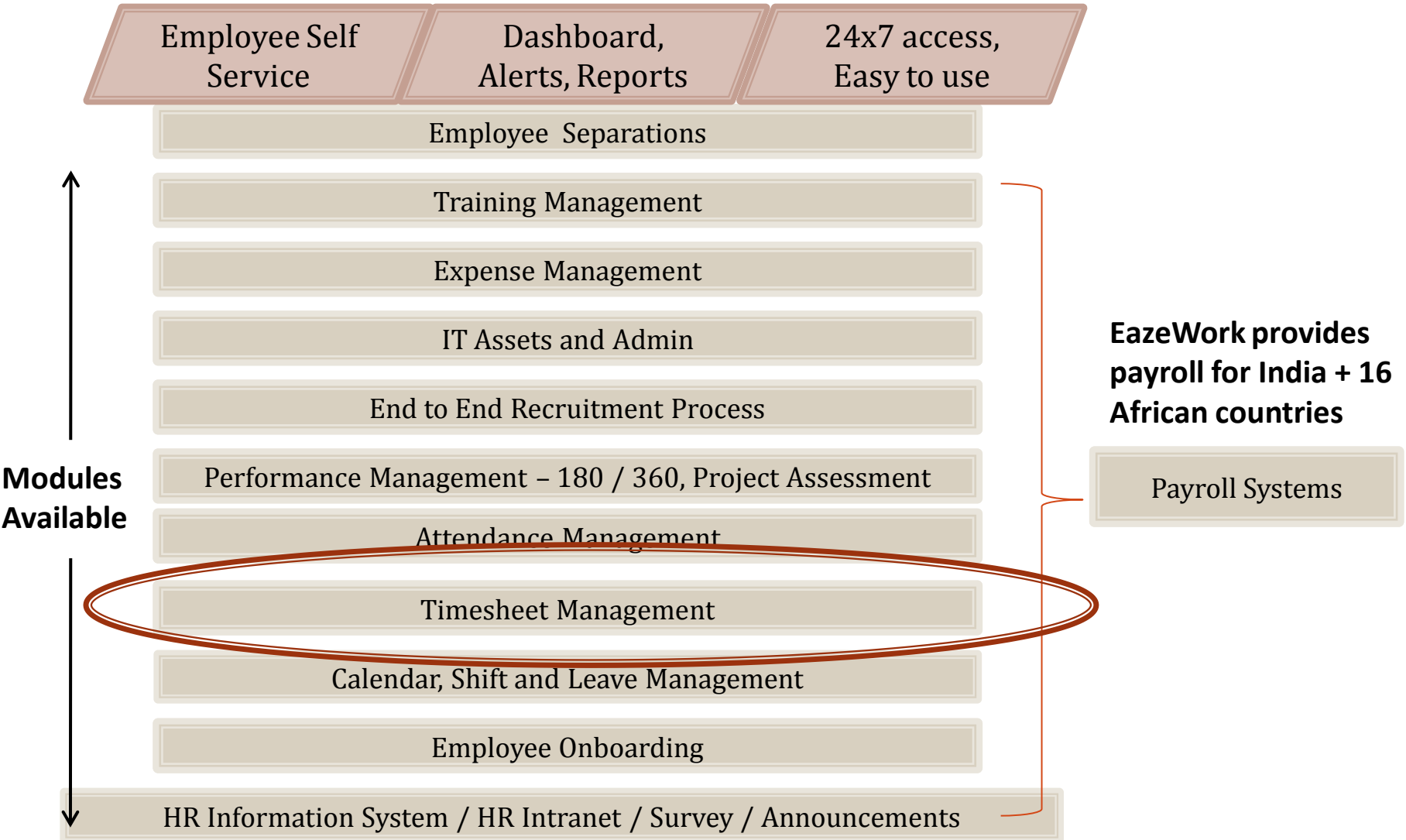


# Timesheet Module

August 2014

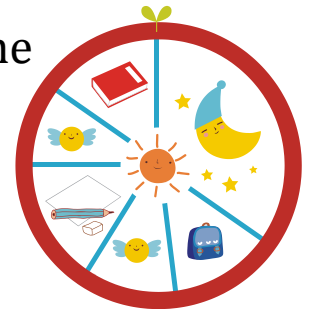


# EazeHR – Comprehensive HR application



# Timesheet Module

- Define Activities and Projects in the Setup
- Weekly timesheet to capture time spent on various activities
- Can support Expense and Billing rates by employee type
- Billable, Non billable activities and approval by reporting manager
- Team members can be added and removed to the project during the project life cycle multiple number of times
- Alerts of various activities like
  - Information on inclusion in project
  - Reminder of timesheet deadline
  - Submission of timesheet
  - Return or approval of timesheet
  - Total number of submitted /approved hours exceeding limits is sent by the system to various participants



# 4.1 Creating Projects and Activities

Administrator can create Activities and Projects and map Project Manager and team members to it.

Charge Code	Description	Type	Status
CS01	L1 Customer Support	Billed	Active
CS02	L2 Customer Support	Billed	Active
SD01	Software Development	Billed	Active

Project Code	Project Name	Start Date	End Date	Status
P001	Spanco Africa	01-01-2012		Active
P002	Mansion Corporates	01-04-2012		Active
P003	Airbus Ltd	01-01-2013		Active
MUL01	Maruti engine design	01-01-2013		Active

**Project Employee Map**

Project:

**Pending Employee**

Add

	Employee Name	Employee Code	From Week
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Adrian's Tenju	4	06-01-2013 ▾
<input type="checkbox"/>	Harish Dubey	25	06-01-2013 ▾
<input type="checkbox"/>	Kanil Dav	13	06-01-2013 ▾

## 4.2 Defining Rates and Costs

Rates can be mapped by employee and changed by weeks.

### Assign Employee

Remove

<input type="checkbox"/>	Employee Name	Employee Code	Rate	From Week	To Week
<input type="checkbox"/>	Salil Agarwal	21	1000.00	05-02-2012	-Select- ▼
<input type="checkbox"/>	Sujit Guha	2	800.00	28-08-2011	-Select- ▼
<input type="checkbox"/>	Supriya Talwar	12	600.00	22-01-2012	-Select- ▼
<input type="checkbox"/>	Wahid A Shiraz	1	600.00	31-07-2011	-Select- ▼

No.Of Rows: 5 ▼ 1

### Hourly Costs

Level Name	Current Cost		Future Cost	
	Date From	Hourly Cost	Date From	Hourly Cost
CEO				
General Manager				
Manager	01-01-2013	300.00		
Management Trainee	01-01-2013	250.00		
Technician	01-01-2013	200.00		

No.Of Rows: 5 ▼ 1

Costs can be mapped by level and maintained across time.

# 4.3 Timesheet Recording

Employees can fill up timesheet weekly basis for the projects and activities assigned to them

**Create Timesheet**
Prefill from previous ✕

Week starting August 07, 2011

Project Code	Charge Code	Sun 07	Mon 08	Tue 09	Wed 10	Thu 11	Fri 12	Sat 13	Total
PP02-Training Module De <span style="font-size: small;">▼</span>	CC02-Development <span style="font-size: small;">▼</span>		04:00	03:00	04:00	04:00	04:00	06:00	25:00
PP01-Development <span style="font-size: small;">▼</span>	CC02-Development <span style="font-size: small;">▼</span>		03:00	05:00	04:00	03:00	03:00	04:00	22:00
									<span style="border: 1px solid #000; padding: 2px 5px;">Add New</span>
Day Total		00:00	07:00	08:00	08:00	07:00	07:00	10:00	47:00

Remarks

Save as Draft
Submit for Approval
Cancel

# 4.4 Timesheet Approval

**Approve Timesheets**

-Select- ▾

<input type="checkbox"/>	Employee Code	Employee Name	Week	Available	Billed	Unbilled
<input checked="" type="checkbox"/>	000002	John	11-Sep	66:30	35:00	

**Edit | Approve**

---

**John time sheet for week of 11-Sep** ✕

Week starting September 11, 2011

Project Code	Charge Code	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Total
PP01 ▾	CC01 ▾		05:00	05:00	07:00	06:00	06:00	06:00	35:00
									<input type="button" value="Add New"/>
Day Total		00:00	05:00	05:00	07:00	06:00	06:00	06:00	35:00
Hours Available		09:30	09:30	09:30	09:30	09:30	09:30	09:30	66:30

Remarks

John cover up the pending hrs in week-end

Manager can either directly approve through mouse over command or approve after editing timesheet .

## 4.5 Reports

- There are five reports
  - Timesheet Summary
  - Timesheet Details
  - Weekly Timesheet
  - Daily Timesheet
  - Cost and Billing Details
  - Pending Timesheets
- Snapshots for some are given below..

### Pending Timesheet

**Pending Timesheets**

Employee Name:  Employee Code:   
 Project Name:  Project Code:

**Generate Report**

Employee Code	Employee Name	Project Code	Week Starting	Status	Pending With
2	Sanjay Singh	PRJ001	13-Jan-2013	Submitted	Manoj Kumar Verma

No.Of Rows:

**1**



# Report formats

## Weekly Timesheet

**Employee Timesheet Details (Weekly)**

Employee Name\*  Employee Code\*   
 Week From\*  Week To\*   
 For Hours\*  Type of Hours\*

**Generate Report**

Project Code	Project Name	Charge Code	Week1	Week2	Week3	Week4	Total Hours
PRJ001	Project for Deve	Holiday Working	52:00	52:00	0:00	0:00	104:00
PRJ001	Project for Deve	Overtime	45:00	45:00	0:00	0:00	90:00

No.Of Rows:  1

## Timesheet details

**Timesheet Details**

Project Code\*  Project Name\*   
 Week From\*  Week To\*   
 For Hours\*  Type of Hours\*

**Generate Report**

Employee Code	Employee Name	Charge Code	Week1	Week2	Week3	Week4	Total Hours
1	Ajay Gupta	Holiday Working	0:00	52:00	52:00	0:00	104:00
1	Ajay Gupta	Overtime	0:00	45:00	45:00	0:00	90:00

No.Of Rows:  1