

We are currently updating our site; thank you for your patience.

PROJECTS

PROJECTS - EMPLOYEE TIME SHEET

You to generate a Time Sheet for an employee for a specified period.

Ribbon Access: Maintenance / Projects > Projects

| \$ T | BPO: Version 2.5.0.4 - Example Company v2.5.0.0 | | | | | | | | | | | | _ D X |
|--------------|---|-------------------|---------------|----------------------|-----------|-------------------------|--------------------------|--------------------------|-------------|-------|---------|-----------|--------------|
| | Equipmen | t / Locations | Contract i | Finance / HR | Inventory | Maintenance / F | Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities |
| | Ì | 1 | 1 | | 1= | | | 2 | | | | | |
| Instructions | Tasks | Generate Tasks | Work Requests | Maintenance Radar | Projects | Standard Methodology | Work Order Allocation | Technician Allocation | | | | | |
| Pre | ventative | | Reactive | Radar | 4 | Projec | cts | 4 | | | | | \Diamond |

- 1. The **Project Listing** screen will be displayed.
- 2. Click on **Employee Time**.

| Home Equipme Galaxies Constraints (Constraints) Home Equipme Save L Worksg Save F Save F Forma | ayou pace | ut 📑 Apply F | tract Finance / HR Inver Project Methodology Project Baseline Close Project Processing 4 | 💰 Emp | Maintenance / F loyee Time ect Time gress Report alysis | Projects Mai Print Delivery Note Print | Durba | n • njects | Refresh Re | ice Reporting | Utilities | | 2 |
|---|--------------|------------------|--|--------------|---|---|-----------------|---------------|--------------|-----------------|-----------|--|---|
| iks # | L | isting Hierarchy | | | | 2 | | | | | | | _ |
| ter text to search P | Dr | | | | | | | | | | | | |
| Functions | | ProjectRef | Description | Status | StatusDesc | EndDate | ManagerName | Notify | CustomerCode | CustomerName | DeptName | | |
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| Gantt | Þ | PRJ0000071 | SP240 New Deal. | 0 | Open | 05/06/2017 | Bianca Du Toit | No | TIA001 | Titan Group | | | |
| | | PRJ0000075 | Check Technician Assignment | 0 | Open | 17/09/2014 | Belinda Sharman | No | HOP001 | Hope Works (Pt | | | |
| | | PRJ0000082 | Test Projects viewed in Cust | 0 | Open | 18/09/2014 | Belinda Sharman | No | HOP001 | Hope Works (Pt | | | |
| Work Orders | | PRJ0000083 | New machine installation | 0 | Open | 02/10/2014 | Bianca Du Toit | No | DER001 | Derton / Techno | | | |
| | | PRJ0000085 | tst | 0 | Open | 02/10/2014 | Bianca Du Toit | No | DER001 | Derton / Techno | | | |
| | | | SP240 New Deal | 0 | Open | 14/11/2014 | Bianca Du Toit | No | TIA001 | Titan Group | | | |
| Work In Progress | | | Machine installations | 0 | Open | 08/02/2015 | Belinda Sharman | No | HOP001 | Hope Works (Pt | | | |
| | | | Sprint SP1912 New Deal Sale | 0 | Open | 11/01/2015 | Belinda Sharman | No | HOP001 | Hope Works (Pt | | | |
| | | | Service for HOP001 on 06 No | 0 | Open | 07/11/2014 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| Documents | | | Scheduled Maintenance for H | 0 | Open | 07/11/2014 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| Documenta | | | Scheduled Maintenance for D | 0 | Open | 07/11/2014 | Bianca Du Toit | No | DER001 | Derton / Techno | | | |
| | | | Scheduled Maintenance for Y | 0 | Open | 07/11/2014 | Bianca Du Toit | No | YES001 | Young Electric | | | |
| | | | Scheduled Maintenance for T | 0 | Open | 07/11/2014 | Bianca Du Toit | No | TIA001 | Titan Group | | | |
| Notes | | | Site Inspectino | 0 | Open | 18/03/2015 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| | | | Install Machines | 0 | Open | 21/03/2015 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| | | | Machine inspection required | 0 | Open | 29/05/2015 | Belinda Sharman | No | | | | | |
| Assignment History | | | Scheduled Maintenance for H | 0 | Open | 15/05/2015 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| | | | Scheduled Maintenance for D | 0 | Open | 15/05/2015 | Bianca Du Toit | No | DER001 | Derton / Techno | | | |
| | | | Scheduled Maintenance for H | 0 | Open | 15/08/2014 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | | |
| Progress Chart | | | Scheduled Maintenance for D | 0 | Open | 15/08/2014 | Bianca Du Toit | No | DER001 | Derton / Techno | | | |
| | | | Scheduled Maintenance for Y | 0 | Open | 15/08/2014 | Bianca Du Toit | No | YES001 | Young Electric | | | |

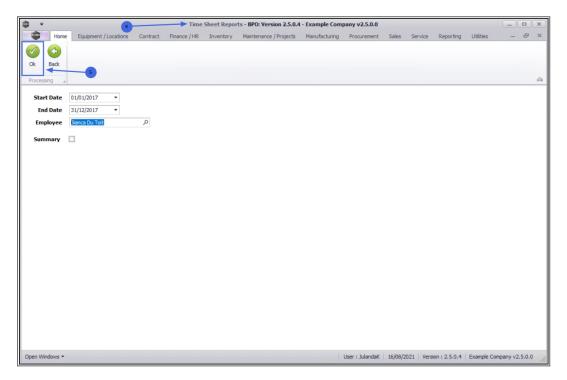
Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



4. The **Time Sheet Reports** screen will be displayed.

DETAIL TIME SHEET REPORT

- **Start Date:** Type in or click on the down **arrow** to select the start date using the calendar function, for the time sheet you would like to request.
- End Date: Type in or click on the down **arrow** to select the end date using the calendar function for the time sheet you would like to request.
- **Employee:** Click on the **search button** to select the name of the employee whose time sheet you would like to request.
- **Summary:** Do <u>not</u> check this box for generating a Detail Time Sheet.
- 5. Click on OK.





- 9. The **Detail Time Sheet Report** for the employee will display in the **Pre-view** screen.
- 10. From here you can make cosmetic changes to the report as well as

View, Print, Export or Email the Time Sheet.

11. Click on **Close** to return to the **Time Sheet Reports** screen.

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| 10 | | | | | | |
| | 31/12/2017 | | | | | |
| Project Ref | Project Desc | WO Code | W0 Desc | Date | Hours | Comments |
| Bianca | Du Toit | | | | | |
| PRJ0000165 | 12345 - New machine installation | W00000969 | 12345 - New machine installation | 07/07/2017 00:00:00 | 1.00 | time logging for the project time sheet repo |
| | | W00001480 | TT002 - Weekly - Call per WO | 01/08/2017 00:00:00 | .00 | Some work done as per the client. Need to g back. |
| PRJ0000098 | SiteInspectino | W00000475 | 1818-1-1 - Check network requirements | 20/08/2017 00:00:00 | 24.00 | Work done as required |
| PRJ0000098 | SiteInspectino | W00000475 | 1818-1-1 - Check network requirements | 21/08/2017 00:00:00 | 24.00 | Work done as required |
| PRJ0000098 | SiteInspectino | W00000475 | 1818-1-1 - Check network requirements | 22/08/2017 00:00:00 | 1.76 | Work done as required |
| PRJ0000085 | tst | W00000250 | tst | 06/09/2017 00:00:00 | .31 | test resolving call whilst the database is no longer available |
| | | W00000973 | 2MS - 2 month service | 06/09/2017 00:00:00 | .12 | test |
| | | W00000802 | Test auto apply task to work order | 06/09/2017 00:00:00 | .01 | test |
| | | W00000955 | Prior calls list for location | 06/09/2017 00:00:00 | 65 | work done as required |
| | | W00000955 | Prior calls list for location | 07/09/2017 | 24.00 | work done as required |
| | | W00000955 | Prior calls list for location | 08/09/2017 00:00:00 | 24.00 | work done as required |
| | | W00000955 | Prior calls list for location | 09/09/2017 | 24.00 | work done as required |
| | | W00000955 | Prior calls list for location | 10/09/2017 00:00:00 | 24.00 | work done as required |
| | | W00000955 | Prior calls list for location | 11/09/2017 00:00:00 | 16.10 | work done as required |
| | | W00001380 | Contract Service Test v2.1.0.5 | 12/09/2017 00:00:00 | 24.00 | work done as required by the client |
| | | W00001380 | Contract Service Test v2.1.0.5 | 13/09/2017 | 24.00 | work done as required by the client |

SUMMARY TIME SHEET REPORT

- 4. The **Time Sheet Reports** screen will be displayed.
 - Start Date: Type in or click on the down **arrow** to select the start date using the calendar function for the time sheet you would like to request.
 - End Date: Type in or click on the down arrow to select the end date using the calendar function for the time sheet you would like to request.



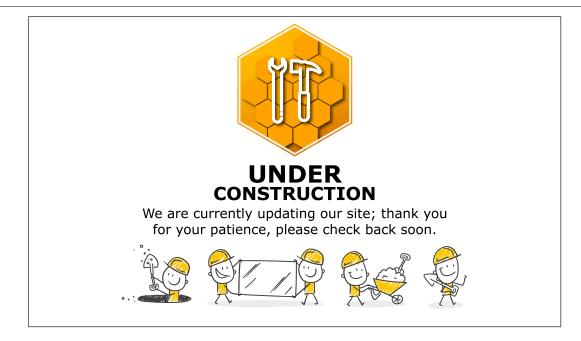
- **Employee:** Click on the **search button** to select the name of the employee whose time sheet you would like to request.
- **Summary:** Ensure that this field has been selected to generate the summary report.
- 5. Click on OK.

| terret t | 4 | | Time | Sheet Repor | ts - BPO: Version 2.5.0.4 | - Example Com | pany v2.5.0.0 | | | | | | | x |
|---|------------------------------|----------|--------------|-------------|---------------------------|---------------|-----------------|-----------|----------|-------------|-------------|-----------|-------|-----|
| Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities | - | 8 | × |
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| Ok Back | | | | | | | | | | | | | | |
| Processing | 5 | | | | | | | | | | | | | \$ |
| | | | | | | | | | | | | | | |
| Start Date End Date | 01/01/2017 · 31/12/2017 · | | | | | | | | | | | | | |
| Employee | Bianca Du Toit | Q, | | | | | | | | | | | | |
| | | 7 | | | | | | | | | | | | |
| Summary | | _ | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |
| Open Windows 🔻 | | | | | | 1 | User : JulandaK | 16/08/202 | 1 Versio | on: 2.5.0.4 | Example Cor | npany v2. | 5.0.0 | 11. |

- 14. The **Summary Time Sheet Report** will display in the Preview screen.
- From here you can make cosmetic changes to the report as well as
 View, Print, Export or Email the Time Sheet.

16. Click on **Close** to return to the **Time Sheet Reports** screen.





Related Topics

• Projects - Labour Time

MNU.058.043