

PROJECTS

PROJECTS - EMPLOYEE TIME SHEET

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

Ribbon Access: Maintenance / Projects > Projects

•	BPO: Version 2.5.0.4 - Example Company v2.5.0.0											_ D X	
	Equipment	t / Locations	Contract i	Finance / HR	Inventory	Maintenance /	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
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Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
Pre	ventative		Reactive	Radar		Proje	ects	4					\diamond

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

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Functions			Chathan	Chat - David	E- ID-1-		M-115.	C at a second	C. strengtheres	Destillants	1
Functions	ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	
Gantt	♀ # □ ⊂	A C	n 🗖 c	n 🗖 c		n 🗖 c	* 0 ¢	NDC	-	* 0 ¢	_
	▶ PRJ0000071	SP240 New Deal.	0	Open	05/06/2017	Bianca Du Toit	No	TIA001	Titan Group		
		Check Technician Assignment	0	Open	17/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt		
Work Orders				Open	18/09/2014	Belinda Sharman	No	HOP001	Hope Works (Pt		
work orders		New machine installation	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
		tst SP240 New Deal	0	Open	02/10/2014	Bianca Du Toit	No	DER001	Derton / Techno		
Work In Progress		Machine installations	0	Open	14/11/2014	Bianca Du Toit	No	TIA001	Titan Group		
		Sprint SP 1912 New Deal Sale	0	Open	08/02/2015	Belinda Sharman Belinda Sharman	No	HOP001 HOP001	Hope Works (Pt		
		Sprint SP1912 New Deal Sale Service for HOP001 on 06 No		Open	11/01/2015			HOP001 HOP001	Hope Works (Pt		
		Service for HOP001 on 06 No Scheduled Maintenance for H		Open	07/11/2014	Bianca Du Toit	No	HOP001 HOP001	Hope Works (Pt		
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		Install Machines	0	Open	18/03/2015 21/03/2015	Bianca Du Toit Bianca Du Toit	No	HOP001 HOP001	Hope Works (Pt Hope Works (Pt		
		Machine inspection required	0	Open	29/05/2015	Belinda Sharman	No	HOPOUI	Hope Works (Pt		
Assignment History		Scheduled Maintenance for H	-	Open	15/05/2015	Bianca Du Toit	No	HOP001	Hope Works (Pt		
and a start of the		Scheduled Maintenance for D	-	Open	15/05/2015	Bianca Du Toit	No	DER001	Derton / Techno		
		Scheduled Maintenance for D	-	Open	15/08/2013	Bianca Du Toit	No	HOP001	Hope Works (Pt		
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Contraction of the second second	E PRJ0000105	screduled maintenance for f	0	open	15/08/2014	Dianca DU Tolt	NU	123001	roung electric		

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.

	Time Sheet Repo	rts - BPO: Version 2.5.0.4	- Example Comp	any 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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Start Date 01/01/2017 -										
End Date 31/12/2017 *										
Employee Bianca Du Toit P										
Summary 🔲										
Open Windows 🕶				User : JulandaK	16/08/20	021 Versi	ion : 2.5.0.4	Example Cor	npany v2.5.0.	.0

9. The *Detail Time Sheet Report* for the employee 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.
- 11. Click on *Close* to return to the *Time Sheet Reports* screen.

PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 20/08/2017 24.00 Work done as required requirements PR0000098 Site Inspectino W00000473 1818-1-1 - Check network requirements 20/08/2017 24.00 Work done as required work done as required requirements PR0000098 Site Inspectino W00000473 1818-1-1 - Check network requirements 20/08/2017 24.00 Work done as required requirements PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 20/08/2017 1.76 Work done as required requirements			100 % 🔻 🔍			• 😢	U
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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.

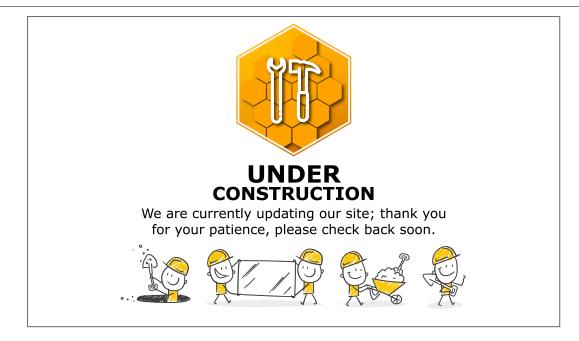


- **Summary:** Ensure that this field has been selected to generate the summary report.
- 5. Click on OK.

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- 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