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TIMESHEET

# Prerequisites for timesheet

15/12/2015

Administration > Manage Projects

Project Details

Filters: Active Search: Project Name

Action	Project Group	Project Code	Project Name	Project Status	Ref.Project Code	Ref.Project Name
	ZODIAC	H7_101-15-5002	ZODIAC V5- V4 Conversion_1000	Active	H7_101-14-5003	ZODIAC Conversion

Expected Start Date: [ ]  
 Expected End Date: [ ]  
 Project Manager: SRIDHAR PFMMARAJI-1026  
 Project Location: Hyderabad  
 WBS Planning: e3

Buttons: Create Project from Existing, Create New, View Projects

1. Project to be created by respective PM/PMO

Process Configuration

Process Details for the Project: H7\_101-15-5002

Process Name: Conversion from V5 to V4 Process Version: 1 (Auto generated) Time Sheet Preference: Manual Time Tracking

Show Allotted Jobs Only to Associates: No Auto Work Allocation: Not Required

Hierarchies

WBS1 name: Model / DWG WBS2 name: WBS3 name: WBS4 name: WBS5 name: WBS6 name: WBS7 name: WBS8 name: WBS9 name: WBS level for Planning: Model / DWG

Unit Of Measurement(UOM)/Reference Fields

Add / Edit Activity

Activities	Activity Name	Activity ID	Activity Weightage	Activity Type	Under Cost Of	Preceding Activities	Succeeding Activities	Defects	Checklists
	Study of Inputs	101	10	Independent	Production	0	0	2	0
	Conversion of Model	102	25	Independent	Production	0	0	3	0
	QC of converted model	103	5	Independent	Appraisal	0	0	3	0
	Conversion of drawing	104	45	Independent	Production	0	0	4	0

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

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

4. Resource to be added to the project by PM

Process Configuration

Process: Conversion from V5 to V4 - V1

Unit Of Measurement(UOM)/Reference Fields

Add / Edit Activity

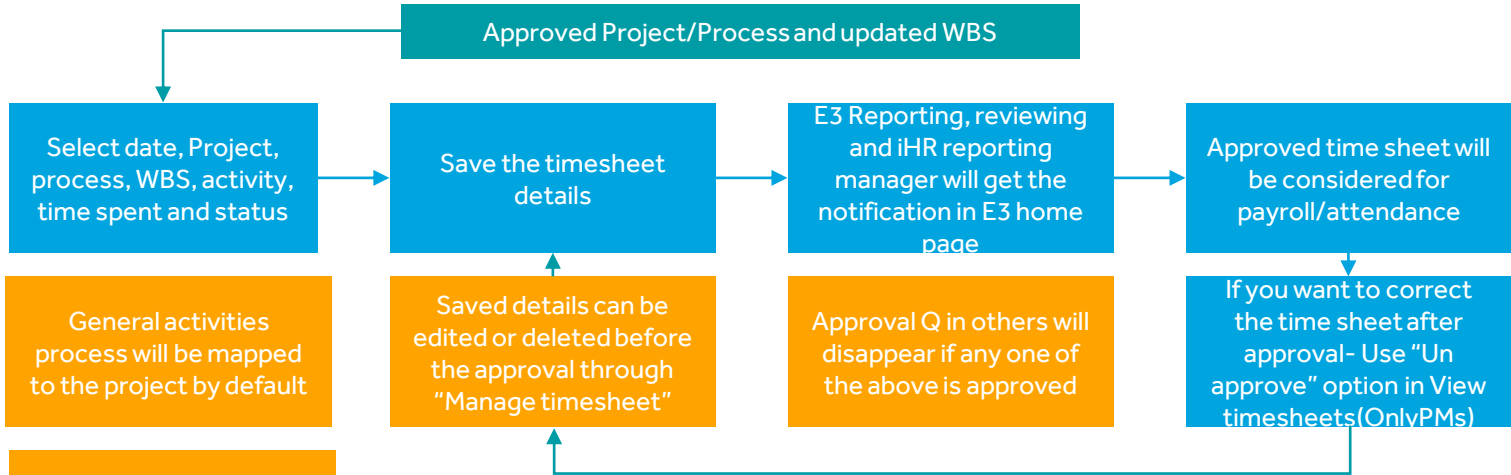
SAP ID (WBS1)	Model / DWG	Density	Est. Time in Hrs	Est. Start Date	Est. Delivery Date	Received Date	Priority (For auto work allocation)	Allotted to GL	Allotted to TM	Remarks	Cur. Activity	Current Activity Status	File Path
F0553777500DAU1000	Model / DWG		5.00	17-Jul-2014	31-Jul-2014		0					Yet To Start	
H7_101-15-5002_11			5.00	17-Jul-2014	31-Jul-2014		0					Yet To Start	

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

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# Timesheet – Process Flow

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

GEO	Description	Lock Period
India	Time sheet Period	21 <sup>st</sup> to 20 <sup>th</sup> 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

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Timesheet > Timesheet Entry > Load Fav > Organize Fav

Enter Associate Missing Timesheet:

Total Time Spent : **0 hrs**

Project: PMO Activities   \* Date: 03-Dec-2015

Project Location: IN-HYD-MAN Associate Location: IN-HYD-MAN

\* Process: Select   \* Activity: Select

\* Time Spent:  \* Status: In Progress

Remarks:

Task Description:

Software Used: -NA-   \* Shift: General

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

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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

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

Checklist Defects / Feedback Save

- Timesheets for the period 1st to 20th of every month will get locked on 21<sup>st</sup>
- Timesheets for the period 21<sup>st</sup> to 31<sup>st</sup> (Last date of Month) will get locked on 31<sup>st</sup> (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

Timesheet > Timesheet Entry

Enter Associate Missing Timesheet:

Total Time Spent: 0 hrs

Project: AFS Process Support\_Offshore\_HYD

Project Location: IN-HYD-MAN

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

\* Value Stream: Select

\* Time Spent: AMD Management

Remarks: DR/RFA

Software Used: EC

AFS Standardization

PM-DOC

Post Migration

RFN

Special Projects

\* Date: 14-Dec-2015

Associate Location: IN-HYD-MAN

\* Activity: Study of inputs

\* Deliverables: Select

\* Status: In Progress

\* 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

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 : General Activities

- \* Activity :  
\* Status :  
\* Shift :
- Select
  - Billable - Project specific Training
  - Database Management- Support
  - External Rework
  - Guidelines or Instruction Update
  - Information Systems Support
  - Late or Early Permission
  - Meetings-Customer
  - Meetings-Internal
  - Non Billable - Project specific Training
  - Power or Network Outage
  - Process Improvements
  - Project Management
  - Query or Issue Management
  - Requirements Management

\* Time Spent :

Remarks :

Software Used : -NA-

Save

Project Management

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

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# 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.

The screenshot shows the 'Timesheet Entry' form in a web application. The form includes fields for Project (TPDOL-ED-Upgrade), Project Location (IN-HYD-MAN), Process (General Activities), Time Spent (1), Date (02-Dec-2015), Associate Location (IN-HYD-MAD), Activity (Tool Execution), Status (Completed), and Software Used (N/A). A modal dialog box titled 'Message from webpage' is overlaid on the form, displaying a warning icon and the message: 'You have applied leave on 02 Dec 15. So, you cannot enter time sheet for this day.' Below the form, there is a table showing filled timesheets for 02-Dec-2015. The table has columns for Project, Process, WBS, Activity, Activity Status, Time Spent, and UOMs. The 'Total' row shows a time spent of 8.50 UOMs.

Project	Process	WBS	Activity	Activity Status	Time Spent	UOMs
Leave	General	N/A	Leave	Paid Leave	8.50	8.50
Total					8.50	8.50

# Timesheet Daily – Updating UOMs

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Timesheet Project Status Reports PMO Dashboard Billing Administration Feedback (PFB)

Enter Associate Missing Timesheet:

Total Time Spent: 0

Project: WE Energies\_Offshore

Date: 17-Apr-2015

Project Location: IN-KKD-SEZ

Associate Location: IN-HYD-MAD

Process: Conflation - V3

Activity: Rework to Conflation

Batch: Batch\_6

County: Milwaukee

Part: Part\_1

Grid: MWK\_3435B

Time Spent:

Status: In Progress

Remarks:

Software Used: -NA-

Shift: General

Est.DeliveryDate: 30-Jun-2015

Job Estimated Time: 45.66

Job Remaining Time: 35.44

Activity Estimated Time:      Activity Remaining Time:

Job Remarks:

Unit of Measurement(UOM)	1	2	3	4	5	
UOM	Comp. Today	Tot. Comp	Tot. Est	Yet To Comp	Realised	
Total Features	<input type="text" value="10"/>		A 10	4566	4556	2500
OH Features	<input type="text" value="0"/>		B 0	2580		2580
UG Features	<input type="text" value="0"/>		C 0	1986		1986

Checklist Defects / Feedback Save

To View Timesheet

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

Administration > Manage WBS

Project: WE Energies\_Offshore H7\_073-14-A025

Search WBS: Exact part\_1

Additional Filters...

Action	SAP ID (WBS1)	Batch	County	Part	Grid	A Est. Total Features	B Est. OH Features	C Est. UG Features	Density	Est. Time in Hrs	Est. Start Date
	H7_073-14-A025_34	Batch_6	Milwaukee	Part_1	MWK_3435B	4566	2580	1986	High	45.66	30-Mar-2015

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

# Timesheet Daily for NAM( North America and Mexico)

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

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Timesheet > Timesheet Entry

Enter Associate Missing Timesheet:

Total Time Spent : **0 hrs**

Project: Triumph Vought\_Onsite support

Project Location: US-PEO

Process: Select

Time Spent:

Remarks:

Task Description:

Software Used: -NA-

Date: 03-Dec-2015

Associate Location: US-EH

Activity: Select

Status: In Progress


Shift: General

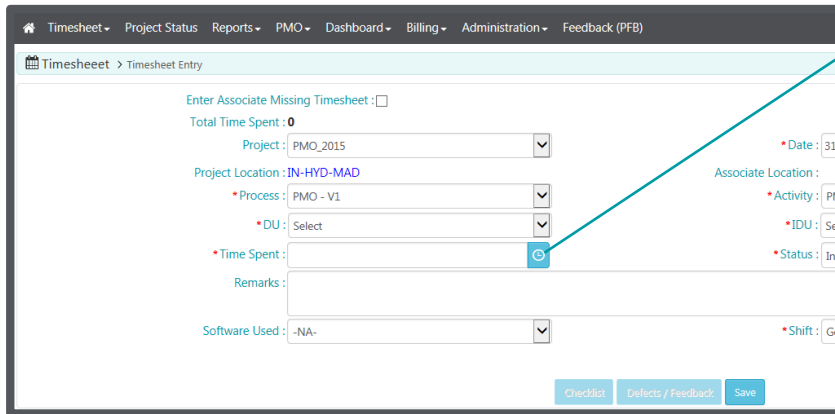
Checklist Defects / Feedback Save

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



Timesheet Entry

Enter Associate Missing Timesheet:


Total Time Spent : 0

Project : PMO\_2015

Project Location : IN-HYD-MAD

Process : PMO - V1

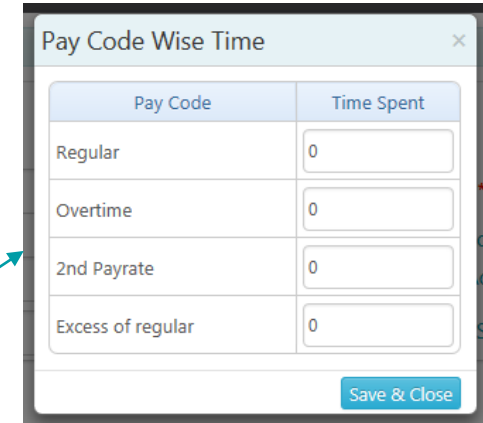
DU : Select

Time Spent : 

Remarks :

Software Used : -NA-

Checklist Defects / Feedback: Save



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	3.30pm to 12.30am

This applies only for North America Associates

# Timesheet Daily for APAC( Currently for Australia only)

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

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Timesheet > Timesheet Entry > Load Fav > Organize Fav

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

Project : Wideband PnD

Start time :

Project Location : AU-SYD

\* Process : Select

\* Time Spent :

Remarks :

Task Description :

Software Used : -NA-

Date : 05-Dec-2015

End time :

Associate Location : AU-SYD-1700

\* Activity : Select

\* Status : In Progress

Start time selection. Please find the details in next slides



# • Timesheet Daily- APAC

## Selection of start time

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

Project : AusNet services Data Maintenance

Start time : \* Date : 08-Oct-2015

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 :  Minutes :

Start Time :   
01  
02  
03  
04  
05  
06  
07  
08  
09  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

End Time :   
01  
02  
03  
04  
05  
06  
07  
08  
09  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

End time :

Associate Location : AU-MEL

\* Activity :

\* Status :

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

Project : AusNet services Data Maintenance

Start time : 08-Oct-2015 23:57:00 \* Date : 08-Oct-2015

End time : 09-Oct-2015 00:57:00

# Timesheet Daily – Checklist

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

Timesheet > Timesheet Entry

Enter Associate Missing Timesheet:

Total Time Spent: 0

Project: A350 Program

Project Location: IN-HYD-MAN

Process: RS StrainPredictions\_134 - V4

Component: Case 08 & 09

Time Spent:

Remarks:

Task Description: Select

Software Used: -NA-

Est.DeliveryDate: 30-Jun-2013

Job Estimated Time: 16

Activity Estimated Time:

Job Remarks:

Date: 16-Apr-2015

Associate Location: IN-HYD-MAN

Activity: FEM Load Extraction

Delivery: Strain predictions at

Status: In Progress

Shift: General

Checklist  Feedback

Process Configuration

Process Details for the Project: H7\_102-14-A008

Process Name: RS Strain

Show Alloted Jobs Only to Associates: No

Hierarchies

WBS1 name: Compon

WBS4 name:

WBS7 name:

WBS10 name:

Ex: Area >> Batch >> Map/Tile/Dwg.

Unit Of Measurement(UOM)/Reference Fields.

Add / Edit Activity:

Activities	Activity Na
<input type="checkbox"/>	Study of Inputs
<input type="checkbox"/>	Checklist
<input type="checkbox"/>	FEM Load Extraction
<input type="checkbox"/>	Checklist
<input type="checkbox"/>	Peer QC

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 pro...

Checklist

Form No :UR-004-CL Form Name: Check List Ver No :1.0 Date :07 May 2015

Checklist

Add/Edit Checklist **1**

No Records found **2**

Checklist For:

Add/Edit Checklist

Checklist Name: A350 ES Test sheet **3**

Checklist For: Part num 123 **4**

Checklist

Form No :UR-004-CL Form Name: Check List Ver No :1.0 Date :07 May 2015

Add/Edit Checklist

Action	Checklist For	Created By	Created Date
<input type="checkbox"/>	Part num 123	DINESH KONDABOLU - 14600	4/16/2015 6:20:25 PM

For: Case 08 & 09>>Strain predictions at Side stay and pin>>Part num 123

S.No	Done	NA	Description	Last Updated By	Last Updated Date	Remarks
1	<input type="radio"/>	<input type="radio"/>	7			
2	<input type="radio"/>	<input type="radio"/>	File Name: Strain Predictions at Root Joint.xlsx			
3	<input type="radio"/>	<input type="radio"/>	Windchill Number:			
4	<input type="radio"/>	<input type="radio"/>	0000299781			
5	<input type="radio"/>	<input type="radio"/>	TYPE OF CHECK			

Prepared By: RAMESH GUPTA BURELA - 22687 Approved By: BAKESH KUMAR PRASAD - 22688 Revision No.:1 Revision Date :02-Jan-2013

Optin to edit the title of Checklis and delete the check list

6-Click On Link

8-If needed



# Timesheet Daily – Checklist

Filled time sheet can be edited or deleted

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CheckList ✕

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

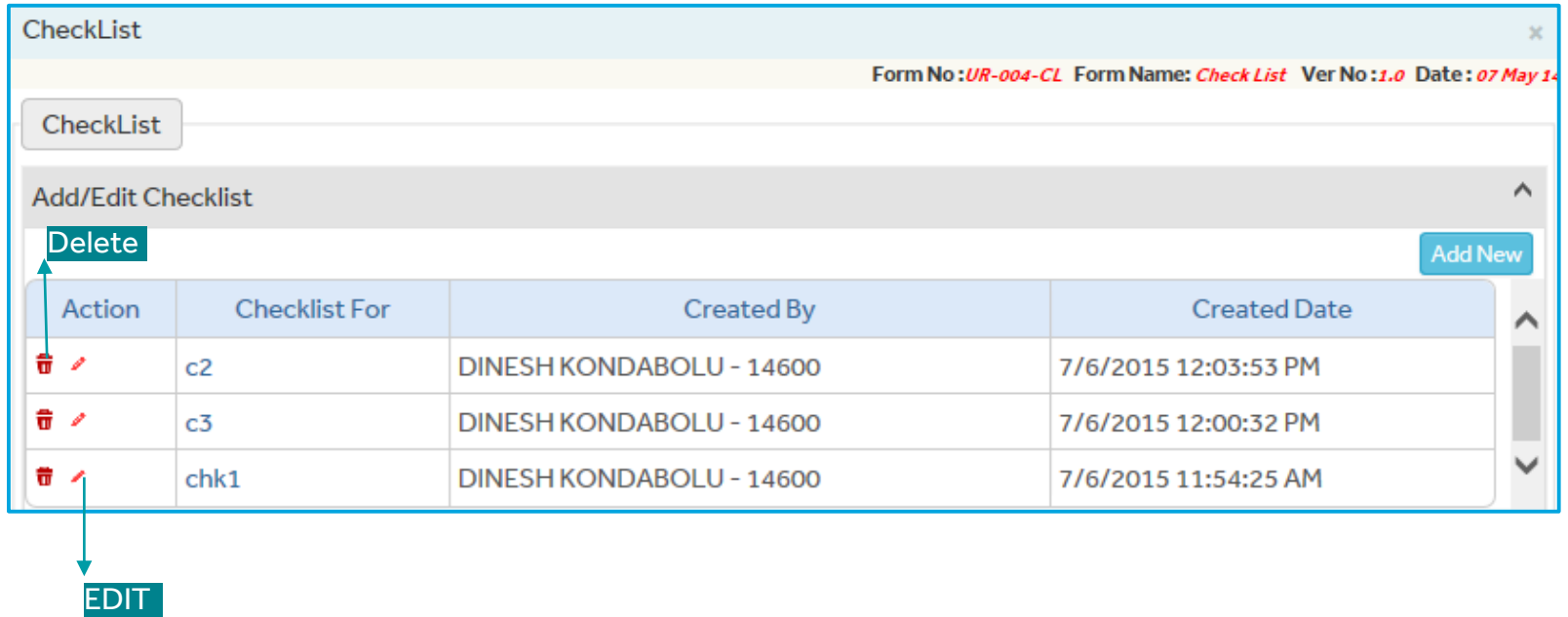
CheckList

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

15/12/2015

	Activity Name	Activity ID	Activity Weightage	Activity Type	Under Lost Of	Preceding Activities	Succeeding Activities	
✓	Inventory	1	2	Dependent	Production	1	2	
✓	Conflation	2	34	Dependent	Production	1	3	
✓	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	4	7	
✓	Quality Assurance	7	8	Dependent	Appraisal	6	8	b.Defects



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

Timesheet > Timesheet Entry Add to Fav > Log

Enter Associate Missing Timesheet:

Total Time Spent : 0

Project : WE Energies\_Offshore

Date : 20-Apr-2015

Project Location : IN-KKD-SEZ

Associate Location : IN-HYD-MAD

Process : Conflation - V3

Activity : Quality Checking

Batch : Batch\_6

County : Milwaukee

Part : Part\_4

Grid : MWK\_S435C

Time Spent :

Status : In Progress

Remarks :

Software Used : -NA-

Shift : General

Est.DeliveryDate : 30-Jun-2015

Job Estimated Time : 49.58

Job Remaining Time : 34.27

Activity Estimated Time :

Activity Remaining Time :

Job Remarks :

Defects / Feedback Save



Defect Tracking/Feedback

Form No : UR-025-QAF Form Name: Quality Assurance Form Ver No 11.0 Date : 07 May 14

Quality Assurance Form

Project : H7\_073-14-A025-WE Energies\_Offshore

FB for WBS : MWK\_S435C (Iteration No 1)

Process : Conflation

Total Features : 4958 4958

FB for Activity : Conflation

Acceptable Defects : 49.58

Tot Defects : 0

Acceptable Defect % : 1

Defect % : 0

Acceptable Status : Accepted

Remarks :

Save

Add Defects

Category : Select

Feature Class : Select

Description : Select

No Of Defects :

FeatureID/Remarks :

Feedback To/ Defect Owner : UMMIDI GHANA SYAM-28234

Reporting Manager(G/L) : SRINIVASA RAO NALLI-28522

Reviewing Manager(TM) : TIRUMALA DURGA SRIDHAR PEDA

Attach File

Add

Defects Recorded

Action	Status	Category	Feature Class	Description	Allowable Category Defects	Defect Weightage	Zero Mandatory	No Of Defects	De W
No records to display.									

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# Timesheet Daily – Defects entry- Method 1

15/12/2015

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

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 : MWX\_5405A3 (Iteration No 1) Total Features : 4536 / 4536 Acceptable Defect % : 1  
 Acceptable Defects : 45.36 Total Defects : 0 Defect % : 0  
 Acceptable Status : Accepted Remarks :

Add Defects

Category: **1** Feature Class: **1.1** Description: **1.1.1**

No Of Defects:  Defects For:

Feature/D/ Remarks:

Add Defects

Category: Connectivity Feature Class: Select Description: Select

No Of Defects:  Defects For:

Feature/D/ Remarks:

Add Defects

Category: Connectivity Feature Class: Feeder Description: Select

No Of Defects:  Defects For:

Feature/D/ Remarks:

Add Defects

Category: Connectivity Feature Class: Feeder Description: Select

No Of Defects:  Defects For:

Feature/D/ Remarks:

Verify the Feeder Extent

Add Defects

Errors\_Cat: A Errors\_Type: Dimensions considered wrong  
 No Of Defects: 2 Defects For:

Feature/D/ Remarks:

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

Attach File

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# Timesheet Daily – Defects entry- Method 1

15/12/2015

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 :  Tot Defects :  Defect % :

Acceptable Status :

1. Defects record can be edited or deleted by the associate who recorded it

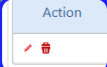
2. Defect record with zero cannot be edited or deleted. By default the status sets as closed

Feedback To/ Defect Owner : DINESH KONDABOLU-14600

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


> Attach File


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

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)

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

Defects Recorded

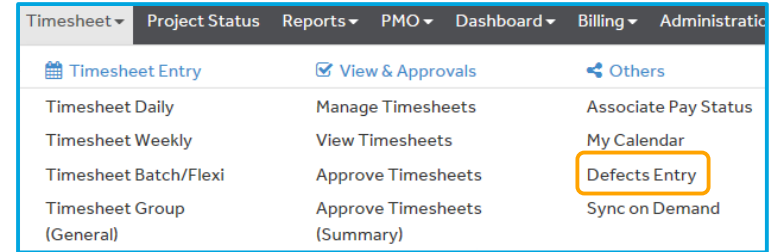
Status	Project	Activity Name	Defects For	WBS	Defect Description	Attachment	Allowable Category Defects	Defect Weightage	Zero Mandatory	No Of Defects	Defects After Weightage	Defect Id	Defect LoggedBy
Open	TCI(H7_060-15-A005)	QC & corrections Full checkout		Wild Horse Mountain	PDF missing		0	1	False	1	1	1000048920	R LEEA 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

15/12/2015

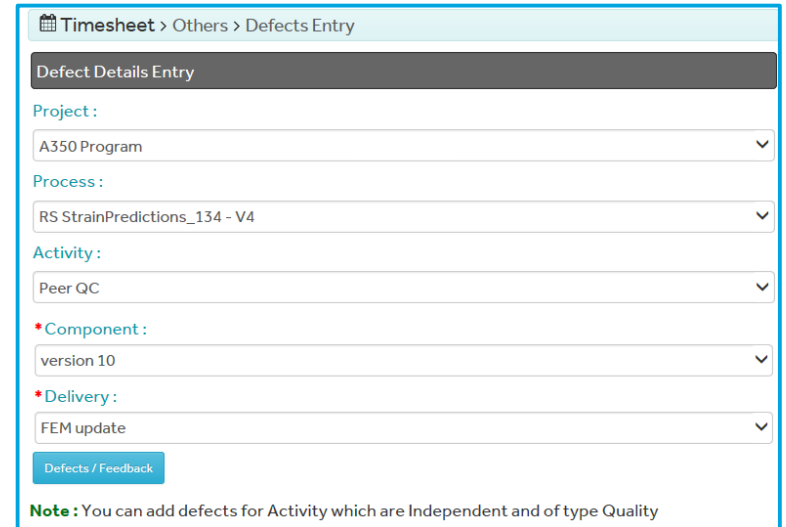
This is a different independent page to record defects. All the points mentioned under the method 1 are applicable

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The screenshot shows a navigation menu for the 'Timesheet' section. The menu is organized into three columns. The first column lists various timesheet entry methods: 'Timesheet Daily', 'Timesheet Weekly', 'Timesheet Batch/Flexi', and 'Timesheet Group (General)'. The second column lists management actions: 'Manage Timesheets', 'View Timesheets', 'Approve Timesheets', and 'Approve Timesheets (Summary)'. The third column lists other options: 'Associate Pay Status', 'My Calendar', 'Defects Entry', and 'Sync on Demand'. The 'Defects Entry' option is highlighted with a yellow box.

Timesheet Entry	View & Approvals	Others
Timesheet Daily	Manage Timesheets	Associate Pay Status
Timesheet Weekly	View Timesheets	My Calendar
Timesheet Batch/Flexi	Approve Timesheets	Defects Entry
Timesheet Group (General)	Approve Timesheets (Summary)	Sync on Demand



The screenshot shows the 'Defects Entry' form. The breadcrumb trail is 'Timesheet > Others > Defects Entry'. The form title is 'Defect Details Entry'. The form contains several dropdown menus for selection: 'Project' (A350 Program), 'Process' (RS StrainPredictions\_134 - V4), 'Activity' (Peer QC), 'Component' (version 10), and 'Delivery' (FEM update). There is a 'Defects / Feedback' button at the bottom. A note at the bottom states: 'Note: You can add defects for Activity which are Independent and of type Quality'.

Timesheet > Others > Defects Entry

Defect Details Entry

Project :  
A350 Program

Process :  
RS StrainPredictions\_134 - V4

Activity :  
Peer QC

\* Component :  
version 10

\* Delivery :  
FEM update

Defects / Feedback

Note: You can add defects for Activity which are Independent and of type Quality

# Timesheet Daily – Favourites

15/12/2015

### 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'

**E3** ENTERPRISE EXECUTION EXCELLENCE

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

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# Timesheet Daily – To view timesheets

15/12/2015

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Timesheet Project Status Reports PMO Dashboard Billing Administration Feedback (PFB) Voluntary Relief Fund Quick Link Quick List

Timesheet > Timesheet Entry Load Fav Organize Fav

Enter Associate Missing Timesheet:

Total Time Spent: **4.00**

Project: PMO\_2015 Date: 22-Apr-2015

Project Location: IN-HYD-MAN Associate Location: IN-HYD-MAN

\* Process: Select \* Activity: Select

\* Time Spent: Status: In Progress

Remarks:

Software Used: -NA- \* Shift: General

Register Defects / Feedback Save

To View Timesheet

Filled Timesheets on 22-Apr-2015

Total Time Spent: 4.00 Export Settings

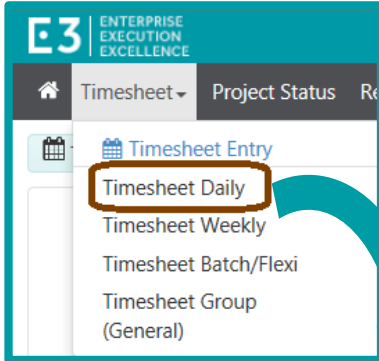
Project	Process	WBS	Activity	Activity Status	Time Spent	UOI
PMO_2015	PMO	PMO >> PMO	e3 and GHD support	In Progress	4.00	
Total					4.00	

Timesheets of

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

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: [Clock icon]

\* Status: In Progress

Remarks: 4

Task Description: [Dropdown]

Software Used: -NA-

\* Shift: General

Checklist Defects / Feedback Save 5