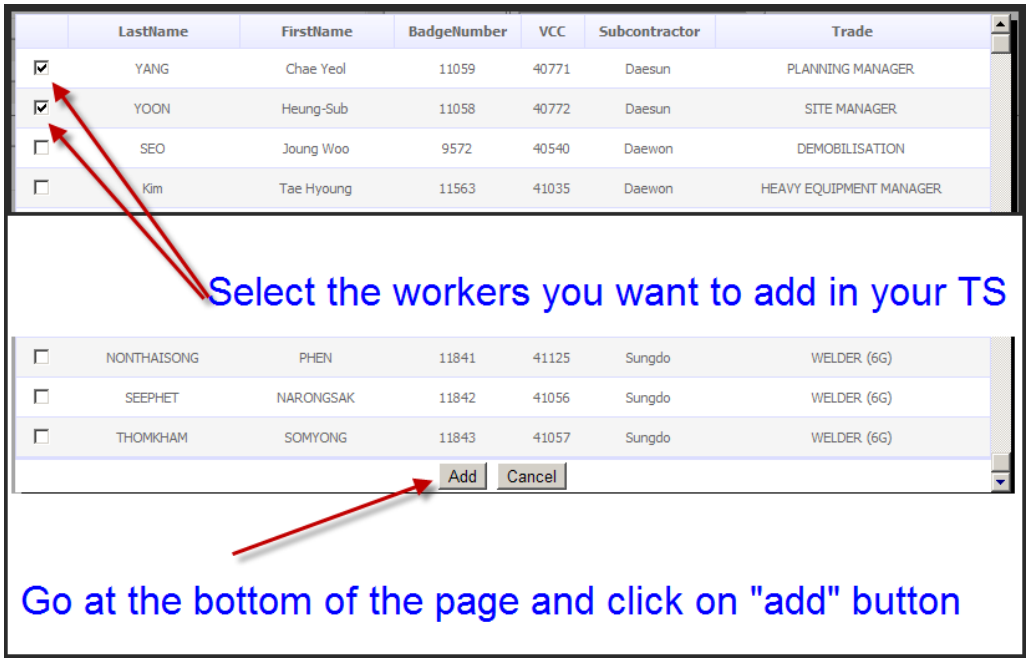


***Trick**: If, for example, you have submitted a timesheet yesterday with 200 workers on the scope WS1/WP1/CWP1 and you want today to submit the same TS (same workers) on a different scope but you do not want to select again your 200 workers, here is how to proceed:*

- *Select the scope WS1/WP1/CWP1*
- *Click on "call a previous TS" and select the TS you submitted yesterday: your list of 200workers is loaded*
- *And finally simply change the scope.*

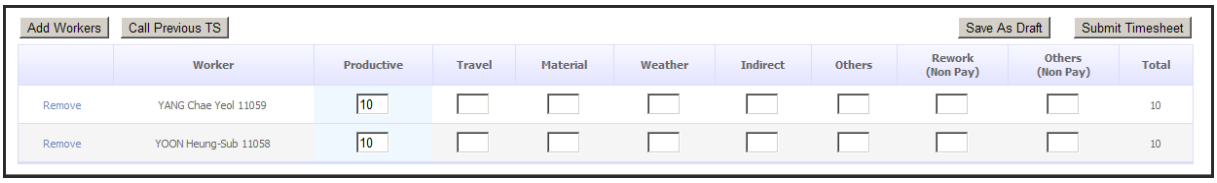
3- *Add workers, put timeand submit*

When you click on the "Add worker" button, the following screen appears:

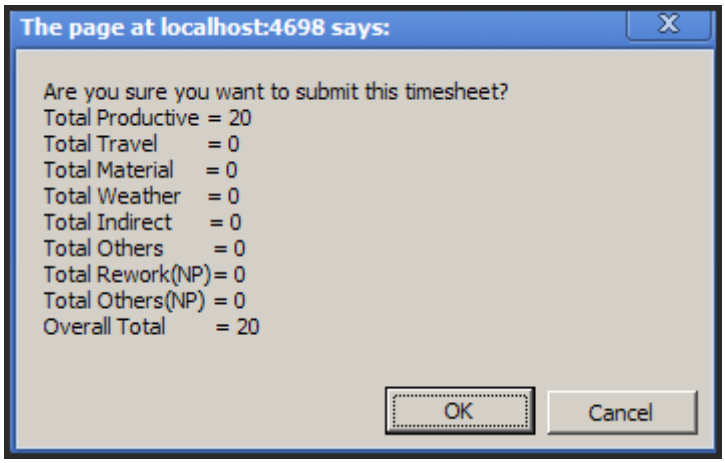


Note: Workers are sorted by Subcontractor, thenTrade, then Last name, and then first name.

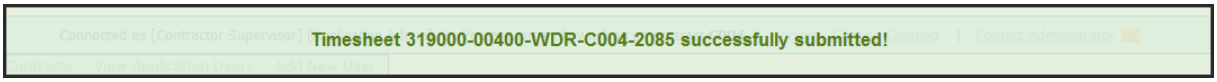
Workers are then added to the timesheet. You must now enter hours for every worker:



*Once you have entered hours, click on the "**Submit timesheet**"button. You will get an overview of the hours:*



Confirm by clicking on "OK" and you will get a confirmation message:



Once submitted, a timesheet is then pending for approval.

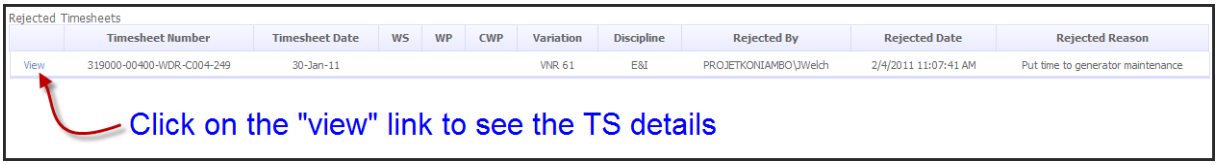
Save a timesheet as draft

The procedure is strictly the same than for the "Submit a timesheet" procedure, but simply at the end click on the "save as draft" button:

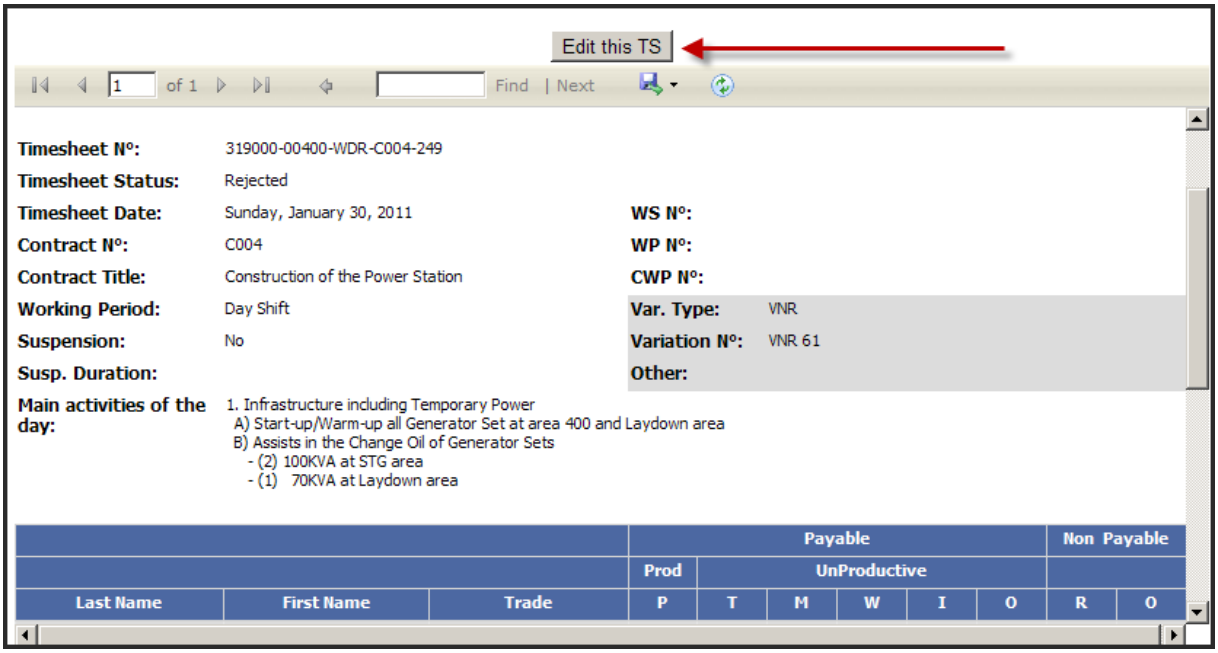
View and edit rejected timesheets

1- *Click on your "Rejected timesheets" menu item:*

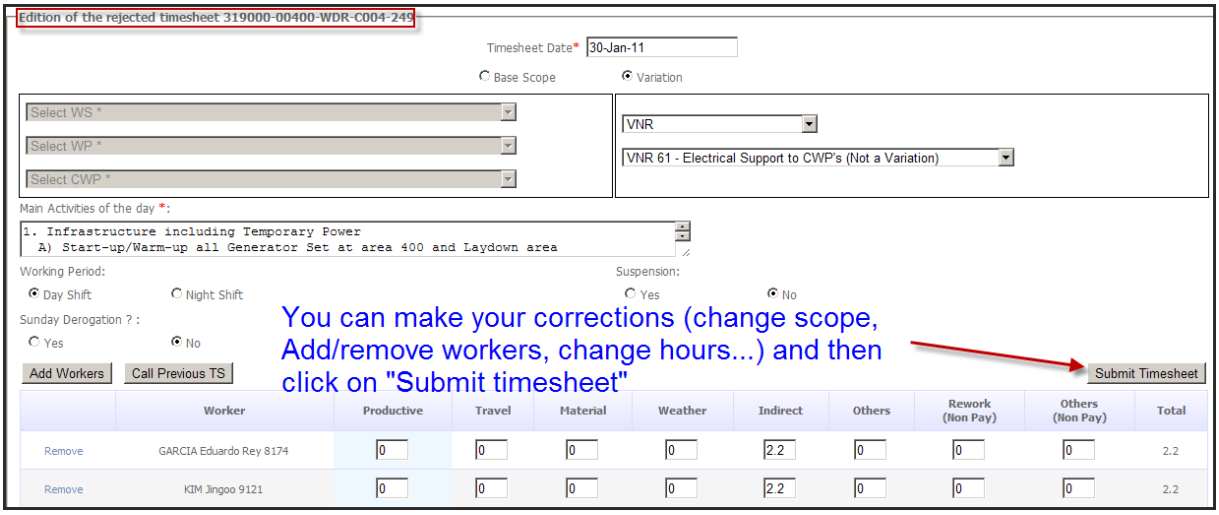
2- *You can see the list of rejected timesheet:*



3- *You can see details of the timesheet:*



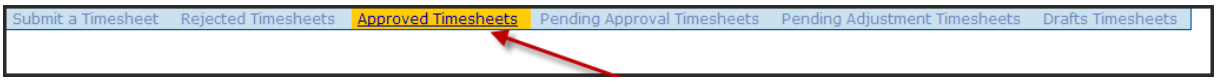
4- *If you click on the "Edit this TS button" you are taken to the screen of edition of the timesheet:*



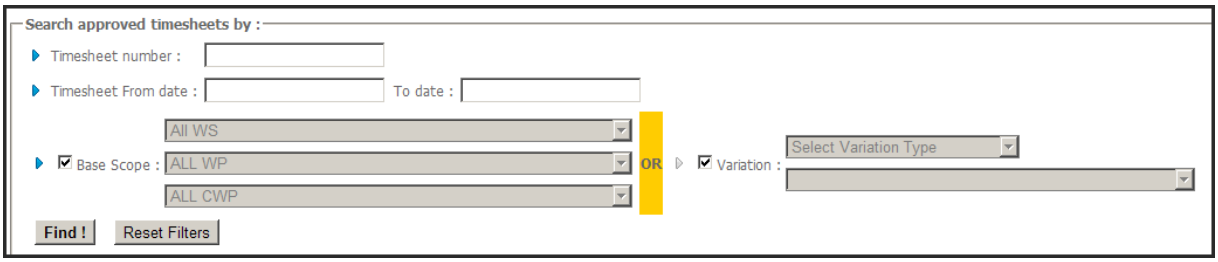
The timesheet submitted is then back in pending for approval status.

View approved timesheets

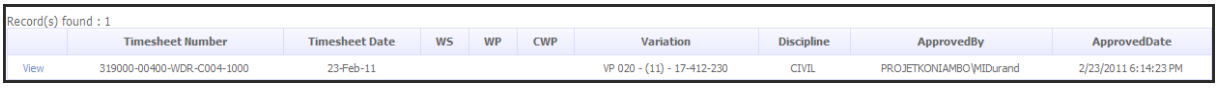
1- *Click on your "Approved timesheets" menu item:*



2- *Select the criterias of search you want and then click on "Find!":*



3- *Results are displayed below the search box. You can click on "view" link to see the details of the searched timesheet:*



Record(s) found : 1

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	ApprovedBy	ApprovedDate
View	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJETKONIAMBO\MIDurand	2/23/2011 6:14:23 PM

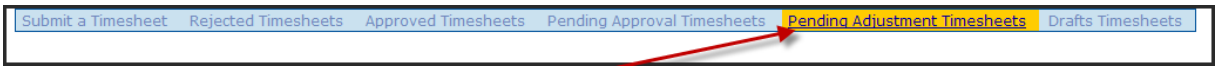
View pending approval timesheets

Same than "See approved timesheets".Just click on your "Pending approval timesheets" menu item:

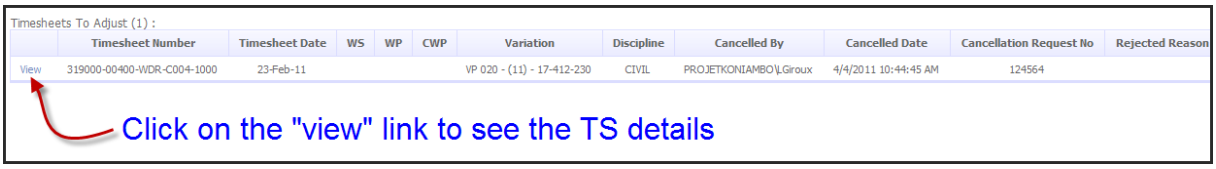
View and adjust pending adjusment timesheets

Note: a timesheet in pending adjustment status is a timesheet that was approved but which has been asked for modification (ex: TS-001 with 500hours on scope WS1/WP1/CWP1 was approved but finally we need to adjust this timesheet and replace it by a TS with 300hours on scope WS1/WP1/CWP1 and one TS with 200Hours on WS2/WP2/CWP2). See Timesheets status workflow at the end of this document for the whole process overview.

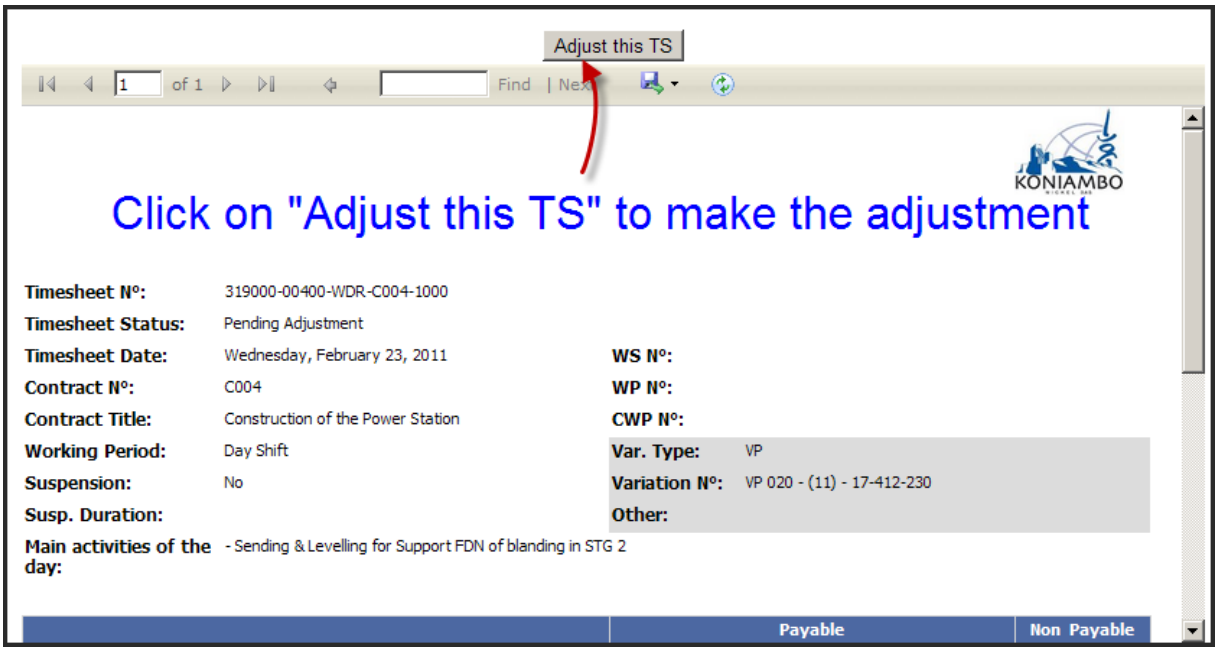
1- *Click on your "Pending adjustment timesheets" menu item:*



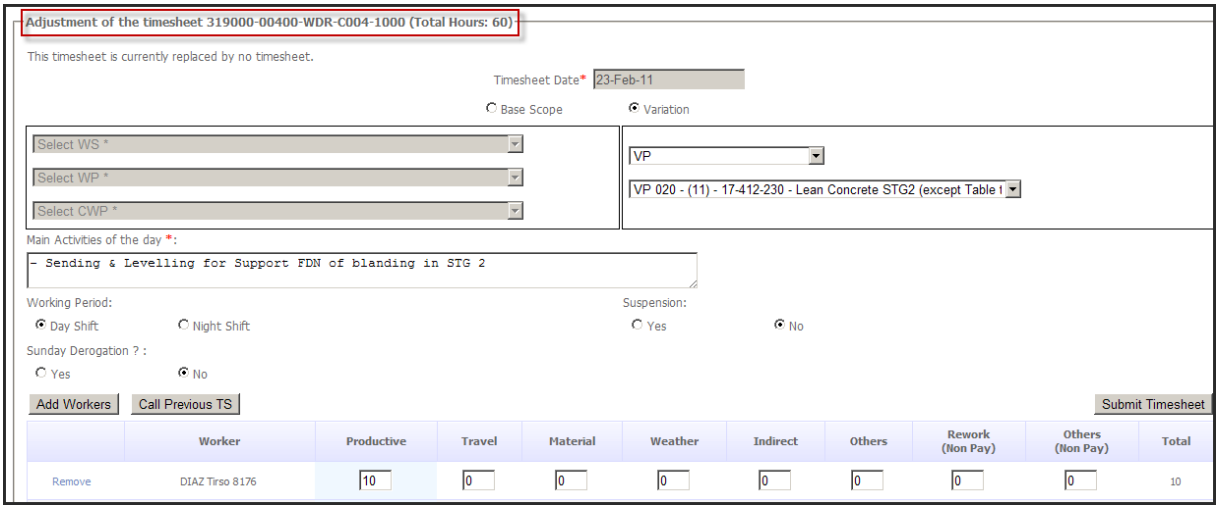
2- *You can see the list of pending adjustment timesheet:*



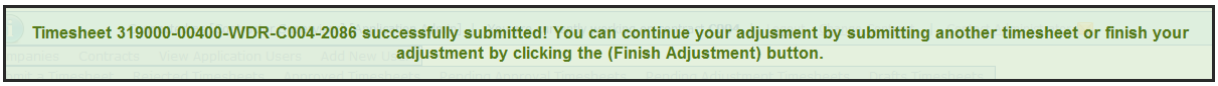
3- *You can see the details of the timesheet:*



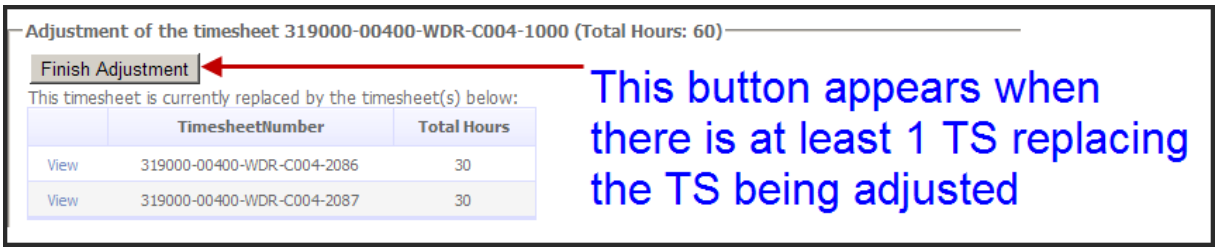
4- *You can now replace the timesheet beeing adjusted by (at least) one or several timesheets. Just proceed as for a classical timesheet submission:*



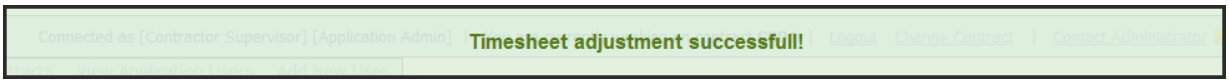
For each timesheet you submit you get a notification message:



5- *Click on the "Finish Adjustment" button to finish the adjusment:*



You will get a notification message:

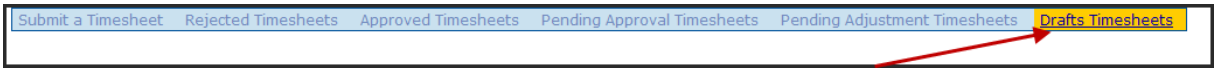


The timesheet is now in pending approval status.

View, edit and submit draft

<u>Note</u> : drafts are visible only by contractor supervisors.

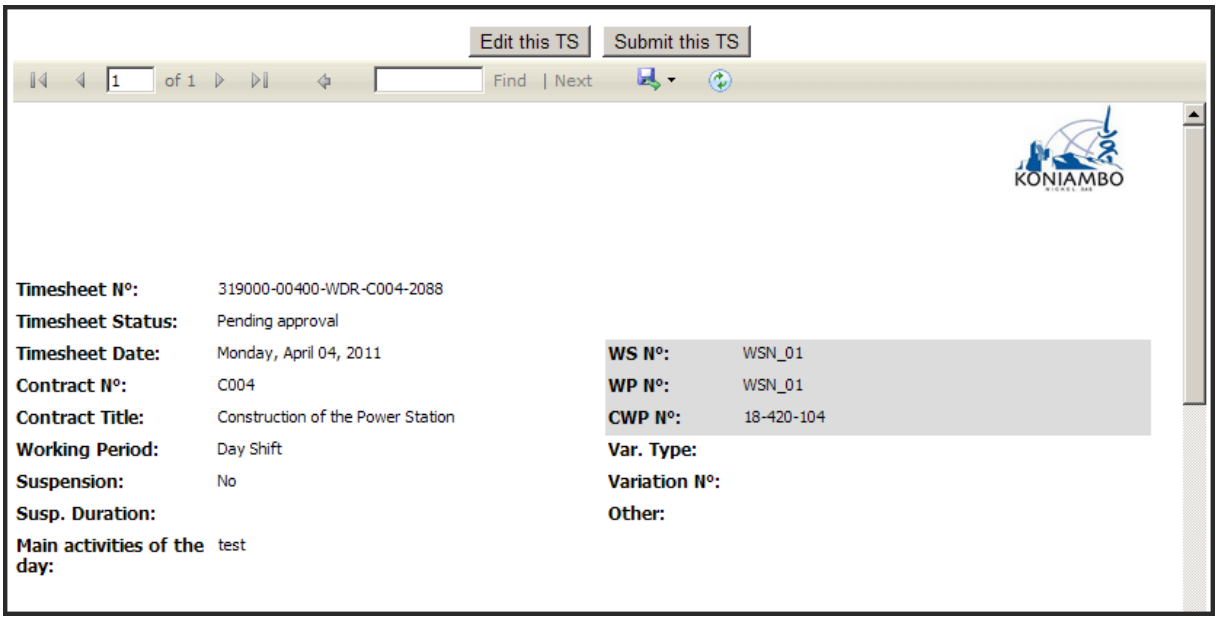
1- *Click on your "Drafts timesheets" menu item:*



2- *You can see the list of drafts:*

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Submitted By	Submitted Date
View	319000-00400-WDR-C004-2080	01-Apr-11	WSN_01	WSN_01	18-420-204		MECHANICAL	PROJETKONIAMBO\LGiroux	4/1/2011 4:47:27 PM
View	319000-00400-WDR-C004-2081	02-Apr-11				VNR 042 - (13) - 17-412-120	CIVIL	PROJETKONIAMBO\LGiroux	4/4/2011 8:07:51 AM
View	319000-00400-WDR-C004-2088	04-Apr-11	WSN_01	WSN_01	18-420-104		MECHANICAL	PROJETKONIAMBO\LGiroux	4/4/2011 10:59:17 AM

3- *You can see the details of the draft:*



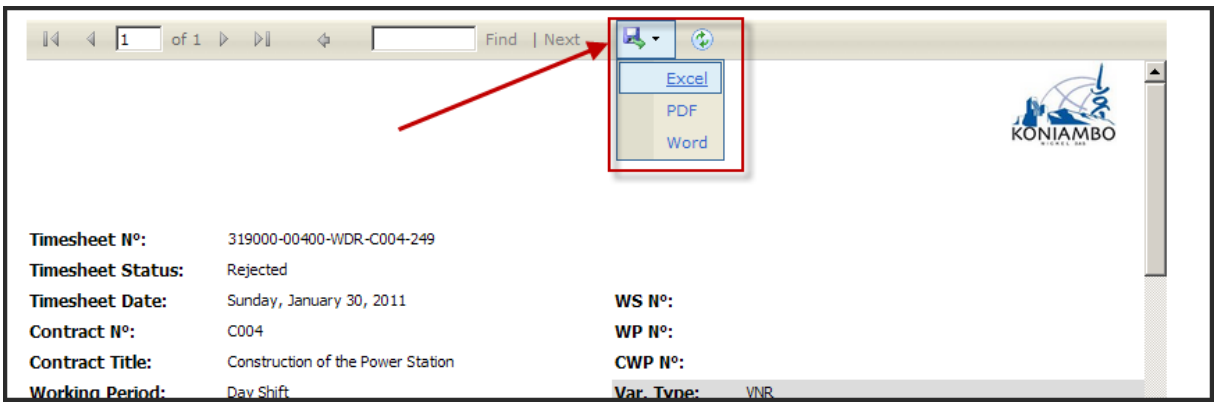
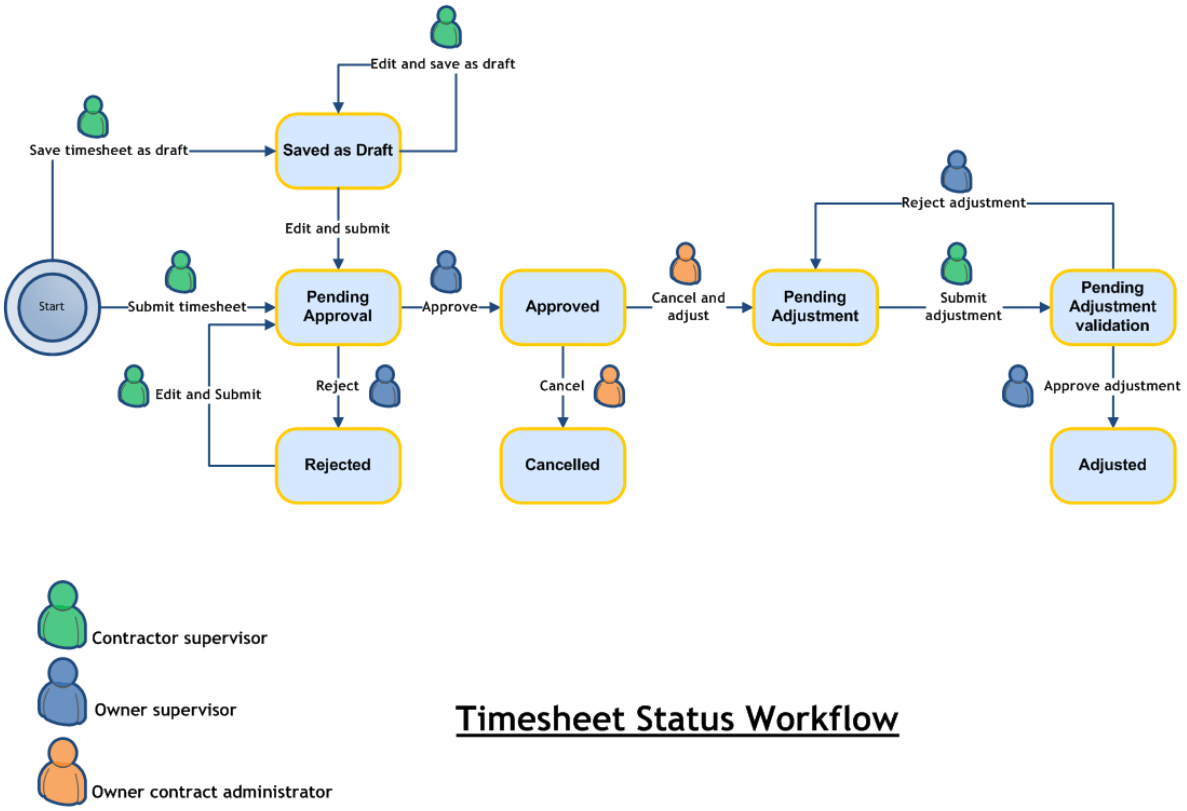
4- *You can click on"edit this TS" button, to edit the draft and then:*

- *Save it as draft again*
- *Submit the draft as timesheet for approval*

4- *OR You can click on"submit this TS" button, to directly submit the draft as timesheet for approval.*

Export a timesheet into Excel/PDF/Word

1- *When you are viewing the details of a TS, you can export the TS in Excel/Word/PDF simply by clicking on the floppy icon:*



Timesheets status workflow