E3

enterprise
execution
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TIMESHEET

Prerequisites for timesheet

1. Project to be created by respective PM/PMO

2. Process, Activities, Defects, Checklists are to be configured to the project by PM

3. Add WBS(s) to the process by GL/TM/PE

4. Resource to be added to the project by PM

Only General and Best activities can be entered without process and WBS

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Timesheet – Process Flow

Approved Project/Process and updated WBS

Select date, Project, process, WBS, activity, time spent and status

Save the timesheet details

E3 Reporting, reviewing and iHR reporting manager will get the notification in E3 home page

Approved time sheet will be considered for payroll/attendance

General activities process will be mapped to the project by default

Saved details can be edited or deleted before the approval through "Manage timesheet"

Approval Q in others will disappear if any one of the above is approved

If you want to correct the time sheet after approval- Use "Un approve" option in View timesheets(OnlyPMs)

Miscellaneous process will be added by default for all the C3 projects

GEO	Description	Lock Period
India	Time sheet Period	21st to 20th monthly
	Time sheet entry cut -off	1st to 20th → on or before 21st of the month
		21st to 31st → on or before 31st of the month (last calendar day)
	Time sheet approval cut -off	1st to 20th → on or before 23rd of the month
		21st to 31st →on 1st working day of subsequent month
NAM	Time sheet Period	Fortnightly-Monday to Sunday(Ex: 7-Dec-2015 to 20-Dec-2015)
	Time sheet entry cut -off	Monday after the pay period (Ex: 21-Dec)
	Time sheet approval cut -off	Tuesday after the pay period (Ex: 22-Dec)

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TIMESHEET ENTRY

Timesheet Daily- for India and other locations
Except(NAM and APAC)

Timesheet screens will vary based on the location that associate is mapped in iHR

Irrespective of the Location, this functionality should be used for:
- Recording day wise time spent details
- Recording the Defects observed during the quality checks
- Refer and update check lists

Timesheet Daily

This allows the user to enter timesheet on a single unit of production (WBS element) on daily basis

1. **Select Date**
2. **Select the Project**
3. **Select the Process**
4. **Select the Activity**
5. **Select WBS1 - First level WBS**
6. **Select WBS2 - Second level WBS (if applicable) so on..**
7. **Enter Time Spent (see next slide for options)**
8. **Select Status**
9. **Select Shift**
10. **Click Save**

This option Will not be visible for the Associate with User role

Timesheet | Project Status | Reports | PMO | Dashb

Timesheeet > Timesheet Entry

Enter Associate Missing Timesheet : ☐
Total Time Spent : **0**

Project : PMO_2015
Project Location : IN-HYD-MAD
*Process : PMO - V1
WBS1: *DU : Select
*Time Spent :
Remarks :
Software Used : -NA-

*Date : 31-Mar-2015
Associate Location :
*Activity : PMO and PMP support
WBS2: *IDU : Select
*Status : In Progress
*Shift : General

Maximum 17 Hrs/Day

Checklist | Defects / Feedback | Save

> **Timesheets for the period 1st to 20th of every month will get locked on 21st**
> **Timesheets for the period 21st to 31st (Last date of Month)will get locked on 31st(Last date of Month)**
> **Associates are not allowed to record the time sheets after the locking**
> **Advised to practice timesheet entry on daily basis**

Timesheet Daily

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Timesheet > Timesheet Entry

Enter Associate Missing Timesheet : ☐

Total Time Spent : **0 hrs**

Project : AFS Process Support_Offshore_HYD ▾

* Date : 14-Dec-2015 📅

Project Location : **IN-HYD-MAN**

Associate Location : **IN-HYD-MAN**

* Process : Outside Can-Offshore-HYD - V1 ▾

* Activity : Study of inputs ▾

* Value Stream :

| Select |
| AFS Standardization |
| AMD Management |
| DR/RFA |
| EC |
| PFMEA |
| PM-DOC |
| Post Migration |
| RFN |
| Special Projects |

Select

* Deliverables : Select ▾

* Time Spent :

* Status : In Progress ▾

Remarks :

Software Used :

* Shift : General ▾

Please observe the list of WBSs against activities. Some time you may not find the WBS which you require against the activity.
There are two type of activities, one is Independent and dependent. If the Project manager configure the activities in dependency mode as required by the project. Associate will see the WBSs eligible for that activity only. Once the current status is marked as completed by the associate, that WBS will be qualified for the next activity and moves to the next activity according to the process configuration.

Timesheet Daily

The activity "Project Management" will not be accessible for the associate with role "USER"

Timesheet Daily

➢ Associate cannot enter the time sheet on leave date.
➢ Associate location and project location should match to enter the time sheet. For example if the associate is tagged to Hyderabad and project selected is mapped to Bangalore location, system will not allow to enter the timesheet. Similarly onsite an offshore also
➢ If you find any other error messages, please refer the FAQs in Home page.

Timesheet Daily – Updating UOMs

1. To be entered by the associate
2. Cumulative number
3. Estimated while adding the WBS

4. 3-2
5. Sum of the features captured till the previous activity

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Timesheet Daily for NAM(North America and Mexico)

Timesheet screens will vary based on the location that associate is mapped in iHR

📅 Timesheet > Timesheet Entry   ❯Load Fav   ❯Organize Fav

Enter Associate Missing Timesheet : ☐

Total Time Spent : **0 hrs**

Project : Triumph Vought_Onsite support ▼   * Date : 03-Dec-2015 📅

Project Location : US-PEO   Associate Location : US-EH

* Process : Select ▼   * Activity : Select ▼

* Time Spent : [   ] 🕐   * Status : In Progress ▼

Remarks : [   ]

Task Description : [▼]

Software Used : -NA- ▼   * Shift : General ▼
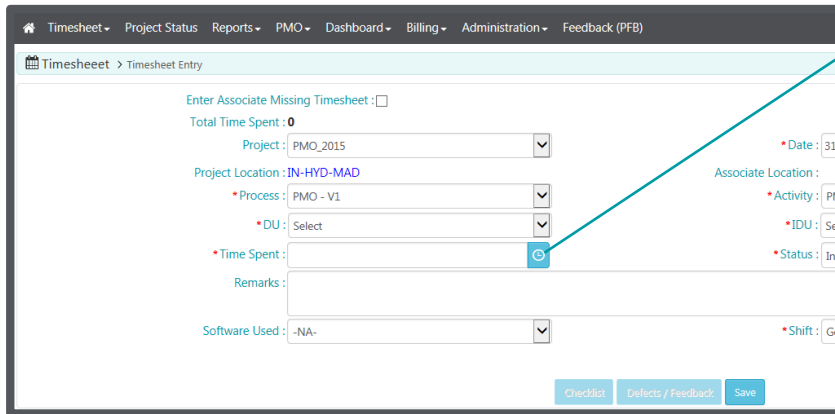
Checklist   Defects / Feedback   Save

Paycode wise time sheet entry
option is provided
Please See the details in next Slide

Timesheet Daily – Pay Code Wise Time

While entering the Time spent

1. **Click button** **to enter time spent at 'Pay code wise'**

2. **Capturing the time spent 'Pay code wise' will be used for billing purpose towards customer**

3. **Enter time spent at split level**

This applies only for North America Associates

Pay Code Wise Time	
Pay Code	Time Spent
Regular	0
Overtime	0
2nd Payrate	0
Excess of regular	0

Save & Close

Shift	Start & End Timings
General	9.00 Am to 6.30 Pm
First	6.30 Am to 3.30 Pm
Second	3.30 pm to 12.30am

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Timesheet Daily for APAC(Currently for Australia only)

Timesheet screens will vary based on the location that associate is mapped in iHR

Start time selection. Please find the details in next slides

Comparison between standard and APAC timesheet

Standard timesheet

APAC– Total five new things

1. Selection of start time introduced(24 Hrs Format)

2. Start time will be displayed based on the selection

3. End time display-Start time + timesheet hours(+30 mins if timesheet is above4.5 Hrs

4. Cumulative hours for the selected week will be displayed

5. Shift selection was removed as shift loading will be based on end time

Timesheet Daily- APAC

Selection of start time

Total Time Spent : **0 hrs**   Total Week Time Spent : **24.25 hrs**

Project : AusNet services Data Maintenance   *Date : 08-Oct-2015

Start time :   End time :

- ➤ Need to select the start time for the first entry of the day(only Once per day)

- ➤ To change the start time (before the approval by manager) click on same ICON

- ➤ End time will be shown after saving the first record and gets updated based on each entry

Enter Start Time

Hours : Select
Start Time :
Minutes : Select
End Time :

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22

Close

End time :
ciate Location : AU-MEL
*Activity : Select
*Status : In Progress

Total Time Spent : **1.00 hrs**   Total Week Time Spent : **25.25 hrs**

Project : AusNet services Data Maintenance   *Date : 08-Oct-2015

Start time : 08-Oct-2015 23:57:00   End time : 09-Oct-2015 00:57:00

Timesheet Daily – Checklist

Checklist will be enabled if the checklist is configured during the Process Creation

Filling Checklist and Logging defects is mandatory if the status of the WBS is Completed

New checklist can be added to the activity at any time if the checklist option is enabled during the activity creation, else new version is required for proc

Timesheet Daily – Checklist

Filled time sheet can be edited or deleted

CheckList   ×

Form No : *UR-004-CL* Form Name: *Check List* Ver No : *1.0* Date : *07 May 14*
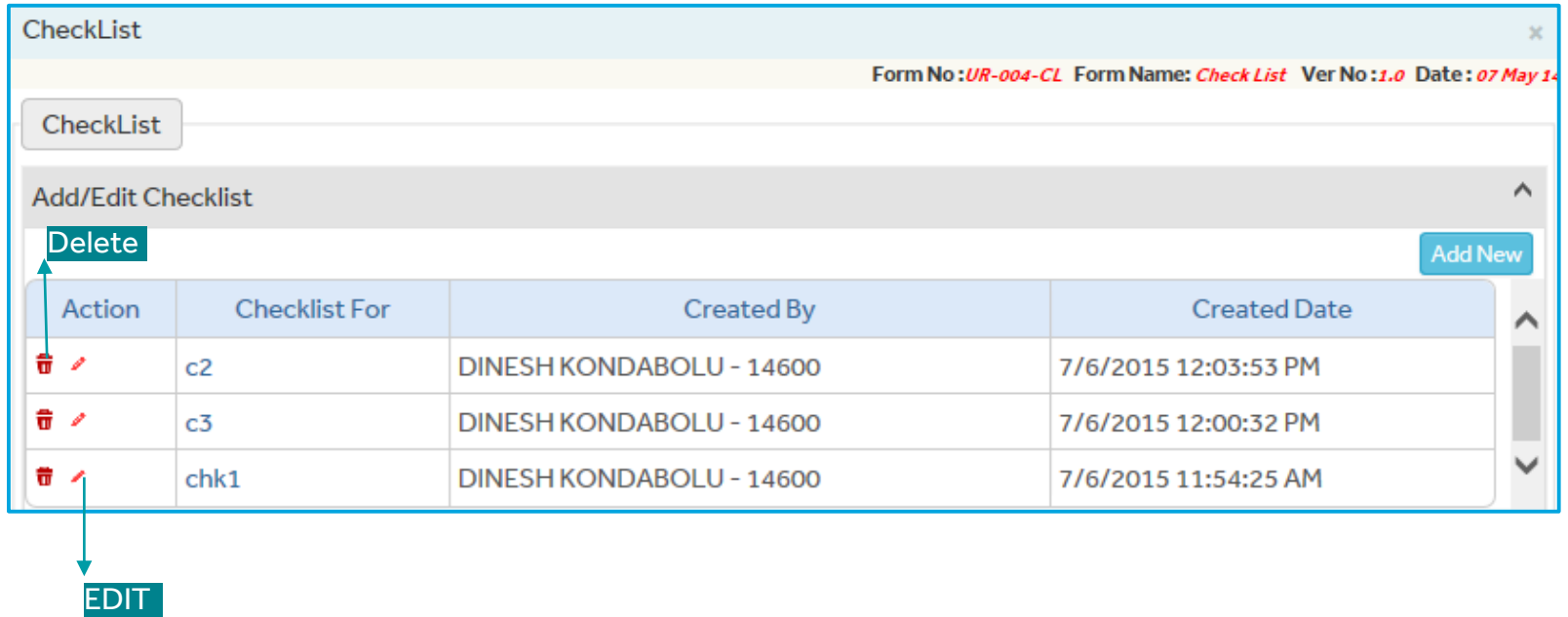
CheckList

Add/Edit Checklist   ^

Delete   Add New

Action	Checklist For	Created By	Created Date
🗑 ✏	c2	DINESH KONDABOLU - 14600	7/6/2015 12:03:53 PM
🗑 ✏	c3	DINESH KONDABOLU - 14600	7/6/2015 12:00:32 PM
🗑 ✏	chk1	DINESH KONDABOLU - 14600	7/6/2015 11:54:25 AM

EDIT

Timesheet Daily – Defects entry- Method 1

Defects can be logged in two ways, one is while entering the timesheet daily and another one is a separate page without link to timesheet

Defects Always should be mapped to QC/QA Activities. So defects/feedback button will be activated, once we select the QC/QA activity

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Timesheet Daily – Defects entry- Method 1

Activity Name	Activity ID	Activity Weightage	Activity Type	Under Cost Of	Preceding Activities	Succeeding Activities	
Inventory	1	2	Dependent	Production	1		
Conflation	2	34	Dependent	Production			
Quality Checking	3	16	Dependent	Appraisal	2	4	b.Defects
QC Corrections	4	5	Dependent	Internal Failure	3	6	
Rework to Conflation	5	0	Dependent	Internal Failure	3	3	
Representation	6	5	Dependent	Production	3	7	
Quality Assurance	7	8	Dependent	Appraisal	6	8	b.Defects

Category **1**	Feature Class **1.1**	Description **1.1.1**
Data Completeness	Support Structure	Missing
Data Completeness	Support Structure	Extra
Data Completeness	Surface Structure	Missing
Data	Surface	

Configuration of the defects during the process creation is shown in this example. Same data will be flown to timesheet as pick list

We have to select based on the hierarchy and mention the count of defects and defect produced by

Defect Tracking/Feedback

Form No : UR-035-QAF   Form Name: *Quality Assurance Form*   Ver No :*1.0*   Date : *07 May 14*

Quality Assurance Form

Project : H7_073-14-A025-WE Energies_Offshore   Process : Conflation   FB for Activity : Conflation
FB for WBS : MWK_5405A3 (Iteration No :1)   Total Features : 4536   4536   Acceptable Defect % : 1
Acceptable Defects : 45.36   Tot Defects : 0   Defect % : 0
Acceptable Status : Accepted
Remarks :

Add Defects

	1		**1.1**		**1.1.1**
Category	Select / Connectivity / Data Completeness / Map Aesthetics / Annotation Placement	Feature Class	Select	Description	Select
No Of Defects		Defects For			
FeatureID/ Remarks					

Add Defects

Category	Connectivity	Feature Class	Select / Feeder / Linear feature / Structure	Description	Select
No Of Defects		Defects For			
FeatureID/ Remarks					

Add Defects

Category	Connectivity	Feature Class	Feeder	Description	Select / Verify the Feeder Extent
No Of Defects		Defects For			

Add Defects

Errors Cat : A   Errors_Type : Dimensions considered wrong
No Of Defects : 2   Defects For :
FeatureID/ Remarks :

Feedback To/ Defect Owner : DINESH KONDABOLU-14600
Reporting Manager(GL) : SHALINI J-12303   Reviewing Manager(TM) : SHALINI J-12303
Attach File   [Add]

Timesheet Daily – Defects entry- Method 1

Defect Tracking/Feedback

Form No :UR-029-QCFR Form Name: Quality Control Feedback Report Ver No :1.0 Date : 07 May 14

Quality Control Feedback Report

Project : H7_102-14-A008-A350 Program   Process : RS StrainPredictions_134   FB for Activity : FEM Load Extraction

FB for WBS : FEM update (Iteration No :1)   :   Acceptable Defect % :

Acceptable Defects : 0   Tot Defects : 2   Defect % : 0

Acceptable Status : Rejected

1. Defects record can be edited or deleted by the associate who recorded it
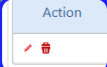
2. Defect record with zero cannot be edited or deleted. By default the status sets as closed

Feedback To/ Defect Owner : DINESH KONDABOLU-14600

Reporting Manager(GL) : SHALINI J-12303   Reviewing Manager(TM) : SHALINI J-12303

> Attach File   Add

Defects Recorded

Action	Status	Errors_Cat	Errors_Type	Allowable Category Defects	Defect Weightage	Zero Mandatory	No Of Defects	Defects After Weightage	L
✏ 🗑	1-Open	A	Dimensions con	0	1	No	2	2	DIN

Associate can view the details and update the status by clicking on the link provided

Once the defect is logged/recorded, a new record will be added to the action required menu in the home page

Attention Required

Defects Fixed (3)   Defects Open (6)
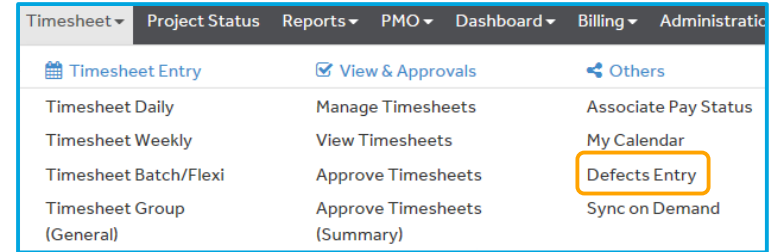
Defects Recorded

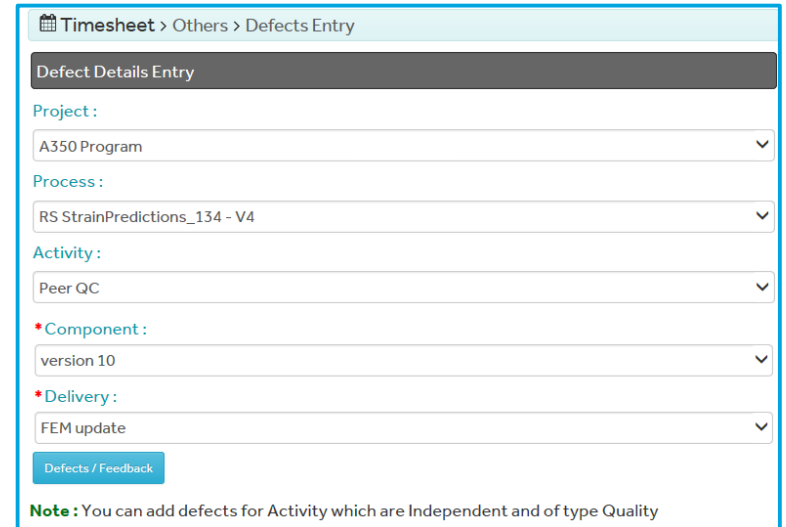| Status	Project	Activity Name	Defects For	WBS	Defect Description	Attachment	Allowable Category Defects	Defect Weightage	Zero Mandatory	No Of Defects	Defects After Weightage	Defect Id	Defect LoggedBy
Open	TCI(H7_060-15-A005)	QC & corrections Full checkout		Wild Horse Mountain	PDF missing		0	1	False	1	1	1000048920	R LEELA PRASAD - 21325
Open / Deferred / Fixed	A350 Program (H7_102-14-A008)	Peer QC		version 10 >> FEM update	A>Dimensions considered wrong		0	1	False	2	2	1000131676	DINESH KONDABOLU - 14600

Timesheet Daily – Defects entry- Method 2

This is a different independent page to record defects. All the points mentioned under the method 1 are applicable

Timesheet Daily – Favourites

Manage Favorites

Action	Favorite Name	Date Created
Delete	e3 Support	16-Jan-2014 03:35:35 PM
Delete	Vought	07-Feb-2014 03:55:01 PM
Delete	Enhancements	30-Jan-2015 03:17:03 PM

Favorites Selection

Favorites:

Select
Enhancements
Vought
e3 Support

Load Fav

Go   Close

Close

To minimize the repetitive selection of filters till last level WBS while timesheet entry every time; USER can save the selection as favourite, by clicking 'Add to Fav'

If no of Favourites are more select required from 'Load Fav' when required'

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 Timesheet > Timesheet Entry   › Add to Fav   › Load Fav   › Organize Fav

Enter Associate Missing Timesheet :

☐

Total Time Spent :

0

Project :

PMO_2015

* Date :

20-Apr-2015

Project Location :

IN-HYD-MAN

Associate Location :

IN-HYD-MAN

* Process :

PMO - V1

* Activity :

e3 Enhancements

* DU :

PMO

* IDU :

PMO

Timesheet Daily – To view timesheets

This displays the details of total time recorded for the date selected. Details can be exported to XL and Word.

Missed timesheet entry by manager

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Timesheet ▾ | Project Status | Re

Timesheet Entry
- **Timesheet Daily**
- Timesheet Weekly
- Timesheet Batch/Flexi
- Timesheet Group (General)

If the associate forgot fill the time sheet, iHR reporting manager and E3 reporting and reviewing managers can enter the time sheet on behalf of the associate. Generally it will allow one day after the time sheet cut off . Later none has the access.
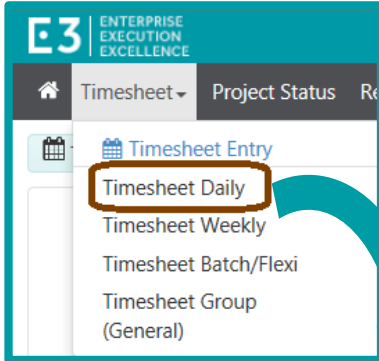
Enter Associate Missing Timesheet : ☑ **1**

Associate : Select **2**

Total Time Spent : **0**

Project : DIEHL Comfort Modules

*Date : 01-Apr-2015 **3**

Project Location : IN-HYD-MAN

Associate Location : IN-HYD-MAN

*Process : Select

*Activity : Select

*Time Spent :

*Status : In Progress

Remarks : **4**

Task Description :

Software Used : -NA-

*Shift : General

Checklist | Defects / Feedback | **Save** **5**