



# Timesheet Application User Manual

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SuMo Digitech Pvt. Ltd.

# Timesheet Application — SuMo Digitech

## 1. Application Overview:

The application allows employees to record their timesheet to showcase work progress, managers to monitor and assign projects, and administrators to manage users, projects hours and managers and organizational hierarchy.

The solution ensures transparency, efficiency, and accountability in project management and time tracking within the organization.

### Target Users:

- Employees
- Managers
- Administrators

## 2. User Roles:

### Employee Role:

- View all projects assigned by their respective managers.
- Log daily working hours and the type of work performed (Designing, Developing, Testing, Bug Fix, Deployment or Client Call).
- View progress reports including booked hours per project.
- Create future non-project requests (leave, training, soft skills).
- Ensure the total logged hours equal to the standard **8-hour working day**.
- Edit or update logged entries before final submission.
- Booked hours should not be less than 8 hours per day for less than today's date.
- Employee have to put some task details about their activity for each days.
- If any booked hour including leaves and training are approved and employee is making any change then an email should go to manager about the change.
- Edit or update logged entries before final submission.

### Manager Role:

- Assign projects to employees based on roles, skill sets, or availability.
- Monitor total working hours and ensure that team members maintain expected productivity levels.
- View project-wise reports showing employee contributions and time distribution.
- Approve or review submitted timesheets.
- There should be a view available for manager to review booked hour and project engagement duration of project and employee.

### Admin Role:

- Add new employees or managers into the system.
- Assign employees to their corresponding managers.

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- Create, edit, or remove project details, budget, schedule, allocated hours.
- Manage role-based access control (Employee / Manager / Admin).
- Deactivate or delete employee records when members leave the organization.
- Maintain the master data of all users and projects in the institution
- There should be a view available for admin to review booked hour and project engagement duration of project and managers teams.

### 3. Features / Modules

- Login & Authentication
- Dashboard Overview
- Daily/Weekly Timesheet Entry
- Non-Project Requests
- Weekly Submission
- Manager Approval Workflow
- Reports (Utilization, Booked Hours)
- Admin Management

### 4. Views:

#### 4.1 Timesheet View:

Weekly Timesheet

Timesheet Projects Reports

▼ Daily Time Entry

Log Your Work Hours

Previous Week Current Week Next Week Nov 24, 2025 + Record Time

Project	Task	Task Details	Mon Nov 24	Tue Nov 25	Wed Nov 26	Thu Nov 27	Fri Nov 28	Sat Nov 29	Sun Nov 30
			12	10	5	0	0	0	0
Training & Certification			2.00	0.00	5.00	0.00	0.00	0.00	0.00
Sony COFA	Designing		3.00	0.00	0.00	0.00	0.00	0.00	0.00
Sony COFA	Testing		1.00	0.00	0.00	0.00	0.00	0.00	0.00
Cordys	Bug Fix		6.00	2.00	0.00	0.00	0.00	0.00	0.00
Cordys	Developing		0.00	3.00	0.00	0.00	0.00	0.00	0.00

4.2 Projects View:

Weekly Timesheet

Today

Timesheet

Projects

Reports

Assigned Projects

RecDX AI Career Assistant

N/A

Active

Sony COFA

N/A

Active

Cordys

N/A

Active

4.3 Reports View:

Weekly Timesheet

Today

Timesheet

Projects

Reports

Booked Hours Overview

Project	Allocated Hours	Booked Hours	Remaining Hours	Utilization
RecDX AI Career Assistant	3500	7	3493	0.2%
Sony COFA	5300	33	5267	0.6%
Cordys	4800	14	4786	0.3%

Project Engagement Duration

Project	Start Date	End Date	Duration (Days)	Days Remaining	Timeline Status
Cordys	2025-02-06	2026-01-10	338	47	On Track
RecDX AI Career Assistant	2025-08-15	2026-05-20	278	177	On Track
Sony COFA	2025-01-01	2025-12-31	364	37	On Track

## 5. Step by Step Process to log a entry in Timesheet:

### 5.1 Employee Timesheet Entry:

- Navigate to Timesheet tab.

Weekly Timesheet

Timesheet Projects Reports

▼ Daily Time Entry

Log Your Work Hours

Previous Week Current Week Next Week Nov 24, 2025 + Record Time

Project	Task	Task Details	Mon Nov 24	Tue Nov 25	Wed Nov 26	Thu Nov 27	Fri Nov 28	Sat Nov 29	Sun Nov 30
			14	10	5	0	0	0	0
Training & Certification			2.00	0.00	5.00	0.00	0.00	0.00	0.00
Sony COFA	Designing		3.00	0.00	0.00	0.00	0.00	0.00	0.00

- Select the current week.

Previous Week Current Week Next Week Nov 24, 2025 + Record Time

- Click 'Record Time'.

+ Record Time

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- Fill required fields.

Add New Time Entry

Activity Date: \*

Nov 24, 2025

Project: \*

Select a Project

Task: \*

Hours: \*

Select Hours

Task Details: \*

Enter task details

Save

+ Save + New

× Cancel

- Save the entry.

Save

+ Save + New

× Cancel

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### 5.2 Editing Existing Entries:

- Click the hour cell to modify.

2.00	0.00	5.00	0.00	0.00
3.00	0.00	0.00	0.00	0.00
2.00	0.00	0.00	0.00	0.00
1.00	0.00	0.00	0.00	0.00
6.00	2.00	0.00	0.00	0.00

- Update fields.

**Edit Monday Entry**



**Date:**  
Nov 24, 2025

**Project:**  
Sony COFA

**Task Type:**  
Designing

**Hours: \***  
3 hours

**Task Details:**  
This is a designing process

 Save  Cancel

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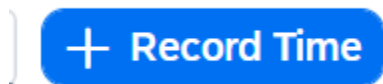
- Save changes.



- Email alert is triggered.

### 5.4 Creating Non-Project Requests

- Click on Record Time button.




- Add new time entry fragment will open.

#### Add New Time Entry


Activity Date: \*

Nov 24, 2025 

Project: \*

Select a Project 

Task: \*



Hours: \*

Select Hours 

Task Details: \*

Enter task details






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- Choose non-project type in Project dropdown.

### Add New Time Entry

**Activity Date:** \*

Dec 1, 2025


**Project:** \*

Select a Project

Training & Certification


Soft Skills

Leave

Select Hours

**Task Details:** \*

Enter task details

 Save

+ Save + New

× Cancel

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- Select future date.

Add New Time Entry

Activity Date: \*

Dec 10, 2025

< December 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
49	30	1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
1	28	29	30	31	1	2	3
2	4	5	6	7	8	9	10

Save

+ Save + New

× Cancel

- Save request.

Save

+ Save + New

### 6. Policies to Mention:

- Employees must submit timesheets weekly.
- Editing past entries triggers email alerts.
- No future project bookings allowed.
- Future non-project requests are allowed.