

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 |
| | Ì | | Ê | | I | - | | 2 | | | | | |
| 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*.

| | | ntract Finance / HR Inver | ntory | Maintenance / P | | | curement | | 0 | Utilities | - 8 |
|--|---------------------------|---|---------|--|--------------------------|------------------------------------|--------------|------------------|-----------------------------------|--------------|-----|
| dd Edit | Daces T | Project Methodology t Project Baseline Close Project | Proj | oloyee Time ject Time gress Report | Print Delivery Note | Export My Pro | • | Sv | eports | | |
| aintenance "Forma | t 4 | Processing 4 | Ani | alysis 🔺 | Print | 4 | Current | A Re | ports 4 | | |
| nks # | Listing Hierarchy | (| | | 2 | | | | | | |
| nter text to search P | Drag a column hoads | er here to group by that column | | | | | | | | 1 | |
| 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 | | |
| Documents | PRJ0000092 PRJ0000093 | Scheduled Maintenance for H | | Open | 07/11/2014 | Bianca Du Toit | No | DER001 | Hope Works (Pt Derton / Techno | | |
| | | Scheduled Maintenance for U | - | Open Open | 07/11/2014 | Bianca Du Toit Bianca Du Toit | No | YES001 | Young Electric | | |
| | | Scheduled Maintenance for T | | | | | | | - | | |
| Notes | | Scheduled Maintenance for 1 Site Inspectino | 0 | Open | 07/11/2014 | Bianca Du Toit Bianca Du Toit | No | TIA001 HOP001 | Titan Group Hope Works (Pt | | |
| | | 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 | | |
| Durana Chart | | Scheduled Maintenance for D | | Open | 15/08/2014 | Bianca Du Toit | No | DER001 | Derton / Techno | | |
| Progress Chart | E PRJ0000104 | Scheduled Maintenance for Y | | Open | | Bianca Du Toit | No | YES001 | Young Electric | | |
| 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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| Ok Back | | | | | | | | | | |
| Processing 5 | | | | | | | | | | \sim |
| Start Date 01/01/2017 - | | | | | | | | | | |
| End Date 31/12/2017 * | | | | | | | | | | |
| Employee Bianca Du Toit P | | | | | | | | | | |
| | | | | | | | | | | |
| Summary 🔲 | | | | | | | | | | |
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| | | | | | | | | | | |
| 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 |
|---|-------------|----------------------------------|-----------|----------------------------------|------------|-------|---|
| Project Ref Project Desc WO Code WO Desc Date Hours Comments Bianca Du Toit | 10 | | | | | | |
| Bianca Du Toit PRJ0000165 12345 - New machine installation W00000969 12345 - New machine installation 07/07/2017 1.00 time logging for the project time sheat PRJ0000165 12345 - New machine installation W00001480 TT002 - Weekly - Call per WO 01/08/2017 .00 Some work done as per the client. Nee PRJ0000098 Site Inspectino W00000473 1818-1-1 - Check network 20/08/2017 24.00 Work done as required PRJ0000098 Site Inspectino W00000473 1818-1-1 - Check network 20/08/2017 24.00 Work done as required PRJ0000085 Site Inspectino W00000473 1818-1-1 - Check network 20/08/2017 1.76 Work done as required PRJ0000085 txt W00000273 1818-1-1 - Check network 00/09/000 1.176 Work done as required PRJ0000085 txt W00000273 245 - 2 month service 06/09/2017 .12 12 test W000000973 245 - 2 month service 06/09/2017 .01 test 00/00007 .12 test W000000 | | Detail Time She | et Report | From Date: 0 | D1/01/2017 | To : | 31/12/2017 |
| PR0000165 12345 - New machine installation W00000969 12345 - New machine installation 07/07/2017 00000000 1.00 time logging for the project time sheet PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 00000000 24.00 Work done as required PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 00000000 24.00 Work done as required PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 00000007 24.00 Work done as required PR0000098 Site Inspectino W00000475 1818-1-1 - Check network requirements 00000007 1.76 Work done as required PR0000098 Site Inspectino W00000173 24.01 1.76 Work done as required PR0000098 Site Inspectino W00000173 24.02 York done as required PR0000098 Site Inspectino W000000973 24.05 York done as required W00000973 Prior calls list for location 06/09/2017 .4.00 work done as required W00000955 Prior calls list for location 06/09/2017 24.00 work done as required W00000955 Prior calls list for location 06/09/2017 24.00 work done as required | Project Ref | Project Desc | WO Code | WO Desc | Date | Hours | Comments |
| NO0000180 TT002 - Weekly - Call per W0 O(10/87/2017) A0 Some work done as parthe client. Nee back. PR30000098 Site Inspectino W00000475 ISI3-1-1 - Check action: Tequirements 20(69/2017) 24.00 Work done as required PR30000098 Site Inspectino W00000475 ISI3-1-1 - Check action: Tequirements 20(69/2017) 24.00 Work done as required PR30000098 Site Inspectino W00000475 ISI3-1-1 - Check action: Tequirements 21(69/2017) 1.76 Work done as required PR30000098 Site Inspectino W00000475 ISI3-1-1 - Check network 22(69/2017) 1.76 Work done as required PR30000098 Site Inspectino W00000050 tat 00/60/2017 .31 textresching call whilst the database i longer available PR30000085 tat 00/60/2017 .12 test W00000953 Prior calls list for location 06/68/2017 .01 test W00000955 Prior calls list for location 06/68/2017 .01 test W00000955 Prior calls list for location 06/68/2017 .40 | Bianca | Du Toit | | | | | |
| PR00000998 Site Inspectino W00000475 ISI8-1-1 - Check network requirements 000000000000000000000000000000000000 | PRJ0000165 | 12345 - New machine installation | W00000969 | 12345 - New machine installation | | 1.00 | time logging for the project time sheet repo |
| PRUD000098 Site Inspectino W00000475 ISIB-1-1-Check network 2///08/2017 24.00 Work done as required PRUD000098 Site Inspectino W00000475 ISIB-1-1-Check network 2//08/2017 24.00 Work done as required PRUD000098 Site Inspectino W00000475 ISIB-1-1-Check network 2//08/2017 1.76 Work done as required PRUD000098 tst 00:00:00 1.76 Work done as required PRUD0000950 tst 00:00:00 1.76 Work done as required PRUD0000973 2M5 - 2 month service 06//09/2017 .01 test W00000957 Prior calls list for location 00//09/2017 .01 test W00000955 Prior calls list for location 00//09/2017 .4.00 work done as required W00000955 Prior calls list for location 08//09/2017 24.00 work done as required W00000955 Prior calls list for location 08//09/2017 24.00 work done as required W00000955 Prior calls list for location 08//09/2017 24.00 <td< td=""><td></td><td></td><td>W00001480</td><td>TT002 - Weekly - Call per WO</td><td></td><td>.00</td><td>Some work done as per the client. Need to back.</td></td<> | | | W00001480 | TT002 - Weekly - Call per WO | | .00 | Some work done as per the client. Need to back. |
| PR10000098 Site Inspectino W00000475 ISIB-1-1-1-1-Deck extension: requirements 00:00:00 PR10000098 Site Inspectino W00000475 ISIB-1-1-1-1-Deck extension: requirements 00:00:00 .12 Work dane as required inspecting PR10000098 tst W00000475 ISIB-1-1-1-Deck extension: 00:00:00 .11 text resolving call whilst the database i longer available W00000973 2MS - 2 month service 00:00:00 .00:00:00 .12 text W00000975 Prior calls list for location 00:00:00 .00:00:00 .01 test W00000955 Prior calls list for location 00:00:00 00:00:00 .42 work dane as required W00000955 Prior calls list for location 00:00:00 00:00:00 .40 work dane as required W00000955 Prior calls list for location 00:00:00 00:00:00 .40 work dane as required W00000955 Prior calls list for location 00:00:00 00:00:00 .40 work dane as required W00000955 Prior calls list for location 00:00:00 00:00:00 .40 work dane as required <td>PRJ0000098</td> <td>SiteInspectino</td> <td>W00000475</td> <td></td> <td></td> <td>24.00</td> <td>Work done as required</td> | PRJ0000098 | SiteInspectino | W00000475 | | | 24.00 | Work done as required |
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| Ministry Dispersive Dispersive <thdispersive< th=""> Dispersive Dispersive</thdispersive<> | PRJ0000098 | SiteInspectino | W00000475 | | | 1.76 | Work done as required |
| 00 00< | PRJ0000085 | tst | W00000250 | tst | | .31 | test resolving call whilst the database is no longer available |
| 000000000000000000000000000000000000 | | | W00000973 | 2MS - 2 month service | | .12 | test |
| 00:00:00 W00000955 Prior calls list for location 00:00:00 24.00 work done as required W00000955 Prior calls list for location 08:09/2017 24.00 work done as required W00000955 Prior calls list for location 08:09/2017 24.00 work done as required W00000955 Prior calls list for location 00:00:00 00:00:00 work done as required W00000955 Prior calls list for location 10:09:2017 24.00 work done as required | | | | | 00:00:00 | | |
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| 00:00:00 W00000955 Priorcalls list for location 09/99/2017 24.00 work done as required W00000955 Priorcalls list for location 00/09/2017 24.00 work done as required 00/00/00 | | | | | 00:00:00 | | |
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| 00:00:00 | | | | | 00:00:00 | | |
| W00000955 Prior calls list for location 11/09/2017 16.10 work done as required | | | W00000955 | Prior calls list for location | | 24.00 | work done as required |
| 00:00:00 | | | W00000955 | Prior calls list for location | | 16.10 | |
| W00001380 Contract Service Test v2.1.0.5 12/09/2017 24.00 work done as required by the client 00:00:00 | | | W00001380 | Contract Service Test v2.1.0.5 | | 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.

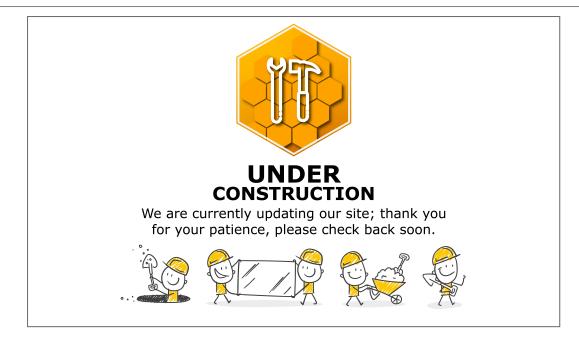


- **Summary:** Ensure that this field has been selected to generate the summary report.
- 5. Click on OK.

| . – | | 4- | | > Time | Sheet Repor | ts - BPO: Version 2.5.0.4 | - Example Comp | oany v2.5.0.0 | | | | | | x |
|-------------------|--------------------------------------|--|----------|--------------|-------------|---------------------------|----------------|-----------------|------------|-------------------|------------|----------|--------|-----|
| | Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales S | ervice Reporting | Utilities | - | Ð | × |
| Ok Process | Back | 5 | | | | | | | | | | | | \$ |
| Star En Emj | rt Date d Date ployee nmary | 01/01/2017 31/12/2017 Blanca Du Toit | <u>م</u> | | | | | | | | | | | \$ |
| Open Wi | indows • | | | | | | | User : JulandaK | 16/08/2021 | Version : 2.5.0.4 | Example Co | mpany 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