

Time Sheet – User Guide

The Timesheet at INT is an easy-to-use application which records the activity and respective time spent by each employee.

Objective of Timesheet

Timesheet is used for management accounting. It helps in capturing following information:

- Record the duration of time spent on specific tasks.
- Project resource mapping.
- Attendance reports.
- Bench report.
- Etc.

This information is used for following purpose:

- Payroll
- Project costing & estimation
- Efficiency tracking
- Budgeting
- Etc.

Scope of Applicability

The Timesheet is applicable to all employees of INT.

Principle for Filling Timesheet

- Record your complete time spent in office daily and accurately as per the Time Sheet User Guide.
- Minimum 8 (eight) hours of working time shall be logged for every full day of work, and 4 (four) hours of working time shall be logged for every half-day of work. Work time excludes any refreshment / lunch breaks.
- Supervisor is responsible for approving the timesheets, after reviewing the work done against the time consumed. Supervisors must ensure that approval of the timesheets are received by the HR on the 25th of every month for duly processing the salaries.
- Management reserves the right to deduct pay for unrecorded hours.
- Falsification of timesheets submitted is considered gross misconduct and disciplinary action may be taken by the management.

This User Guide documents all steps to be executed to ensure effective use of the Timesheet system.

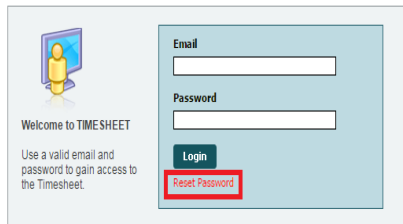
Listed below are modules directly related to the timesheet-

- **Timesheet**- provides employee's hours worked in-out time, biometric to actual work hour variance report and late hours. This data must be recorded accurately on all working days.
- **Change Password**- allows employee to regularly change his or her password to avoid security breach.

Logging In

1. Please log on to '<http://209.59.178.204/~internal/timesheet/login/>'

First time users, please click on the '**RESET PASSWORD**' button.



[Click here for Indusnet HR Policies](#)

The password is automatically mailed to your email ID.

2. Once you have successfully received password, log in to the time sheet application.

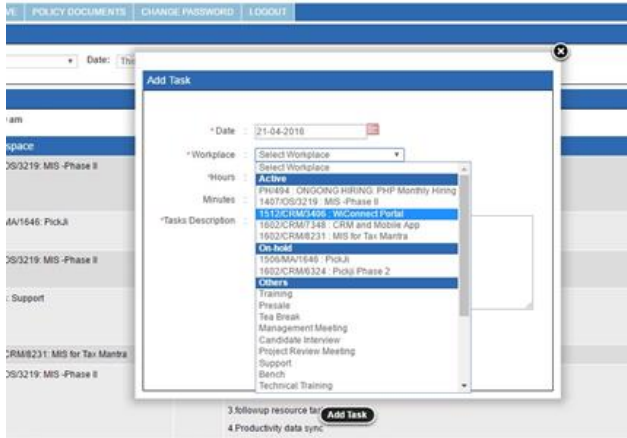
SECTIONS IN TIMESHEET

Logging Time in Timesheet

The timesheet module

- Records employee In-Out time, work hours, biometric time reports and deviation reports.
- Helps HR to calculate billable/non billable hours.
- Generates project allocation to hours spent report, timesheet /biometric variance report which are required to proceed pay cycle for individual employee.

1. To Log a worked hour for the day. Click '**ADD TASK**'.
2. Once you click on the '**ADD TASK**' button, a pop up opens up. The workplaces can be added based on the project ID from the dropdown.



3. Select the correct project in which you have worked and please fill in the requisite data and click '**SUBMIT**'.

Generate Own Report

Self-Timesheet Report can be generated to mark and measure number of hours utilised in each workspaces. It helps the company to measure the productivity and profitability of each individual in each project.

1. Click on the Timesheet dropdown to select '**GENERATE OWN REPORT**'.
2. Select the desired '**WORKSPACES**' from the dropdown in the Task Search Panel.
3. Select Workspaces in Group By dropdown. Please note that this report can only be categorised by workspaces.
4. Select the time period of which you desire to generate the report from the drop down.
5. Select '**SEARCH**'. The page displays the desired results.

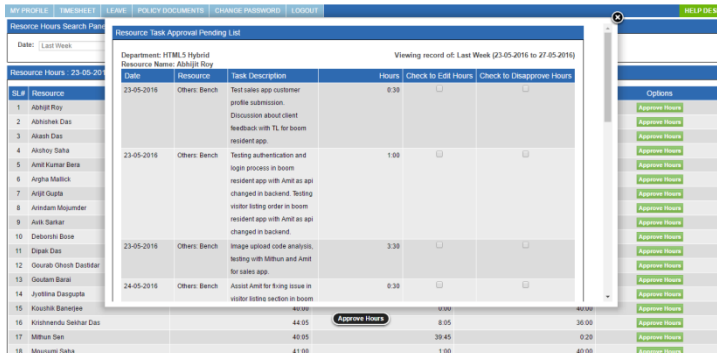
Biometric Report

Biometric Report can be generated to mark and measure number of hours worked and the late hours. It helps the company to generate and measure the biometric to actual hour's variance report.

1. Click on the Timesheet dropdown to select '**BIOMETRIC REPORT**'.
2. Select the time period of which you desire to generate the report from the drop down.
3. Once you click '**SEARCH**', the report is generated below.
4. Please note that the late hours are calculated from the difference in your '**APPROVED OFFICE IN TIME**' and the actual '**IN TIME**'.

Hour Approval Report

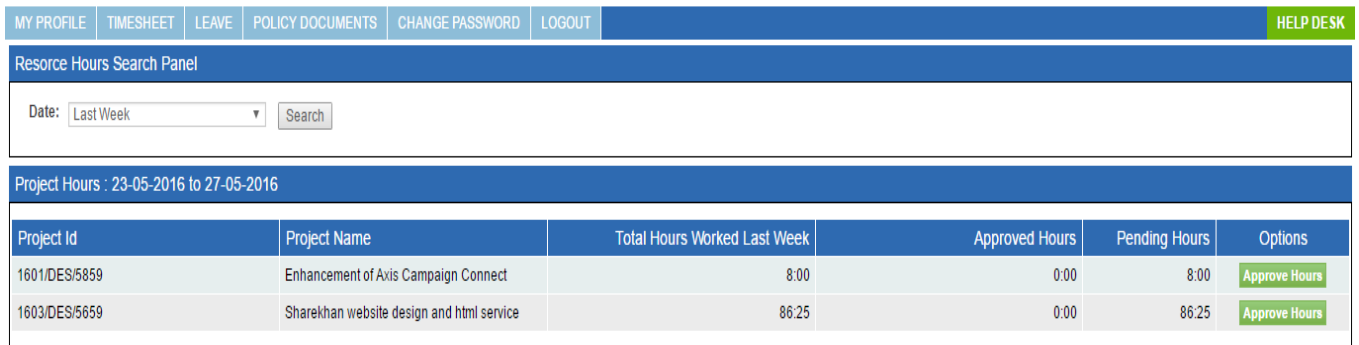
Hour Report is generated by PM to mark and measure the number of hours worked by any resource in each project. PM can approve the task description provided by the resource or edit/ reject the same. On rejecting, the resource receives a notification for changing the task details as required.



Date	Resource	Task Description	Hours	Check to Edit Hours	Check to Disapprove Hours
23-05-2016	Others: Bench	Test sales app customer profile submission.	0.30	<input type="checkbox"/>	<input type="checkbox"/>
23-05-2016	Others: Bench	Discussion about client feedback with TL for boom resident app.	1.00	<input type="checkbox"/>	<input type="checkbox"/>
23-05-2016	Others: Bench	Testing authentication and login process in boom resident app with Amit as api changed in backend. Testing visitor listing order in boom resident app with Amit as api changed in backend.	3.30	<input type="checkbox"/>	<input type="checkbox"/>
24-05-2016	Others: Bench	Image upload code analysis, testing with Mihun and Amit for sales app.	0.30	<input type="checkbox"/>	<input type="checkbox"/>
24-05-2016	Others: Bench	Adjust Amit for firing issue in visitor listing section in boom	0.30	<input type="checkbox"/>	<input type="checkbox"/>
			44.00	8.05	36.00
			40.05	39.45	0.25
			41.00	1.00	40.00

Project Hours Approval Report

Project Hours Report is generated by PM to mark and measure the number of hours spends in each project by all the allocated resources. PM can approve the project hours provided by the resource or edit/ reject the same. On rejecting, the resource receives a notification for changing the project details as required.



Project Id	Project Name	Total Hours Worked Last Week	Approved Hours	Pending Hours	Options
1601/DES/5859	Enhancement of Axis Campaign Connect	8:00	0:00	8:00	Approve Hours
1603/DES/5659	Sharekhan website design and html service	86:25	0:00	86:25	Approve Hours

© 2016 TIMESHEET All rights reserved. Execution Time: 0.0193 Memory Consumption: 1.42MB

Password Change

1. Click the '**CHANGE PASSWORD**' button.
2. Once the page appears, fill in the old password followed by the new password. Click '**CHANGE**' button.

Logging Out

1. Click on the '**LOGOUT**' button.
This takes you back to the log in screen.