

Time card process

Link to access timecard

- <http://talent.capgemini.com/in/>

The screenshot shows the India Application Portal on the Capgemini intranet. The browser address bar displays <http://talent.capgemini.com/in/>. The page features a navigation bar with links: All News, About Us, L&D, India CR&S, Useful Links, and Contact Us. A banner at the top reads "Capgemini is an AWS managed service provider Aug 10 6 GLOBAL". Below this is a tweet from Twitter: "How #finance professionals consider their involvement in #BigData & #analytics? Find out - https... Retweet 7 hours ago".

The main content area is divided into three columns:

- Human Resources:** PACE HR & RM, MyPath - SAP, FS SBU India HR, BPO India HR, Employee Assistance Program.
- Helpdesk and support:** India Service Desk (circled in red), India Application Portal (circled in red), HR Workways, Meeting Room Manager, Travel Desk.
- Communication Kit:** Yammer, Webmail, Communication Builders, File Transfer Service (FTS), eCards Platform.

Below these columns are sections for "Useful Tools" (Time Card Application, Medical Facilities, Customer Visit Experience), "Featured Links" (MyHire (ACIS), MyMobility (ACIS)), and "Careers @Capgemini".

On the right side, there is a "LATEST GLOBAL SERIES" section with links to "IGATE Integration Bulletin 13" (Jun 01 1 30) and "IGATE Integration Bulletin 12" (Apr 15 2 12). Below this is a "Mid-Year Leaders Views 2016" section with a photo of a calendar and a "mid year review" note, and a link to "Mid-year leaders' views 2016" (Jul 19 11).

The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 4:25 PM on 8/12/2016.

Timecard Entry screen

- Click on Finance- Timecard- Timecard summary fill timesheet



Timecard Entry Screen

- Click on the week for which timecard need to filled in.

The screenshot shows a web browser window displaying the Capgemini Time Card Summary page. The browser's address bar shows the URL <http://indiaapps.in.capgemini.com/Aspxpages/Applic...>. The page header includes the Capgemini logo and the text "People matter, results count." followed by "Welcome Mamta Mudgal". A navigation bar contains links for PEOPLE, DELIVERY, FINANCE, FACILITIES, REPORTS, and OTHERS. The main content area is titled "Time Card Summary" and displays employee information: Emp. ID: 011050, Name: Mudgal, Mamta. A "Period" dropdown menu is set to "Aug" for the year "2016". Below this is a table with columns: Sel, Time Card #, Submitted, Hrs., Week Ending, Approved, Status, and Comments. The table contains five rows of data, with the last row highlighted. A "Copy" button is located below the table. At the bottom of the page, there is a copyright notice: "Copyright © 2012 | Best viewed in Internet Explorer 7 & above." and a system clock showing "4:30 PM 8/12/2016".

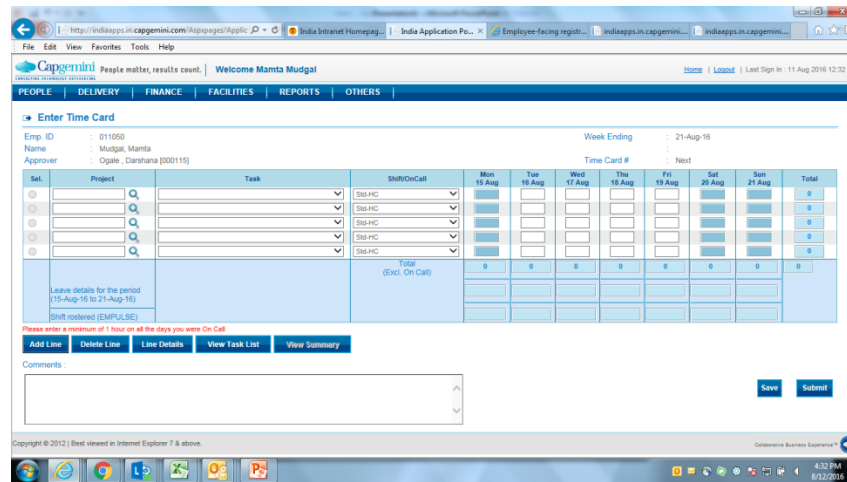
Sel	Time Card #	Submitted	Hrs.	Week Ending	Approved	Status	Comments
<input type="radio"/>	IN03-11159078	04-Aug-16	45.00	07-Aug-16		Submitted	
<input type="radio"/>	IN03-11179910	08-Aug-16	45.00	14-Aug-16		Submitted	
<input type="radio"/>	NEW			21-Aug-16		Not Due	
<input type="radio"/>	Timecard ID			28-Aug-16		Not Due	
<input type="radio"/>	NEW			31-Aug-16		Not Due	

Note - Click Time Card # to view Time Card

Copy

Timecard Entry Screen

- Please enter project code:-100378124.
- The Task to be selected should be NBT.
- Hours to be filled is 9 hours and submit the timesheet.



The screenshot shows the Capgemini Timecard Entry Screen in a web browser. The page header includes the Capgemini logo and navigation tabs: PEOPLE, DELIVERY, FINANCE, FACILITIES, REPORTS, and OTHERS. The main section is titled "Enter Time Card". It displays employee information: Emp. ID: 011050, Name: Murgal, Mamta, and Approver: Ogale, Darshana [000115]. The week ending is 21-Aug-16, and the time card number is 1. The table below is for entering hours for the week of 15-Aug-16 to 21-Aug-16. The table has columns for Shift/On Call, and days of the week (Mon 15 Aug, Tue 16 Aug, Wed 17 Aug, Thu 18 Aug, Fri 19 Aug, Sat 20 Aug, Sun 21 Aug), and a Total column. The table is currently empty, with a total of 0 hours for each day and a total of 0 hours for the week. Below the table, there is a section for "Leave details for the period (15-Aug-16 to 21-Aug-16)" with a dropdown menu for "Shift rostered (EMPULSE)". At the bottom, there are buttons for "Add Line", "Delete Line", "Line Details", "View Task List", and "View Summary". A "Comments" field is also present. The footer shows the copyright notice: Copyright © 2012 | Best viewed in Internet Explorer 7 & above.

Set	Project	Task	Shift/On Call	Mon 15 Aug	Tue 16 Aug	Wed 17 Aug	Thu 18 Aug	Fri 19 Aug	Sat 20 Aug	Sun 21 Aug	Total
			S8-HC								0
			S8-HC								0
			S8-HC								0
			S8-HC								0
			S8-HC								0
			S8-HC								0
			Total (Excl. On Call)	0	0	0	0	0	0	0	0

Leave details for the period (15-Aug-16 to 21-Aug-16)
Shift rostered (EMPULSE)

Please enter a minimum of 1 hour on all the days you were On Call

[Add Line](#) [Delete Line](#) [Line Details](#) [View Task List](#) [View Summary](#)

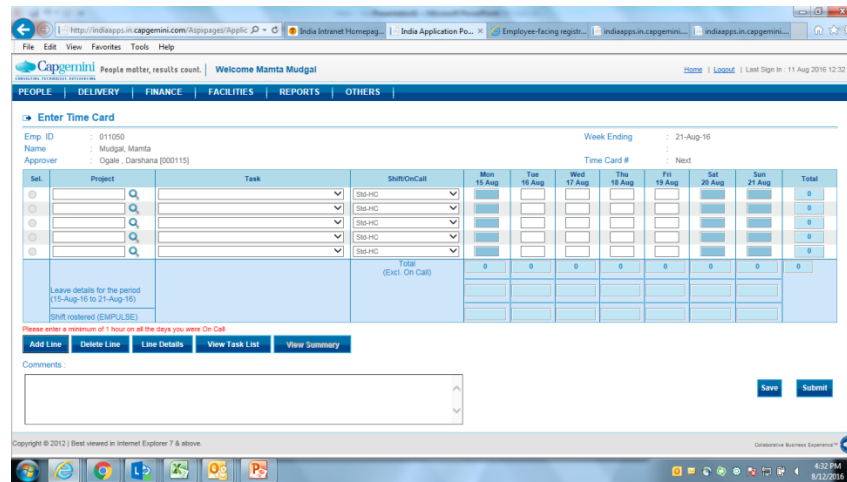
Comments:

[Save](#) [Submit](#)

Copyright © 2012 | Best viewed in Internet Explorer 7 & above.

Timecard Entry Screen

- If want to update leave. Apply in PACE first.
- Once it approved, select Project Name as leave and update 9 hours and submit



The screenshot shows the 'Enter Time Card' interface in the Capgemini system. The user is logged in as Mamta Mudgal. The interface includes a navigation bar with options like PEOPLE, DELIVERY, FINANCE, FACILITIES, REPORTS, and OTHERS. The main section is titled 'Enter Time Card' and displays employee details (Emp. ID: 011050, Name: Mumtaz, Mamta, Approver: Ogale, Dhanashree [000115]). The 'Week Ending' is set to 21-Aug-16. A table for time entry is shown with columns for days of the week (Mon 18 Aug to Sun 21 Aug) and a 'Total' column. The table has rows for different tasks, each with a 'Shift/OnCall' dropdown set to 'S8-HC'. The 'Total' row shows 0 hours for each day and 0 for the total. Below the table, there is a section for 'Leave details for the period (15-Aug-16 to 21-Aug-16)' with a dropdown for 'Shift rostered (EMPULSE)'. At the bottom, there are buttons for 'Add Line', 'Delete Line', 'Line Details', 'View Task List', and 'View Summary', along with a 'Comments' text area and 'Save' and 'Submit' buttons.

Set	Project	Task	Shift/OnCall	Mon 18 Aug	Tue 19 Aug	Wed 20 Aug	Thu 21 Aug	Fri 22 Aug	Sat 23 Aug	Sun 24 Aug	Total
<input type="radio"/>			S8-HC								0
<input type="radio"/>			S8-HC								0
<input type="radio"/>			S8-HC								0
<input type="radio"/>			S8-HC								0
<input type="radio"/>			S8-HC								0
<input type="radio"/>			S8-HC								0
Total (Excl. On Call)				0	0	0	0	0	0	0	0

Leave details for the period (15-Aug-16 to 21-Aug-16)
Shift rostered (EMPULSE)

Please enter a minimum of 1 hour on all the days you were On Call

[Add Line](#) [Delete Line](#) [Line Details](#) [View Task List](#) [View Summary](#)

Comments:

[Save](#) [Submit](#)