

# Time Sheet

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# Introduction

Using Time Sheet employees can put their daily work status and it can be sent for approval to superiors. (It can be maintained to monitor Employee work status against project)

# Introduction

1. Using Time Sheet employees can put their daily work status and it can be sent for approval to superiors.

(It can be maintained to monitor Employee work status against project)

Tab

Tab

# Time Sheet

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

**Time Sheet** 1/1

Record saved

|                                    |                  |                                   |                 |
|------------------------------------|------------------|-----------------------------------|-----------------|
| <u>Client</u>                      | XYZ Foundation   | <u>Organization</u>               | XYZ Offsite     |
| Document No                        | 1000096          | <u>Document Type</u>              | TimeSheet       |
| Name                               | April First Week | Document Date                     | 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>                      |                 |
| Date From                          | 04/04/2022       | Date To                           | 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

Tab

# 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.

# Document Actions

# Validations

## **Save**

1.System will check the all mandatory fields

## **Delete**

1.System will delete the Document and its history details

## **Document action prepare**

1.System will check the period details and master data's checking

## **Document action complete**

1.Once document action is complete ,all fields are update in read only

## **Document action void/reverse correct actual**

1.Void- system will reverse all the transaction data's and change the document status to Void

## **Document action close**

1.system will check whether all the activity for the document is completed and change the Document status to close.



# Video