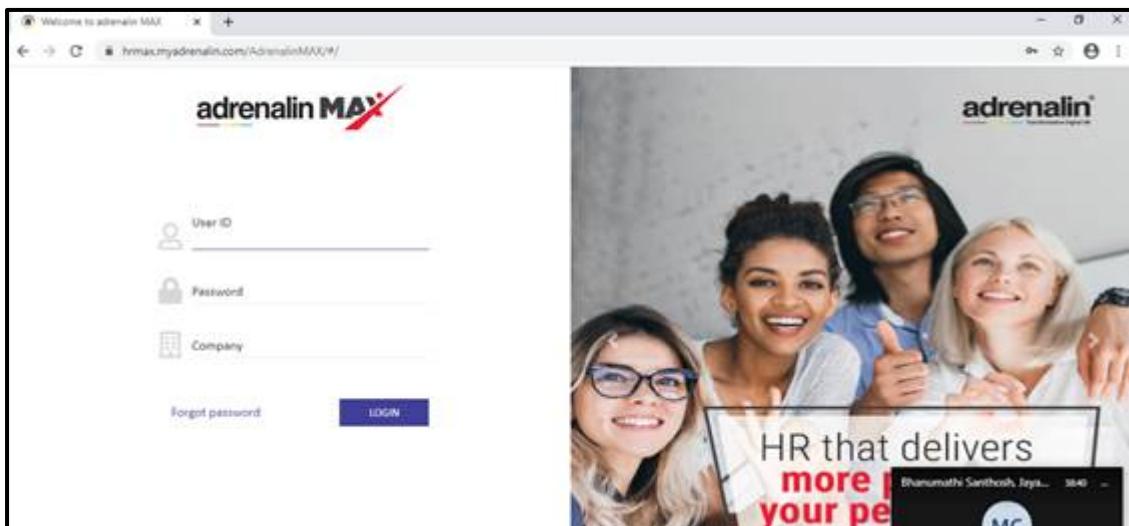


TIMESHEET MODULE – USER MANUAL

WISSEN HRMS TOOL - ADRENALIN MAX

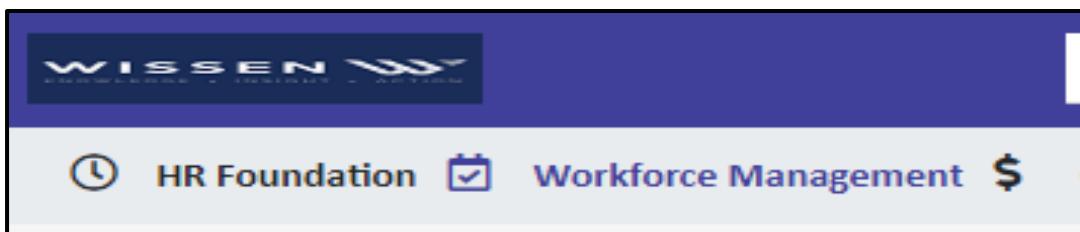
Please log in using this link <https://hrmax.myadrenalin.com/ADRENALINMAX/#/>

Step 1: This is the login screen where you need to type in your login Credentials

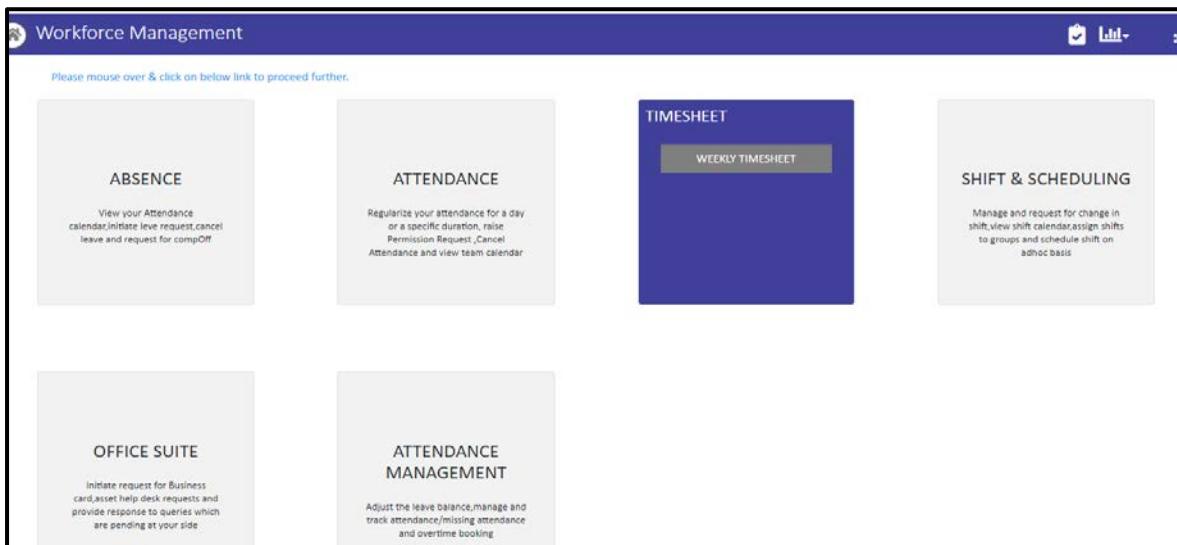


Step 2: Click on **Workforce Management**

Note: You will be able to access **Workforce Management** only after you complete the **Onboarding activity**.



Step 3 : Click on **Weekly Time sheet**



TIMESHEET MODULE – USER MANUAL

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Step 4 : Below is the *Weekly Time Sheet* screen, where you can enter the hours for that particular week.

You can view *General* and *Cost Centre/s* assigned to you.

Under General, you can see your leave details in the time sheet if you applied in the leave module

Under Cost Center, select the activity and enter number of hours worked.

From Date	2020-Nov-16	To Date	2020-Nov-22	Weekly Total Hours	00:00	Weekly No of Hours	00:00		
Activity Name	Mon - 16	Tue - 17	Wed - 18	Thu - 19	Fri - 20	Sat - 21	Sun - 22	Location	Total
<input checked="" type="checkbox"/> General	00:00	00:00	00:00	00:00	00:00	00:00	00:00	\$	
<input checked="" type="checkbox"/> CVR - DBA Support	Total Hours:00:00:00			No of Hours:00:00:00				\$	
	Total Hours:00:00:00			No of Hours:00:00:00				\$	
<input checked="" type="checkbox"/> Work	-- Select --								00:00
	-- Select --								
	Adding, Dropping and Resizing Online Redo Logs								
	Adding/Removing node from cluster								
	Alert Monitoring and Response								
	Analyzing and Applying Quarterly CPU/PSU Patches								
	ASM Disk rebalancing								
	Backup Planning & configuration								
	Capacity Planning								
	Configuration of Data Guard								
	Converting standalone to RAC								
	Database and Application Decommissioning								
	Database creations								
	Database growth analysis								
	Database Migration								
	Database Migrations using EXPDP/MPDP								
	Database refresh using RMAN and active clone								
	Database/Instance Creations								
View Workflow	Training								
		SAVE	SUBMIT	RESET					

- You can also select multiple activities by clicking on **Add Line Item** and enter the hours.

From Date		2020-Nov-16	To Date	2020-Nov-22	Weekly Total Hours	16.00	Weekly No of Hours	16:00		
Activity Name		08:00	08:00	00:00	00:00	00:00	00:00	00:00	Location	Total
<input checked="" type="checkbox"/>	General	Total Hours	00:00	No of Hours	00:00		\$			
<input checked="" type="checkbox"/>	CVR - DBA Support	Total Hours	16:00	No of Hours	16:00		\$			
	Alert Monitoring and Response	<input checked="" type="checkbox"/>	4:00	<input type="checkbox"/>			<input type="checkbox"/>			04:00
	Database refresh using RMAN and active clone	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	2:00	<input type="checkbox"/>		<input type="checkbox"/>		02:00
	Database creations	<input checked="" type="checkbox"/>	1:00	<input checked="" type="checkbox"/>	4:00	<input type="checkbox"/>		<input type="checkbox"/>		05:00
	Capacity Planning	<input checked="" type="checkbox"/>	2:00	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		02:00
	Free Time	<input checked="" type="checkbox"/>	1:00	<input checked="" type="checkbox"/>	2:00	<input type="checkbox"/>		<input type="checkbox"/>		03:00
<input checked="" type="checkbox"/>	Worley - DBA Support	Total Hours	00:00	No of Hours	00:00		\$			
<input type="button" value="ADD LINE ITEM"/> <input type="button" value="REMOVE LINE ITEM"/>										
Remarks <div style="border: 1px solid black; height: 100px; width: 100%;"></div>										
<input type="button" value="SAVE"/> <input type="button" value="SUBMIT"/> <input type="button" value="RESET"/>										

If you have any free hours, you need to select the FREE TIME activity under that Cost Center and update hours.

Please enter your details in the Time sheet on a daily basis and save.

Submit it on a weekly basis. Once you submit, you cannot make any further changes.

IMPORTANT NOTE:

1. If you are unable to find the Cost Center that you are working for, you need to immediately contact the HR team hr@wisseninfotech.com for assigning the same.
 2. Please make sure you to enter the exact hours under each activity.
 3. Time sheet will go to respective Cost Center/Project Manager for approval.