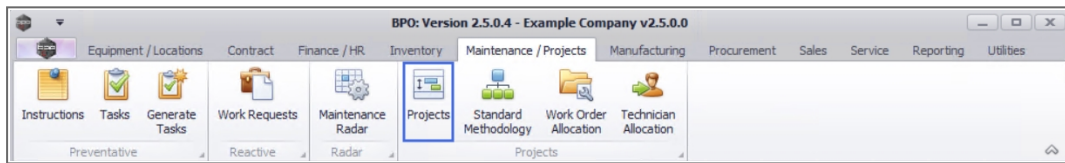We are currently updating our site; thank you for your patience.
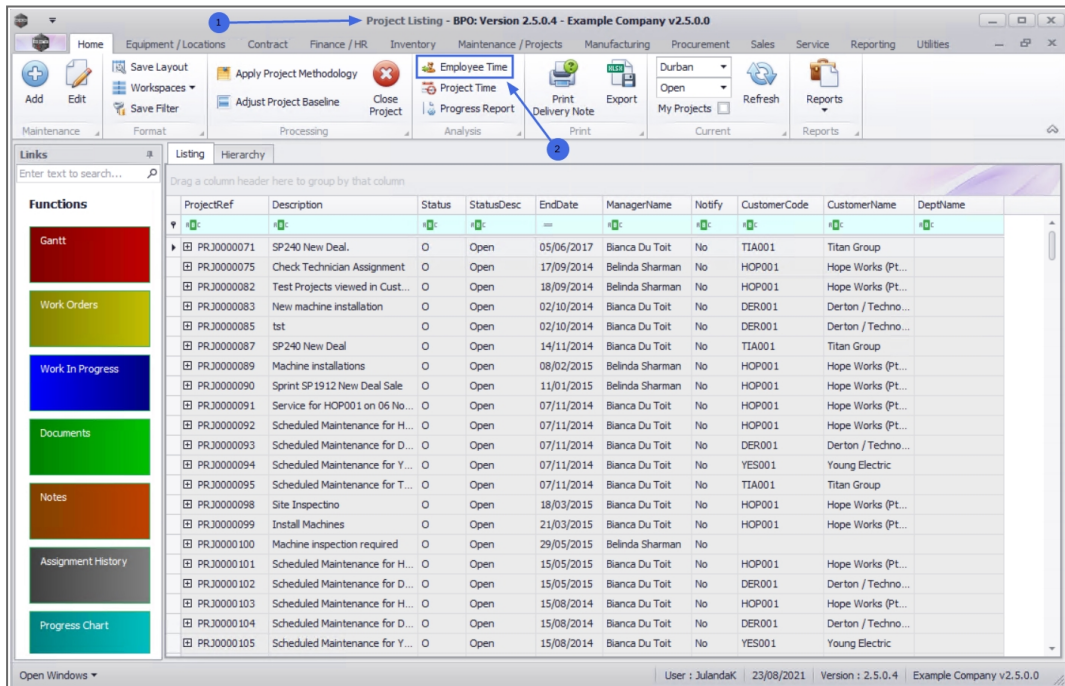
PROJECTS

PROJECTS – EMPLOYEE TIME SHEET

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

Ribbon Access: Maintenance / Projects > Projects

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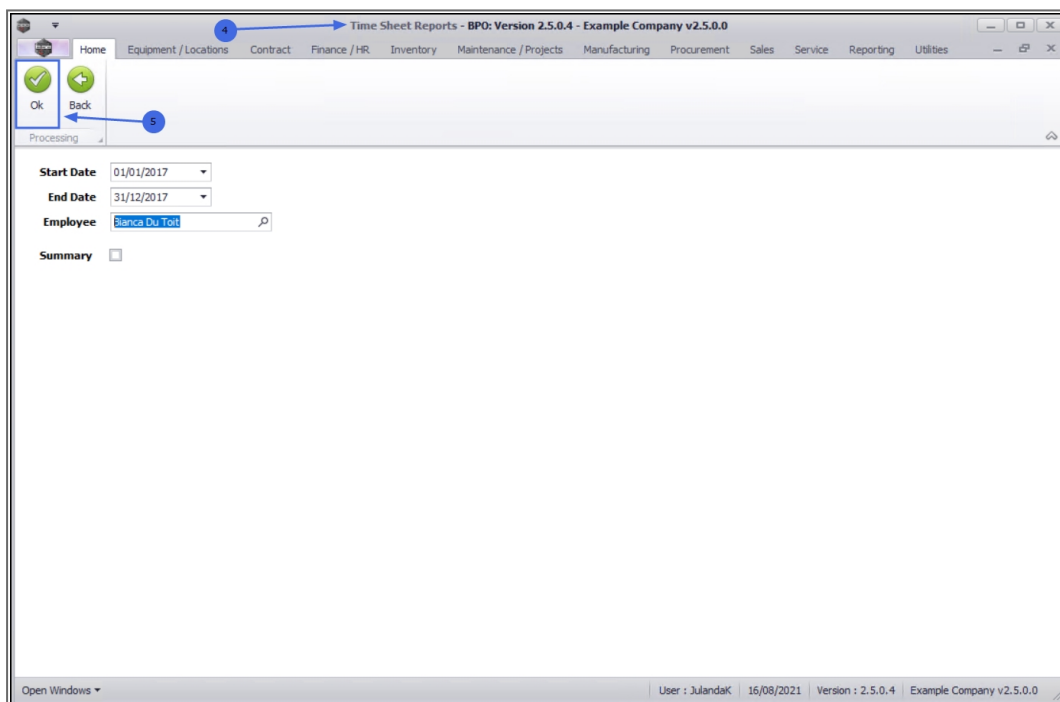2. Click on **Employee Time**.

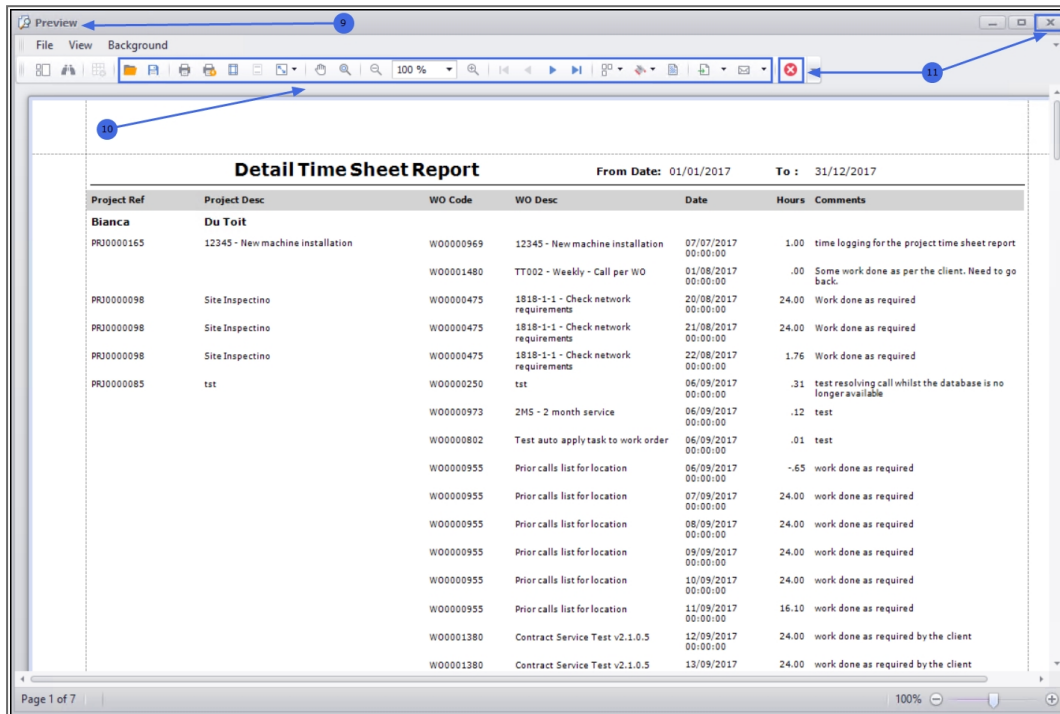4. The **Time Sheet Reports** screen will be displayed.

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 <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.

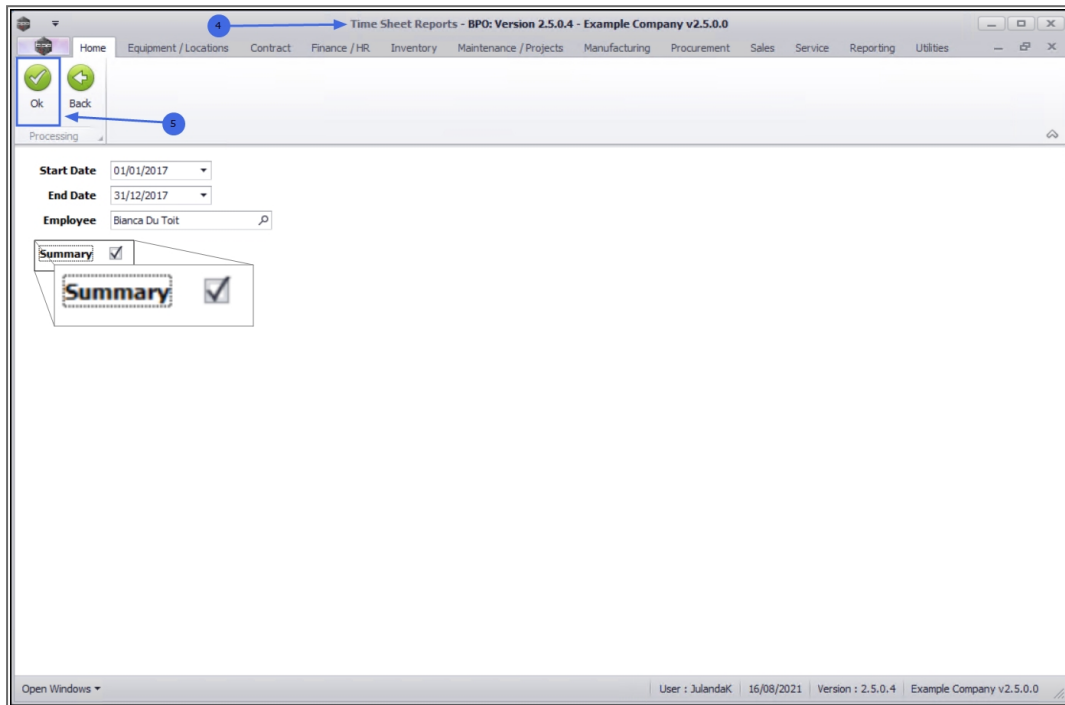11. Click on **Close** to return to the **Time Sheet Reports** screen.

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