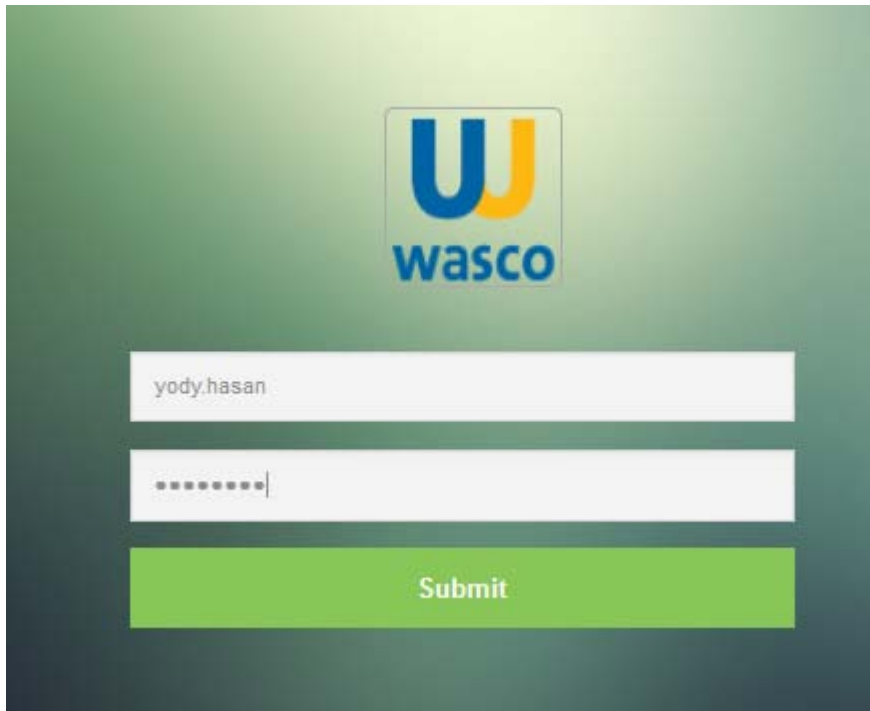**Guide to Create own timesheet**

1. Login to the System :

Username : your email account id without @wascoenergy.com

Password : [Your Computer Password]
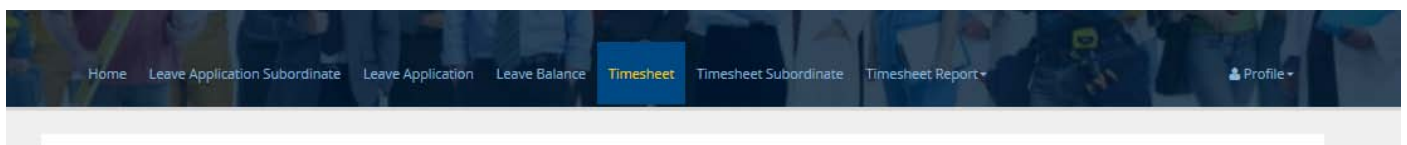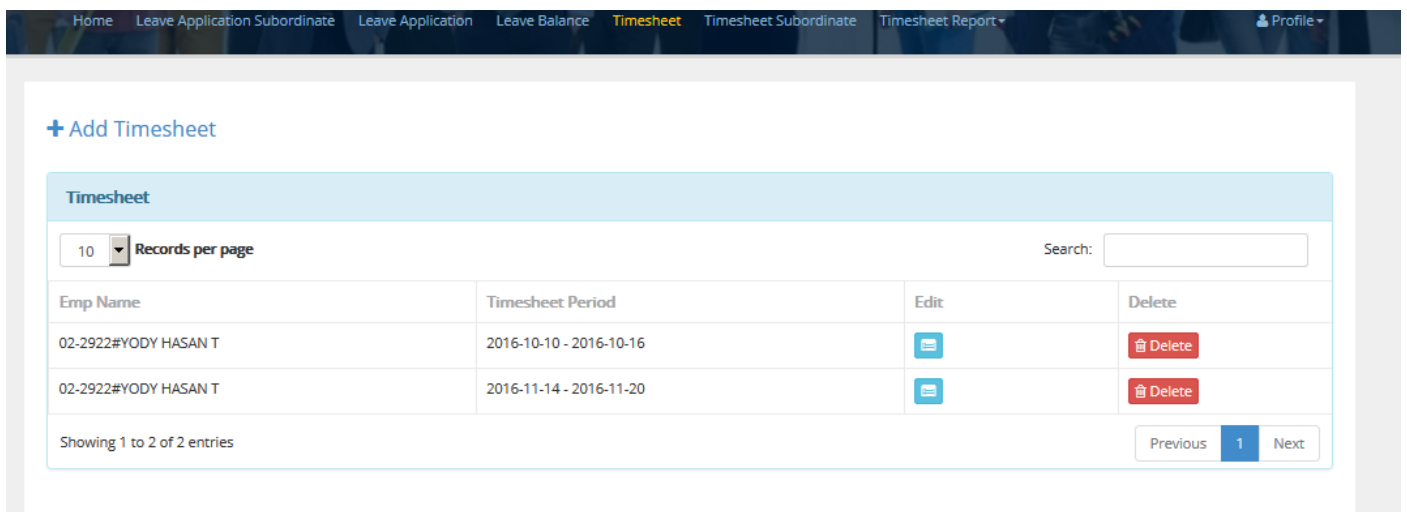

2. Click Timesheet Menu on the headers

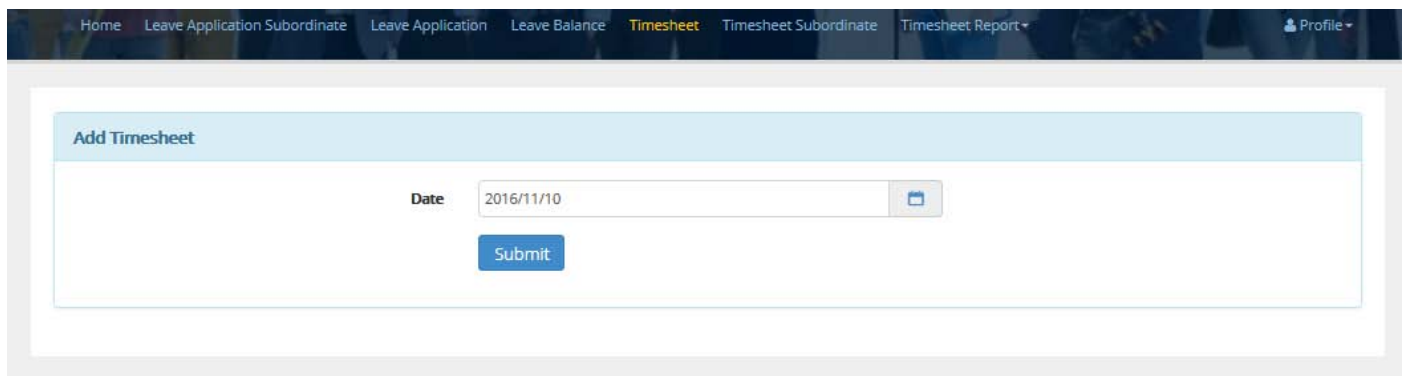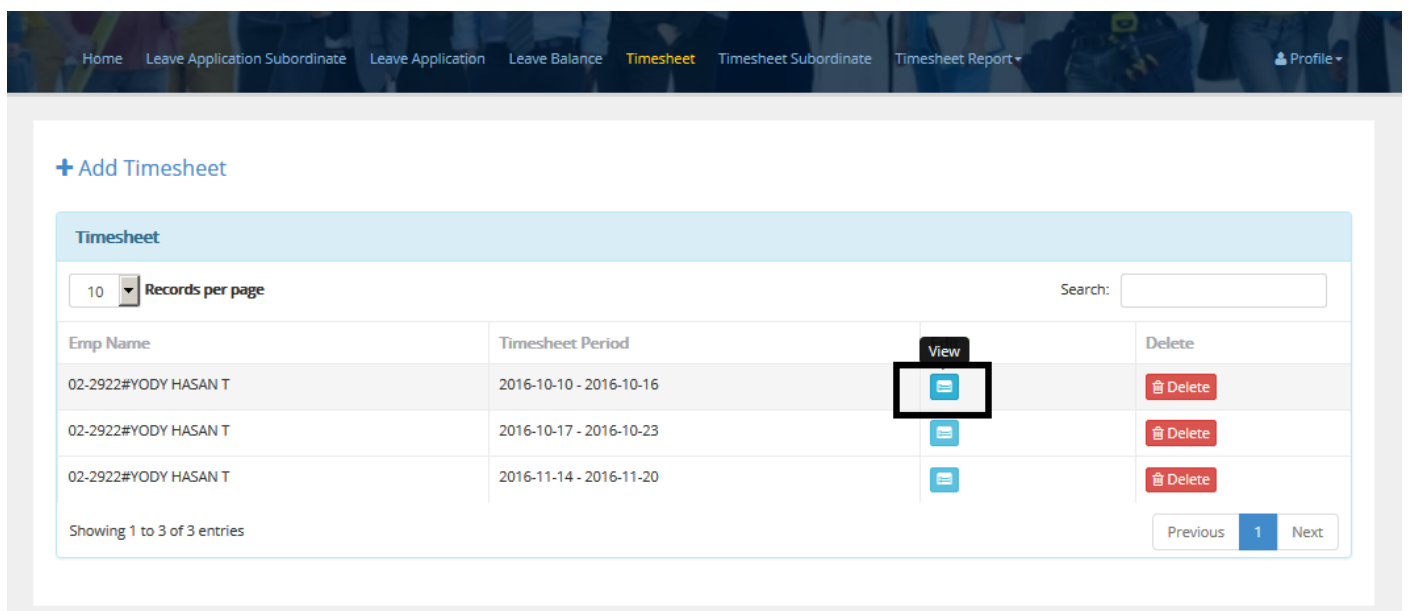3. After Timesheet page is showing, user need to create the timesheet period (Is a weekly timesheet period)

To create the new period , Click the "+ Add Timesheet"

4. After the form add timesheet is showing, select the date of the week you want to create.

Click Submit after select the date, then you will be redirected to the Timesheet list Page.

5. Click Edit (Black Square) on the records at the Timesheet list page.

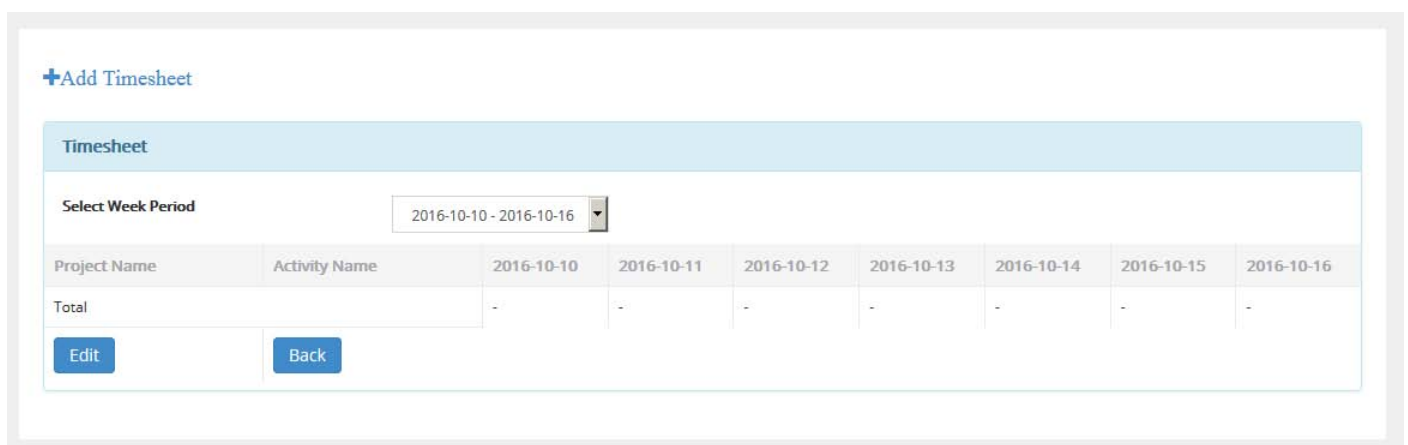
6. When click the edit, will be showing a summary of timesheet, it will be empty for the first time.

Click the Edit Button below the table.

7. Will showing the timesheet as below screenshot,

Allocate the hours for each date.
Select the Project on the Dropdown, then Select the Activity.
On the headers of the table you can see the Total Working Hours, and Total Basic Hours.
User need to allocate the first basic hours first , then allocate the OT Hours (By tick the Checkbox below the hours fields)
Screenshot Allocated OT Hours (Outside Basic Hours) :


```
0.68
☑ Is OT
```

Note :
- The **Total of allocated basic hours and OT hours** can't be **higher than Total Working Hours**.
- The **Total of allocated basic hours** can't be **higher than Total Basic Hours**.
- If **Total of Basic Hour** is **Higher than** the **Total Working Hours**, then **Allocate all the Working Hours**

Sample for 1 Day :

- Total Working Hour : 8.68
- Total Basic Hour : 8
- Get the OT Hour by subtraction of Total Working Hour with Total Basic Hour (8.68 – 8 = 0.68 – Total OT Hour)

Sample , How To Allocate on the System for 2 Different Project:

Project A - Activity A : 4 Hours

Project B – Activity A : 4 Hours

Project B – Activity A : 0.68 Hours (with "is OT" checkbox is Tick)

Total Of Basic Hour would be : 8 Hours

Total of Working hour would be : 8.68

Below is the sample of how to allocate the working hour on the timesheet :