

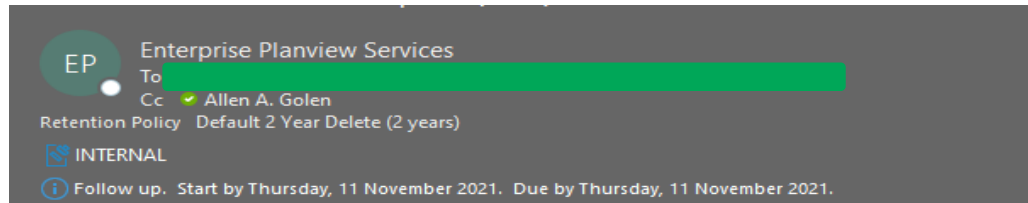
# Planview Timesheet Entry Process

# Planview Timesheet Entry

1. Log-in to Planview using the link below.

[https://manulifegf.pvcloud.com/planview/MyPlanview/MyPlanview.aspx?ptab=HV\\_DASH&pt=HOMEVIEW&score=\\$None](https://manulifegf.pvcloud.com/planview/MyPlanview/MyPlanview.aspx?ptab=HV_DASH&pt=HOMEVIEW&score=$None)

1.1 Separate email notification from Enterprise Planview Team that account is already enabled.



Hi,

Your request for Planview access has been completed, and your access is ready.  
Planview URL: <https://manulifegf.pvcloud.com/planview>

Please confirm if you can now access planview.

\*\*\*if the link is not working, please reach out to [MITDC\\_PH\\_PlanviewSupport@manulife.com](mailto:MITDC_PH_PlanviewSupport@manulife.com)

2. Go to “Timesheet” tab to enter hours.

Planview  
Enterprise One™

My Overview

Timesheet

Work

Resources

Strategies

Planning

Content

more ... ▼

0

Active Lifecycle Steps

0

Favourite Projects  
Portfolio Analysis

0

My Scheduled  
Assignments

472

Notifications: Total

0

My Active Issues

0

My Active Risks

0

My Active Change  
Requests

more ...


My Active Change Requests

RPM Tile: T126 - My Planview &gt; My Active Change Requests



◀ May 14 to May 20, 2022 ▶

There are no assignments on this timesheet. Click the Select Work button to add assignments.

 Select Work

3. You will direct on this view.


3.1 Click on the calendar icon(📅) to view the timesheet periods.

4. Check if you are in correct week period.

4.1 By default, you'll be directed on the current week.

5. No assignment or charge code set-up yet for first time submission.

6. In adding charge code buckets, go to “Select Work”

	Period
⋮	<a href="#">5/21/2022</a>
⋮	<a href="#">5/14/2022</a> 

7. Tick the “Assigned for All Periods”, “Allocations” and “Authorization” on the left pane,
8. See sample Project buckets below
9. Reach out to your Delivery Manager for the correct Billable Project Bucket if not showing in your list of Assignment
10. Check the Planview Billable task for your project assigned. Then click “Done”

The screenshot displays the Planview assignment interface. On the left, a 'Filter' panel is highlighted with a green rounded rectangle. It contains an 'Assignments Text Filter' input field, 'Assignments by Period' with radio buttons for 'Assigned This Period' and 'Assigned for All Periods' (the latter is selected), and 'Assignments by Type' with checkboxes for 'Allocations' (checked), 'Authorizations (Resource)' (checked), and 'Authorizations (Team)' (unchecked). The main area, titled 'Select Assignments', is also highlighted with a green rounded rectangle. It lists three categories: 'Operations (CoE) • 0017938' with four checked items (MITDC Leave - Emergency, MITDC Leave - Sick, MITDC Leave - Vacation, MITDC Public Holiday); 'Public Websites Enhancements (PWS) • 0024114' with one checked item (Enhancement Delivery); and 'Support & Maintenance (CoE) - Philippines • 0017917' and 'Support & Maintenance (CoE) - Vietnam • 0017911', each with one unchecked item (Genie). To the right, the 'Select Standard Activities' panel lists 'Non-Work Activities' and 'Non-Project Activities', all of which are unchecked. A 'Done' button, highlighted with a green rounded rectangle, is located at the bottom right of the interface.

\*\*\* MITDC\_PH\_Planview will release email notification to the DM once PV account is created to request the allocation on the Project bucket.

11. Enter the hours for respective dates the click “Sign and Submit”.

May 14 to May 20, 2022

Work	Weekly	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Total	Complete	Remaining Planned
<b>Operations (CoE) • 0017938</b>											
✈ MITDC Leave - Emergency								8 h	8 h		
✈ MITDC Leave - Sick					8 h				8 h		
✈ MITDC Leave - Vacation							8 h		8 h		
✈ MITDC Public Holiday						8 h			8 h		
<b>Public Websites Enhancements (PWS) • 0024114</b>											
✈ Enhancement Delivery				8 h					8 h	<input type="checkbox"/>	-8 h
<b>Total</b>	0 h	0 h	0 h	8 h	8 h	8 h	8 h	8 h	40 h		

☒ Select Work

All changes have been saved
 Sign and Submit

- \*\*\* MITDC Resources – 8 hrs/day
- \*\*\* Accenture Resources – 9 hrs/day
- \*\*\* Other Vendor Resources – 8 hrs/day

Do not click on the check box.

# Additional Information and Best Practices

- Best day to submit the Timesheet is every Friday before you logged-off from work.
- Why do we need to submit Timesheet? – Timesheet is the tool we used in terms of billing our clients.
- This is also used to monitor the individual and the project's chargeability thru Chargeability Report release every Wednesday of the week.
- In-case you missed to submit your Timesheet from the previous week, you will be flagged as non-compliant in the report the following week.
- Any trainings taken should be charge to the project charge code or bucket.

12. Below are the MITDC Non-billable buckets that “Allowed” to use.

▲ Operations (CoE) • 0017938

- ☐ MITDC Leave - Emergency
- ☐ MITDC Leave - Sick
- ☐ MITDC Leave - Vacation
- ☐ MITDC Public Holidays

\*\*\*Non-Working Time, Leave & Public Holidays was split to have a granular view on the specific leave taken by the resource. Which also use for monitoring and tracking of the resource Planned vs Unplanned leaves by the DMs.

13. Please REFRAIN from using the default “Non-billable” bucket below.

Select Standard Activities

▲ Non-Work Activities

- ☐ Non-Working Time, Leave & Public Holidays

▲ Non-Project Activities

- ☐ Team/Resource Management & Administration
- ☐ Governance, QA, Audit & Process Improvement
- ☐ Enterprise Architecture, Planning & Roadmapping
- ☐ Portfolio Planning & Change Management
- ☐ Conferences & Seminars
- ☐ Townhalls & Non Project Meetings
- ☐ Training & Personal Development

\*\*\*Timesheet will be rejected if hours has been submitted under these “Default Non-billable buckets” and need to transfer to the correct MITDC Non-billable buckets. See #12



## 14. Other Non-billable buckets subject for Manager's approval

▶ MITDC Capability Building Initiatives

\*\*\* Bucket to use for Pool or Bench resources.

▶ MITDC Knowledge Transfer (Project Transition)

\*\*\* Bucket to use while doing Knowledge Transition.

▶ MITDC Offset Hours

\*\*\* Bucket to use to off-set the overtime hours. Should be in the same month.

▶ MITDC Leave - Compassionate

\*\*\* Bereavement Leave

▶ MITDC Leave - Maternity-Paternity

\*\*\* Maternity-Paternity Leave

> MITDC - Manulife Fuel-up Friday - PM

Visible only on the week of Fuel-up Friday

\*\*\* Enabled every 2<sup>nd</sup> Friday of the month. Bucket to be used in any related trainings and other activities taken related to Fuel-up Friday.

# Contacts for Planview Concerns

Send email to this distribution list. “MITDC\_PH\_PlanviewSupport@manulife.com”

# Thank You!