

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

The screenshot shows a web application interface for generating a 'Time Sheet Monthly Report'. At the top, there is a navigation bar with three tabs: 'Home (162626)', 'Time Sheet Monthly' (which is the active tab), and 'Report: Time Sheet Monthly-...'. Below the navigation bar, the main content area starts with the question 'Do you want to start the Process?'. This is followed by a series of input fields for filtering the report: 'Date From' (with a calendar icon and the value '01/04/2022'), 'Date To' (with a calendar icon and the value '30/04/2022'), 'Position' (a dropdown menu), 'Department' (a dropdown menu), 'empid' (a text input field), and 'Business Partner' (a dropdown menu). At the bottom of this section, there is a checkbox labeled '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

Home (162626)

Time Sheet Monthly ✕

Report: Time Sheet Monthly-... ✕

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