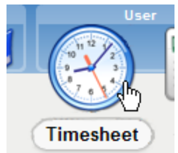
Web TimeSheet Quick Start Guide

Entering Data in a Timesheet – Project & Billing Edition

This guide provides information on how to enter time in Standard format timesheets for those using Web TimeSheet Project & Billing Edition.

Entering Time

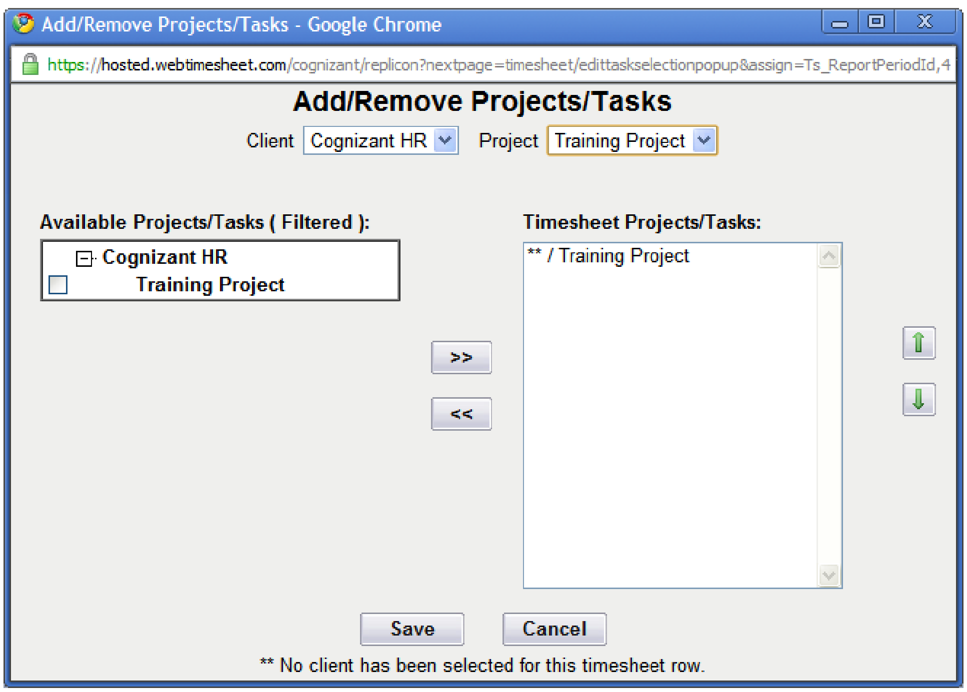
1. Open your timesheet by selecting **Timesheet** from the top menu.



   Your current timesheet displays in the format specified by your permissions and preferences.

2. Select tasks to enter time against.

   a. Select the Add/Remove Tasks button. The **Add/Remove Projects/Tasks** window displays.



   Only projects and tasks to which you are assigned will be available to add.

   If you are using a Locked In-out timesheet, your administrator will select projects and tasks for you to enter time against, therefore no **Add/Remove Tasks** button will be available.

   The appearance of the **Available Projects/Tasks** drop-down list depends on which **Timesheet Name Display** options are enabled on the **Edit User Preferences** page.

   b. Select the appropriate client and project from the filters at the top of the window.

c. Enable the check boxes next to all tasks you want to add to your timesheet.

d. Click the **>>** button to add tasks. Click **<<** to remove selected tasks.

   If you need multiple rows for the same task, you can select the same task multiple times by enabling its check box and clicking the >> button, once for each row required.

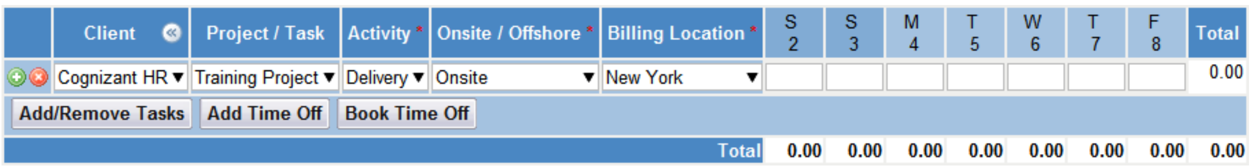
e. Adjust the order of the task rows in your timesheet by using the up and down arrows, if desired:

   Re-ordering the tasks in your timesheet does not re-order the **Timesheet Projects/Tasks** drop-down list; tasks in the drop-down list are always displayed in alphabetical order.

f. Select the **Save** button. All tasks you selected will be added to your timesheet.

   Select the **Cancel** button to cancel the action without saving any selected tasks.

3. Set up tasks in the timesheet grid, if required



a. **Duplicate a task** row by selecting its associated icon. The new row will be identical to the row it is based upon, except that the selected billing option will be the next billing option in the list.

For each row you can:

b. **Select a client**, if applicable.

   The **Client** column may be located to the right of the **Task** column in your timesheet.

c. **Select a project and a task**.

   Projects and tasks may be combined in one **Project/Task** column in your timesheet.

   For the **Client**, **Project**, or **Task** fields, the option you select from a field determines which options display in the columns located to the right of that field. For example, when you select a project, only tasks available in that project will display in the **Task** field, if the **Task** field is located to the right of the **Project** field.

d. Select an activity, if applicable.

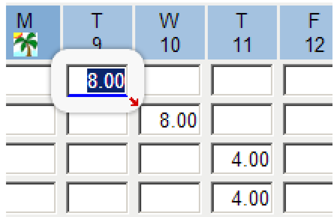
   Activities are global tasks that users can enter time against, that are typically common to multiple projects.

e. Select the Onsite/Offshore drop-down value.

f. Select the Billing Location, which is the name of the city where you are located.

4. If you are using a:

- **Standard timesheet**, enter the number of hours you worked on the task/activity in the appropriate time entry field



If the page scrolls and you can no longer see the task information, refer to the row details in the expandable box that surrounds the time entry field.

☑ You may save, but not submit, partial data in your timesheet.

Time is entered in either HH:MM format or decimal format, depending on which format is selected on your **Edit User Preferences** page. For example:

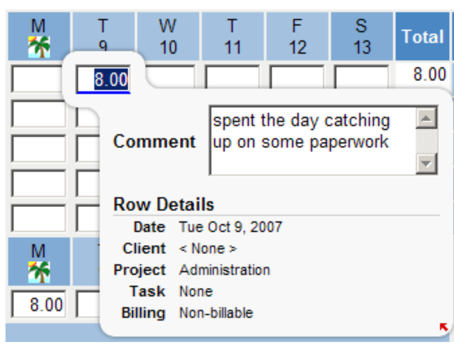
If you enter...	In HH:MM format, this displays as…	In Decimal format, this displays as…
3.15	3:09	3.15
3.25	3:15	3.25
3:15	3:15	3.25
3:25	3:25	3.42

5. Use the stopwatch, if desired

   If available, the stopwatch allows you to record the exact number of hours and minutes you worked on a task/activity in a Standard timesheet or in an In-out timesheet . For information on how to use the stopwatch, refer to the Web TimeSheet online help.

6. Adding Comments:

   - **Standard timesheet**, click in a time entry cell. Enter information in the **Comments** field of the box that displays.



☑ A blue line displays at the base each cell for which comments have been entered. Click on a cell to view previously-entered comments.

You can maximize or minimize the box by selecting the small red arrow on the corner of the box.

Row Details listed in the box allow you to identify which client, project, task, and billing status has been selected for that row, even if those fields are not visible.

7. Select the Save button to save your timesheet data at any time during the time entry process, and before exiting your timesheet.

8. Select the Submit button to submit your completed timesheet.

9. Copy From option:

> Use the **Copy From** feature to copy time and task data from an existing timesheet to a new timesheet. For information on using this feature, refer to the Web TimeSheet online help.

Booking Time Off

You may be required to book off certain types of time off before taking it. Your administrator determines which types of time off require booking, and which types can be entered directly in your timesheet.

Booked time off will automatically display:

- In your timesheet under the heading **Booked Time Off**

Booked Time Off	S 2	S 3	M 4	T 5	W 6	T 7	F 8	Total
Vacation Leave (3 Days Exceeded)					8.00			8.00
Add/Remove Tasks · Add Time Off · Book Time Off								
Total	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00

- In your **Time Off Calendar**.

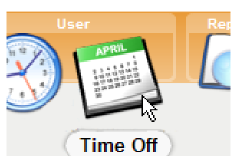
Booked time off is subject to approval by those in your time off approval path.

> The Time Off feature is only available to those with a Web TimeSheet Time & Attendance license seat, who have been granted **Time Off** permissions.

Booking Time Off

To book time off:

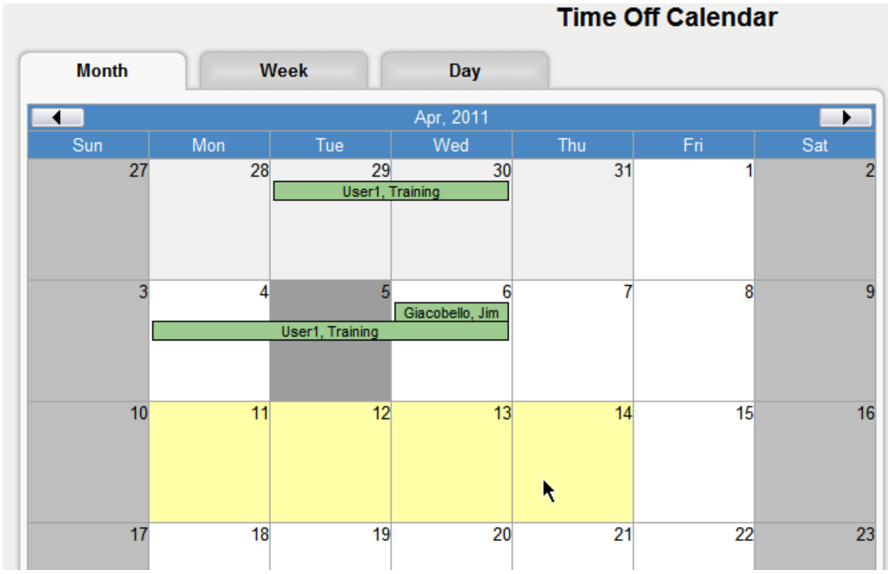
10. Access a time off booking form.
    - To access the booking form from your **Time Off Calendar**:
        a. Select **Time Off** from the top menu.



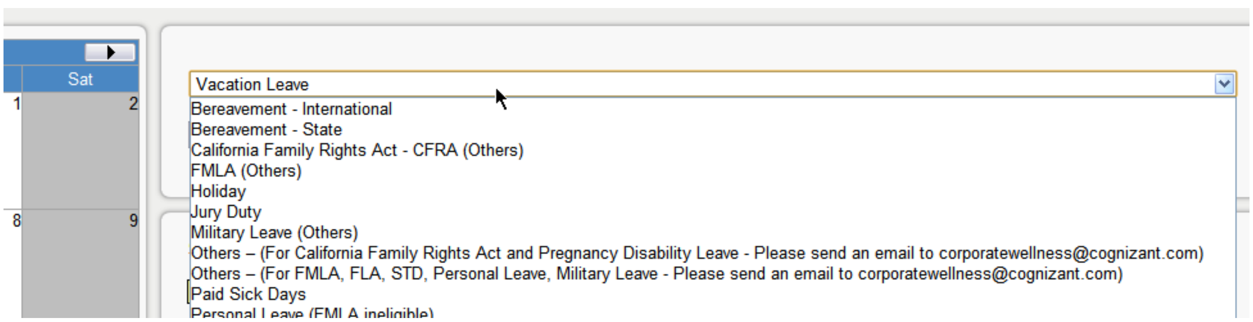
The **Time Off Calendar** displays.

b. Select the first day you would like to book off.

The day will turn yellow when selected. If you would like to select the entire time off span, click on the first day, hold the mouse button down, and move the mouse pointer to the last day.

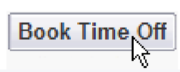


c. From the **Time Off Type** drop-down list, select the time off type (for example, vacation, sick, jury duty) against which you would like to book time off.



Only time off types that are assigned to you will be available for selection.

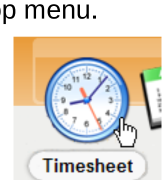
d. Select the **Book Time Off** button.



Alternatively, you can skip steps b and c, and select the days off and time off type later, from the booking form itself.

- To access the booking form from your timesheet:

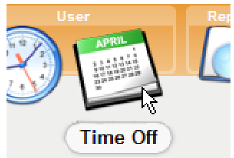
a. Select **Timesheet** from the top menu.



b. Select the **Book Time Off** button.

- To access the booking form from your **List My Time Off Bookings** page

a. Select **Time Off** from the top menu.



b. From the **Time Off** side menu, select **My Time Off Bookings**.

c. Select the **Book Time Off** button.

11. Select the **Time Off Type**, if you have not already done so.

    The current status of the selected time off type displays in the **Time Off for...** box on the right side of the page.

12. Select the time off **Start Date** and **End Date** using the  icons, if you have not already done so.

    > Weekly days off included in a booking are not included as time off. For example, if your weekly days off are Saturday and Sunday, and you book full days off from Friday to Tuesday, your booked days off will be Friday, Monday, and Tuesday, for a total of three days off.

13. Select a portion of the **Start** and/or **End** dates to book off, if necessary. The possible options are:

    - *Full Day Off*
    - *½ Day Off*
    - *Partial Day Off* - you must select the number of hours you would like to book off for that day.

      > You may also be allowed to enter a time off **Start Time** (when the time off will begin on the first day of the booking) and **End Time** (when the time off will end on the last day of the booking). These fields may be required.

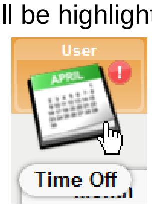
14. If desired, enter more information about the booking (for example, the reason for the time off) in the **Comments** field.

15. Select **Submit** to send the time off booking for approval.

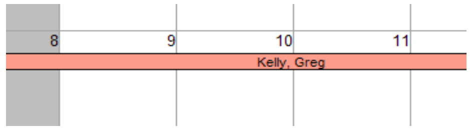
Receiving Notification that your Time Off Booking is Rejected

If your time off booking is rejected:

- The booking will be returned to you for correction.
- The **Time Off** entry in the top menu will be highlighted red.



- The booking will display in red in your **Time Off Calendar**.



- You will receive an e-mail notification (if enabled) that indicates that your booking was rejected.
- If you use a timesheet, and the timesheet that the booking appears on has been approved, it will be reopened.

If your booking is rejected, you can review its approval details, correct any errors, and resubmit the booking for approval.

Additional Resources

For any further assistance with the Replicon time sheet application, please feel free to email your queries to NEETimeMgmt@cognizant.com