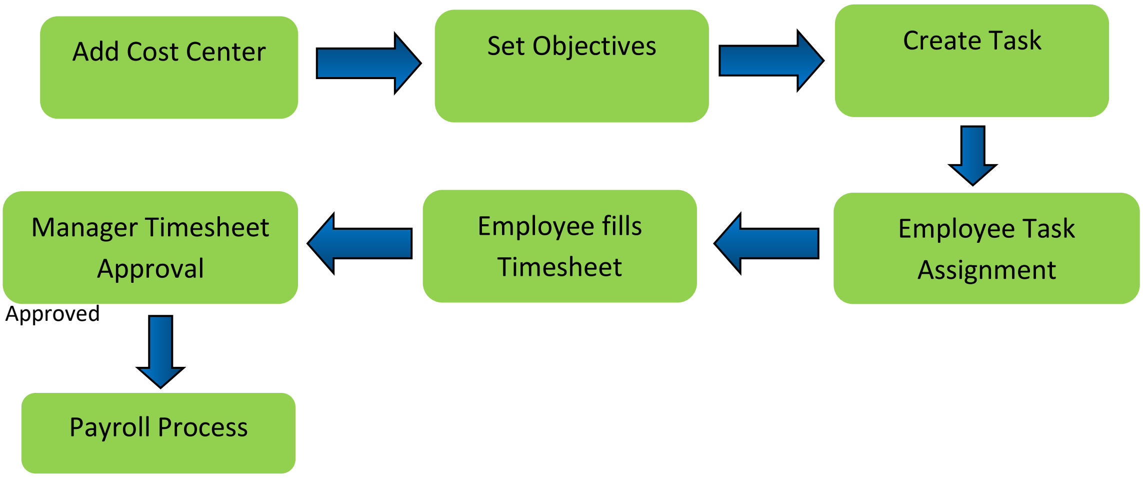
Timesheet Management

A timesheet is a summary of time spent on each job activity (work item) recorded by an employee. It is generated and sent for the approval process.

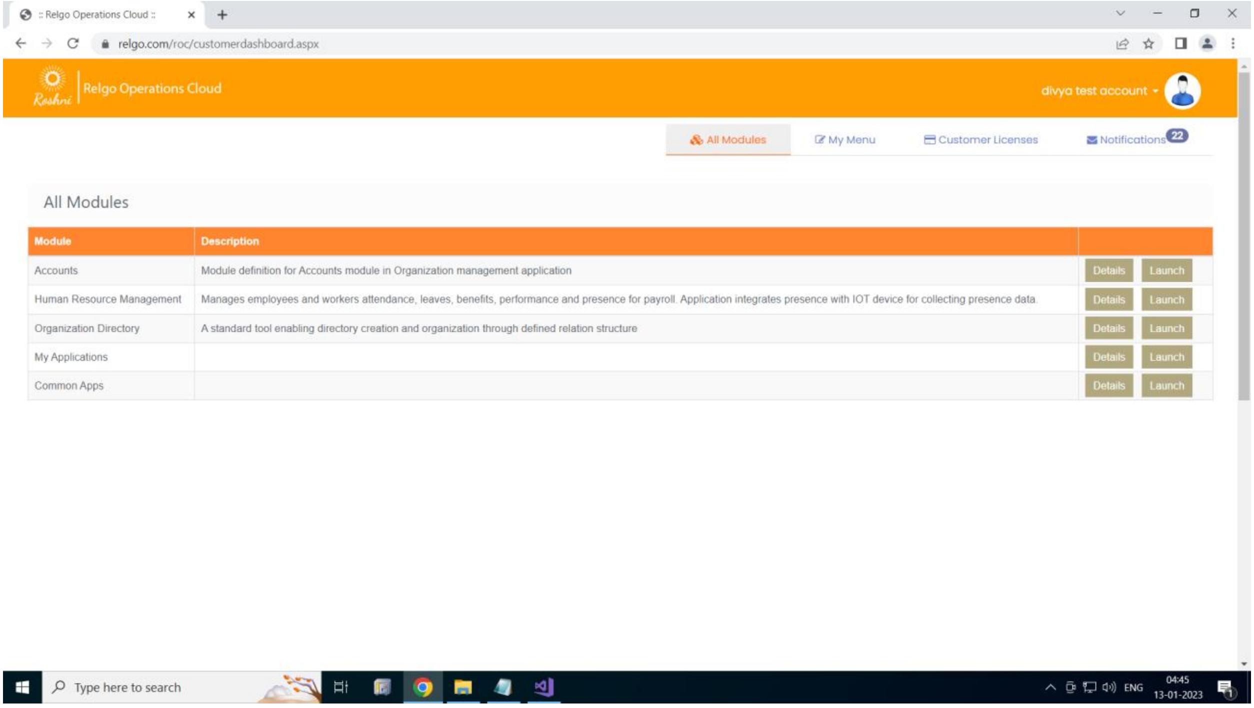
Timesheet Management Flow:



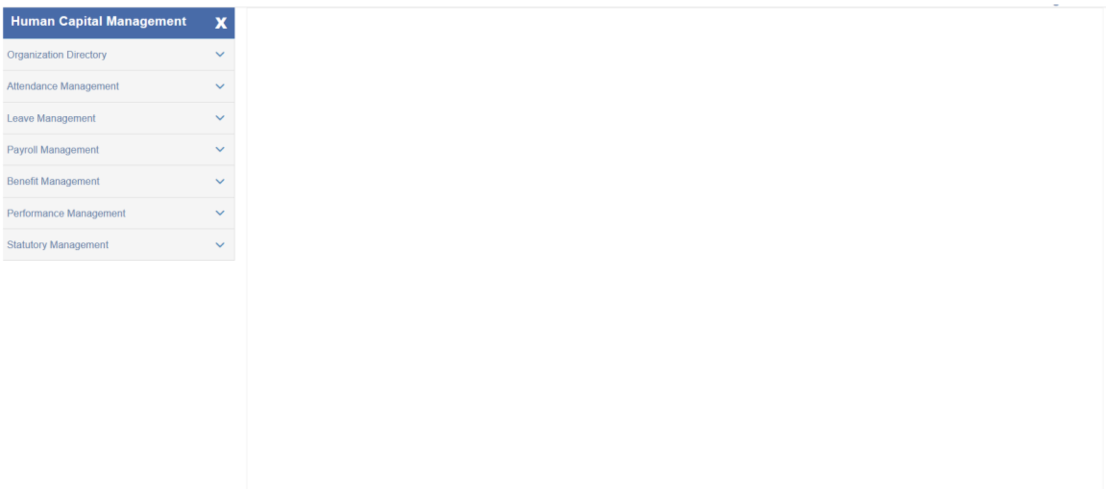
PREREQUISITES:

- Account in RNC.
- Identity cast must be generated for that account.
- Must be able to login to ROC with generated identity cast.

How to access Admin Menu?
First create identity cast, login to ROC with that token. After logging to ROC following screen appears.

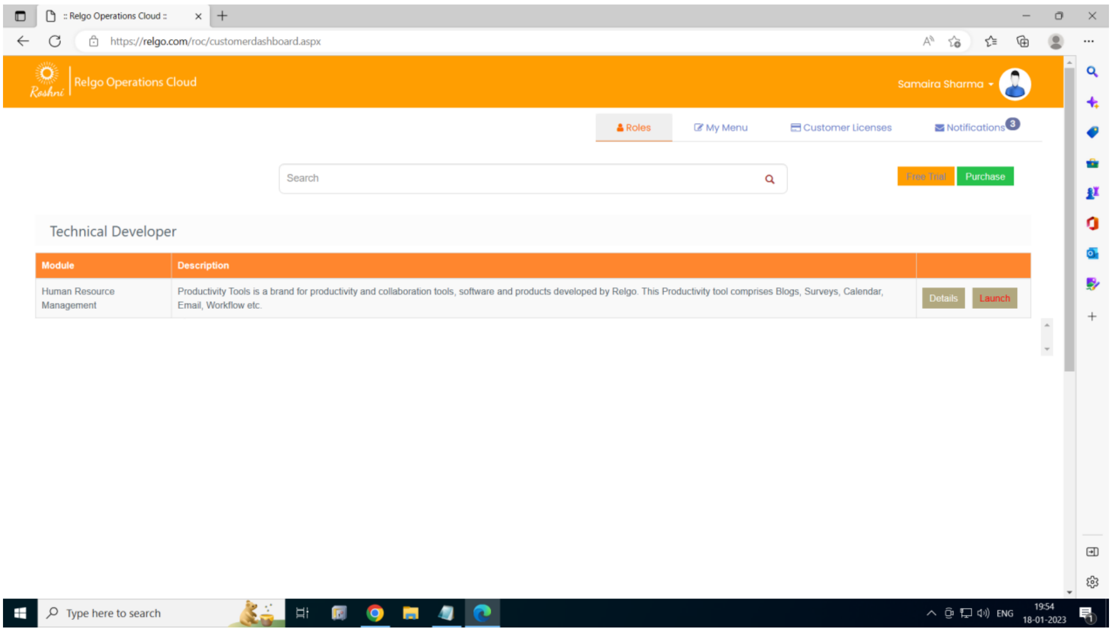


Click on **Launch** button of **Human Resource Management**, a menu appears in a new tab.

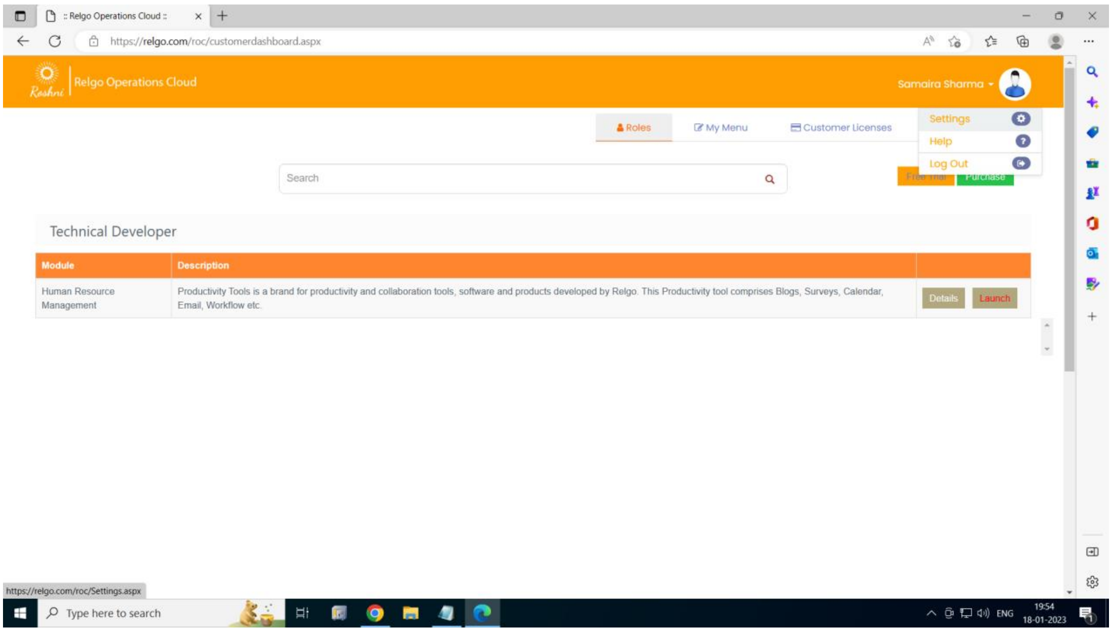


How to access Employee Menu?

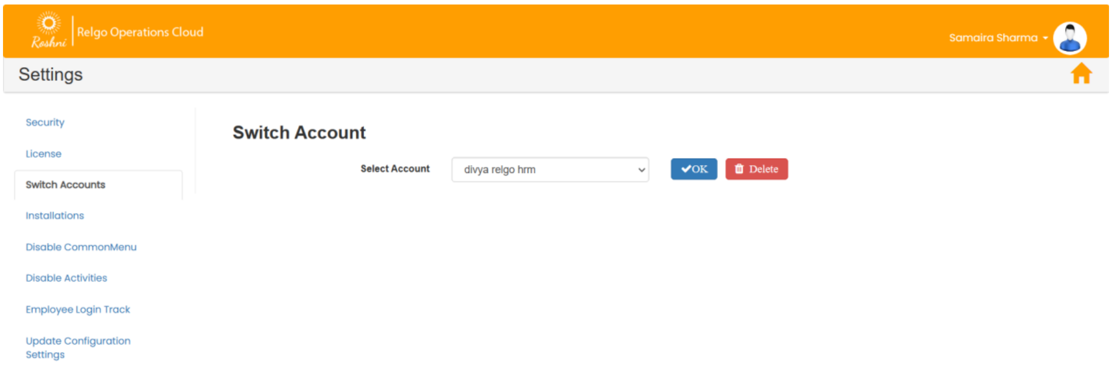
First create identity cast, login to ROC with that token. After logging to ROC following screen appears.



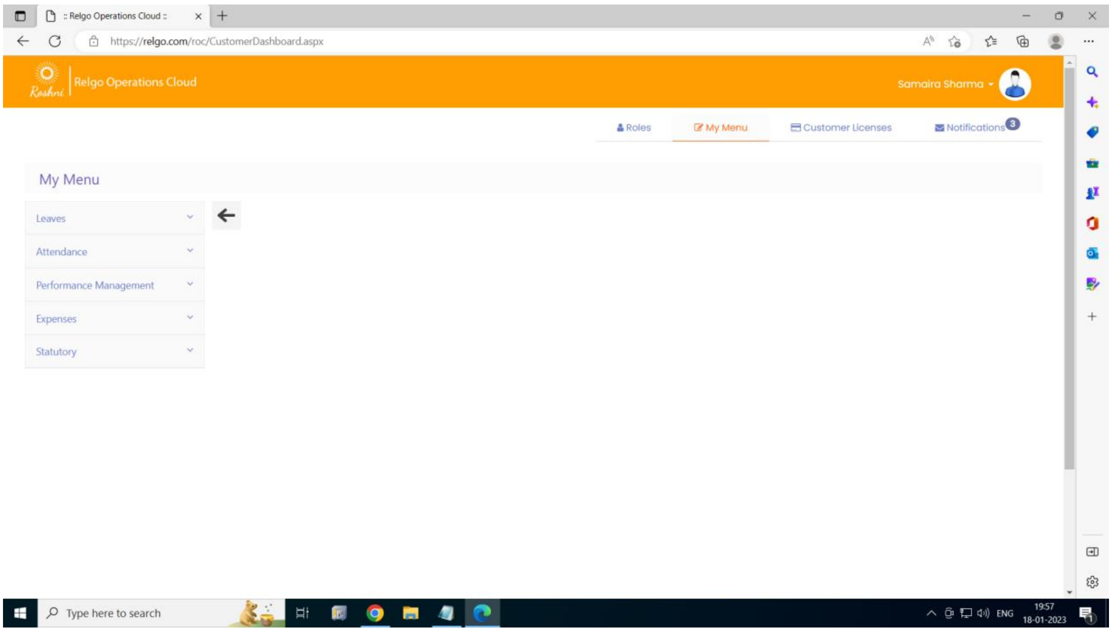
Go to settings as shown below if you are logging for the first time.



Go to switch accounts menu, and make sure your admin account is selected in the dropdown of select account. Otherwise select your admin account and click on OK for updating. As shown below.



After that, click on Home icon, go to **My Menu** tab as shown below, employee menu appears.



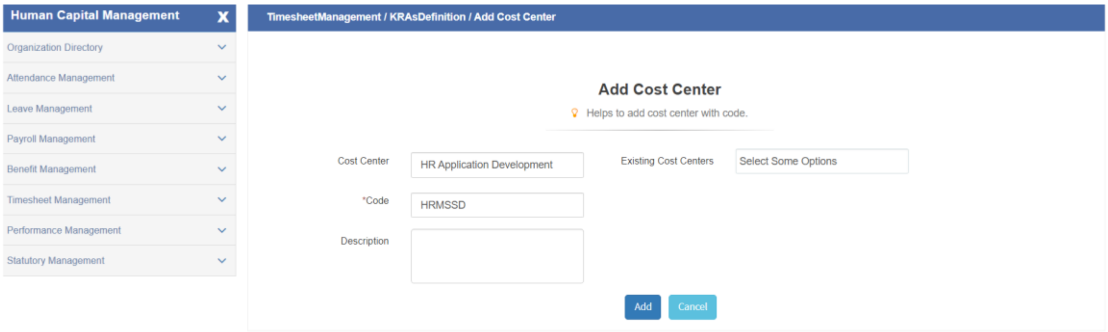
- ## Cost Center Definition

Add Cost Center:

A **cost center** is a department or function within an organization that does not directly add to profit but still **costs** the organization money to operate. **Cost centers** only contribute to a company's profitability indirectly, unlike a profit **center**, which contributes to profitability directly through its actions.

User Level : Admin / Employee with task permission

Path : Timesheet Management ---> KRAs Definition ---> Add Cost Center



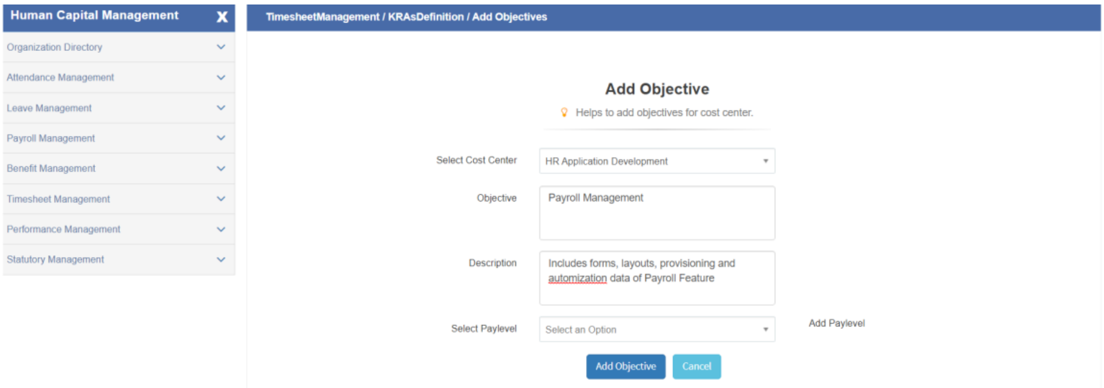
- Here user has to enter the cost center name, code and description.
- Click on **Add** to complete the action.

Add Objective:

Objectives are a specific result you're trying to achieve within a time frame and with available resources

User Level : Admin / Employee with task permission

Path : Timesheet Management ---> KRAs Definition ---> Add Objective



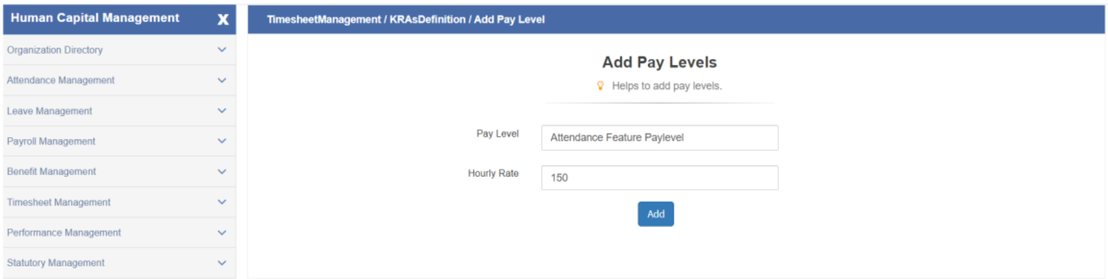
- Here user has to select cost center, enter objective name along with description.
- Select Pay Level if company wants to pay based on objectives, pay levels can be setup and mapped to the objective.
- Click on **Add Objective** to complete the action.

Add Pay Level:

Here user can setup pay level by entering hourly pay rate for a level. It can be further used for mapping with particular objectives based on business requirement.

User Level : Admin / Employee with task permission

Path : Timesheet Management ---> KRA Definitions ---> Add Pay Level



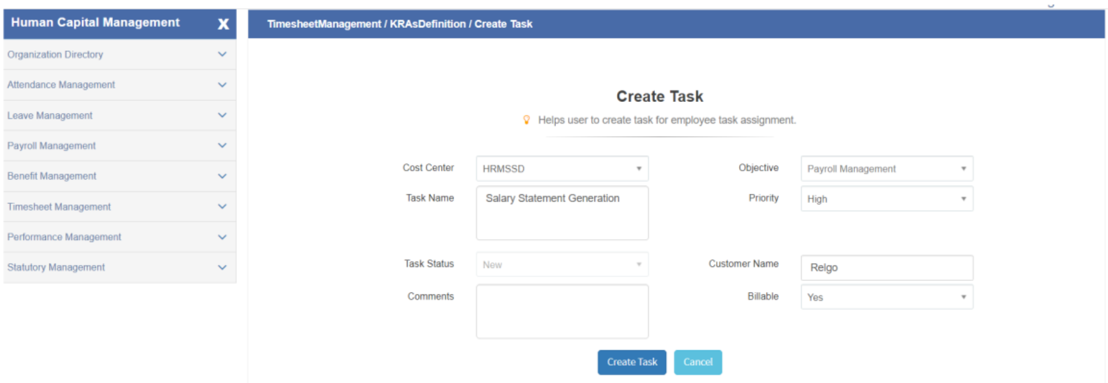
- Here user has to enter pay level name and its hourly amount.
- Click on **Add** to complete the action.

Create Task:

Here user can create task along with cost center-objective selection, priority and customer details. When a task is created, by default the status of task is "New".

User Level : Admin / Employee with task permission

Path : Timesheet Management ---> KRA Definitions ---> Create Task



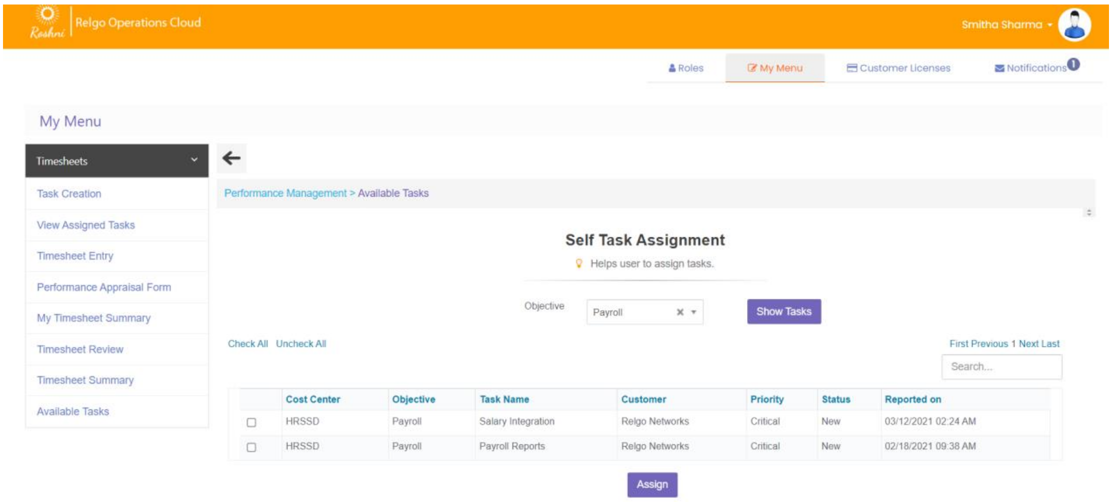
Here user has to fill all the fields and click on **Create Task** button to complete the action.

Available Tasks:

Here employee can view available tasks based on cost center and objective, and can self assign tasks.

User Level : Employee

Path : Timesheets ---> Available Tasks



➢ Here user has to select objective and click on "**Show Tasks**" button, tasks created under selected objective is displayed.

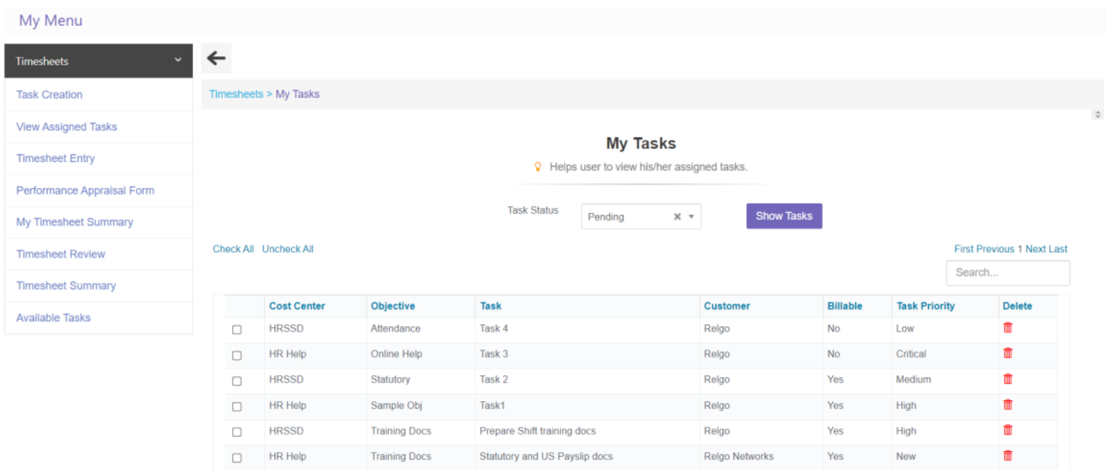
➢ Select the check boxes of tasks and click on "**Assign**" button to complete task assignment.

My Tasks:

Here employee can view his/her assigned tasks based on status.

User Level : Employee

Path : Timesheets ---> My Tasks



➢ Here user has to select task status and click on "**Show Tasks**" button, his/her pending/completed tasks are displayed.

➢ The tasks which are showing here are displayed during timesheet entry. If user doesn't want the tasks to appear during timesheet entry, he/she can delete the task by clicking on delete icon of that task.

- **Timesheet Process**

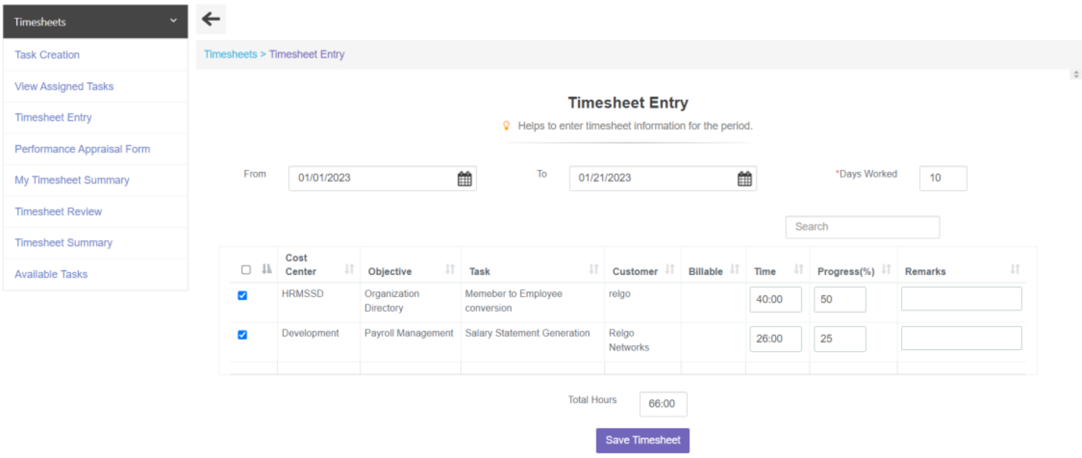
Timesheet Entry:

A time sheet is a data table which an employer can use to track the time a particular employee has worked during a certain period. Businesses use time sheets to record time spent on tasks, projects, or clients.

Here employees can fill their time sheets for assigned tasks along with cost center, objective, progress etc…

User Level : Employee

Path : Timesheets ---> Timesheet Entry



➢ Here user has to select timesheet dates and enter days worked.

➢ Fill the hours worked for the tasks, its progress and remarks also.

➢ Select the check boxes of tasks and click on "**Save Timesheet**" button to complete timesheet entry.

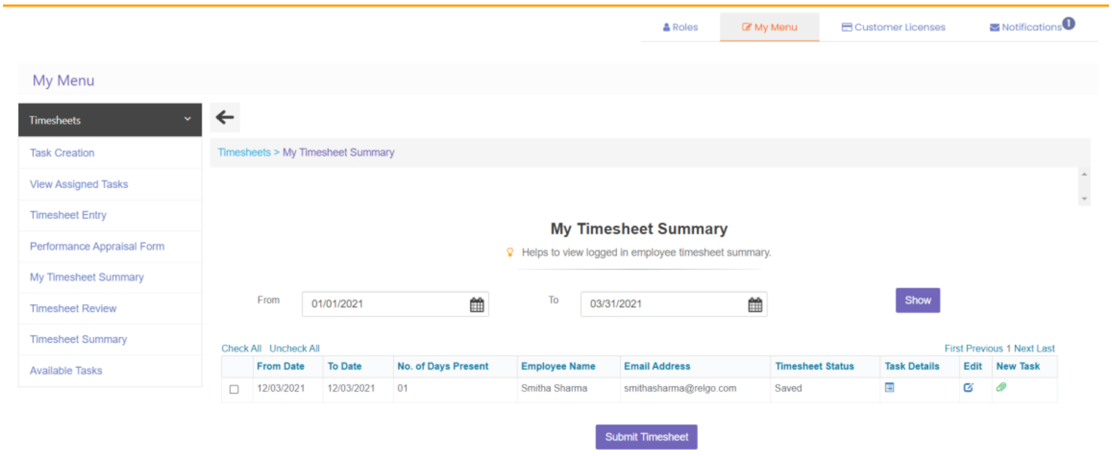
➢ After this, the timesheet status will be in "Saved" mode.

My Timesheet Summary:

Employees can edit their time sheets before the review completion in "My Time sheet Summary" Form where edit and new task option is provided.

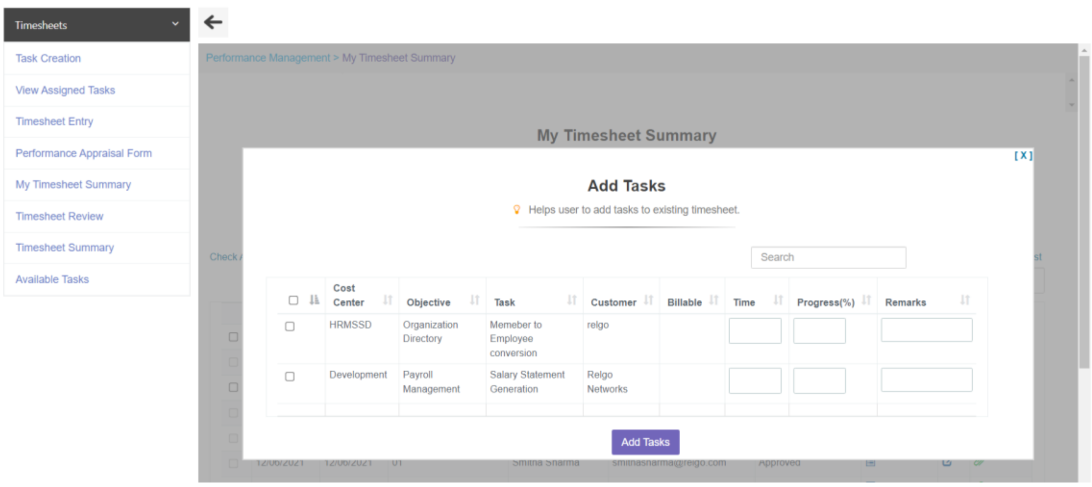
User Level : Employee

Path : Timesheets ---> My Timesheet Summary



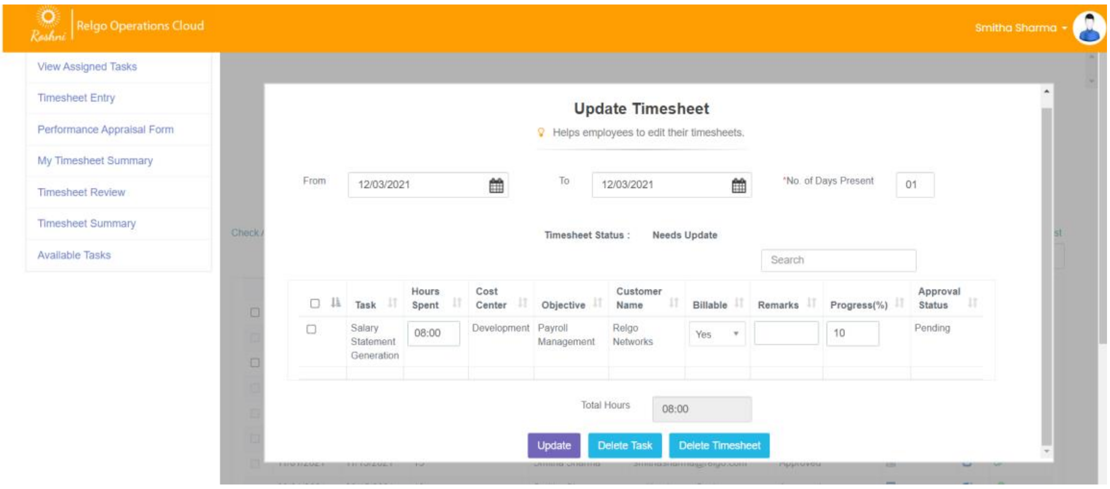
- ➢ If Timesheet Status is "Saved" or "Needs Update", select the check boxes of timesheet record and click on "Submit Timesheet" button to submit timesheet. Then the status changes to "Submitted". Only Timesheets with status "Submitted" are visible to Managers.
- ➢ Once timesheet status changes to "Submitted", employees will not be able to edit timesheet, existing tasks and add new tasks to the timesheet.
- ➢ If Timesheet Status is "Saved" or "Needs Update", then only employees will be able to edit timesheets or add new tasks.

Click on **New Task** icon of that timesheet, below popup appears.



Fill the tasks, working hours same as timesheet entry and click on **Add Tasks** button to add new tasks to the timesheet.

Click on **Edit** icon of that timesheet, below popup appears.

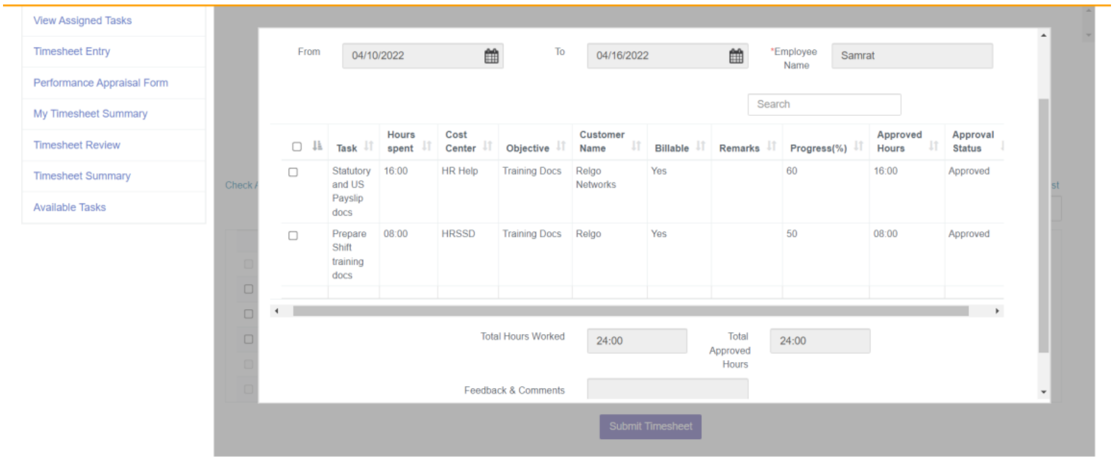


➢ Here user can edit dates and days worked along with hours worked, progress, remarks of pending tasks only.

➢ After editing, select the check boxes of the tasks and click on "Update" to update tasks/click on "Delete Tasks" to delete tasks

➢ Click on "Delete Timesheet" if employee wants to delete this timesheet.

Click on **Task Details** icon of that timesheet, below popup appears.

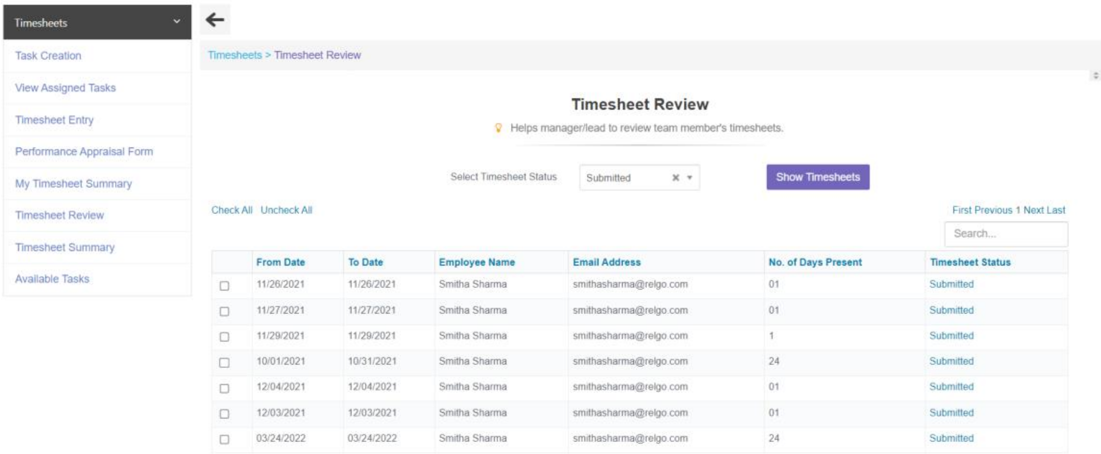


Timesheet Review:

A time sheet needs to be reviewed by manager, to proceed for payroll process.

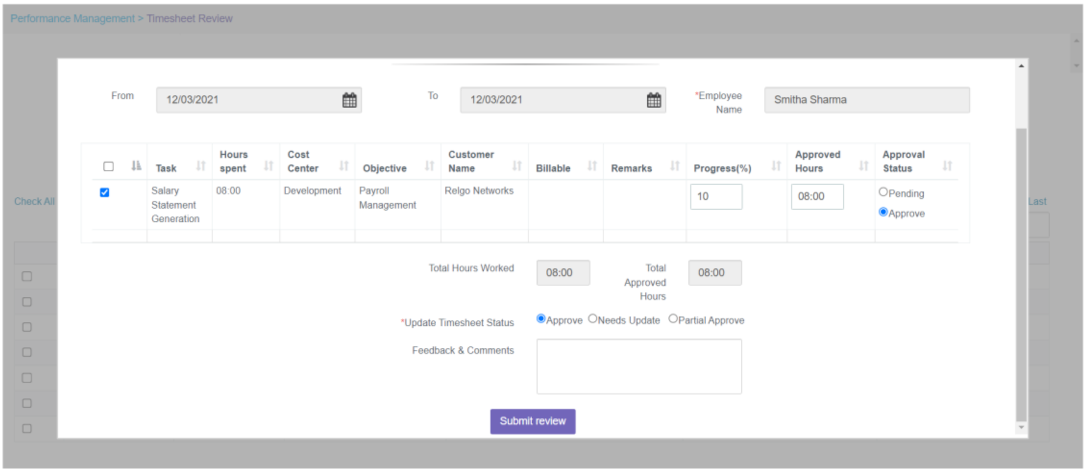
User Level : Employee (Manager)

Path : Timesheets ---> Timesheet Review



- Here manager has to select the Timesheet status as Submitted then click on **Show Timesheets** button.

- Submitted timesheet are displayed as shown above. To review the timesheet, user has to click on "**Submitted**" link. A popup appears as below.



- Manager can edit the approved hours and progress (in-case of wrong data) if needed.

- If manager wants to proceed timesheet for payroll, select the update timesheet status to "Approve" or if any changes need to be done by employee, update the status to "Needs Update". Feedback & Comments can also be entered.

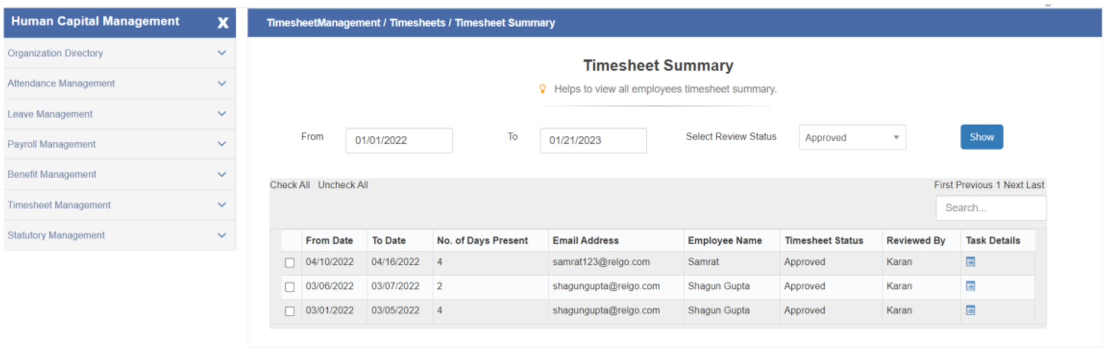
- If the timesheet is changed to "Needs Update", user has to edit and submit that timesheet to make it available for manager to review.

Timesheet Summary:

This is for the purpose of viewing all employees timesheets within period based on status.

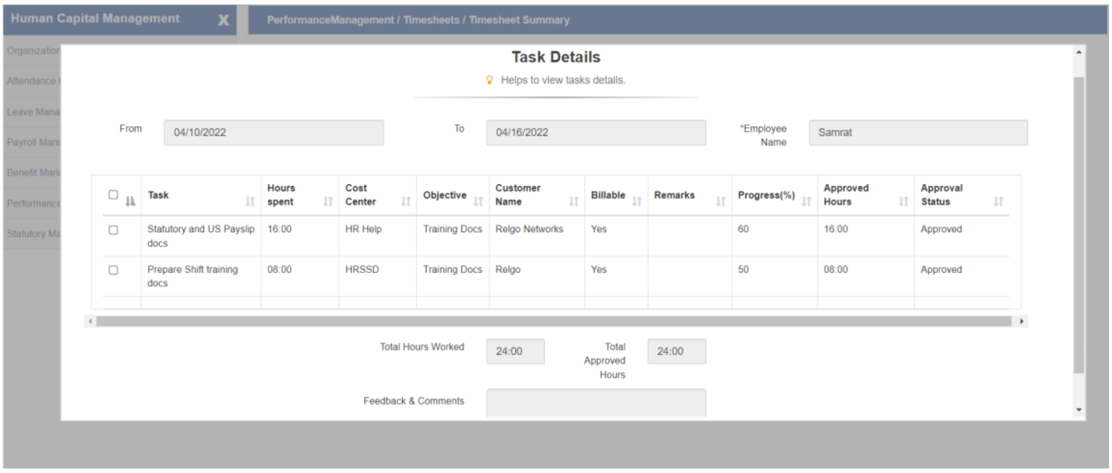
User Level : Admin / Employee with task permission

Path : Timesheet Management ---> Timesheets ---> Timesheet Summary



➢ Here user can select the dates and status “Approved”, click on **Show** button then approved timesheets within that period are displayed.

➢ When you click on Task Details of timesheet records, below popup having task details and hours are displayed.



If user selects the dates, status as “**Not Submitted”** and click on “**Show**” then list of employees who haven’t submitted (or unapproved) timesheets along with dates are displayed.