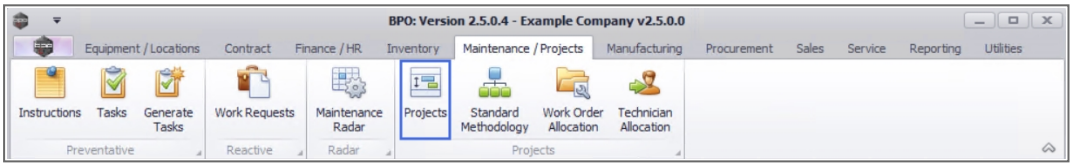
PROJECTS

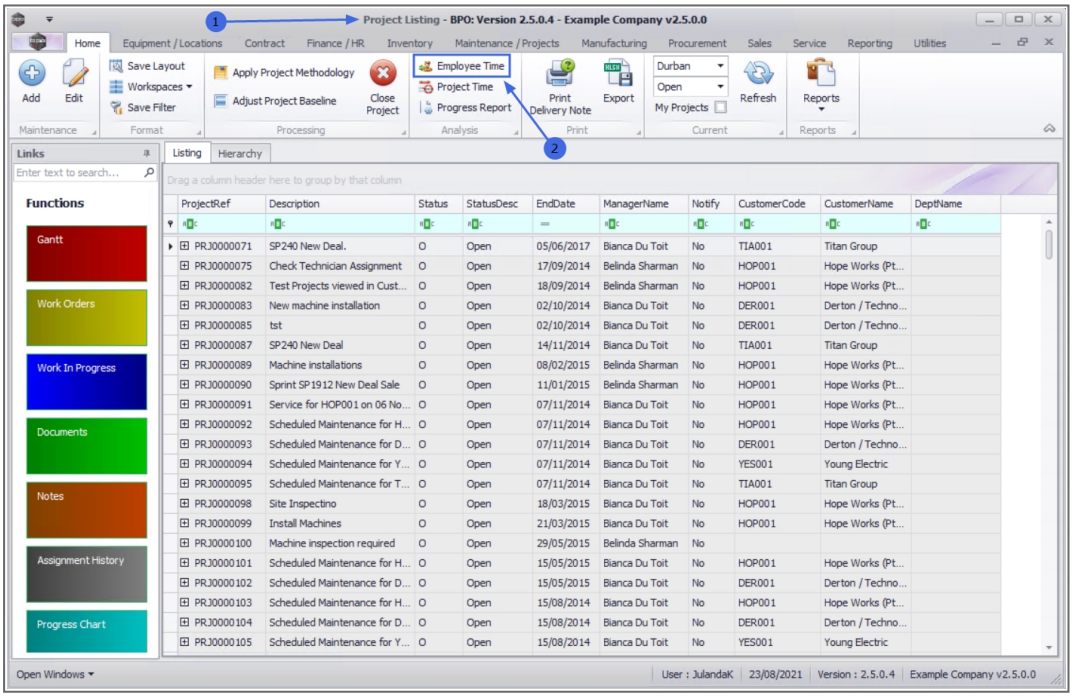
PROJECTS – EMPLOYEE TIME SHEET

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.

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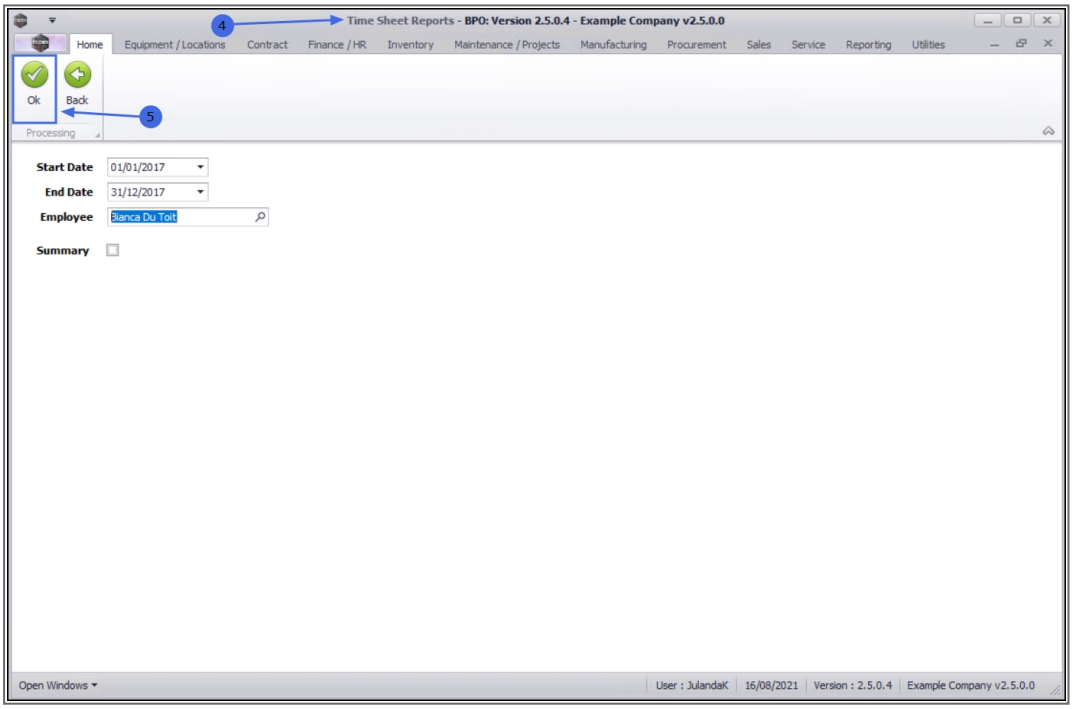
DETAIL TIME SHEET REPORT

- **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.

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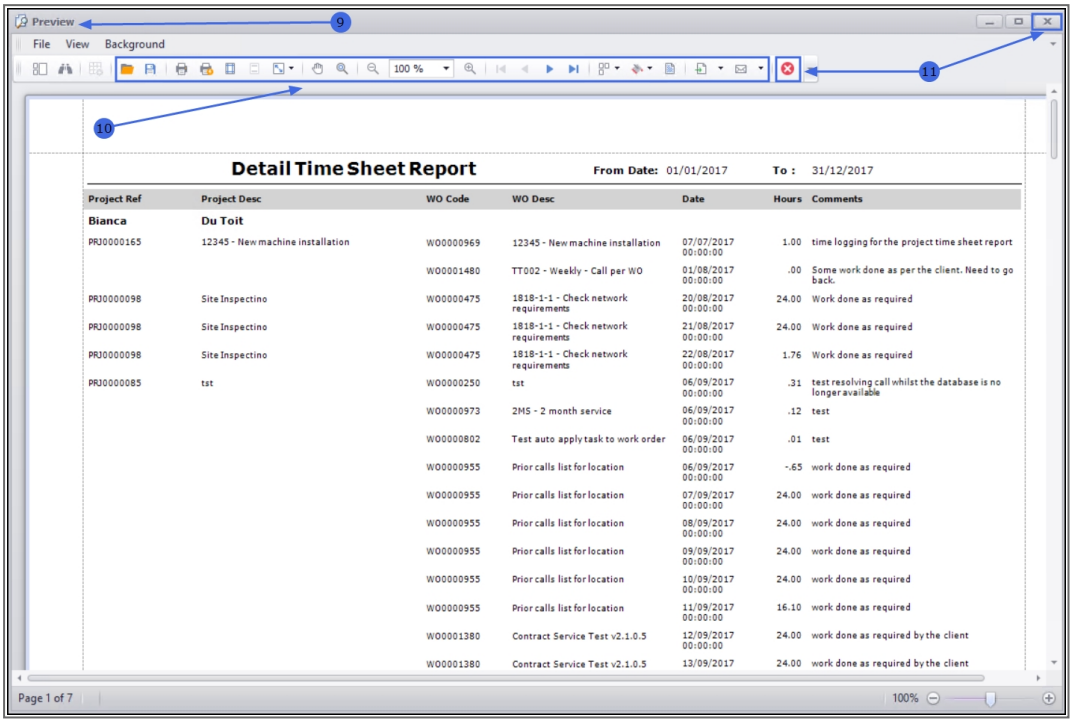
10. From here you can make cosmetic changes to the report as well as ***View***, ***Print***, ***Export*** or ***Email*** the Time Sheet.
11. Click on ***Close*** to return to the ***Time Sheet Reports*** screen.



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.

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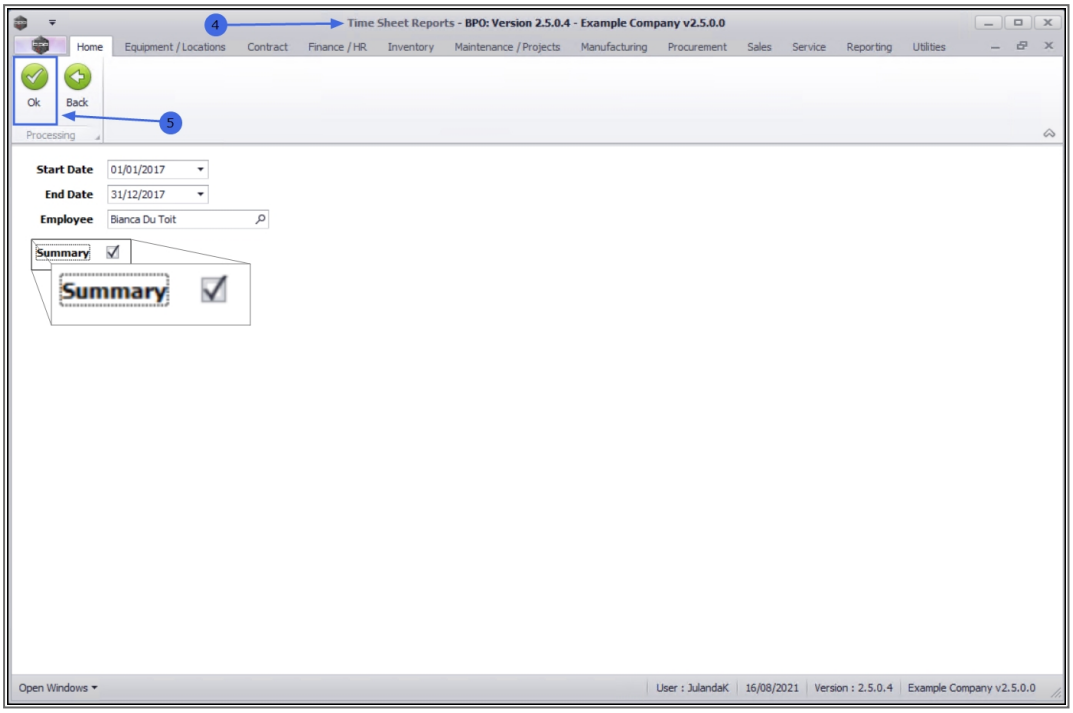
- **Summary:** Ensure that this field has been selected to generate the summary report.

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.

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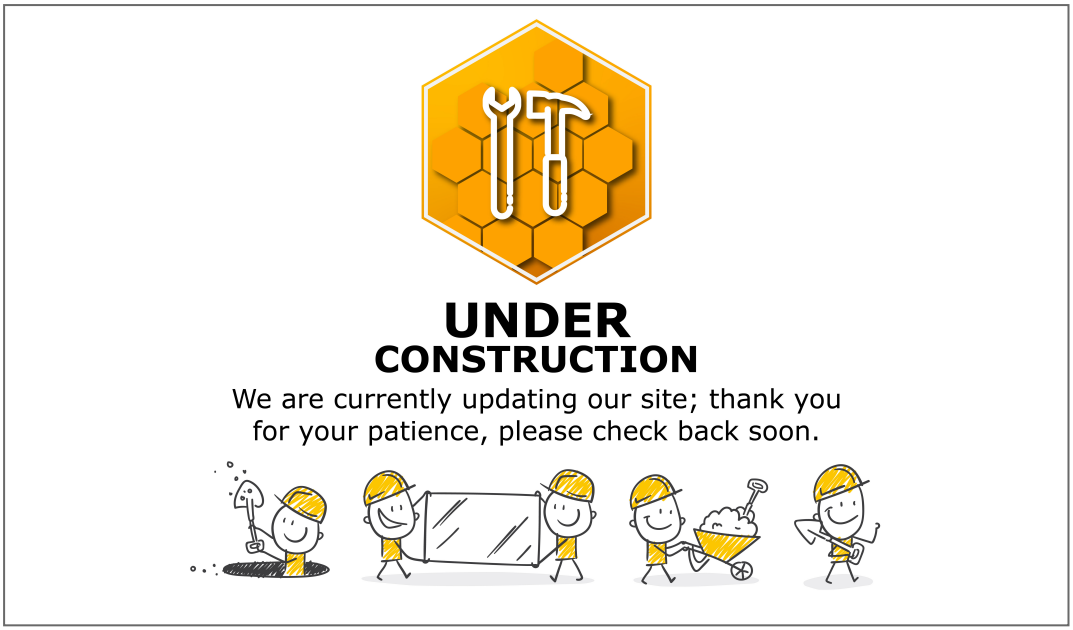

Related Topics

- Projects - Labour Time

MNU.058.043

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