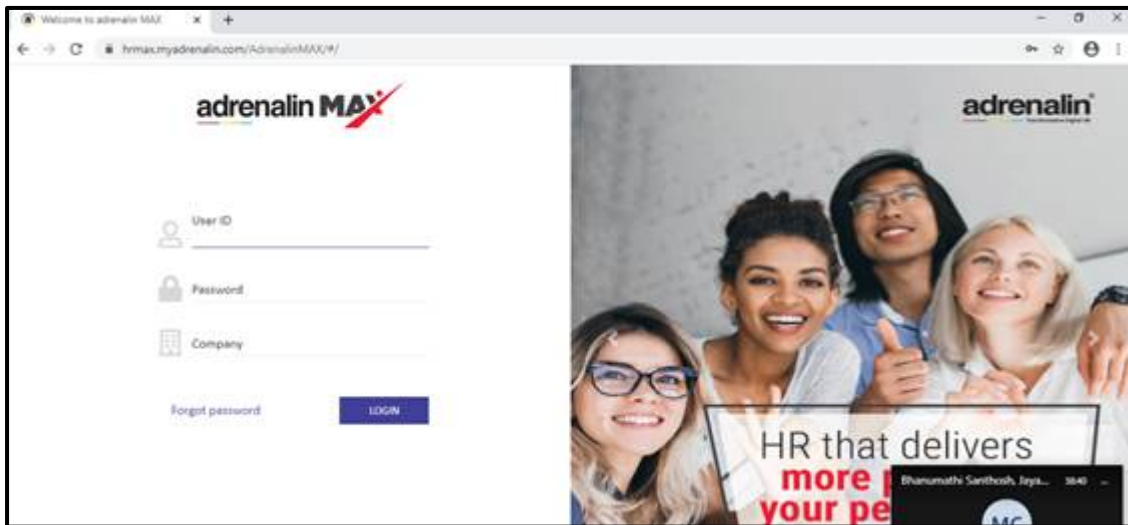


## TIMESHEET MODULE – USER MANUAL

### WISSEN HRMS TOOL - ADRENALIN MAX

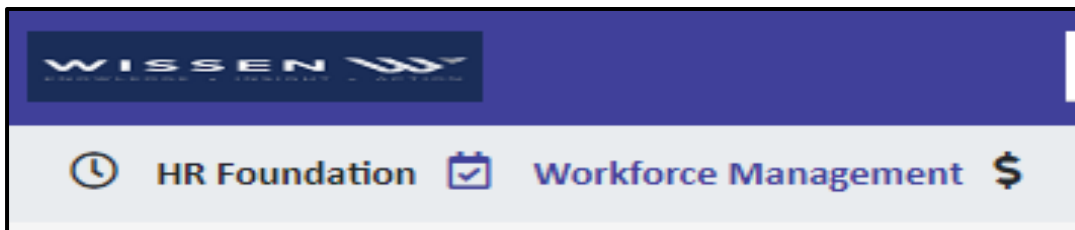
Please log in using this link <https://hrmax.myadrenalin.com/ADRENALINMAX/#/>

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

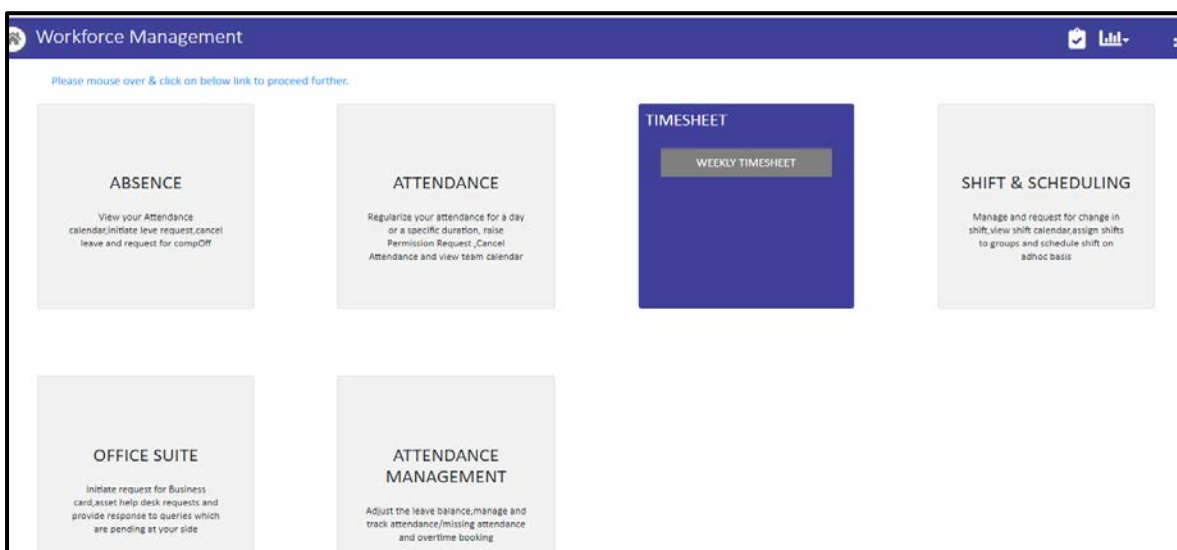


**Step 2:** Click on **Workforce Management**

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.

The screenshot shows the 'Weekly Time Sheet' interface. At the top, there are date pickers for 'From Date' (2020-Nov-16) and 'To Date' (2020-Nov-22), along with 'Weekly Total Hours' (00:00) and 'Weekly No of Hours' (00:00). Below this is a table with columns for days of the week (Mon-16 to Sun-22), 'Location', and 'Total'. The table is currently empty, with 'Total Hours' and 'No of Hours' fields set to 00:00. On the left, there is a list of activities under 'General' and 'Work' categories. The 'Work' category is expanded, showing a list of database-related tasks. At the bottom, there are buttons for 'SAVE', 'SUBMIT', and 'RESET', along with 'ADD LINE ITEM' and 'REMOVE LINE ITEM' buttons.

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

This screenshot shows the 'Weekly Time Sheet' interface after several activities have been added. The 'Weekly Total Hours' and 'Weekly No of Hours' are now 16:00. The table shows entries for 'Alert Monitoring and Response' (4.00 hours on Mon, 2.00 on Tue), 'Database refresh using RMAN and active clone' (1.00 on Mon, 4.00 on Tue), 'Database creations' (2.00 on Mon, 2.00 on Tue), and 'Capacity Planning' (1.00 on Mon, 2.00 on Tue). The 'Total Hours' for each activity is shown in the 'Total' column. At the bottom, there is a 'Remarks' text area and the same 'SAVE', 'SUBMIT', 'RESET', 'ADD LINE ITEM', and 'REMOVE LINE ITEM' buttons.

**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](mailto: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.