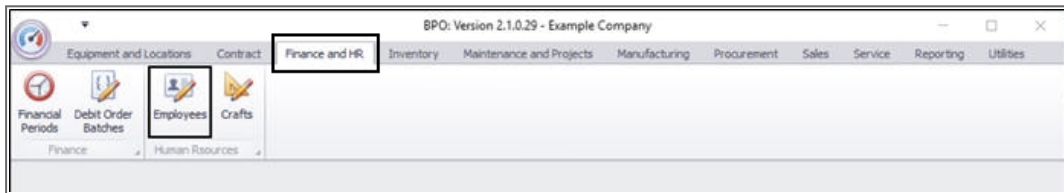


HUMAN RESOURCES

EMPLOYEES – REPORTS (EMPLOYEE TIME SHEETS)

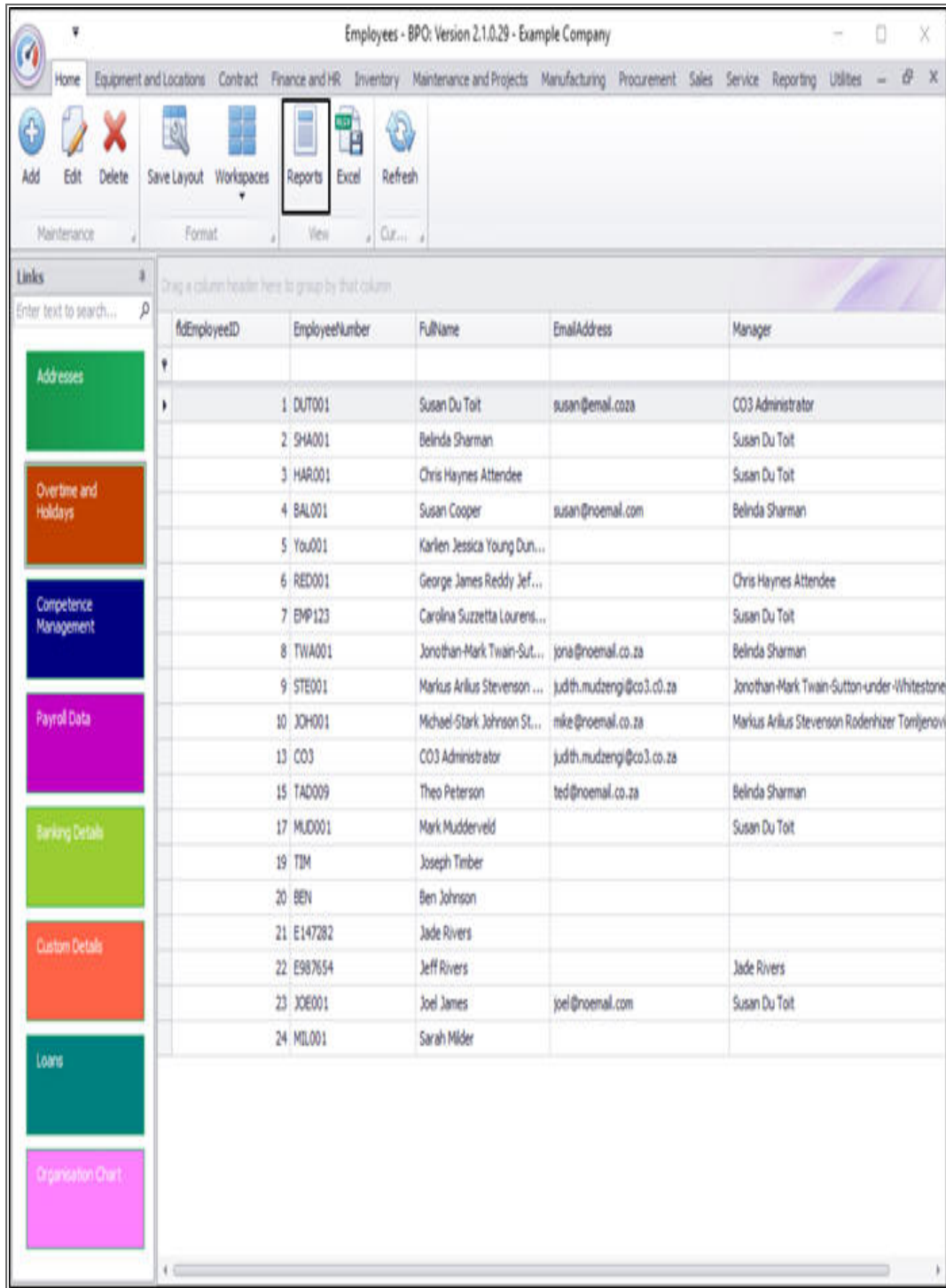
Ribbon Access: Finance and HR > Employees



- The *Employees* listing screen will open.

SELECT REPORTS

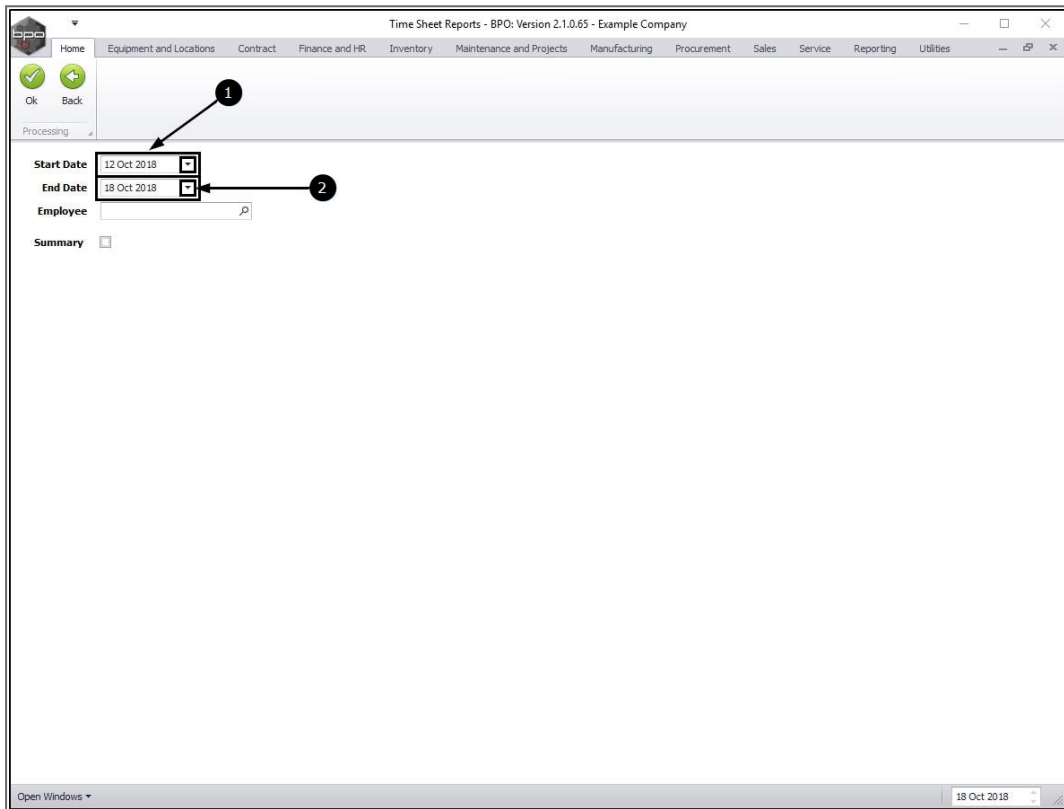
- Click on *Reports*.



The **Time Sheet Reports** screen will open.

SELECT DATE PARAMETERS

1. Start and Ends Dates:
 - **Start Date:** This will auto populate with the date 7 days prior to the current date.
 - **End Date:** This will auto populate with the current date.
2. If you wish to **change** the range, either **type in** the correct dates or click on the **drop-down arrow** in the date field.



- The **calendar** feature will open.
- Select the **date range** that you wish to view.

Time Sheet Reports - BPO: Version 2.1.0.29 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Ok Back

Processing

Start Date

End Date

Employee

Summary

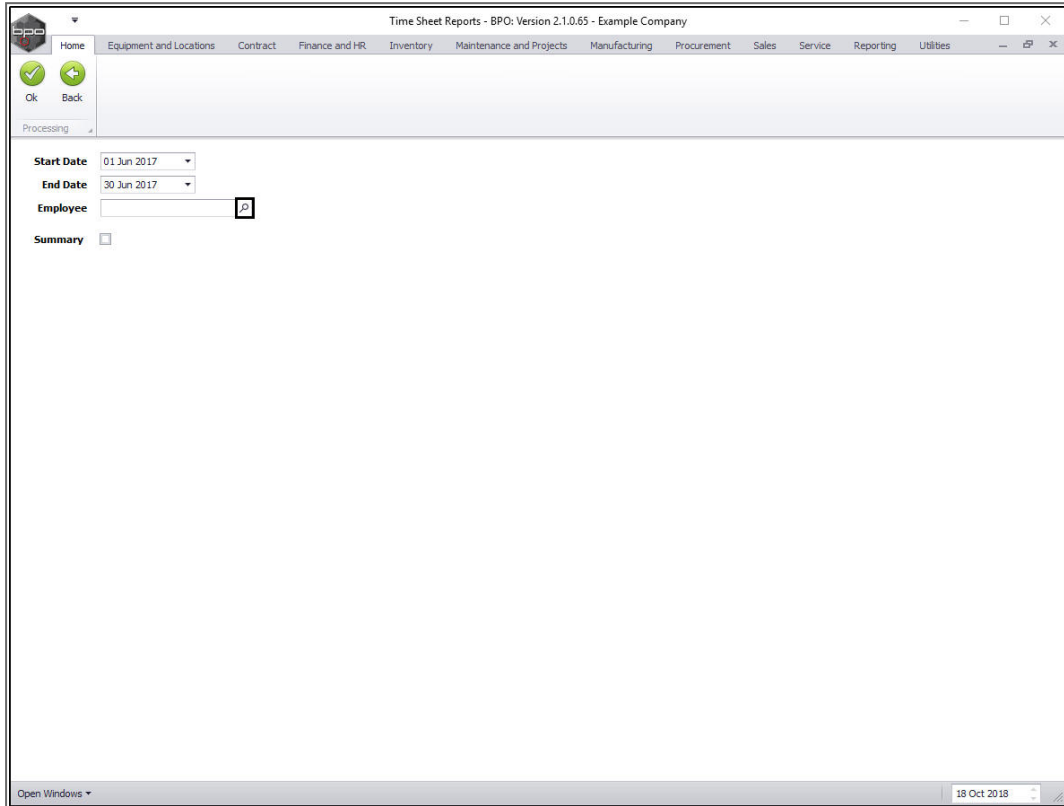
August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Clear

SELECT EMPLOYEE

- Click on the **search** button in the **Employee** field.



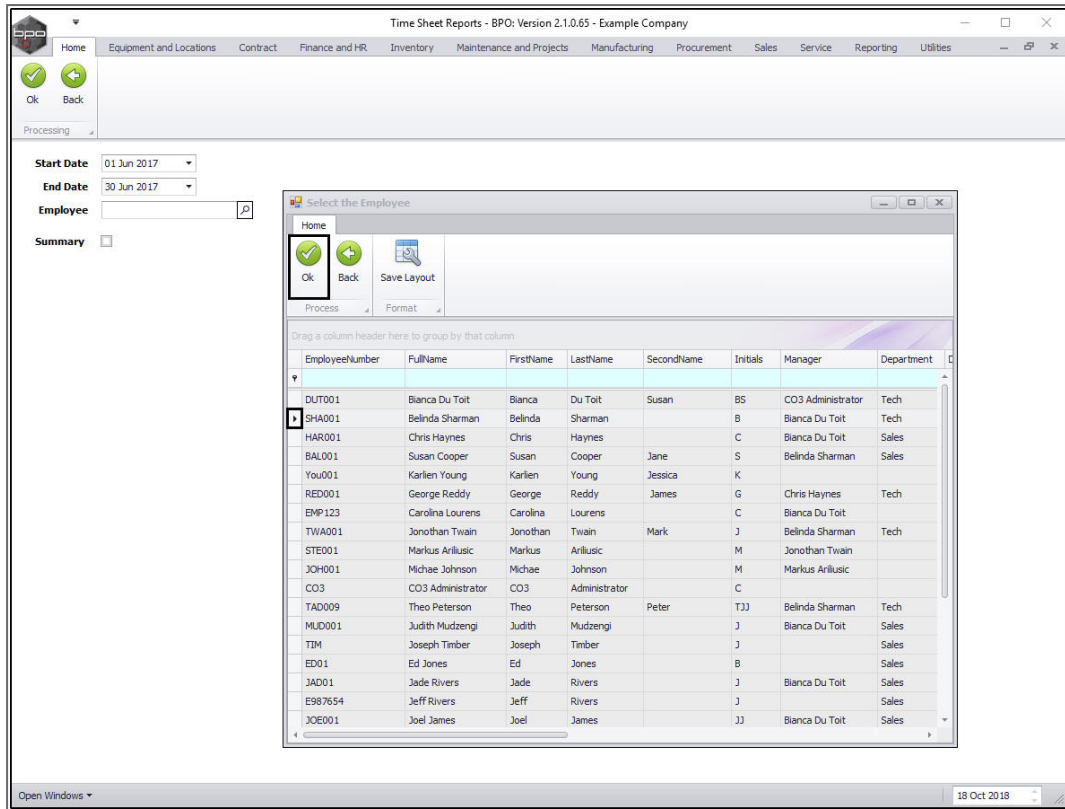
The screenshot shows a software window titled "Time Sheet Reports - BPO: Version 2.1.0.65 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with "Ok" and "Back" buttons. The main area contains a "Processing" status bar and a form with the following fields:

- Start Date:** 01 Jun 2017
- End Date:** 30 Jun 2017
- Employee:** A text input field with a search icon (magnifying glass) to its right.
- Summary:** A checkbox that is currently unchecked.

The window's taskbar at the bottom shows "Open Windows" and the date "18 Oct 2018".

The **Select the Employee** screen will pop up.

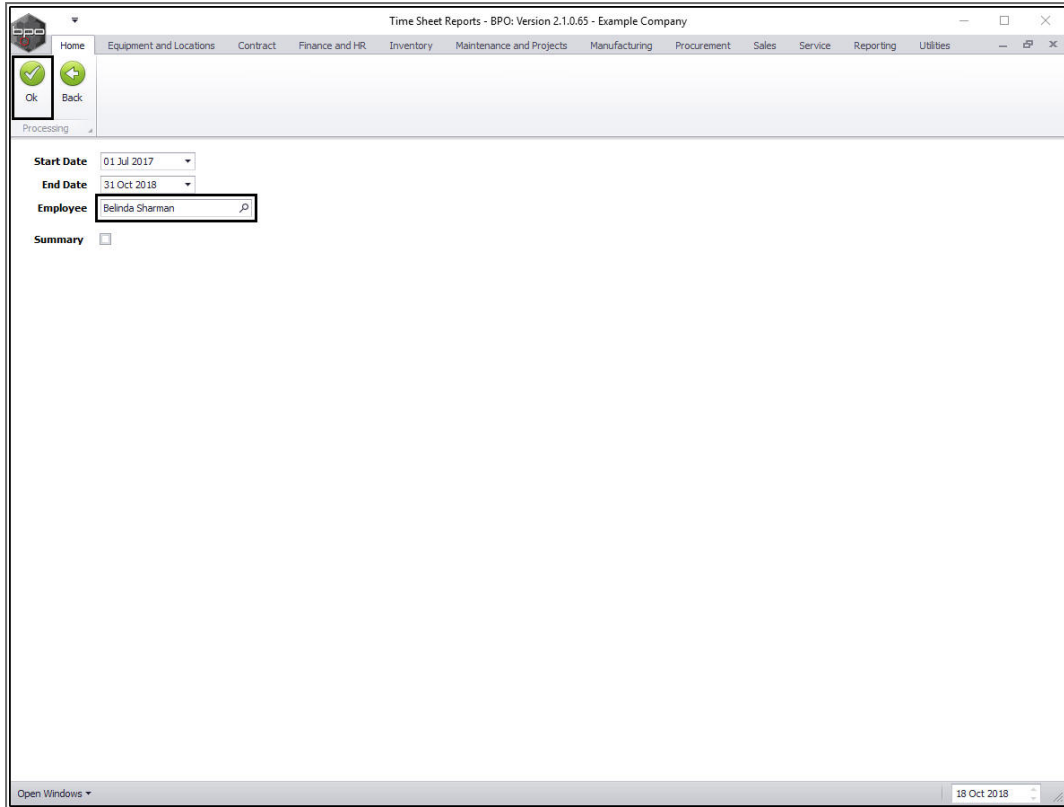
- Select the **row** of the relevant employee.
- Click on **Ok**.



1. The relevant employee will now be displayed in the **Employee** field.

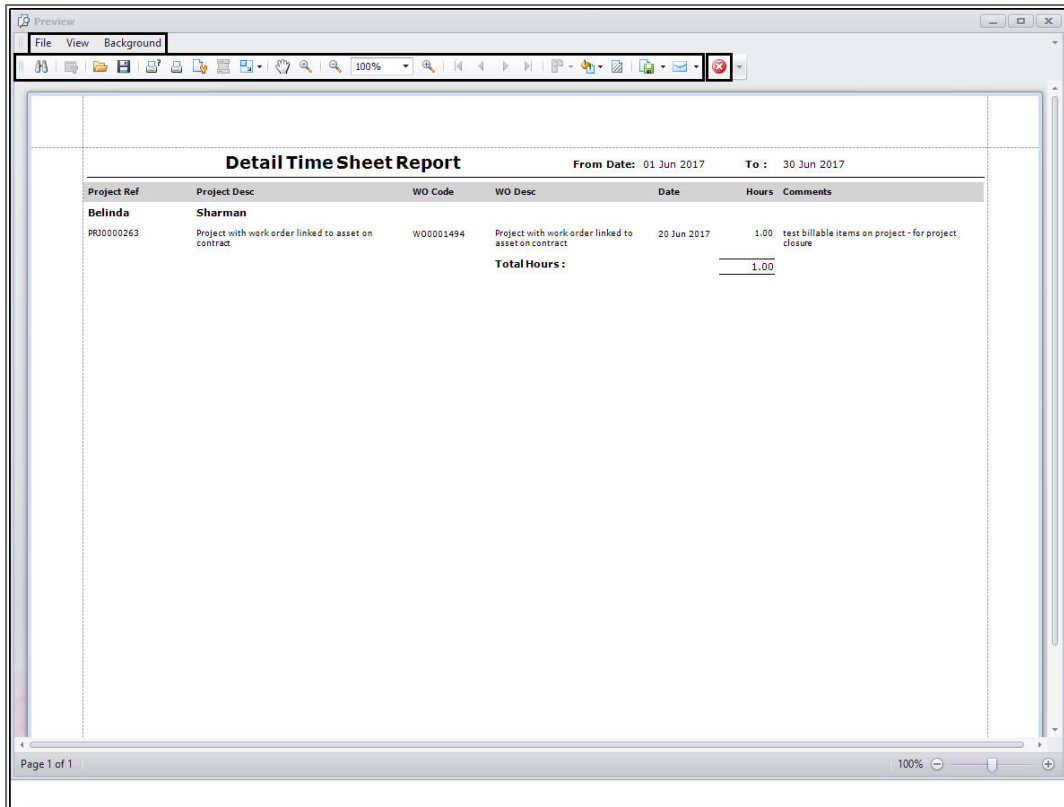
PRINT DETAIL TIME SHEET REPORT

2. If you wish to print a **Detail Time Sheet Report**, leave the **Summary** check box un-ticked.
3. Click on **Ok**.



SELECT REPORT OPTIONS

- The **Detailed Time Sheet Report** preview screen will open.
- From here you can use the toolbar to **View, Print, Export** or **Email** the Report.
- **Close** the report preview screen when you are done.



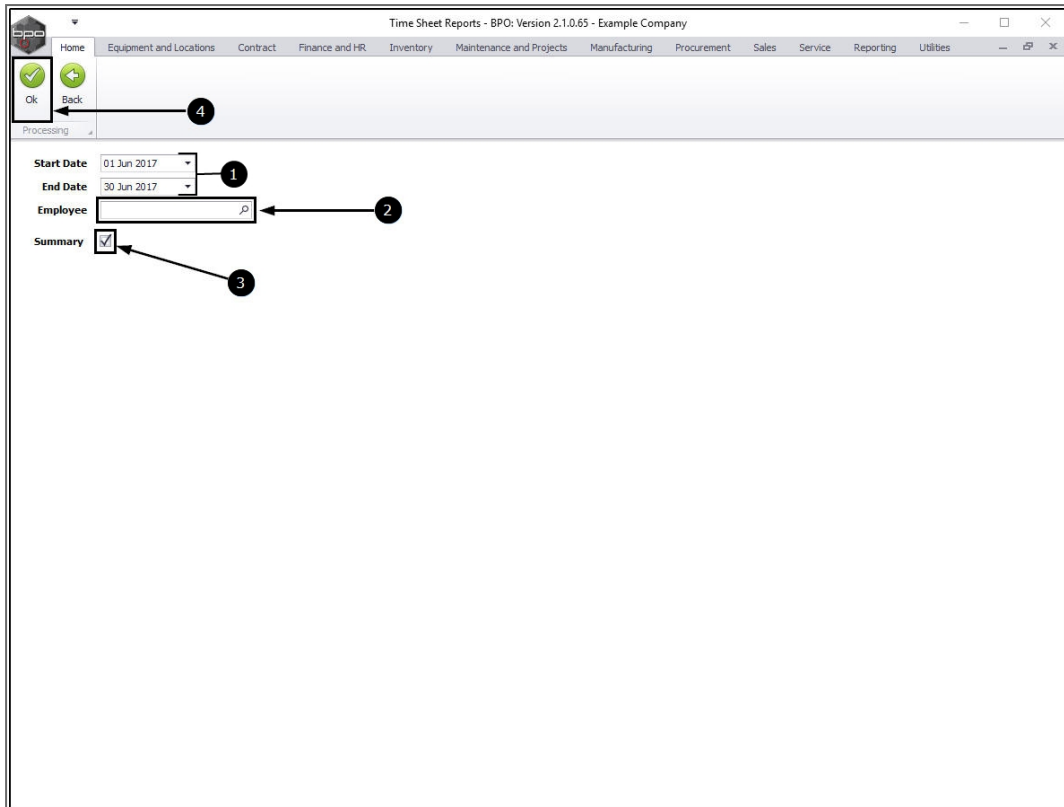
Detail Time Sheet Report						
		From Date: 01 Jun 2017		To : 30 Jun 2017		
Project Ref	Project Desc	WO Code	WO Desc	Date	Hours	Comments
Belinda	Sharman					
PRJ0000263	Project with work order linked to asset on contract	W00001494	Project with work order linked to asset on contract	20 Jun 2017	1.00	test billable items on project - for project closure
Total Hours:					<u>1.00</u>	

PRINT SUMMARY TIME SHEET REPORT

(Tick the Summary check box)

In the *Time Sheet Reports* screen;

1. Select the **Start Date** and **End Date**.
2. Leave the **Employee** field blank.
3. Click in the **Summary** check box.
4. Click on **Ok**.



VIEW TIME SHEET SUMMARY

- An **Excel** spread sheet will open.
- Here you can view the **Time Sheet Summary** of all employees for the selected dates.
- Either **Close**, or minimise the spread sheet screen to return to the **Time Sheet Reports** screen.

TimeSheetSummary_18-Oct-2018_10-55-28.xlsx - Excel

Abigail Milne

File Home Insert Page Layout Formulas Data Review View Add-ins Team Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

A1 EmployeeID

EmployeeID	Employee First_Nam	Last_Nam	WO_Code	WO_Desc	01-Jun-17	02-Jun-17	03-Jun-17	04-Jun-17	05-Jun-17	06-Jun-17	07-Jun-17	08-Jun-17	09-Jun-17	10-Jun-17	11-Jun-17	12-Jun-17	13-Jun-17
1	Bianca	Du Toit	WO00002	Machine F	0.25	0	0	0	0	0	0	0	0	0	0	0	0
4	Bianca	Du Toit	WO00002	3MS - 3 M	0.25	0	0	0	0	0	0	0	0	0	0	0	0
5	Bianca	Du Toit	WO00010	Call linked	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Bianca	Du Toit	WO00011	Issues Log	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Bianca	Du Toit	WO00013	Test call fc	24	24	24	24	24	24	24	24	24	24	24	24	24
8	Bianca	Du Toit	WO00014	Test edit c	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Belinda	Sharman	WO00014	Project wil	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Chris	Haynes			0	0	0	0	0	0	0	0	0	0	0	0	0
11	Susan	Cooper			0	0	0	0	0	0	0	0	0	0	0	0	0
12	Karliem	Young			0	0	0	0	0	0	0	0	0	0	0	0	0
13	George	Reddy			0	0	0	0	0	0	0	0	0	0	0	0	0
14	Carolina	Lourens			0	0	0	0	0	0	0	0	0	0	0	0	0
15	Jonathan	Twain			0	0	0	0	0	0	0	0	0	0	0	0	0
16	Markus	Ariliusic			0	0	0	0	0	0	0	0	0	0	0	0	0
17	Michael	Johnson			0	0	0	0	0	0	0	0	0	0	0	0	0
18	CO3	Administrator			0	0	0	0	0	0	0	0	0	0	0	0	0
19	Theo	Peterson			0	0	0	0	0	0	0	0	0	0	0	0	0
20	Judith	Mudzengi	WO00013	retest	0	0.17376	0	0	0	0	0	0	0	0	0	0	0
21	Judith	Mudzengi	WO00014	v2.1.0.6 Ph	0	0.01368	0	0	0	0	0	0	0	0	0	0	0
22	Judith	Mudzengi	WO00014	A, B, C clas	0	0.01032	0	0	0	0	0	0	0	0	0	0	0
23	Judith	Mudzengi	WO00014	New Deal	0	0.00696	0	0	0	0	0	0	0	0	0	0	0
24	Judith	Mudzengi	WO00014	My work -	0	0.01104	0	0	0	0	0	0	0	0	0	0	0
25	Judith	Mudzengi	WO00014	v2.1.0.7 - l	0	0.39832	0	0	0	0	0	0	0	0	0	0	0
26	Judith	Mudzengi	WO00014	1234	0	0	0	0	0	0	0	0	0	0	0	0	0
27	Judith	Mudzengi	WO00014	1234	0	0	0	0	0	0	0	0	0	0	0	0	0
28	Judith	Mudzengi	WO00014	test	0	0	0	0	0	0	0	0	0	0	0	0	0
29	Joseph	Timber			0	0	0	0	0	0	0	0	0	0	0	0	0
30	Ed	Jones			0	0	0	0	0	0	0	0	0	0	0	0	0
31	Jade	Rivers			0	0	0	0	0	0	0	0	0	0	0	0	0
32	Jeff	Rivers			0	0	0	0	0	0	0	0	0	0	0	0	0
33	Joel	James			0	0	0	0	0	0	0	0	0	0	0	0	0

MNU.021.008