Contents

My Dashboard

This Dashboard is available for all the Users and Users can fill out the Hours worked on tasks and can view the status and Supervisor can approve those hours submitted.

1. Time Entry Table

Time Entry		
21-Mar	28-Mar	04-Apr
22-Mar	29-Mar	05-Apr
23-Mar	30-Mar	06-Apr
24-Mar	31-Mar	07-Apr
25-Mar	01-Apr	08-Apr

This is place where users can see the Hours filled and can see the data filled or Not in Colour codes.

Time entry of the day is denoted with "RED" color and if filled the day is denoted with "GREEN" color.

The Future days date will be grayed out. By clicking on the date that day will be shown. The applied leaves are synced with PEP portal and shown in Pink against the Approved leaves section. Absent is also marked in pink.

2. Billing History Table

Billing History	Past 1 Month		Past 1 Year	
	Hrs	%	Hrs	%
Billable	0.00	0	0.00	0
Productive Utilization	120.00	100	217.00	100
Leave	0.00		24.00	
Total Utilization	120.00		217.00	

progress to enter the efforts. By making the task status to Completed cells

Billing history give details of hours filled by user for Past one month and one year in hours and percentage.

Billable: Gives the number of hours the user was billable and its respective percentage. Number hours/ Total Hours * 100 gives the percentage.

Productive Utilization: Is the sum of Non-Billable Utilized hours filled. Number hours/ Total Hours * 100 gives the percentage.

Leave: Leave hours of the user. These are not included in Productive Utilization and Total Utilization.

Total Utilization: It is the sum of Billable, Non-Billable Utilized, Non-Billable Shadow, Non-Billable Enablement and Year.

3. Projects/ Task Table

Project / Task	Type	Status	Estimated	Assigned	M 4-Apr	T 5-Apr	W 6-Apr	Th 7-Apr	F 8-Apr	S 9-Apr	Su 10-Apr	Actual	Approved	Rejected	Pending Approval
▼ PPM Development and Implementation			3.00	1280.00								258.00	0.00	0.00	258.00
⊕ PPM Development and Implementation	Billable	In Progres ▾	2.00	147.00								97.00	0.00	0.00	97.00
⊕ Testing Assignment	Non Billable Utilized	In Progres ▾	1.00	1133.00								161.00	0.00	0.00	161.00
▶ PEP Development and Implementation			2.00	988.00								8.00	0.00	0.00	8.00
▶ IP Tools Development			300.00	1928.00								0.00	0.00	0.00	0.00
▶ Others			0.00	0.00								0.00	0.00	0.00	0.00
Approved Leaves					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

This table contains the projects and respective tasks. Once the status of task is changed from new to in-progress the user would be able to fill the timesheet.

Projects / Tasks: This column contains the details related to the projects assigned and once you expand the Task assigned in the particular project will be shown there.

Type: This shows whether the Project is either billable or Non-Billable Project based on the project category.

Status: In this we find 3 status type New, InProgress, Completed. As a new Task is assigned those will be shown as New will need to change that Status to InProgress to Update the Hours.

Once the Task is Completed the status to be changed to Completed and once status is changed to Completed Hours can't be updated to that task.

Estimated:

Assigned: These are the Hors assigned for a Particular Project or to the Particular Task.

Actual: These are the hours that are actually filled by the resource based on the Daily work performed.

Approved: These are the hours that are approved by the Supervisor/ Manager from the hours filled by the resource.
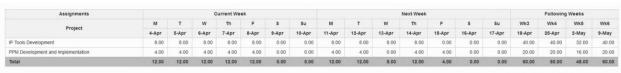
Rejected: These are the hours that are Rejected by the Supervisor/ Manager from the Hours filled by the resource.

Pending Approval: These are the hours that are yet to be Either approved or Rejected by the Resource.

Others: In Addition, the Tasks we had another option called as others a resource can fill their hours in those Fields if any other task is performed rather that the Project task assigned. such as trainings which are not project specific, Meetings, Travel, Project & Program Management kind of task are displayed here. Non-Billable hours and unallocated hours are generally filled here.

4. Assignments:

Assignments	Current Week							Next Week							Following Weeks			
Project	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	Wk3	Wk4	Wk5	Wk6
	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr	25-Apr	2-May	9-May
IP Tools Development	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	40.00	40.00	32.00	40.00
PPM Development and Implementation	4.00	4.00	4.00	4.00	4.00	0.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	0.00	20.00	20.00	16.00	20.00
Total	12.00	12.00	12.00	12.00	12.00	0.00	0.00	12.00	12.00	8.00	12.00	4.00	0.00	0.00	60.00	60.00	48.00	60.00

This Table Shows hours per day for current week and next week of the Tasks Assigned. Apart from it shows cumulative hours of each week up to four following weeks