

# Tab

- Time Sheet
- Time Sheet Line

# Time Sheet

Home (162626) Time Sheet: 1000096 April ... x

Time Sheet 1/1

Record saved

<u>Client</u>	XYZ Foundation	<u>Organization</u>	XYZ Offsite
<u>Document No</u>	1000096	<u>Document Type</u>	TimeSheet
<u>Name</u>	April First Week	<u>Document Date</u>	04/04/2022
<u>Business Partner</u>	Prasanth	<u>User/Contact</u>	Dinesh pravatha
<u>Department</u>		<u>Position</u>	
<u>Contract</u>		<u>Shift</u>	
<u>Date From</u>	04/04/2022	<u>Date To</u>	08/04/2022
<input type="checkbox"/> Processed		<input type="checkbox"/> Approved	

## CRITICAL FIELDS:

1. Name : We can maintain it for our reference as shown in image
2. Document date : Date of the Time sheet prepared
3. Business Partner : Employee name can be selected
4. User/Contact : Employee user name will update automatically
5. Department/Position/Shift : It will updated from salary structure
6. Date from: starting date of the period
7. Date To : Ending date of the period
8. Processed : If payroll processed against time sheet then it will automatically updated
9. Approved : Once the record is approved it will be updated automatically

# Time Sheet Line

Home (162626) Time Sheet: 1000096 April ...

Time Sheet > Lines

Record saved

Client*	XYZ Foundation	Organization*	XYZ Offsite
Project	1000004_Project Summary	Project Phase	10_kj
Project Line		Project Task	
Time Sheet Task	Customer supporting	Partner Location	
Business Partner	MAK Controls	User/Contact	
Accounts		Service Request	
Order		DailyHours	8.0
Transaction Date*	04/04/2022	Remarks Supported for the Customer and Clarified the doubt	

## Description :

Based on the From and To date in header, While saving header window it will automatically populates records date wise in this subtab, So Employee can mark their work status against project date wise.

## CRITICAL FIELDS:

1. Project/Project phase/Project Line/Project task : We can select the project name and phase details here
2. Time sheet Task : We can maintain the activity here, Eg. Customer Support, Internal work etc,
3. Business Partner name : We can select the customer name to whom employee have supported
4. Partner Location : It will updated automatically based on customer
5. Order : We can map the Order to track.
6. Transaction date : date will be updated automatically from header
7. Daily hours : We can maintain the which is spend for the particular activity for the date
8. Remarks: We can maintain the employee Work activity for the project or task and can describe the work here.