



Timesheet App

User Manual

Version 1.1

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Version History

Version Number	Date	Author/Owner	Description of Change
0.1	15-Nov-23	Prapulla Murthy	Initial Draft
1.00	6-Mar-24	Imran Ahamed Mushtaq	Approved
1.01	27-Jun-24	Prapulla Murthy	Added about Job title addition.

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1. Introduction

This User Manual provides the necessary information for Timesheet App users to effectively use the Timesheet App application.

1.1 Overview

Timesheet App is an application which captures working hrs details of Timesheet users. The Timesheet Approver can do bulk approval or bulk rejection of the entire project or an approval/rejection of individual Timesheet Users within his/her project. Timesheet users can re-submit timesheets if any rejection from Timesheet approver. All application data stored in D365. FRNA team can generate and post the job journal fetching data from D365.

Email would be sent to the manager after the Timesheet user submits the timesheet. Also Email would be sent to resources whenever Timesheet Approver approves/rejects the timesheet.

Timesheet App has mainly below salient features. Refer '**Timesheet App details**' sections below for more details.

- My Timesheet
- Manager View
- Job Journal generation and posting

The following User Roles would be involved in the application

- Timesheet User - All Employees & Contractors
- Timesheet Approver
 - Project Manager(s)
 - Studio Leads
 - Growth Leaders
- D365 Journal User - FRNA Team Analyst(s)

2. Instructions

2.1 Computer requirements

Any computer where web applications can be launched (not supported on mobile devices).

2.2 Set-up/Prerequisite Considerations

2.2.1 Timesheet Approver:

1. **For every billable project**

As soon as project is signed/received, the signed SOW with the following data and the resource names should be provided to the FRNA team by the Studio Lead or the Project Manager, as applicable and get SOW created in D365

- a. Active Project Name
- b. Start Date
- c. End Date
- d. Resource Names with Email ID
- e. Project Manager with Email ID

2. **For every non-billable project**

The Studio Lead or the Project Manager should provide the project information to the FRNA team along with resource information and get SOW created in D365

- a. Active Project Name
- b. Start Date
- c. End Date
- d. Resource Names with Email ID
- e. Project Manager with Email ID

3. Every Timesheet Approver using the Timesheet application can login to the application using their email id e.g xxxxxxxx@innoverdigital.com. If not present should contact the IT team
4. Need to ensure people eligible to enter timesheet or approve/reject timesheet, their data should be available in D365
5. Need to ensure every SOW and project's under SOW should have a start and end date
6. Project name should be unique across SOW
7. **Note:** Project manager is responsible to review the timesheet and ensure it has right effort for the project, as after approval the timesheet cannot be updated/changed
8. If the timesheet week falls across months like below e.g: Feb last week has 1-Mar in it, then get the timesheet entered for the next month for that week alone as below.

Projects	02/26/24 Mon	02/27/24 Tue	02/28/24 Wed	02/29/24 Thu	03/01/24 Fri	03/02/24 Sat	03/03/24 Sun
Software Engineering Bench (Non-billable)Jan to Dec 2024							
Software Engineering Leave (Non-billable)Jan-2024 to Dec 2024							
Software Engineering SG&A & Bench (Non-billable)Jan-2023 to Dec 2023							
Software Engineering SG&A (Non-billable)Jan-2024 to Dec 2024							
Studio_Software Engineering Internal Project - Timesheet	1	1	1	1	1		
Studio_Software Engineering Internal Project QNA	8	8	8	8	8		
Total	9	9	9	9	9	0	0

9.

10. Leave and Holiday should be entered correctly as after approval it cannot be changed. Mention hrs against the Leave or Holiday project.

11. Get the Timesheet Approver designation as per Keka added to Azure 'Job Title' field through IT Team.

User

Search

Overview

Audit logs

Sign-in logs

Diagnose and solve problems

Manage

Troubleshooting + Support

Edit properties

Delete

Refresh

Reset password

Revol

Job Information

Job title: Senior Director

Company name: Innover

Department: Digital Engg

Employee ID

Employee type

Employee hire date

Employee org data

Office location

Manager

Sponsors

2.2.2 Timesheet User:

12. Every Timesheet User using the Timesheet application can login to the application using their email id e.g xxxxxxxx@innoverdigital.com. If not present should contact the IT team

13. If the timesheet week falls across months like below e.g: Feb last week has 1-Mar in it, then enter the timesheet for the next month for that week alone as below.

Projects	02/26/24 Mon	02/27/24 Tue	02/28/24 Wed	02/29/24 Thu	03/01/24 Fri	03/02/24 Sat	03/03/24 Sun
Software Engineering Bench (Non-billable)Jan to Dec 2024							
Software Engineering Leave (Non-billable)Jan-2024 to Dec 2024							
Software Engineering SG&A & Bench (Non-billable)Jan-2023 to Dec 2023							
Software Engineering SG&A (Non-billable)Jan-2024 to Dec 2024							
Studio_Software Engineering Internal Project - Timesheet	1	1	1	1	1		
Studio_Software Engineering Internal Project QNA	8	8	8	8	8		
Total	9	9	9	9	9	0	0

- 14.
15. Leave and Holiday should be entered correctly as after approval it cannot be changed. Mention hrs against the Leave or Holiday project
16. Can leave Sat and Sun empty if the working days are from Mon to Fri. If working days are from Wed to Sun then Mon and Tue can be left empty.
17. If individual is on bench then enter Timesheet against Bench project of that Studio. E.g: Digital Engineering Bench/ Digital Engineering Leave etc.
18. If Timesheet is submitted to manager for one day and Timesheet user wants to submit for rest of day then user can submit effort/hrs for next day even though the Timesheet is with manager approval for 1 day. i.e **Partial timesheet submission is possible. But partial approval is not possible.**

2.2.3 FRNA Team:

19. Need to create the **signed SOW or non-billable SOW** as one job in D365
20. Need to create the projects within the SOW, as a task under the job in D365
21. In D365, Jobs will have the SOW list. Each SOW should have project Timesheet Approver mapped otherwise timesheet submitted by resources will not be submitted

Job Card

SOW00003 · Digital Operations

Process Print/Send Prices & Discounts WIP Job Report More options

General Show more

Description	Digital Operations	Blocked	
Customer Name	Innover Internal Jobs	Last Date Modified	1/4/2024
External Document		Project Manager	INN000307
Person Responsible		Job Type	Internal

22.

23. In Resource Card screen for each resource there should be 'Time Sheet Owner User ID' and 'Time Sheet Approver User ID' Timesheet Approver assigned

innoverdigital.com Mail Meet - wpa-dhce dre Edit - Resource Card - Dynamics

businesscentral.dynamics.com/a494276d-ad3b-44d9-83b5-4ae7a8531c92/Pre-Prod?company=InnoverDigital%20LLC

innover Dynamics 365 Business Central

Resource Card

INN000608 · Prapulla Murthy

Process Resource Report Related Automate More options

General Show less

Name	Prapulla Murthy	Rate Change Comment	
Type	Person	Payment Terms	
Base Unit of Measure	Hour	Invoicing Cycle	
Search Name	PRAPULLA MURTHY	Studio Change Comment	
Vendor No.		Privacy Blocked	<input type="checkbox"/>
Resource Group		Last Date Modified	10/30/2023
Resource Group Category		Use Time Sheet	<input type="checkbox"/>
Blocked	<input type="checkbox"/>	Resource Email ID	prapulla.murthy@innoverdigital.com
End Date		Time Sheet Owner User ID	SANDEEV KUMAR
Client Name		Time Sheet Approver User ID	SANDEEV KUMAR
Reporting Manager			

Invoicing

74°F Mostly cloudy 7:53 PM 10/31/2023

24.

25. In User Setup the below checkboxes should be checked for each resource.



- Downloaded from <http://www.jstor.org/> on Tue, 20 Jun 2016 12:00:00 UTC



1 Any user who has access to Timesha

- Resource/Timesheet Approver can login to timesheet application using account xxxxxxxx@innoverdigital.com

2.4 Accessing the System

- Open browser IE/Chrome
- Enter URL "[Timesheet Application \(innoverdigital.com\)](https://timesheetapplication.innoverdigital.com)"
- Enter credentials provided by organization. Resource/Timesheet Approver can login to timesheet application using account xxxxxxxx@innoverdigital.com.
- After successful login user is able to view the application

2.5 System Organization & Navigation

After successful login the user lands on the below screen. Able to view 2 tabs.

Note: Manager View will be enabled for Timesheet Approver only.

- My Timesheet

Projects	11/06/23 Mon	11/07/23 Tue	11/08/23 Wed	11/09/23 Thu	11/10/23 Fri	11/11/23 Sat	11/12/23 Sun
Development Project							
Testing Project							
Timesheet App Project							
Power BI Project							
Airlines Project							
Datawarehouse Project							

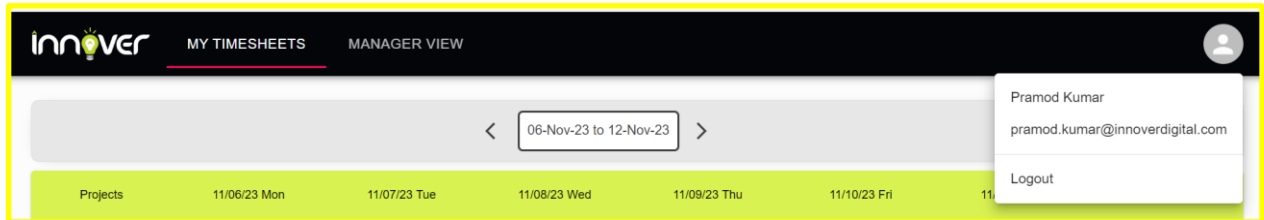
- Manager View

Projects	Hours	Percentage	Overall Status	Comments
MCB Project	8	17.78	Pending Approval	

Email	Hours	Percentage	Approval Status	Comments	View
sathiamurthi.mahalingam@innoverdigital.com	8	17.78	Approved		

2.6 Exiting/Logout the System

Click the profile present at the right corner of the application and select Logout, the user is logged out of the application.



3 Timesheet App details

The following subsections provide detailed, step-by-step instructions on how to use the various functions or features of the Timesheet App.

3.1 My Timesheet





3.1.1 My Timesheet screen

Below is the timesheet entry screen. This screen displays the week the user should enter a timesheet and projects that individual is mapped to. Defaulted to 2 weeks back from the current logged in week. Users can navigate to the week the timesheet should be entered.






- Users can enter a timesheet for the projects listed. The max hrs Timesheet can be entered is configured in D365.
- If user enters more than e.g: 9 hrs(configured as 9 in D365) for individual project or the total hrs of all project crosses more than 9 hrs then an alert message would be displayed, alerting the user that the hrs entered is crossing more than 9 hrs, but user is allowed to submit the timesheet for more than 9 hrs and max allowed for a day is 24hrs as configured in D365. If in D365 manager put the Max hours as 8 then user can submit Timesheet for 8 hrs, maximum per day allowed is D365 is 24. If total hours for a day cross more than 24 hours, the submit button will be disabled.

SOW00148 · Internal-Timesheet

[Home](#)
[Print/Send](#)
[Prices & Discounts](#)
[WIP](#)
[Project](#)
[Report](#)
[More options](#)

 Copy Project Tasks from...
  Copy Project Tasks to...
  Create Inventory Pick
  Create Warehouse Pick

[Tasks](#)
[Manage](#)
[Line](#)

 Edit
  View
  New
  New Line
  Delete Line

Project Task No.	Project Task Type	Start Date	End Date	Max hours	Project Start Date	Pro Dat
→ SOW00148-2024UB	Posting	—	—	8	1/1/2024	12,
SOW00148-J0001	Posting	1/1/2024	12/31/2025	8	3/27/2024	12,
SOW00148-J0002	Posting	1/1/2024	12/31/2024	8	3/27/2024	12,
SOW00148-J0003	Posting	1/1/2024	12/31/2024	8	3/27/2024	12,

- Submit button will be disabled initially by default but it will be enabled once resources start to put in the efforts for any day as shown in the screenshot.
- Resources can put efforts in max 2 digital decimals also.

! You are entering overtime for the Date - 09/Nov/2023 ×

< 06-Nov-23 to 12-Nov-23 >

SUBMIT

Projects	11/06/23 Mon	11/07/23 Tue	11/08/23 Wed	11/09/23 Thu	11/10/23 Fri	11/11/23 Sat	11/12/23 Sun
Resource Post API	2	2	9				
Custom customisation	4	5	15				
API Testing	4	1	1	5.32			
Post Manager	1	1		6			
Total	11	9	25	11.32	0	0	0

- If the timesheet week falls across months like below e.g: Feb last week has 1-Mar in it then enter timesheet for the next month for that week alone as below.

! You are entering overtime for the Date - 09/Nov/2023 ×

< 26-Feb-24 to 03-Mar-24 >

SUBMIT

Projects	02/26/24 Mon	02/27/24 Tue	02/28/24 Wed	02/29/24 Thu	03/01/24 Fri	03/02/24 Sat	03/03/24 Sun
Software Engineering Bench (Non-billable)Jan to Dec 2024							
Software Engineering Leave (Non-billable)Jan-2024 to Dec 2024							
Software Engineering SG&A & Bench (Non-billable)Jan-2023 to Dec 2023							
Software Engineering SG&A (Non-billable)Jan-2024 to Dec 2024							
Studio_Software Engineering Internal Project - Timesheet	1	1	1	1	1		
Studio_Software Engineering Internal Project QNA	8	8	8	8	8		
Total	9	9	9	9	9	0	0

3.1.1.1 My Timesheet screen - validation

- User/resources will be alerted - if the total time entered exceeds 9 hours/day.
- 'Submit' button will be disabled if the user/resources try to enter time/effort more than configured hours/day.
- Efforts can't be changed once submitted from resource or Timesheet Approver approves the timesheet.
- Resources can change efforts after submit, only in case a timesheet is rejected by the Timesheet Approver.

- There is an email notification triggering to respective Timesheet Approvers to approve/reject timesheets accordingly.
- There is an email notification triggering to respective Timesheet User once Timesheet Approver approves/rejects the timesheet

3.2 Manager View

3.2.1 Manager View Screen

Manager view is the screen where all the projects submitted by resources will be listed for the Timesheet Approver to approve. Timesheet Approver can search the projects also from the search text box. Timesheet Approver can see the timesheet by using forward/backward arrow keys.

Timesheet Approver can approve/reject the resource timesheet in 2 ways.

1. Bulk approve/reject.

Projects	Hours	Percentage	Overall Status	Comments
> MCB Project	6	13.33	Pending Approval <input type="radio"/> Approved <input type="radio"/> Rejected	<input type="text" value="Disabled"/>

For a project all the resources timesheet will be approved/rejected by selection of approve/reject listed against the project name in one go on click of submit button.

Also there is a comment box in front of each project level, comment will be required in case of rejecting the timesheet.



2. Individual resource wise approve/reject timesheet.

If the Timesheet Approver wants to partially approve/reject timesheet by selection of individual resources that is also a feature.

Timesheet Approver has to click on the expand arrow icon with the project name and all the resources will be displayed with the option of approve/reject.

A comment is required in this case if the Timesheet Approver selects the reject option.

There is a view icon also in front of individual resources where Timesheet Approvers can see days wise hours because total hours showing as weekly basis on the main screen. refer attached screenshot below.

Email	Hours	Percentage	Approval Status	Comments	View
 mukul.shivam@innoverdigital.com	9	20.00	<input type="button" value="APPROVED"/>	<input type="text" value="Disabled"/>	

mukul.shivam@innoverdigital.com's Timesheet

29-Jan-24 to 04-Feb-24

Projects	01/29 Mon	01/30 Tue	01/31 Wed	02/01 Thu	02/02 Fri	02/03 Sat
Testing UAT						
Phase 1						
Time sheet			5		4	
Tax project						

CLOSE

There is an email notification triggered to each resource to get notification of his/her timesheet approval/rejection.

Timesheet Approver can't take action once timesheet is approved/rejected. only reject timesheet can be resubmit, once resource will change the timesheet and can again resubmit.

Timesheet Approver can also get notification by email once resource submit timesheet first time or after modifying and resubmitting the rejected timesheet.

- Multiple projects approved/reject: Timesheet Approver can approve/reject all the projects in one go by expanding the project and select associated approve/reject radio option against the project.

< 16-Oct-23 to 22-Oct-23 > SUBMIT

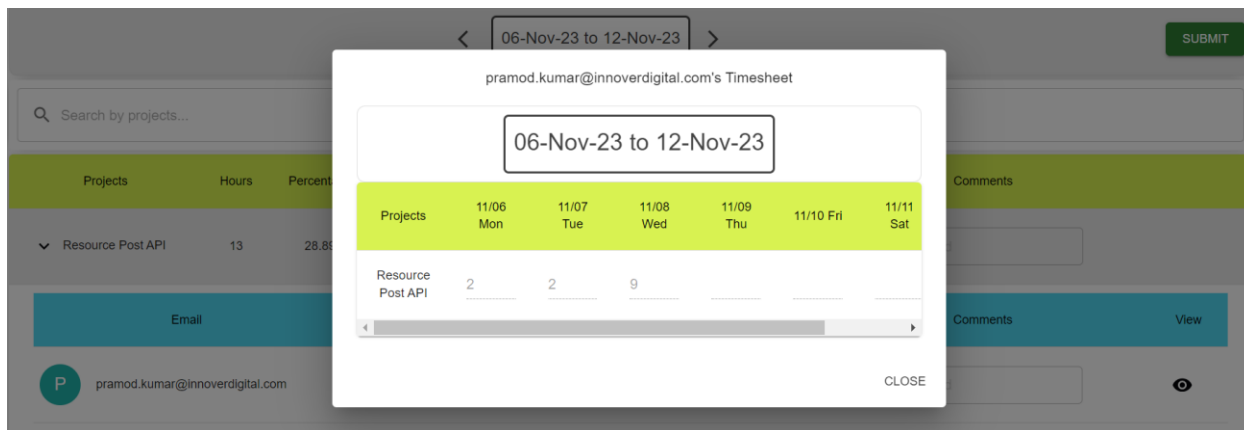
Search by projects...

Projects	Hours	Percentage	Overall Status	Comments
▼ MCB Project	8	17.78	Pending Approval	<input type="radio"/> Approved <input type="radio"/> Rejected Disabled

Email	Hours	Percentage	Approval Status	Comments	View
S sathiamurthi.mahalingam@innoverdigital.com	8	17.78	<input type="radio"/> Approved <input type="radio"/> Rejected	Disabled	

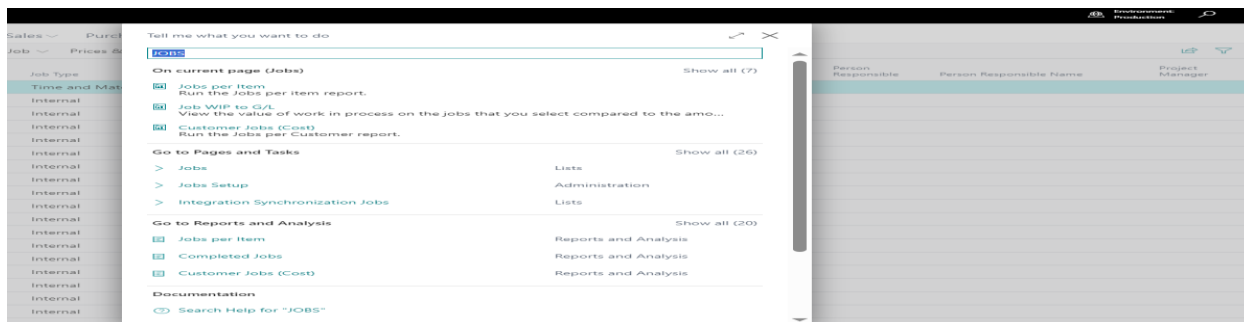
3.2.1.1 Manager view 2nd screen:

This screen will show when the Timesheet Approver clicks on the view icon on the right side of the screen where the Timesheet Approver can verify efforts as date wise so that it is easy to make decisions for approving/rejecting resource timesheets.

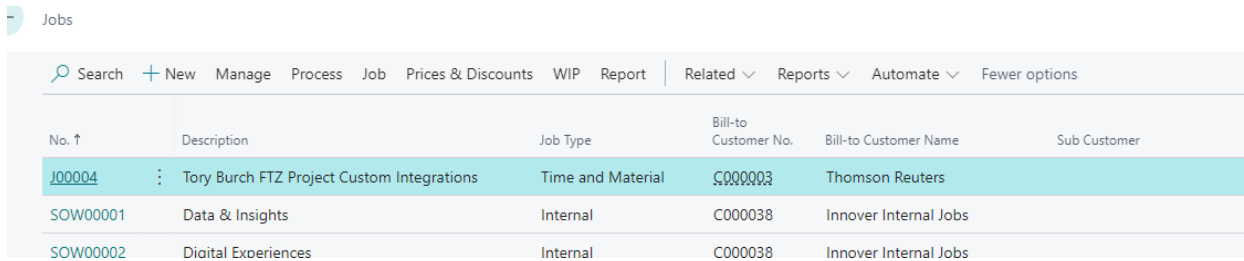


3.3 Steps to setup D365 with SOW, Project, Manager and Team

1. Dynamics-365 JOB/SOW project creation - 1. Go to search bar and search for - JOBS



2. Open JOBS then click on NEW



3. Setup Project

1. Update all mandatory information such as SOW name project owner & manager, start date and end date.

2. Then create a Job task line and tag resources working under that. Put start date, end date and Max Hours.

Tasks Manage Line Fewer options								
Job Task No.	Description	Job Task Type	Start Date	End Date	Budget (Total Cost)	Actual (Total Cost)	Billable (Total Price)	Invoiced (Total Price)
→ SOW00114-J0001	Global Trade Analyst	Posting	10/6/2023	11/2/2023	-	-	5,366.66	5,366.66

4 Out Of Scope

1. Configuration of the Timesheet Users and Timesheet Approvers in the D365 Application.
This will be done by the FRNA team as part of Data Setup
2. Any changes to already captured data in the D365 Journal
3. Rate Card Setup
4. SG&A analysis & Reporting

5 Troubleshooting & Support

Instructions: Describe all recovery and error correction procedures, including error conditions that may be generated and corrective actions that may need to be taken. Organize the information in subsections as appropriate. The following are common subsections that may be included as appropriate.

5.1 Error Messages

1. Validation- there will be an alert error message will appear while entering more than total 9 hours(configured hrs in D365) in a single day.

The screenshot shows the Timesheet App interface with a red alert box at the top left stating: "You are entering overtime for the Date - 31/Oct/2023". The date range is set to "30-Oct-23 to 05-Nov-23". The "SUBMIT" button is disabled. The table below shows the timesheet data for the week of 10/30/23 to 11/05/23.

Projects	10/30/23 Mon	10/31/23 Tue	11/01/23 Wed	11/02/23 Thu	11/03/23 Fri	11/04/23 Sat	11/05/23 Sun
API Testing	6	3	2				
Custom customisation	3	3.50	2				
Post Manager		4.33					
Resource Post API			2				
Total	9	10.83	6	0	0	0	0

2. There are restrictions on submitting timesheets; resources can not submit the timesheet for more than 24 hours(Max configurable hrs) in any single day. the submit button will be disabled in that case but the error message alert box will be the same as above. Resources need to change the effort hours in that case.

The screenshot shows the Timesheet App interface with a red alert box at the top left stating: "You are entering overtime for the Date - 01/Nov/2023". The date range is set to "30-Oct-23 to 05-Nov-23". The "SUBMIT" button is disabled. The table below shows the timesheet data for the week of 10/30/23 to 11/05/23.

Projects	10/30/23 Mon	10/31/23 Tue	11/01/23 Wed	11/02/23 Thu	11/03/23 Fri	11/04/23 Sat	11/05/23 Sun
API Testing	6	3	2				
Custom customisation	3	3.50	2				
Post Manager		4.33					
Resource Post API			21				
Total	9	10.83	25	0	0	0	0

3. There is a restriction on rejecting the timesheet by Timesheet Approver from manager view, comment box will be enabled for reject case and its required

otherwise submit button will be disabled unless the comment box is not empty.
comment box will be disabled in case of approval of the timesheet.

5.2 Special Considerations

Instructions: If applicable, describe any special circumstances, actions, caveats, exceptions, etc., that should be considered for troubleshooting.

None.

5.3 Support

Instructions: Provide information on how the user can get emergency assistance and system support (e.g., help desk support, production support, etc.). Include the names of the responsible personnel and organization(s), telephone numbers, and email addresses of the staff who serve as points of contact for system support. The following table is provided as an example and may be modified as needed. Also provide instructions for how identified problems with the system are to be reported. Include instructions for security incident handling, as appropriate.

Table 1 - Support Points of Contact

Contact	Organization	Phone	Email	Role	Responsibility
IT Team	Innover	NA	IT Request	NA	IT Team

Appendix A: Glossary

Instructions: Provide clear and concise definitions for terms used in this document that may be unfamiliar to readers of the document. Terms are to be listed in alphabetical order.

Table 3 - Glossary

SI No	Acronym	Definition
1	D365	Dynamic 365
2	SOW	Statement Of Work
3	FRNA	Financial Reporting & Analysis

Appendix C: Approvals

The undersigned acknowledge that they have reviewed the User Manual and agree with the information presented within this document. Changes to this User Manual will be coordinated with, and approved by, the undersigned, or their designated representatives.

Instructions: List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.

Table 5 - Approvals

Document Approved By	Date Approved
Name: Imran Ahamed Mushtaq, Vice President - Innover	6-Mar-2024
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date