

Time Sheet Monthly - report

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Introduction

It is used to see the Monthly time sheet report of the employee

Execution

Time Sheet Monthly Report

Home (162626) Time Sheet Monthly x Report: Time Sheet Monthly... x

Do you want to start the Process?

Date From * 01/04/2022 30/04/2022

Position

Department

empid

Business Partner

Run as Job

PARAMETERS INPUT FIELDS:

1. Date From and To: It refers to the period that we want to generate the report(MONTHLY)
2. Position: We can generate the report using position filter
3. Department: we can generate report using Department
4. Empid: We can generate report using Employee Id
5. Business Partner: We can generate report using Employee name

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Report: Time Sheet Monthly-Template - Copy Record

HTML Time Sheet Monthly-Template - Copy Record Summary

Parameter: Date From Between 01/04/2022 - 30/04/2022

Employee ID	Employee Name	Date From	Date To	Department	Position	Job Type	Submitted Hours	Approved Hours
1000002	Prasanth	04/04/2022	08/04/2022				40	0

OUTPUT FIELDS:

1. Employee ID: Employee ID will show in this field
2. Employee Name: The name of the employee will show here
3. Date from and To: It will show the record date (for the month)
4. Department: It will be the Department of employee
5. Position: It will show the position of the employee
6. Job Type: It will show the job type of the employee
7. Submitted hours: It will shows the total submitted hours spent for the period(month)
8. Approved Hours: It will shows the total approved hours from the submitted hours