

# *Alliance Timesheets*

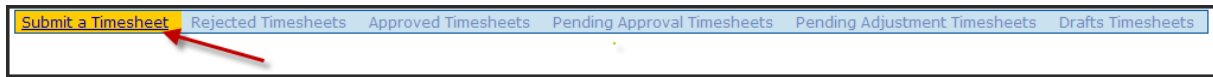
## *Contractor supervisor quick guide*

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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.)*

Suspension Duration :	<input type="text" value="4"/>	
Timesheet Duration :	<input type="text" value="1.5"/>	<input type="button" value="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\Giroux
Select	319000-00400-WDR-C004-2073	30-Mar-11				VNR 021	3/30/2011 9:03:26 AM	PROJETKONIAMBO\Giroux
Select	319000-00400-WDR-C004-2070	14-Mar-11				VNR 021	3/30/2011 7:57:23 AM	PROJETKONIAMBO\Giroux
Select	319000-00400-WDR-C004-2063	22-Mar-11				VNR 021	3/22/2011 8:25:29 AM	PROJETKONIAMBO\Giroux

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 time and submit

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

	LastName	FirstName	BadgeNumber	VCC	Subcontractor	Trade
<input checked="" type="checkbox"/>	YANG	Chae Yeol	11059	40771	Daesun	PLANNING MANAGER
<input checked="" type="checkbox"/>	YOON	Heung-Sub	11058	40772	Daesun	SITE MANAGER
<input type="checkbox"/>	SEO	Joung Woo	9572	40540	Daewon	DEMOBILISATION
<input type="checkbox"/>	Kim	Tae Hyoung	11563	41035	Daewon	HEAVY EQUIPMENT MANAGER

Select the workers you want to add in your TS

<input type="checkbox"/>	NONTHAISONG	PHEN	11841	41125	Sungdo	WELDER (6G)
<input type="checkbox"/>	SEEPHET	NARONGSAK	11842	41056	Sungdo	WELDER (6G)
<input type="checkbox"/>	THOMKHAM	SOMYONG	11843	41057	Sungdo	WELDER (6G)

Add Cancel

Go at the bottom of the page and click on "add" button

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

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

	Worker	Productive	Travel	Material	Weather	Indirect	Others	Rework (Non Pay)	Others (Non Pay)	Total
Remove	YANG Chae Yeol 11059	10								10
Remove	YOON Heung-Sub 11058	10								10

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

The page at localhost:4698 says:

Are you sure you want to submit this timesheet?

Total Productive = 20  
 Total Travel = 0  
 Total Material = 0  
 Total Weather = 0  
 Total Indirect = 0  
 Total Others = 0  
 Total Rework(NP) = 0  
 Total Others(NP) = 0  
 Overall Total = 20

OK Cancel

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

Connected as [Contractor Supervisor] Timesheet 319000-00400-WDR-C004-2085 successfully submitted! [Contact Administrator](#)

[Contracts](#) [View Application Users](#) [Add New User](#)

Once submitted, a timesheet is then pending for approval.

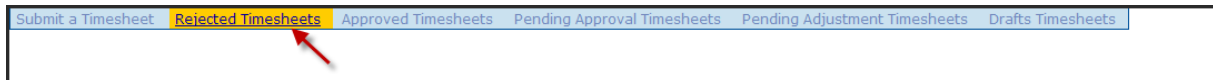
### ***Save a timesheet as draft***

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:

Rejected Timesheets										
	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Rejected By	Rejected Date	Rejected Reason
<a href="#">View</a>	319000-00400-WDR-C004-249	30-Jan-11				VNR 61	E&I	PROJETKONIAMBO\Welch	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](#)

1 of 1

Find | Next

**Timesheet N°:** 319000-00400-WDR-C004-249

**Timesheet Status:** Rejected

**Timesheet Date:** Sunday, January 30, 2011

**Contract N°:** C004

**Contract Title:** Construction of the Power Station

**Working Period:** Day Shift

**Suspension:** No

**Susp. Duration:**

**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

**WS N°:**

**WP N°:**

**CWP N°:**

**Var. Type:** VNR

**Variation N°:** VNR 61

**Other:**

			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:

Edition of the rejected timesheet 319000-00400-WDR-C004-249

Timesheet Date \* 30-Jan-11

☐ Base Scope ☒ Variation

Select WS \*  
Select WP \*  
Select CWP \*

VNR  
VNR 61 - Electrical Support to CWP's (Not a Variation)

Main Activities of the day \*:  
1. Infrastructure including Temporary Power  
A) Start-up/Warm-up all Generator Set at area 400 and Laydown area

Working Period:  
☒ Day Shift ☐ Night Shift

Suspension:  
☐ Yes ☒ No

Sunday Derogation ? :  
☐ Yes ☒ No

Add Workers Call Previous TS

You can make your corrections (change scope, Add/remove workers, change hours...) and then click on "Submit timesheet"

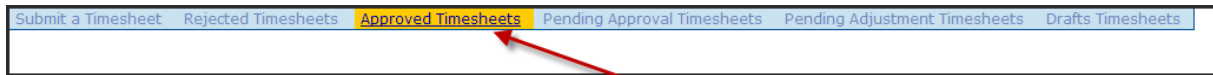
Submit Timesheet

	Worker	Productive	Travel	Material	Weather	Indirect	Others	Rework (Non Pay)	Others (Non Pay)	Total
Remove	GARCIA Eduardo Rey 8174	0	0	0	0	2.2	0	0	0	2.2
Remove	KIM Jingoo 9121	0	0	0	0	2.2	0	0	0	2.2

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!”:

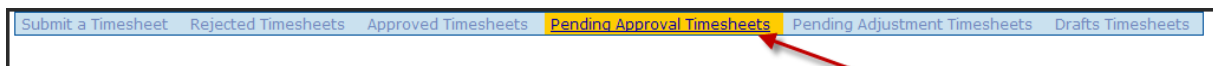
A search form titled 'Search approved timesheets by :'. It contains several input fields and dropdown menus. The 'Timesheet number' field is empty. The 'Timesheet From date' and 'To date' fields are empty. The 'Base Scope' section has three dropdown menus: 'All WS', 'ALL WP', and 'ALL CWP'. The 'Variation' section has a dropdown menu labeled 'Select Variation Type'. There are 'Find !' and 'Reset Filters' buttons at the bottom.

**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
<a href="#">View</a>	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJETKONIAMBOIMDurand	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:

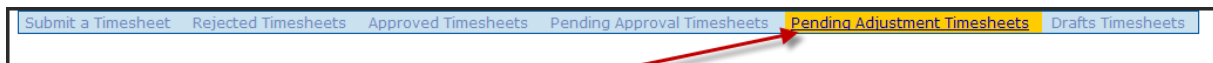




## View and adjust pending adjustment timesheets

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:


Timesheets To Adjust (1) :											
	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Cancelled By	Cancelled Date	Cancellation Request No	Rejected Reason
<a href="#">View</a>	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJETKONIAMBO\J.Groux	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

**Timesheet N°:** 319000-00400-WDR-C004-1000

**Timesheet Status:** Pending Adjustment

**Timesheet Date:** Wednesday, February 23, 2011

**Contract N°:** C004

**Contract Title:** Construction of the Power Station

**Working Period:** Day Shift

**Suspension:** No

**Susp. Duration:**

**Main activities of the day:** - Sending & Levelling for Support FDN of blanding in STG 2

**WS N°:**

**WP N°:**

**CWP N°:**

**Var. Type:** VP

**Variation N°:** VP 020 - (11) - 17-412-230

**Other:**

Payable

Non Payable

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

Adjustment of the timesheet 319000-00400-WDR-C004-1000 (Total Hours: 60)

This timesheet is currently replaced by no timesheet.

Timesheet Date \* 23-Feb-11

☐ Base Scope ☒ Variation

Select WS \*  
Select WP \*  
Select CWP \*

VP  
VP 020 - (11) - 17-412-230 - Lean Concrete STG2 (except Table 1)

Main Activities of the day \*:  
- Sending & Levelling for Support FDN of blinding in STG 2

Working Period:  
☒ Day Shift ☐ Night Shift

Suspension:  
☐ Yes ☒ No

Sunday Derogation ? :  
☐ Yes ☒ No

Add Workers Call Previous TS Submit Timesheet

	Worker	Productive	Travel	Material	Weather	Indirect	Others	Rework (Non Pay)	Others (Non Pay)	Total
Remove	DIAZ Tirso 8176	10	0	0	0	0	0	0	0	10

For each timesheet you submit you get a notification message:

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

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

Adjustment of the timesheet 319000-00400-WDR-C004-1000 (Total Hours: 60)

Finish Adjustment

This timesheet is currently replaced by the timesheet(s) below:

	TimesheetNumber	Total Hours
View	319000-00400-WDR-C004-2086	30
View	319000-00400-WDR-C004-2087	30

This button appears when there is at least 1 TS replacing the TS being adjusted

You will get a notification message:

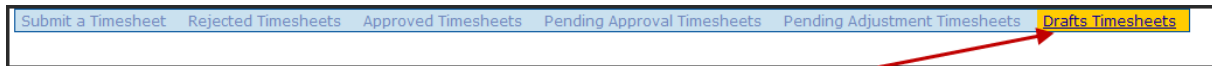
Connected as [Contractor Supervisor] [Application Admin] Timesheet adjustment successfull! Logout Change Contract Contact Administrator

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:



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

Drafts Timesheets : (3)


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

1 of 1 Find | Next



**Timesheet N°:** 319000-00400-WDR-C004-2088

**Timesheet Status:** Pending approval

**Timesheet Date:** Monday, April 04, 2011

**Contract N°:** C004

**Contract Title:** Construction of the Power Station

**Working Period:** Day Shift

**Suspension:** No

**Susp. Duration:**

**Main activities of the day:** test

**WS N°:** WSN\_01

**WP N°:** WSN\_01

**CWP N°:** 18-420-104

**Var. Type:**

**Variation N°:**

**Other:**

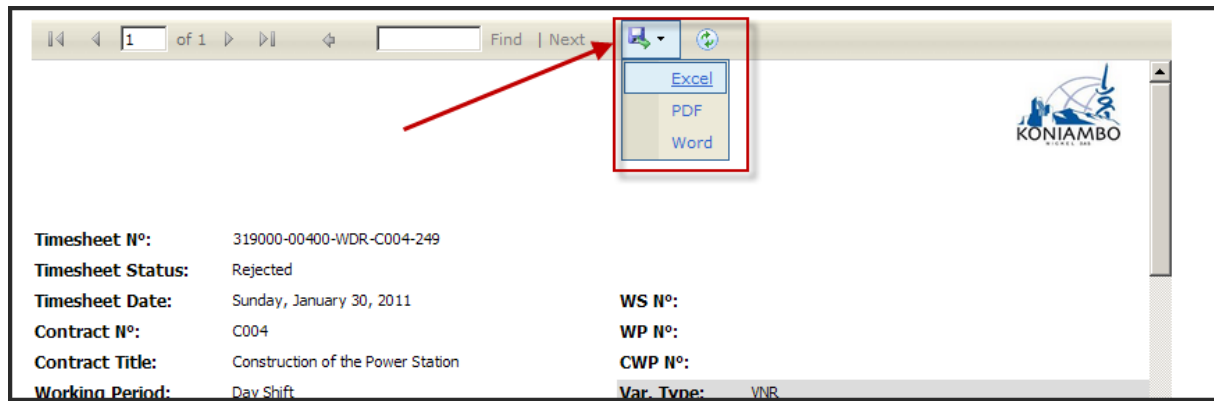
**4-** You can click on "edit this TS" button, to edit the draft and then:

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

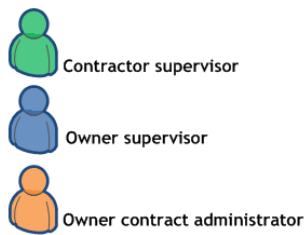
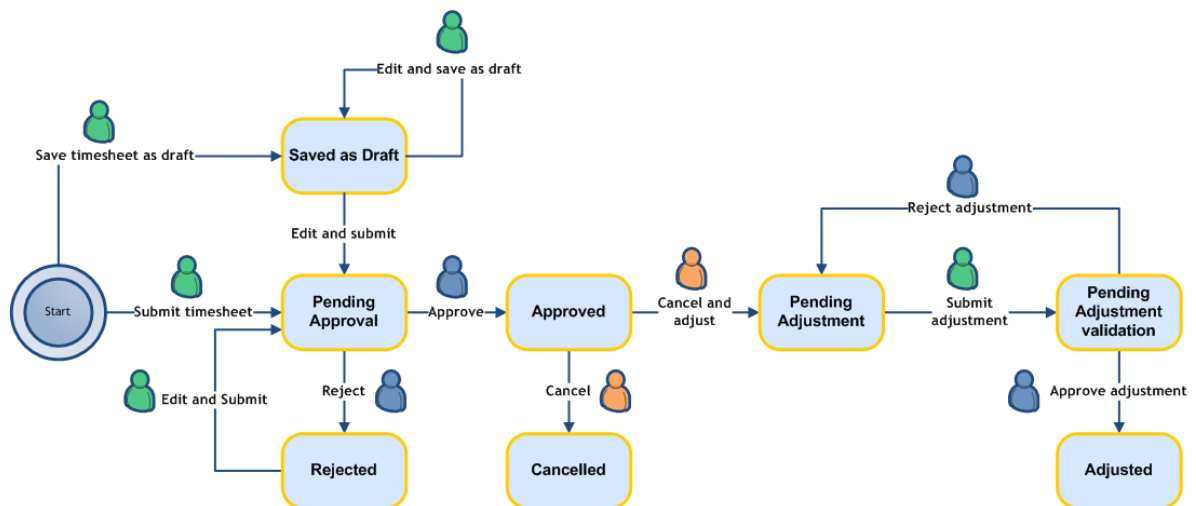
**4-** OR You can click on "submit this TS" button, to directly submit the draft as timesheet for approval.

## 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*



**Timesheet Status Workflow**