Timesheet User Manual

This guide helps employees understand how to use the Timesheet system to log work hours, submit entries, and view reports.

1. Login

• Open the Timesheet application.

• Enter your username and password.

• Click "Login".

2. Dashboard Overview

• View weekly summary.

• Pending approvals section.

• Quick navigation menus.

3. Add Timesheet Entry

• Go to "My Timesheet".

• Select the date.

• Enter: Project, Task, Hours worked, Description.

• Click "Save".

4. Edit / Delete Entry

• Open an existing entry.

• Modify details and click "Update".

• To delete, click "Delete Entry".

5. Submit Timesheet

• After all entries for the week are added, click "Submit".

• Submitted timesheets go to your manager for approval.

6. Manager Approval (if applicable)

• Managers can view team entries.

• Approve or reject with comments.

7. Reports

• Navigate to Reports.

• Download weekly/monthly summaries.

8. Support

• Contact your HR/IT team for help or login issues.