

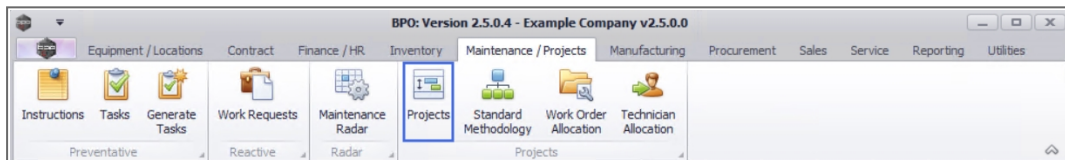
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## PROJECTS

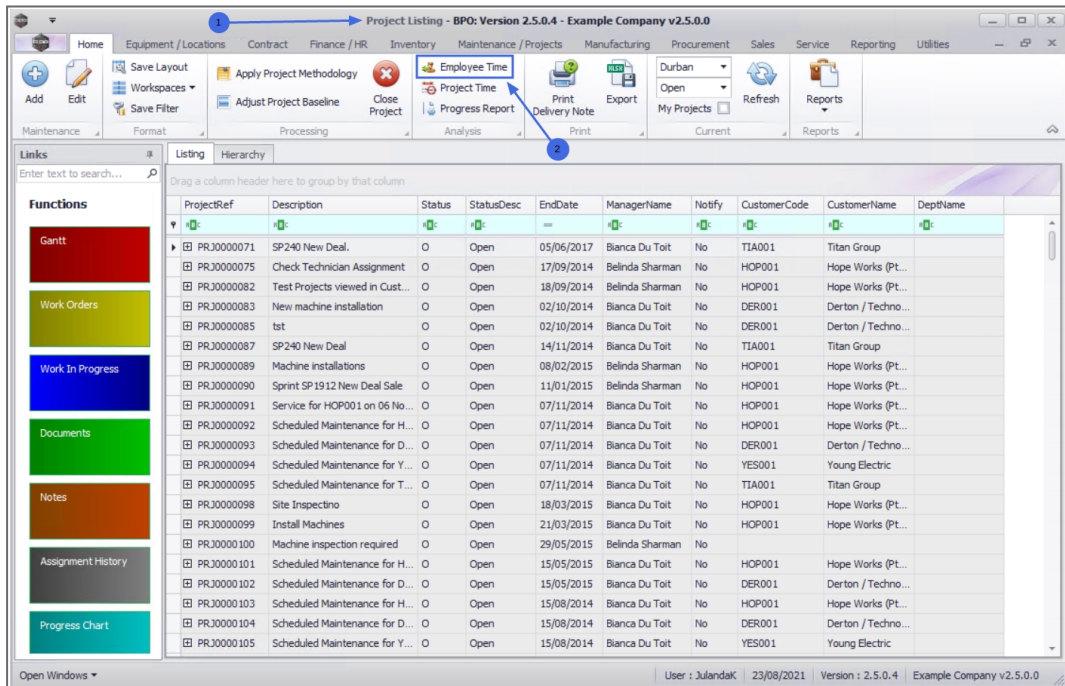
### PROJECTS – EMPLOYEE TIME SHEET

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

**Ribbon Access:** Maintenance / Projects > Projects



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

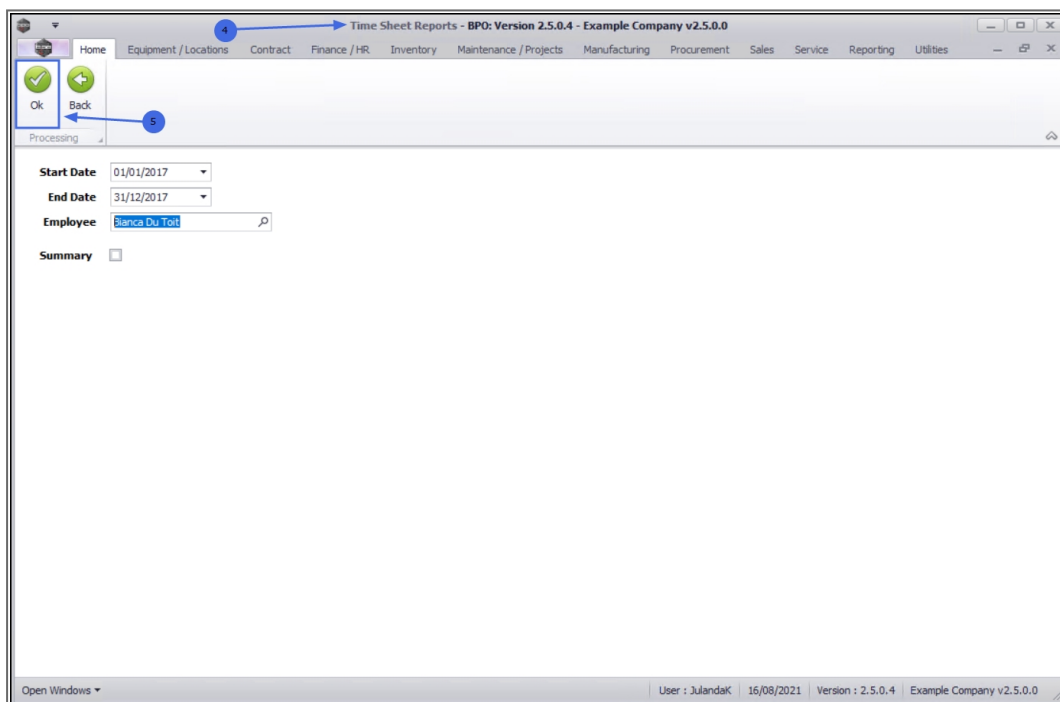


4. The **Time Sheet Reports** screen will be displayed.

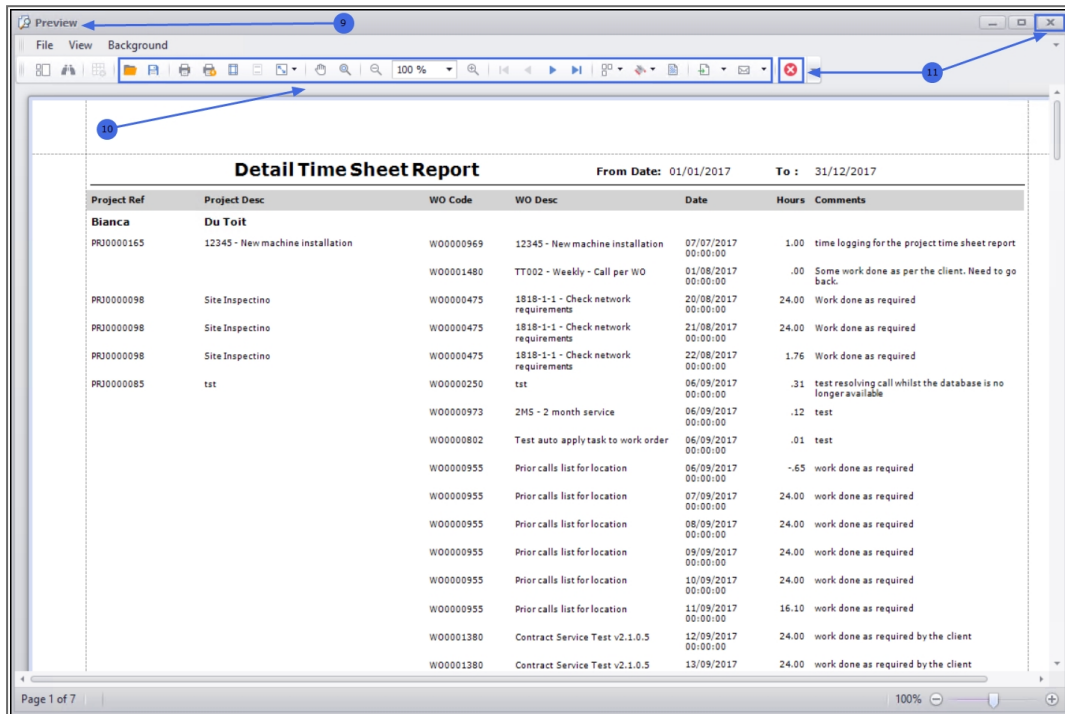
## DETAIL TIME SHEET REPORT

- **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 not 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.



**Detail Time Sheet Report** From Date: 01/01/2017 To : 31/12/2017

Project Ref	Project Desc	WO Code	WO Desc	Date	Hours	Comments
<b>Bianca</b>	<b>Du Toit</b>					
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 report
		W00001480	TT002 - Weekly - Call per WO	01/08/2017 00:00:00	.00	Some work done as per the client. Need to go back.
PRJ0000098	Site Inspectino	W00000475	1818-1-1 - Check network requirements	20/08/2017 00:00:00	24.00	Work done as required
PRJ0000098	Site Inspectino	W00000475	1818-1-1 - Check network requirements	21/08/2017 00:00:00	24.00	Work done as required
PRJ0000098	Site Inspectino	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 00:00:00	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 00:00:00	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 00:00:00	24.00	work done as required by the client

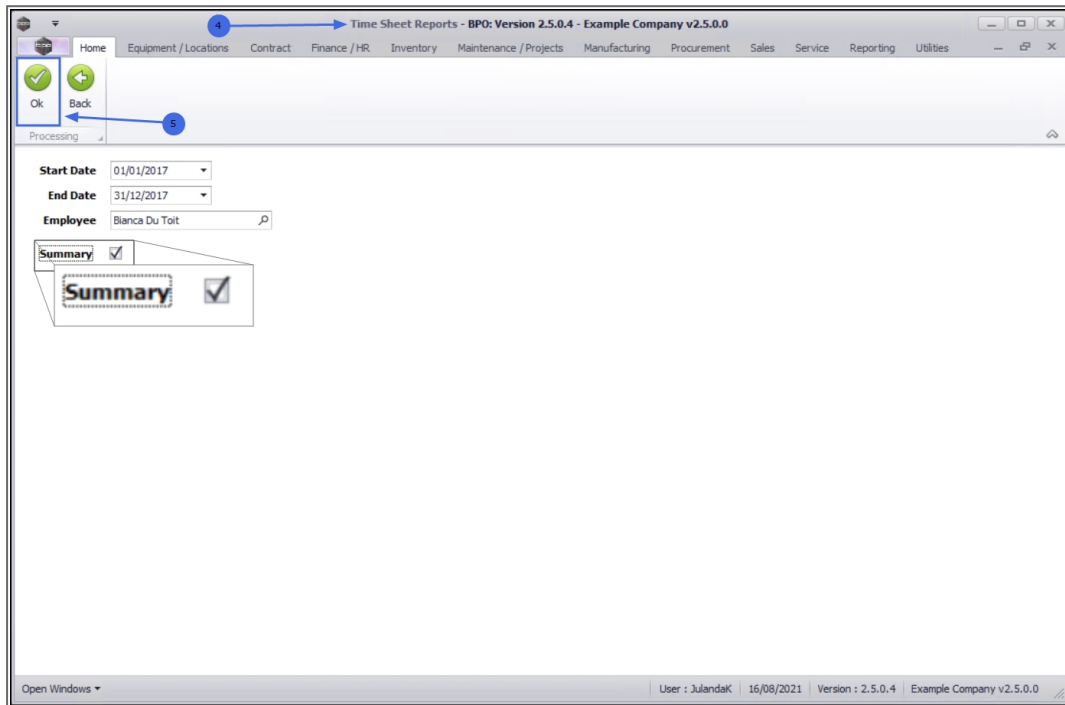
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## SUMMARY TIME SHEET REPORT

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**.



14. The **Summary Time Sheet Report** will display in the Preview screen.
15. 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.



## UNDER CONSTRUCTION

We are currently updating our site; thank you  
for your patience, please check back soon.



### Related Topics

- [Projects - Labour Time](#)

MNU.058.043

