Verity
Information Solutions
Innovating & Transforming Businesses

VHIS

User Help Manual

Prepared by

N SRAVANI

SUMBITTED BY

VERITY

Verity Information Solutions

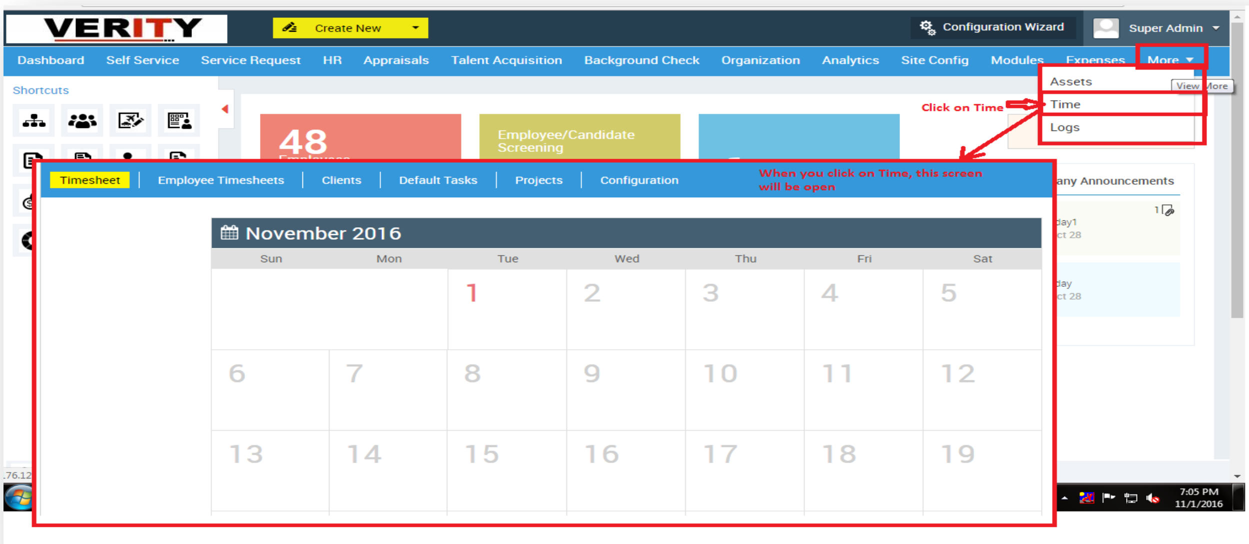
#8-1-199/2,3rd Floor, High Mark Chambers, Raidurg Junction, Pan Maqta Village, Hyderabad-500008.
Ph No-040-67333000, Fax-040- 44608799, Website: www.myverity.net

CONFIGURING TIME MANAGEMENT SETTINGS

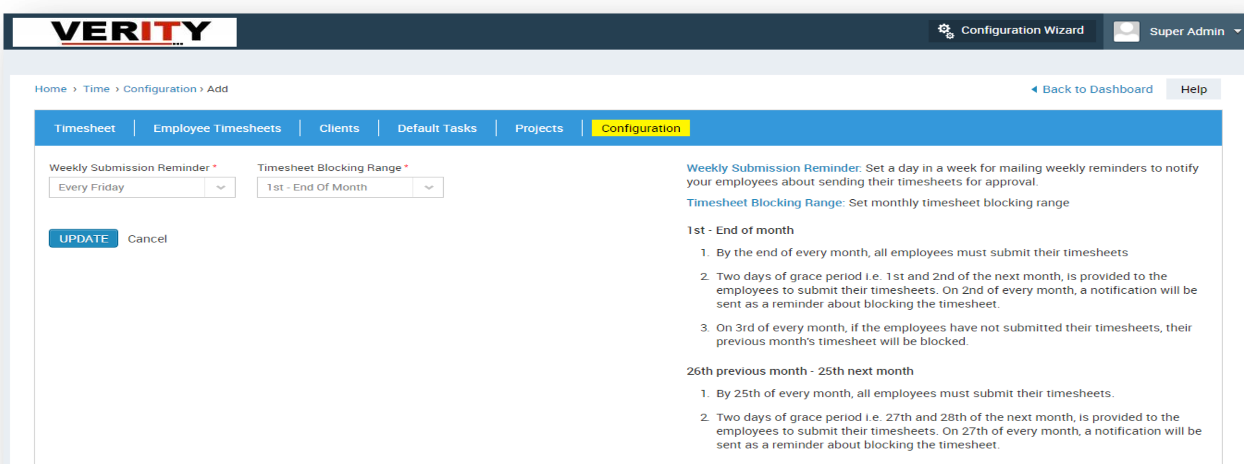
Login as **Super Admin,** Configure Time Management Settings to enable employees to fill in their time sheets.

To **Configure Time** go to:

More → Time → Configuration



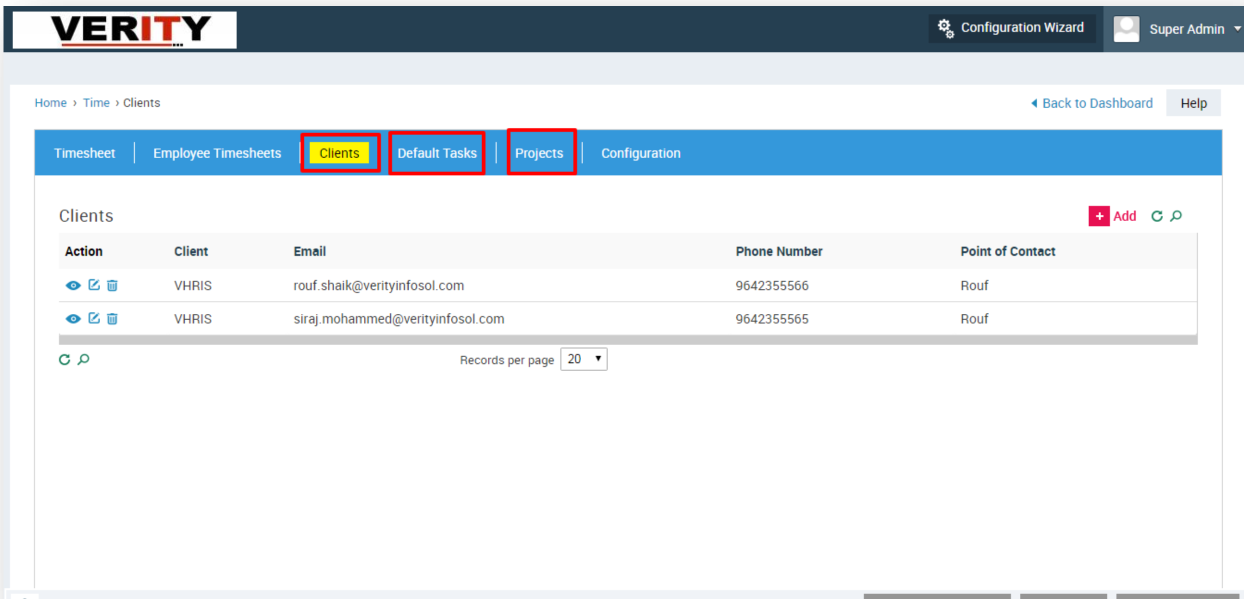
Click on Configuration, page will be shown as below,



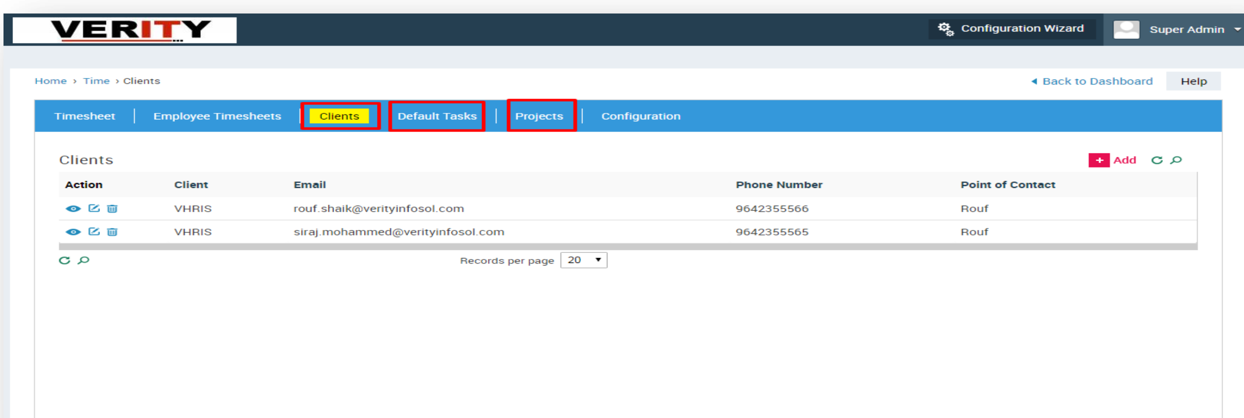
According to above example, employees will receive a remainder every Friday to fill in their time sheets.

Note: Only Super Admin has access to this configuration option.

- **Note: Any user, who has employee(s) reporting to them, can add clients, default tasks and projects.**

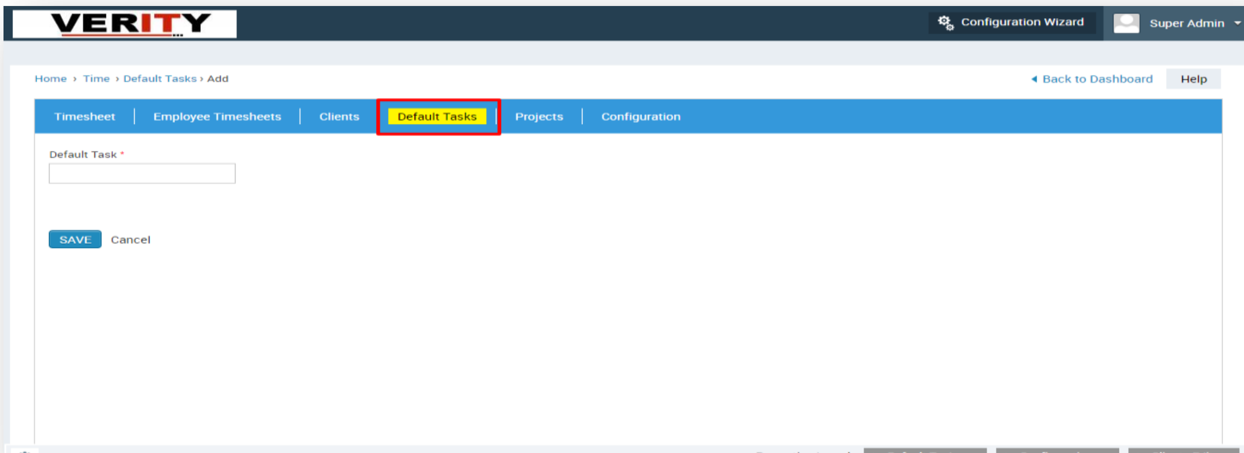


- **Adding Clients:**
  More → Time → Clients

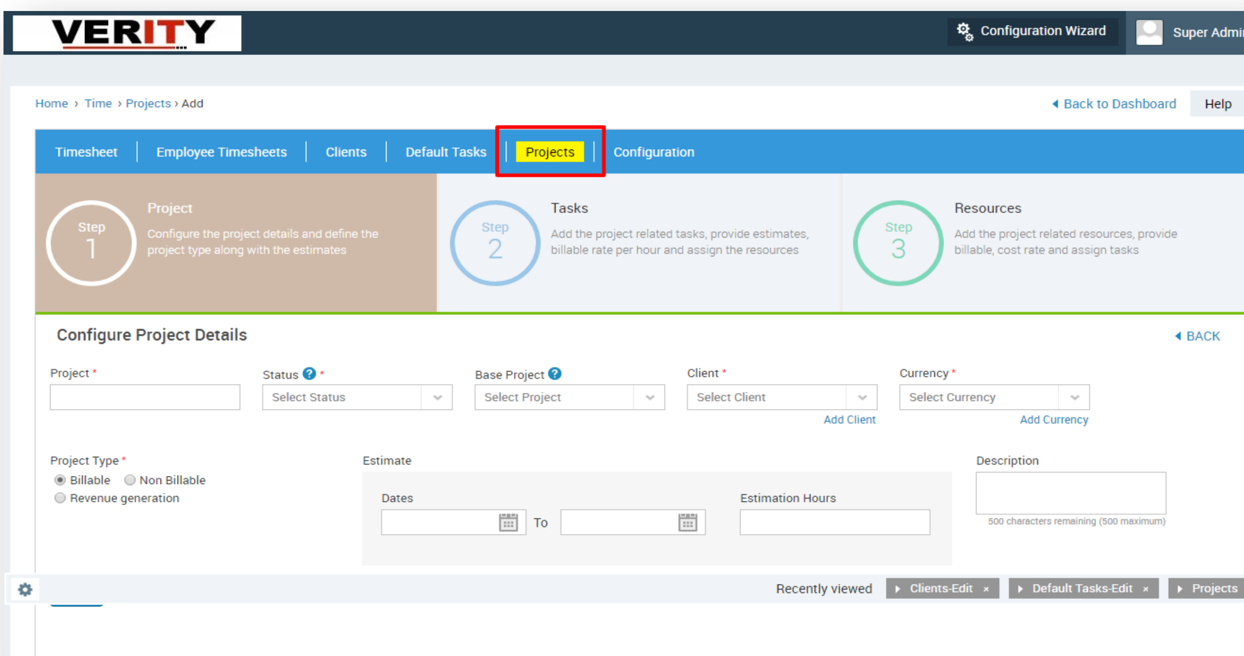


Adding Default Tasks:
More→ Time → Default Tasks

Default Tasks will be available for all projects.



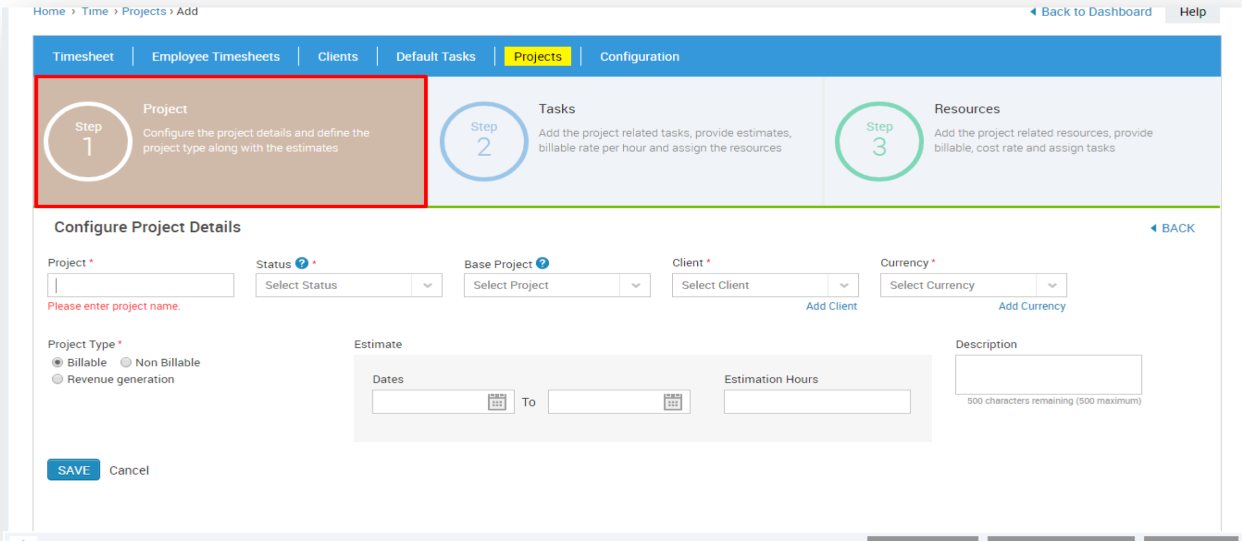
Adding Projects:
More → Time → Projects



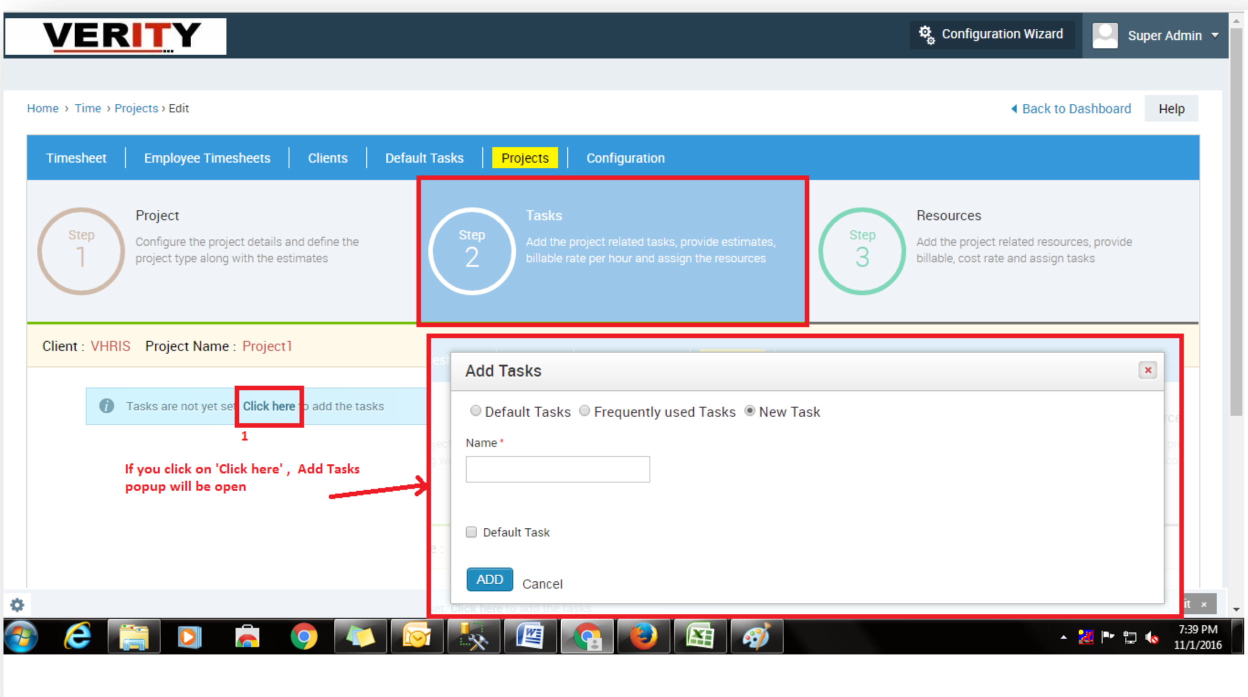
Step 1: Adding Projects

Base Project Field: The parent project on the basis of which, new projects can be created.

After filling all necessary fields click on save.

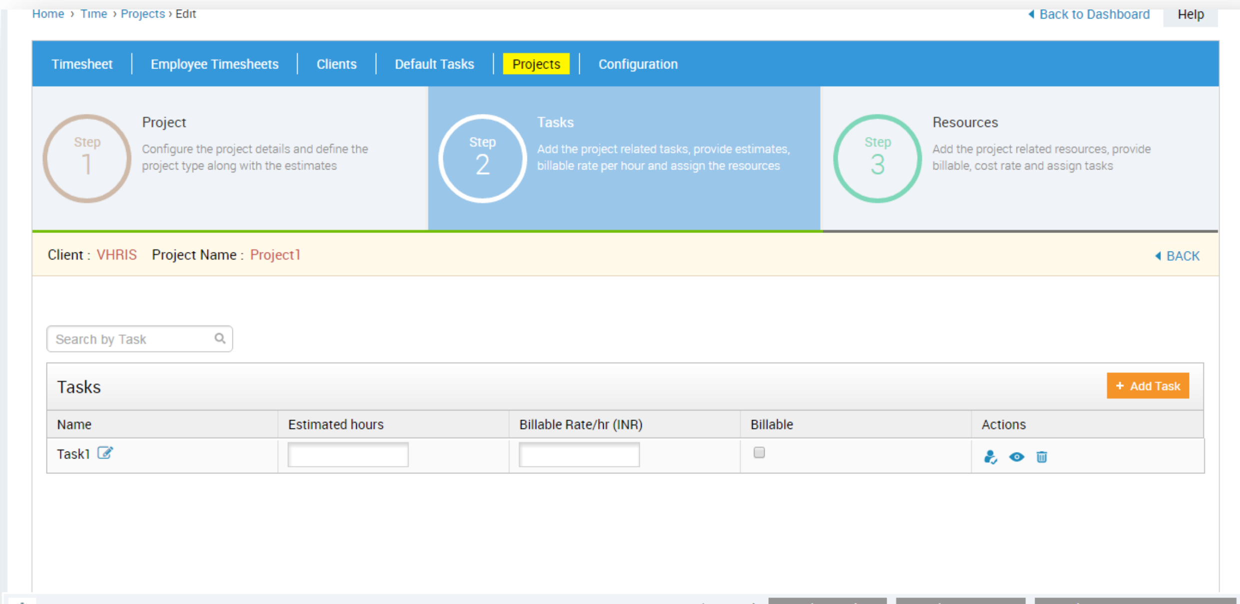


Step 2: Adding Tasks to the Project



Default Task: previously created default tasks
Frequently used tasks: Tasks frequently used across other projects in the organization.
New Task: Add a New Task.
Default Checkbox: Click on this checkbox to add the new task to the default tasks.

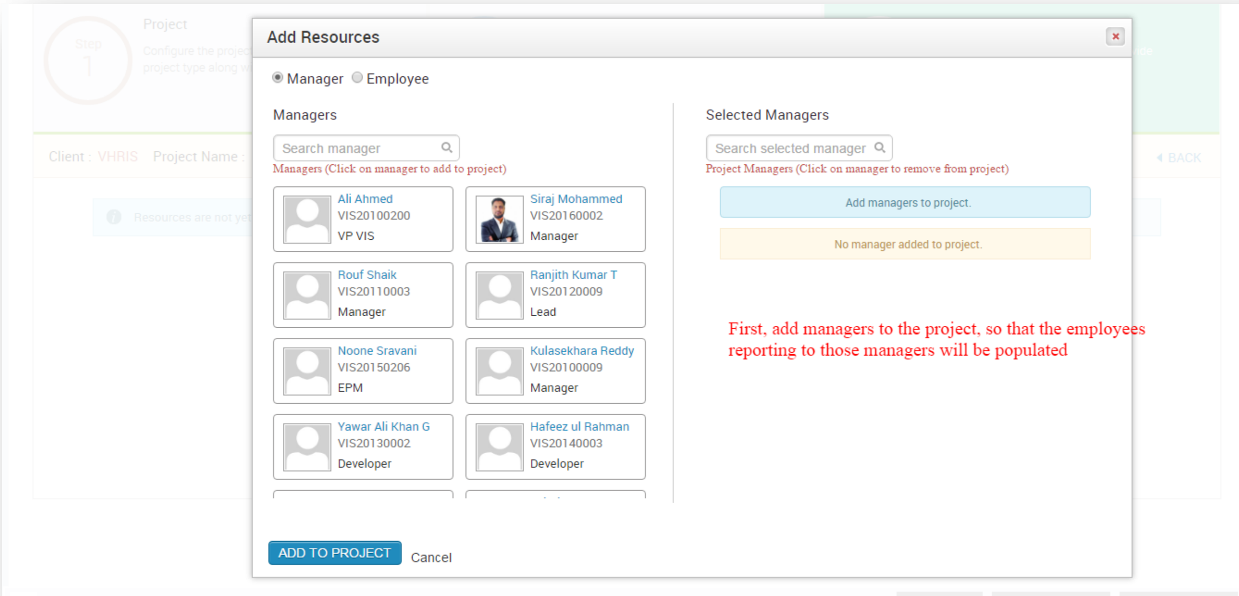
After saving the task, it will be shown like below,



Enter the ‘**Estimated Hours**’ and ‘**Billable Rate**’ for each task.

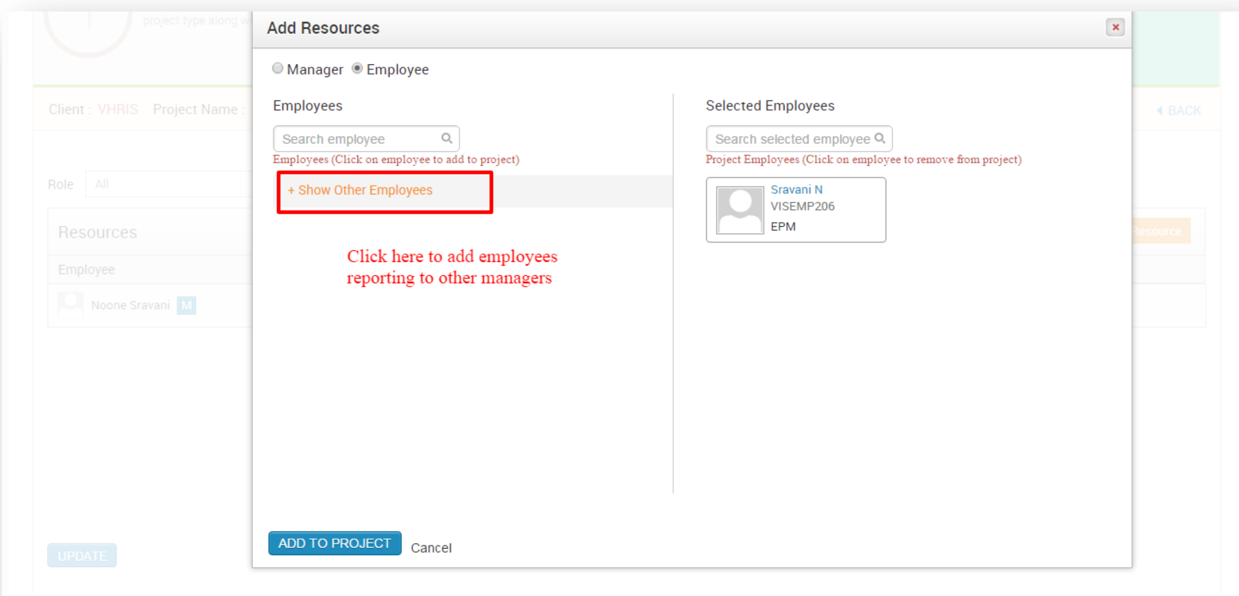
Step 3: Adding Resources to the project and assigning them tasks

First, add managers to the project, so that the employees reporting to those managers will be populated.

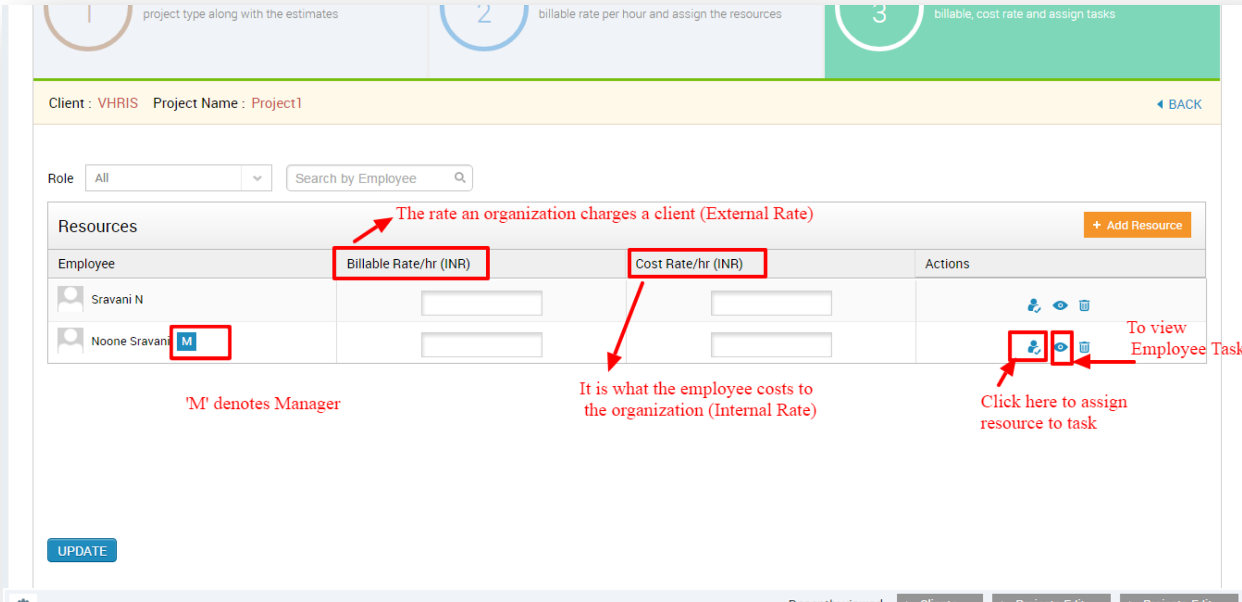


- After adding managers to the project, you can select **resource as employee**.

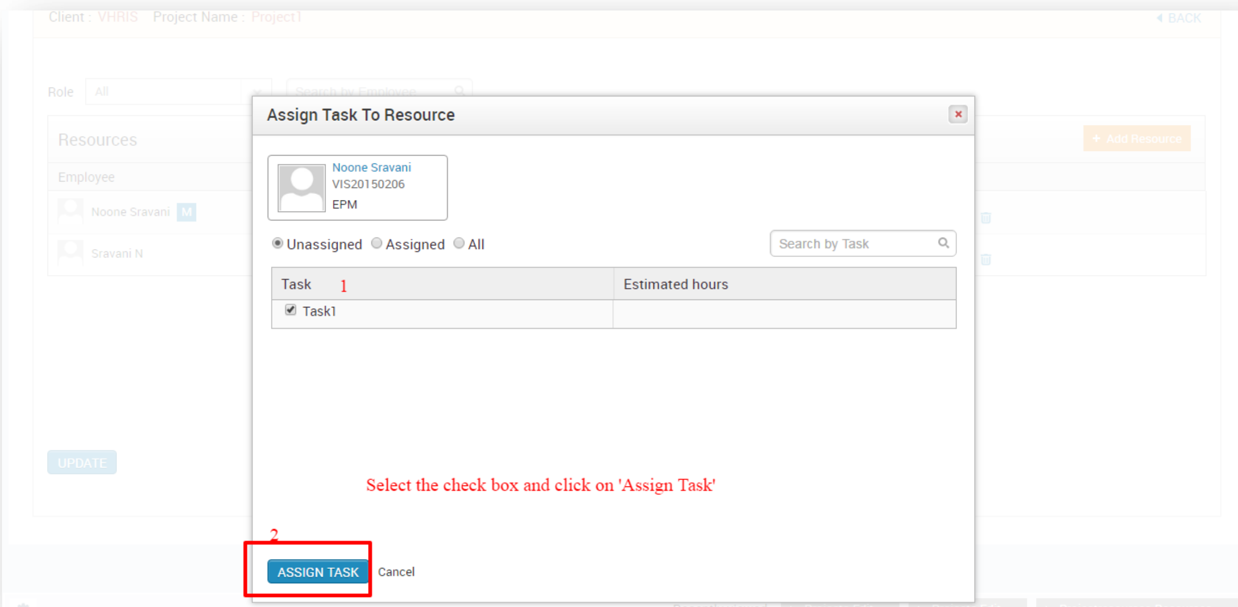
  Click '**Show Other Employees**' to add employees reporting to other managers. After adding employees click on '**Add To Project**'



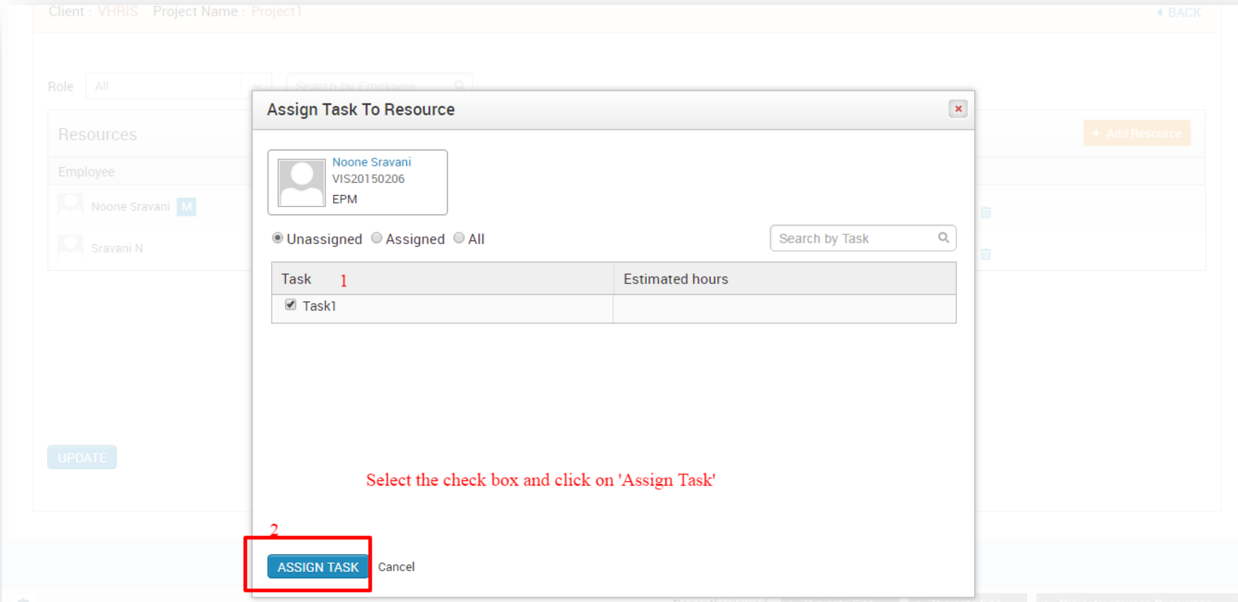
- After click on Add Project, below screen will be show.


project type along with the estimates
billable rate per hour and assign the resources
billable, cost rate and assign tasks
Client : VHRIS Project Name : Project1
BACK
Role All
Search by Employee
Resources
The rate an organization charges a client (External Rate)
+ Add Resource
Employee
Billable Rate/hr (INR)
Cost Rate/hr (INR)
Actions
Sravani N
Noone Sravani M
To view Employee Tasks
'M' denotes Manager
It is what the employee costs to the organization (Internal Rate)
Click here to assign resource to task
UPDATE

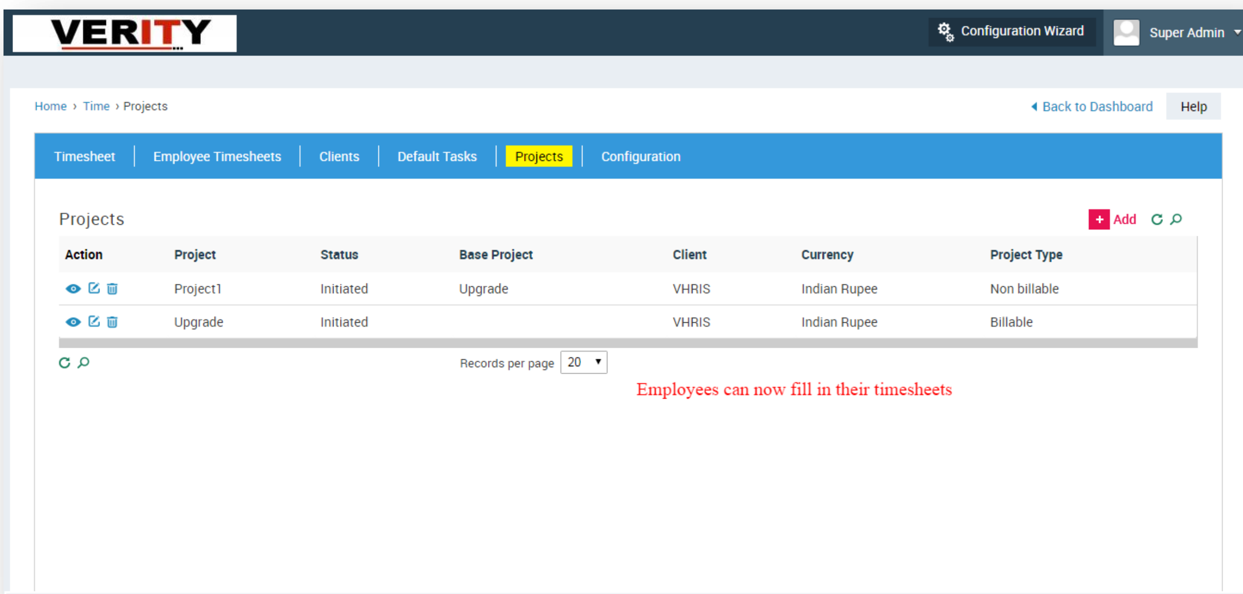
Assign Task


Assign Task To Resource
Noone Sravani
VIS20150206
EPM
Unassigned Assigned All
Search by Task
Task 1
Estimated hours
Task1
Select the check box and click on 'Assign Task'
2
ASSIGN TASK
Cancel

View Employee Task



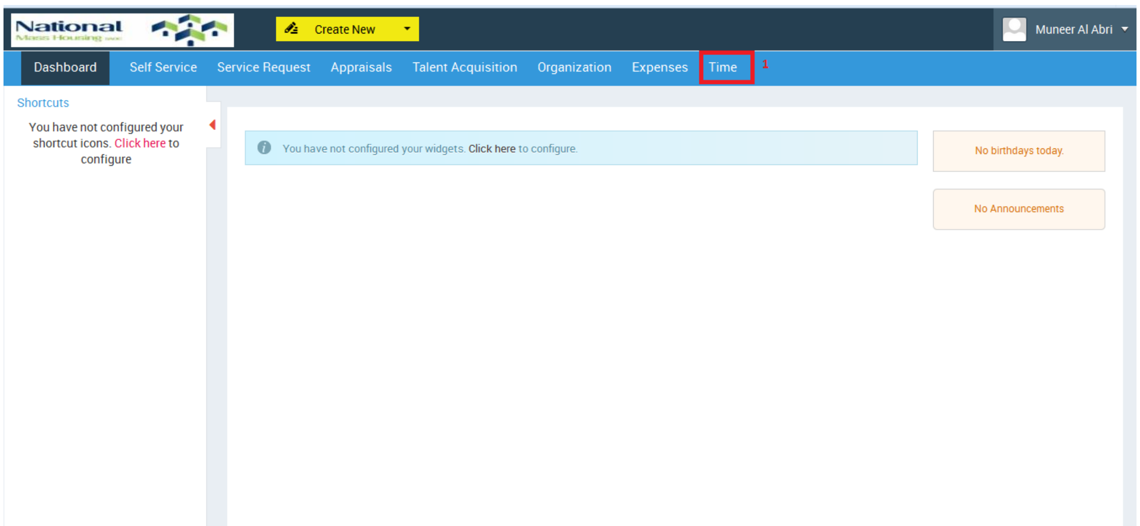
Employees can now fill in their timesheets.



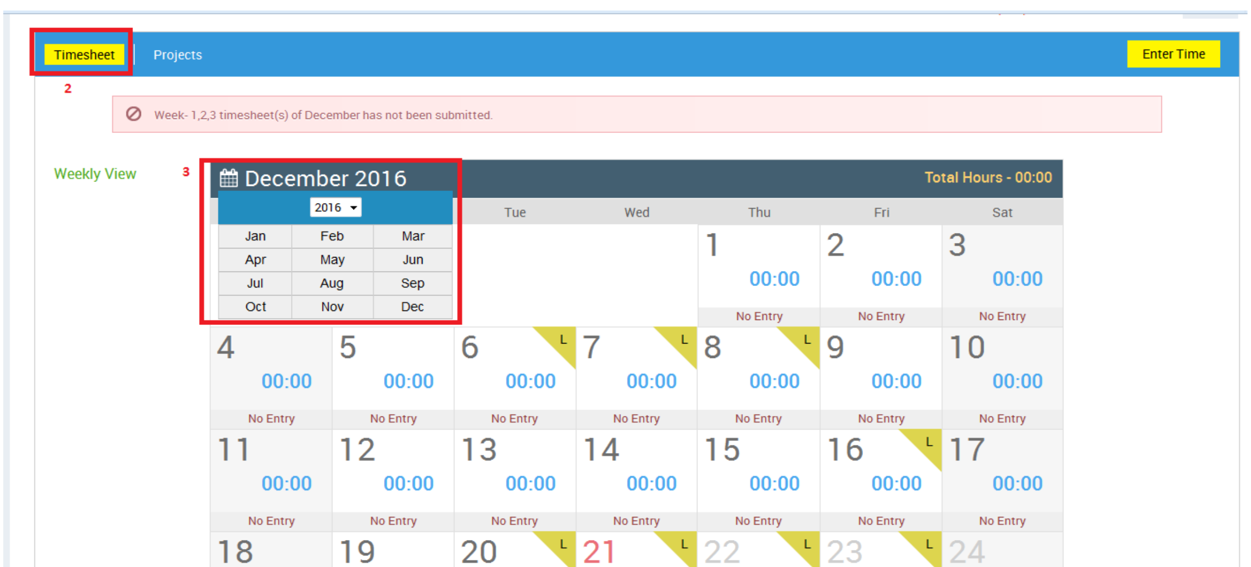
Entering Time Sheets in VHRIS

Login as Employee,

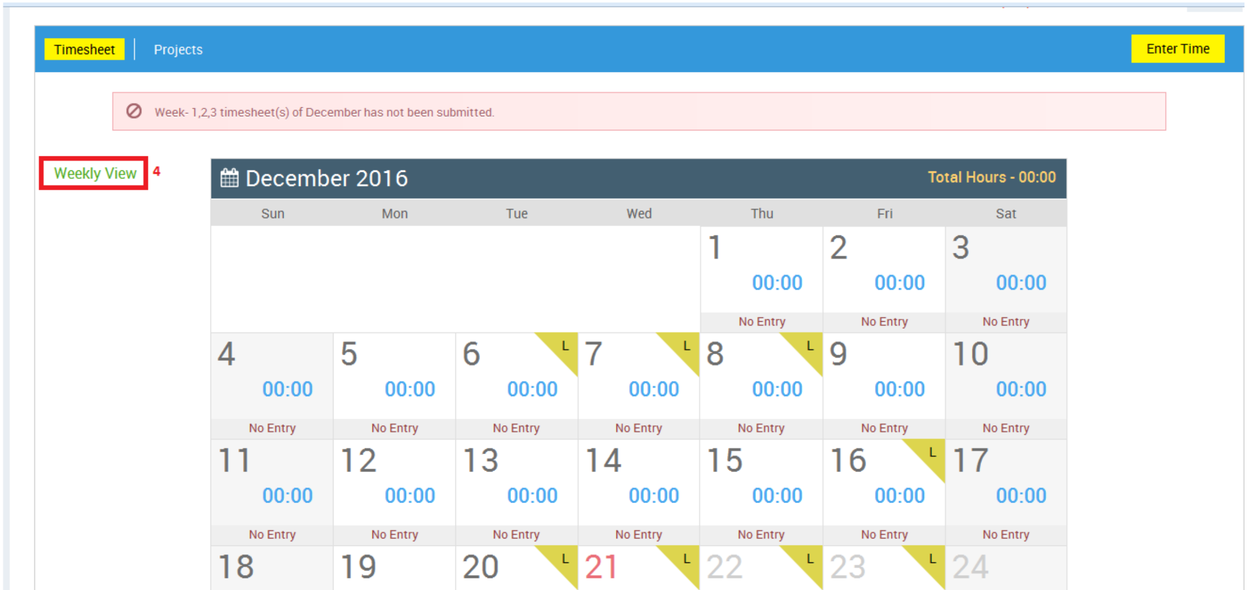
Click on **Time > Time Sheet**



1. Click on Time

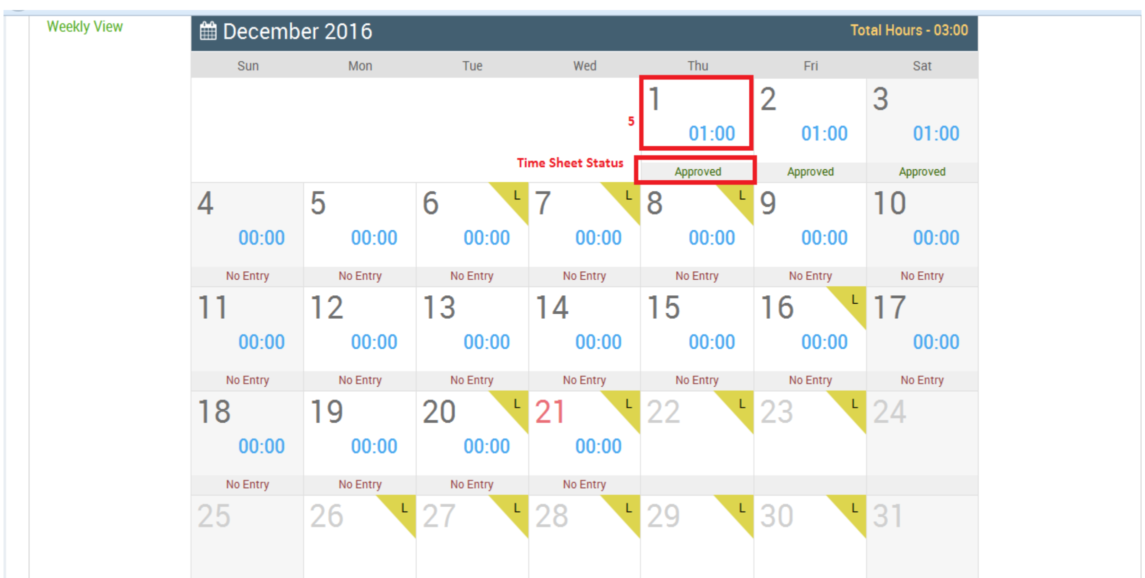


2. Click on Time Sheet
3. Click on Calendar View



4. Click to view time sheets in a weekly view

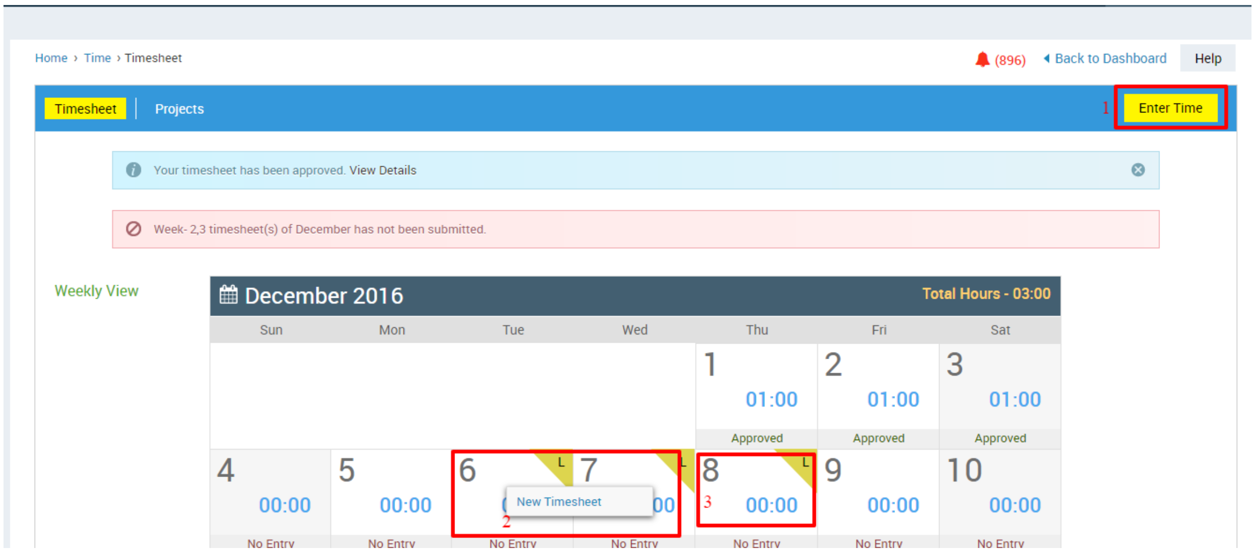
Employee will be able to enter time only for the dates on & after joining dates.



5. In above screenshot, the user joined the organization on 1st December 2016

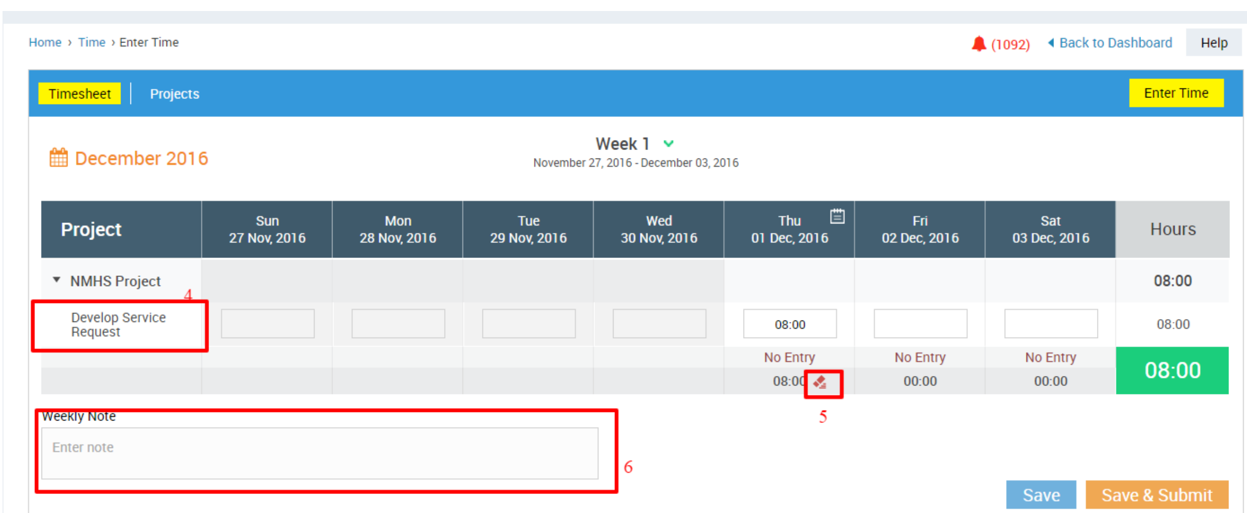
You can see time sheet status and notifications about pending/rejected/blocked/enabled timesheets can be viewed in notifications.

There are 3 ways to enter time,

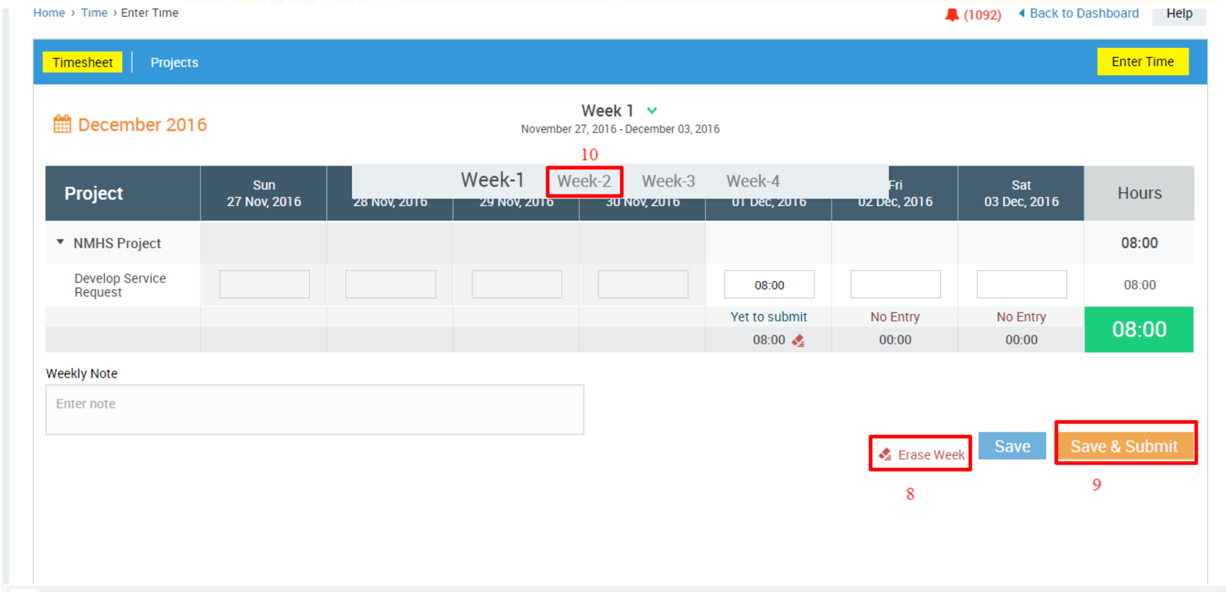


1. Click Enter Time
2. Right Click to open a menu option > New Time Sheet
3. Click on Any date

When you click on any date, it will show weekly view. There you can enter hours for each task.

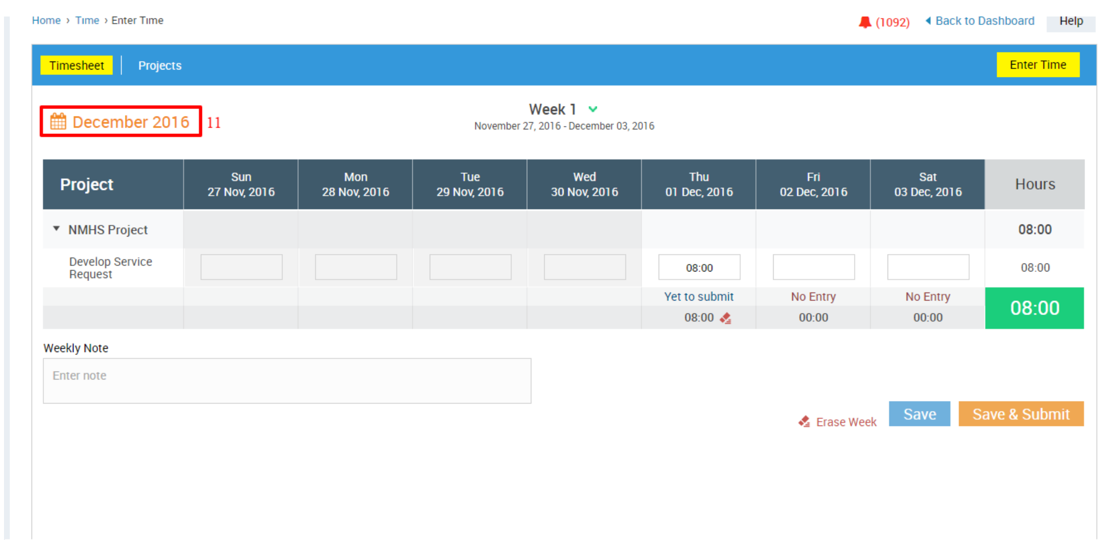


4. Task Assigned to you in a project
5. Click to erase a days time entry
6. You can enter notes for entire week
7. Click Save

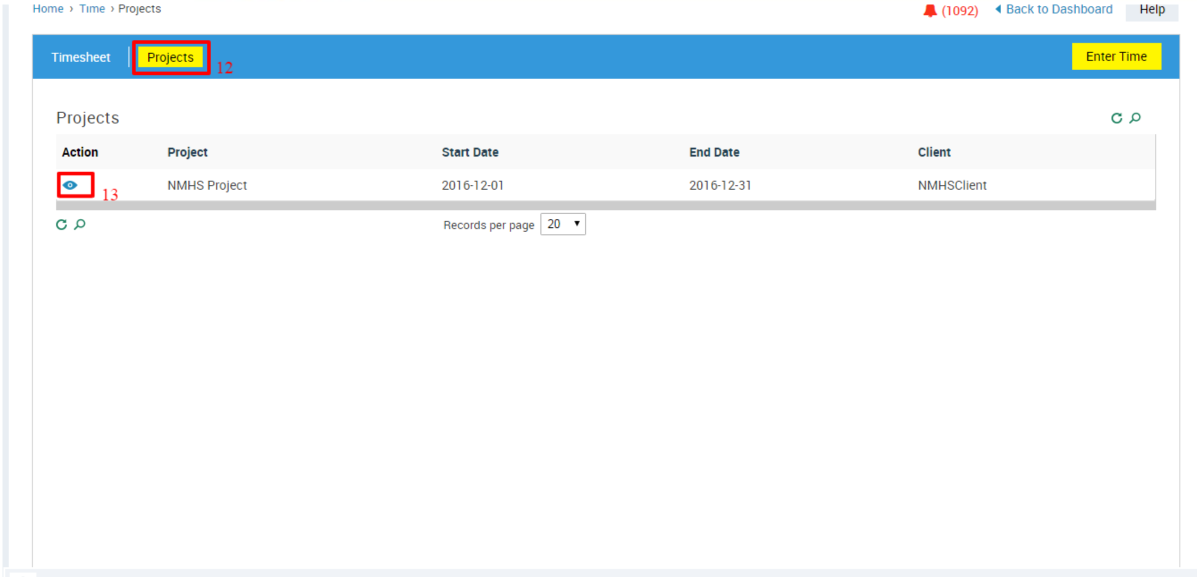


8. Click to erase the entire week's time entry
9. Click on Save and Submit
10. You can select a week to enter time

Once time sheet has been sent for approval, they can't be modified.



11. Click to change month and enter time sheet



12. Click to view projects
13. Click on view