Alliance Timesheets
Contractor supervisor quick guide

Contents

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1- Click on your "Submit a timesheet" menu item:
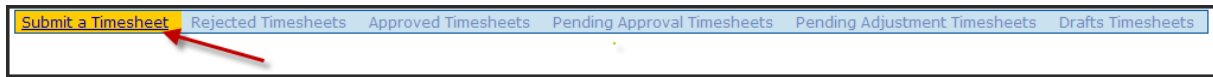
2- Description of the "Submit a timesheet" page:

Submit a new Timesheet

A Timesheet Date*

B ⦿ Base Scope   ○ Variation

Select WS *

Select WP *

Select CWP *

Select Variation Type *

Main Activities of the day *:

C

Working Period: Suspension:

⦿ Day Shift   ○ Night Shift **D**   ○ Yes   ⦿ No **F**

Sunday Derogation ? :

○ Yes   ⦿ No **E**

[Add Workers] **G**   [Call Previous TS] **H**

- **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:

- o *Suspension duration: the time of the suspension*
- o *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.)*

Suspension Duration : 4

Timesheet Duration : 1.5   [Add]

- **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:*

Previous Timesheets :

	TS Number	TS Date	WS	WP	CWP	Variation	Submitted Date	Submitted by
Select	319000-00400-WDR-C004-2077	01-Apr-11				VNR 021	4/1/2011 4:34:18 PM	PROJETKONIAMBO\LGiroux
Select	319000-00400-WDR-C004-2073	30-Mar-11				VNR 021	3/30/2011 9:03:26 AM	PROJETKONIAMBO\LGiroux
Select	319000-00400-WDR-C004-2070	14-Mar-11				VNR 021	3/30/2011 7:57:23 AM	PROJETKONIAMBO\LGiroux
Select	319000-00400-WDR-C004-2063	22-Mar-11				VNR 021	3/22/2011 8:25:29 AM	PROJETKONIAMBO\LGiroux

[Cancel]

Click then on the "select" link of the timesheet you want to load the list of workers

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:

Timesheet 319000-00400-WDR-C004-2085 successfully submitted!
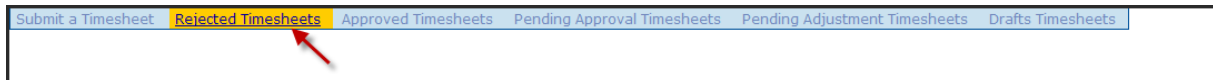
Once submitted, a timesheet is then pending for approval.

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:*

| Submit a Timesheet | Rejected Timesheets | Approved Timesheets | Pending Approval Timesheets | Pending Adjustment Timesheets | Drafts Timesheets |

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

Rejected Timesheets

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Rejected By	Rejected Date	Rejected Reason
View	319000-00400-WDR-C004-249	30-Jan-11				VNR 61	E&I	PROJETKONIAMBO\JWelch	2/4/2011 11:07:41 AM	Put time to generator maintenance

Click on the "view" link to see the TS details

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

Edit this TS

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Timesheet Nº:	319000-00400-WDR-C004-249		
Timesheet Status:	Rejected		
Timesheet Date:	Sunday, January 30, 2011	**WS Nº:**	
Contract Nº:	C004	**WP Nº:**	
Contract Title:	Construction of the Power Station	**CWP Nº:**	
Working Period:	Day Shift	**Var. Type:**	VNR
Suspension:	No	**Variation Nº:**	VNR 61
Susp. Duration:		**Other:**	

Main activities of the day:
1. Infrastructure including Temporary Power
   A) Start-up/Warm-up all Generator Set at area 400 and Laydown area
   B) Assists in the Change Oil of Generator Sets
      - (2) 100KVA at STG area
      - (1) 70KVA at Laydown area

				Payable						Non Payable	
			Prod		UnProductive						
Last Name	First Name	Trade	P	T	M	W	I	O	R	O	

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:

Submit a Timesheet	Rejected Timesheets	Approved Timesheets	Pending Approval Timesheets	Pending Adjustment Timesheets	Drafts Timesheets
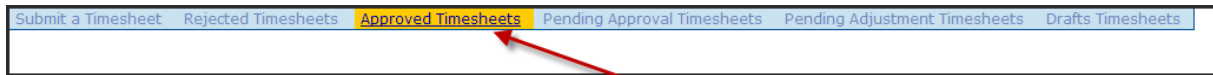
2- Select the criterias of search you want and then click on "Find!":

┌─ Search approved timesheets by : ───┐

▶ Timesheet number : [   ]

▶ Timesheet From date : [   ]   To date : [   ]

     All WS ▾

▶ ☑ Base Scope : ALL WP ▾   **OR** ▷ ☑ Variation :   Select Variation Type ▾

     ALL CWP ▾   [▾]

[Find !]   [Reset Filters]

└──┘

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:

| Submit a Timesheet	Rejected Timesheets	Approved Timesheets	Pending Approval Timesheets	Pending Adjustment Timesheets	Drafts Timesheets
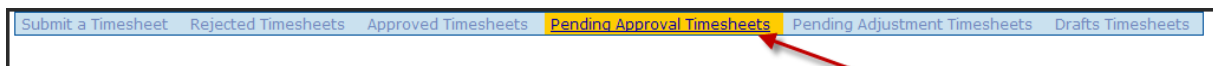
View and adjust pending adjusment timesheets

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:*

Submit a Timesheet	Rejected Timesheets	Approved Timesheets	Pending Approval Timesheets	**Pending Adjustment Timesheets**	Drafts Timesheets
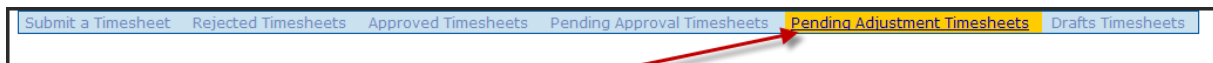
2- *You can see the list of pending adjustment timesheet:*

Timesheets To Adjust (1) :

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Cancelled By	Cancelled Date	Cancellation Request No	Rejected Reason
View	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJETKONIAMBO\L.Giroux	4/4/2011 10:44:45 AM	124564	

Click on the "view" link to see the TS details

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

Adjust this TS

◄◄ ◄ 1 of 1 ▷ ▷◄ ⟵ [   ] Find | Next ⤓▾ ↻

Click on "Adjust this TS" to make the adjustment

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Timesheet N°:	319000-00400-WDR-C004-1000		
Timesheet Status:	Pending Adjustment		
Timesheet Date:	Wednesday, February 23, 2011	**WS N°:**	
Contract N°:	C004	**WP N°:**	
Contract Title:	Construction of the Power Station	**CWP N°:**	
Working Period:	Day Shift	**Var. Type:**	VP
Suspension:	No	**Variation N°:**	VP 020 - (11) - 17-412-230
Susp. Duration:		**Other:**	
Main activities of the day:	- Sending & Levelling for Support FDN of blanding in STG 2		

		Payable	**Non Payable**

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:

Timesheet 319000-00400-WDR-C004-2086 successfully submitted! You can continue your adjusment by submitting another timesheet or finish your adjustment by clicking the (Finish Adjustment) button.

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

You will get a notification message:

Timesheet adjustment successfull!

The timesheet is now in pending approval status.

View, edit and submit draft

Note : drafts are visible only by contractor supervisors.

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

Submit a Timesheet	Rejected Timesheets	Approved Timesheets	Pending Approval Timesheets	Pending Adjustment Timesheets	**Drafts Timesheets**
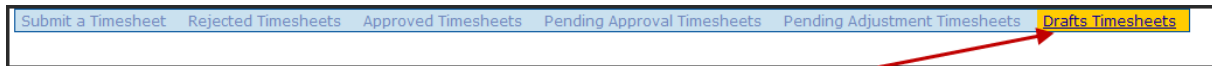
2- You can see the list of drafts:

Drafts Timesheets : (3)

	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

Click on the "view" link to see the TS details

3- You can see the details of the draft:

Edit this TS	Submit this TS

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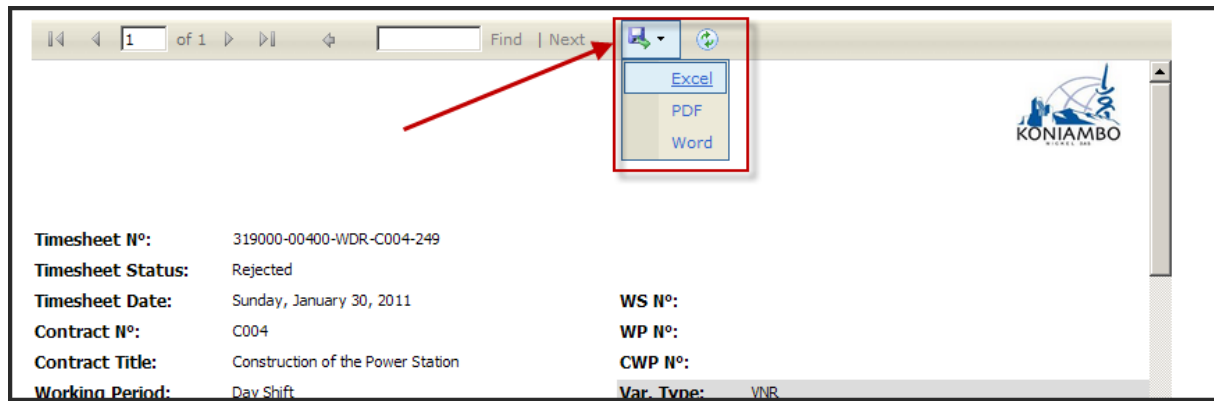| **Timesheet N°:**	319000-00400-WDR-C004-2088		
Timesheet Status:	Pending approval		
Timesheet Date:	Monday, April 04, 2011	**WS N°:**	WSN_01
Contract N°:	C004	**WP N°:**	WSN_01
Contract Title:	Construction of the Power Station	**CWP N°:**	18-420-104
Working Period:	Day Shift	**Var. Type:**	
Suspension:	No	**Variation N°:**	
Susp. Duration:		**Other:**	
Main activities of the day:	test		

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

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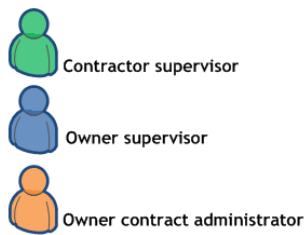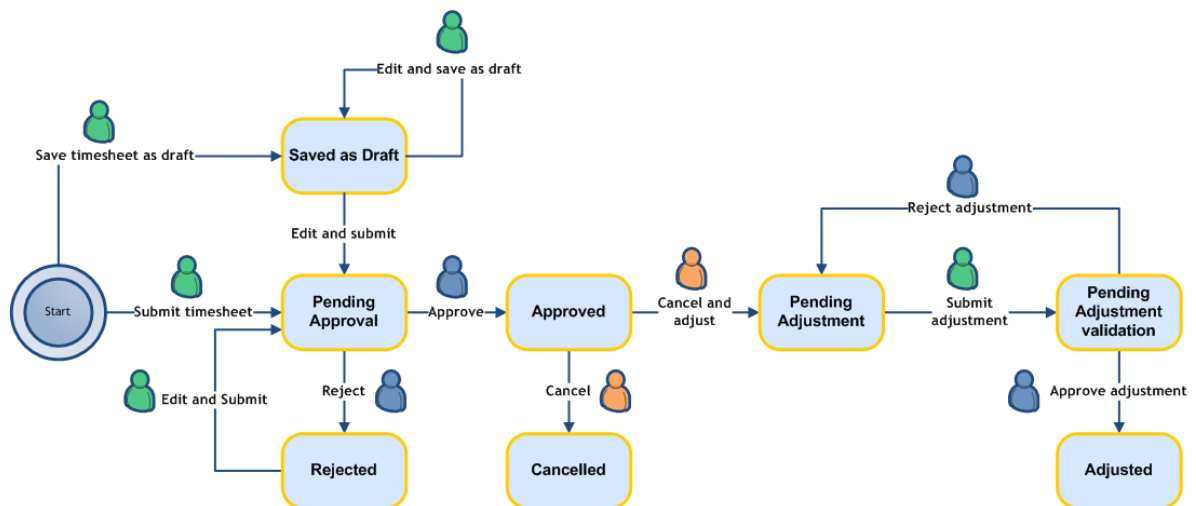- *Submit the draft as timesheet for approval*

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:

Timesheet Status Workflow