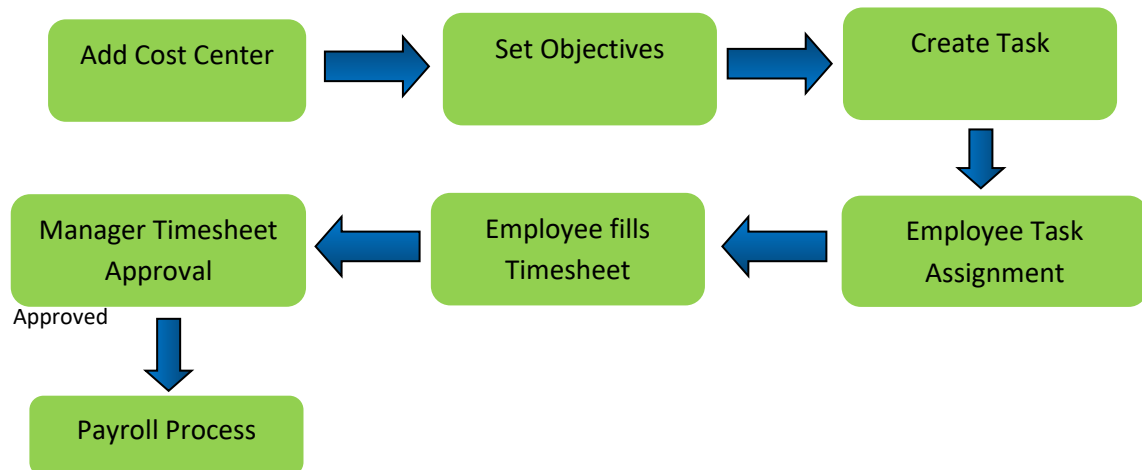


Timesheet Management

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:

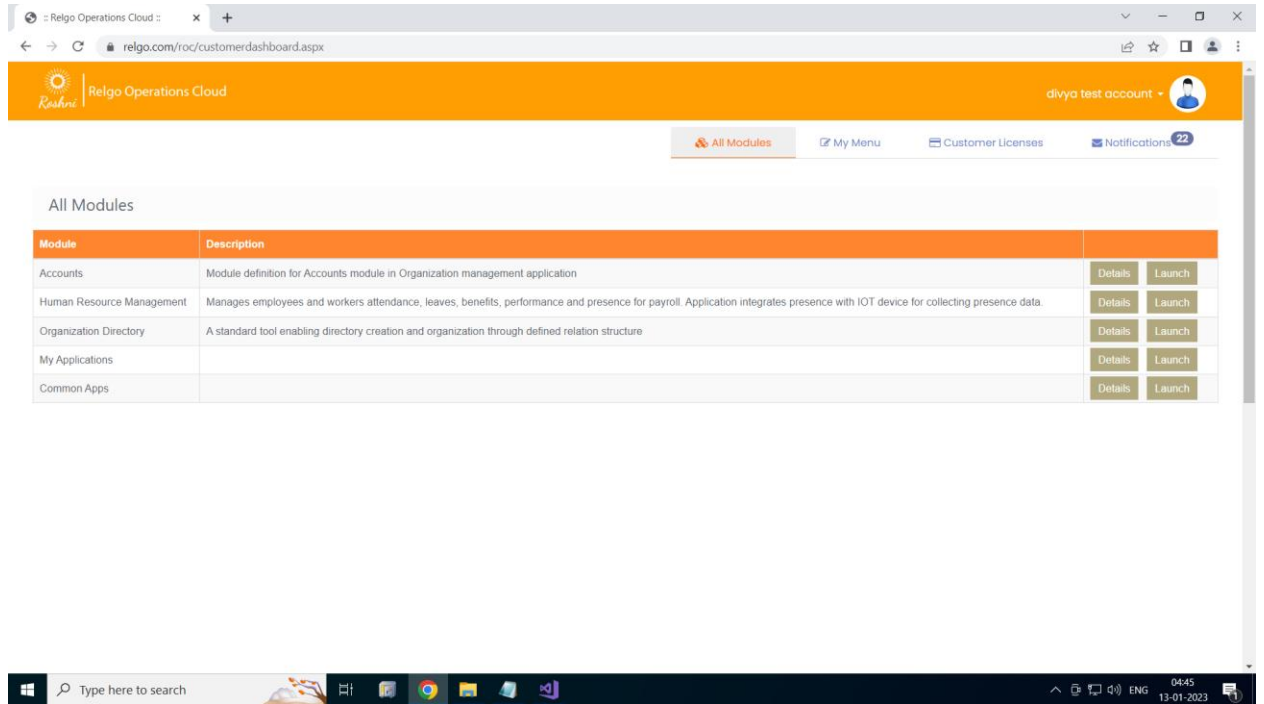


PREREQUISITES: [?](#)

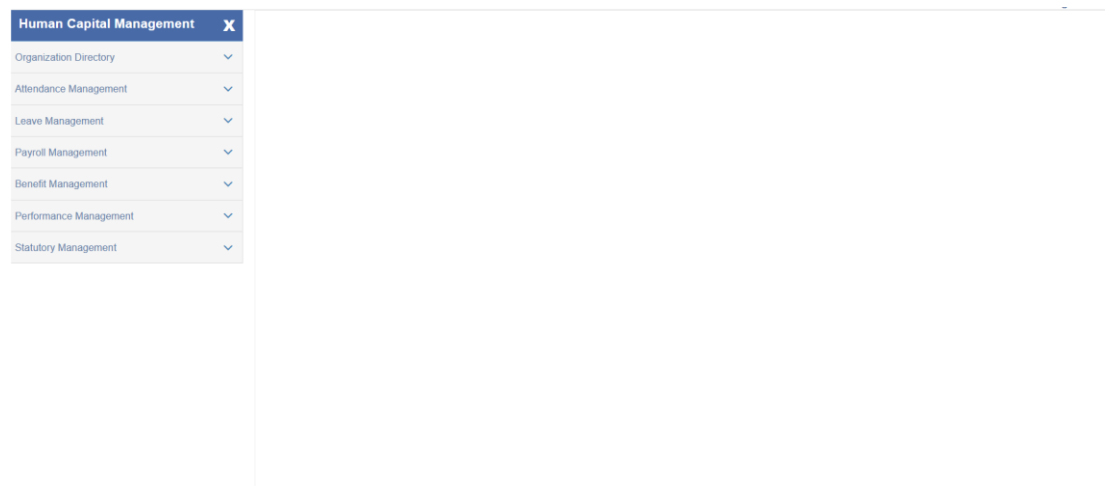
- Account in RNC.[?](#)
- Identity cast must be generated for that account. [?](#)
- Must be able to login to ROC with generated identity cast.

How to access Admin Menu?

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

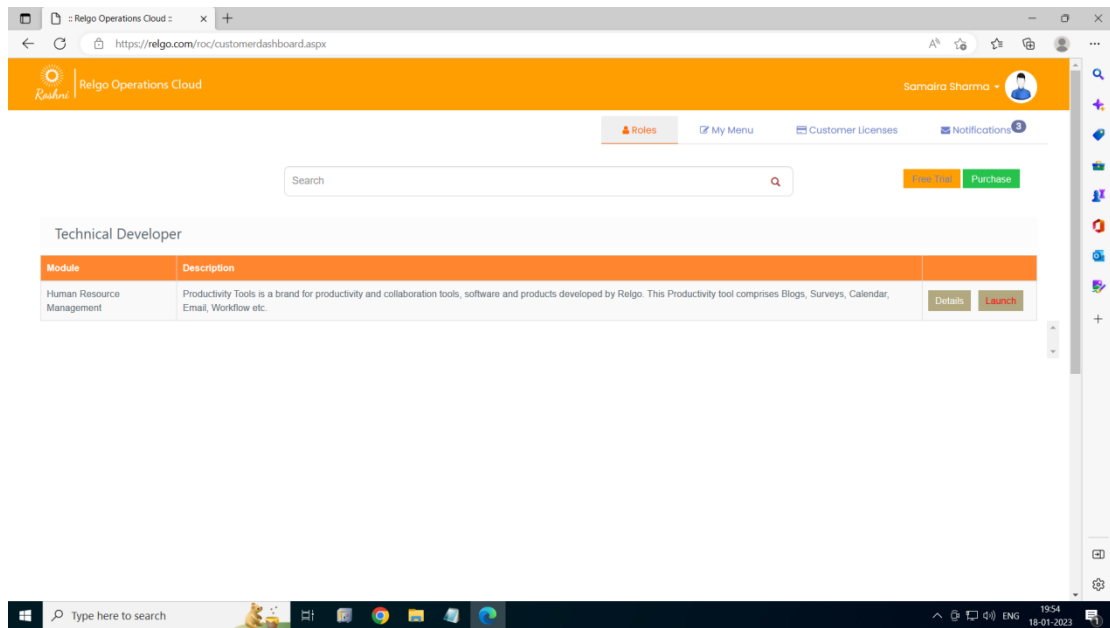


Click on **Launch** button of **Human Resource Management**, a menu appears in a new tab.

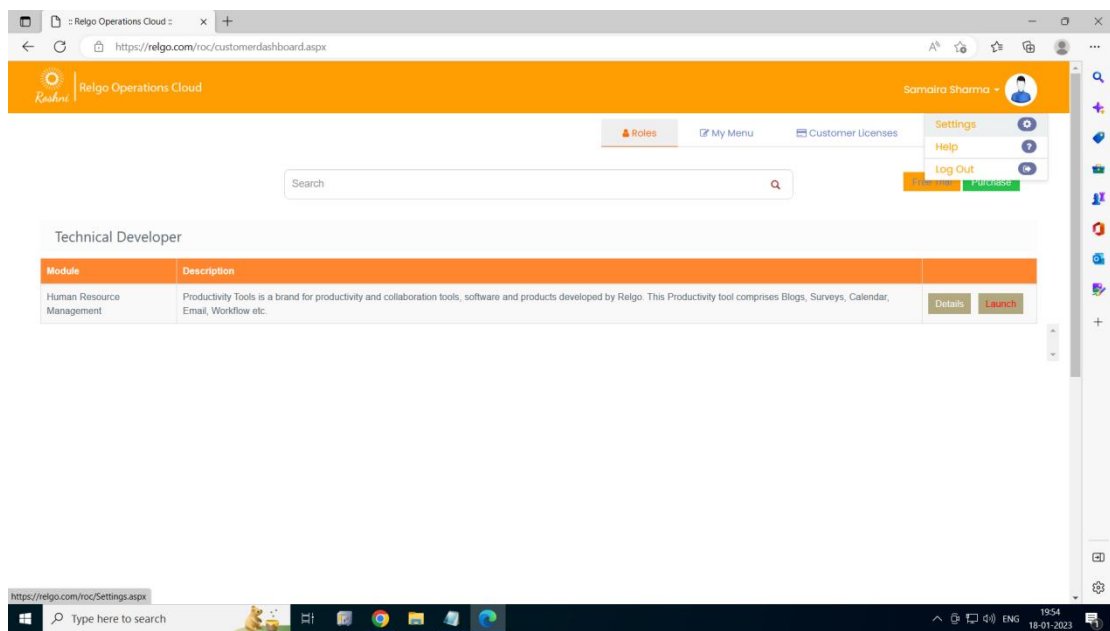


How to access Employee Menu?

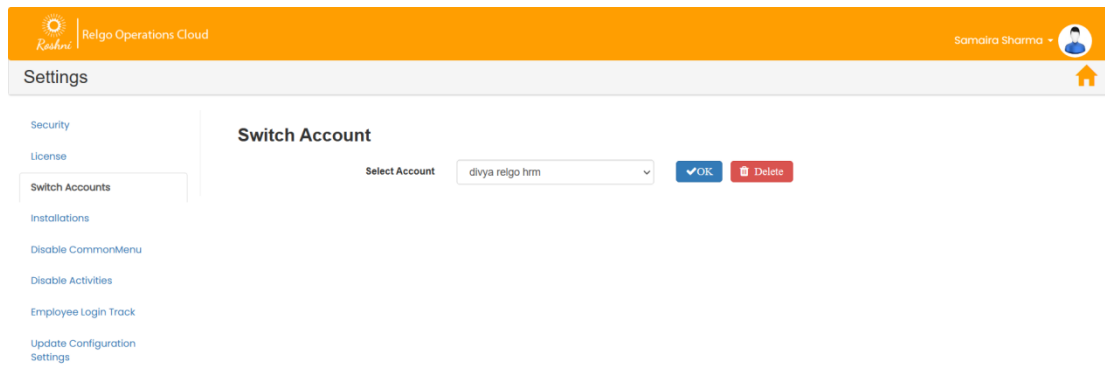
First create identity cast, login to ROC with that token. After logging to ROC following screen appears.



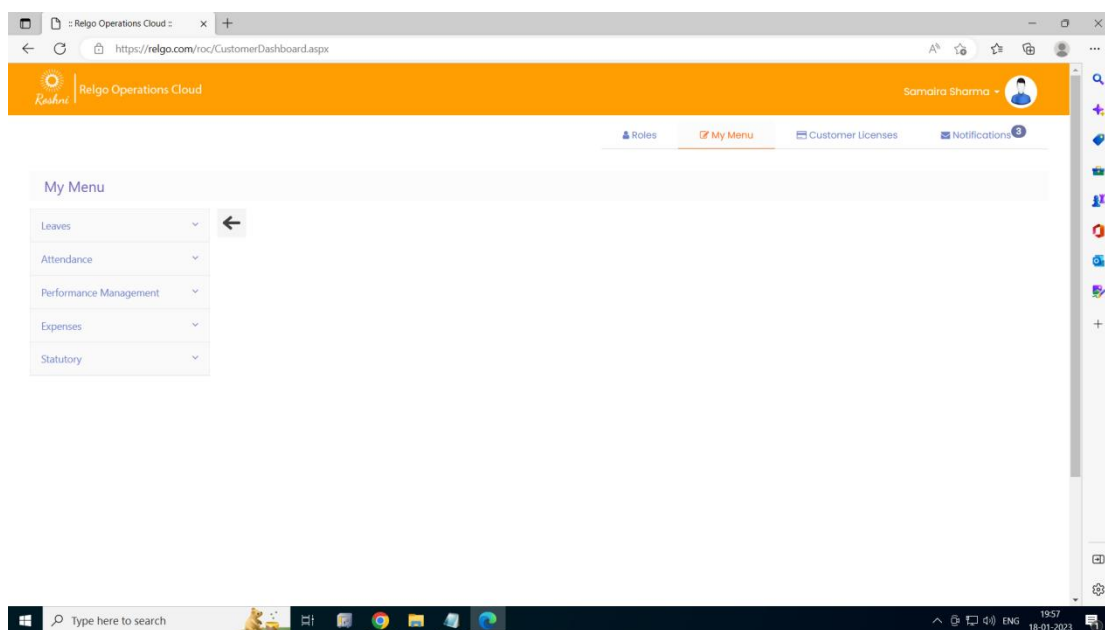
Go to settings as shown below if you are logging for the first time.



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

The screenshot shows the 'Add Pay Levels' form within the HRMS system. The left sidebar contains a navigation menu with 'Timesheet Management' selected. The main content area has a title 'Add Pay Levels' and a subtitle 'Helps to add pay levels.' Below this, there are two input fields: 'Pay Level' with the value 'Attendance Feature Paylevel' and 'Hourly Rate' with the value '150'. A blue 'Add' button is positioned below the 'Hourly Rate' field.

- 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

The screenshot shows the 'Create Task' form within the HRMS system. The left sidebar contains a navigation menu with 'Timesheet Management' selected. The main content area has a title 'Create Task' and a subtitle 'Helps user to create task for employee task assignment.' Below this, there are several input fields: 'Cost Center' (HRMSSD), 'Task Name' (Salary Statement Generation), 'Task Status' (New), 'Comments' (empty text area), 'Objective' (Payroll Management), 'Priority' (High), 'Customer Name' (Reigo), and 'Billable' (Yes). There are two buttons at the bottom: 'Create Task' and 'Cancel'.

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

My Menu

Timesheets

Task Creation

View Assigned Tasks

Timesheet Entry

Performance Appraisal Form

My Timesheet Summary

Timesheet Review

Timesheet Summary

Available Tasks

Performance Management > Available Tasks

Self Task Assignment

Helps user to assign tasks.

Objective Payroll Show Tasks

Check All Uncheck All

First Previous 1 Next Last

Search...

	Cost Center	Objective	Task Name	Customer	Priority	Status	Reported on
<input type="checkbox"/>	HRSSD	Payroll	Salary Integration	Relgo Networks	Critical	New	03/12/2021 02:24 AM
<input type="checkbox"/>	HRSSD	Payroll	Payroll Reports	Relgo Networks	Critical	New	02/18/2021 09:38 AM

Assign

- 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

My Menu

Timesheets

Task Creation

View Assigned Tasks

Timesheet Entry

Performance Appraisal Form

My Timesheet Summary

Timesheet Review

Timesheet Summary

Available Tasks

Timesheets > My Tasks

My Tasks

Helps user to view his/her assigned tasks.

Task Status Pending Show Tasks

Check All Uncheck All

First Previous 1 Next Last

Search...

	Cost Center	Objective	Task	Customer	Billable	Task Priority	Delete
<input type="checkbox"/>	HRSSD	Attendance	Task 4	Relgo	No	Low	
<input type="checkbox"/>	HR Help	Online Help	Task 3	Relgo	No	Critical	
<input type="checkbox"/>	HRSSD	Statutory	Task 2	Relgo	Yes	Medium	
<input type="checkbox"/>	HR Help	Sample Obj	Task1	Relgo	Yes	High	
<input type="checkbox"/>	HRSSD	Training Docs	Prepare Shift training docs	Relgo	Yes	High	
<input type="checkbox"/>	HR Help	Training Docs	Statutory and US Payslip docs	Relgo Networks	Yes	New	

- 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

<input type="checkbox"/>	Cost Center	Objective	Task	Customer	Billable	Time	Progress(%)	Remarks
<input checked="" type="checkbox"/>	HRMSSD	Organization Directory	Member to Employee conversion	relgo		40:00	50	
<input checked="" type="checkbox"/>	Development	Payroll Management	Salary Statement Generation	Relgo Networks		26:00	25	

Total Hours: 66:00

[Save Timesheet](#)

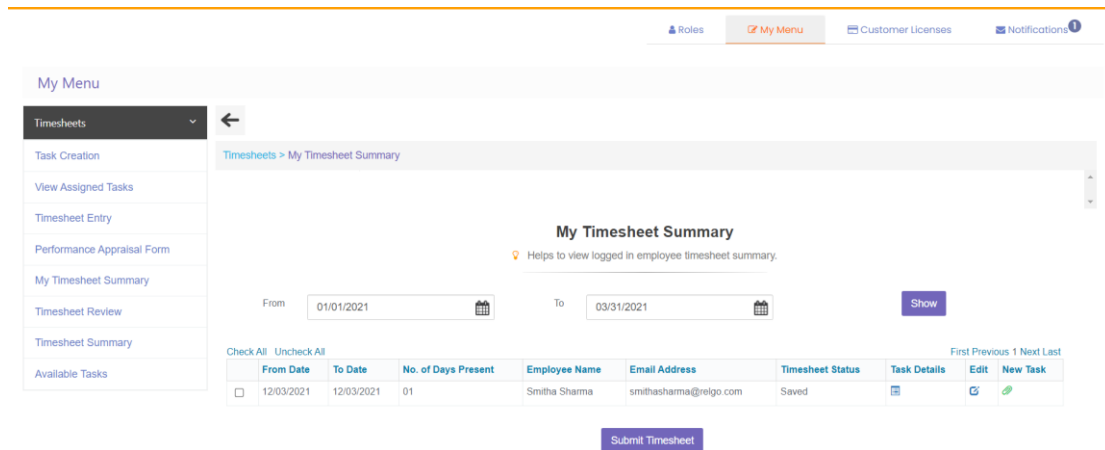
- Here user has to select timesheet dates and enter days worked.
- Fill the hours worked for the tasks, its progress and remarks also.
- Select the check boxes of tasks and click on **“Save Timesheet”** button to complete timesheet entry.
- After this, the timesheet status will be in **“Saved”** mode.

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.

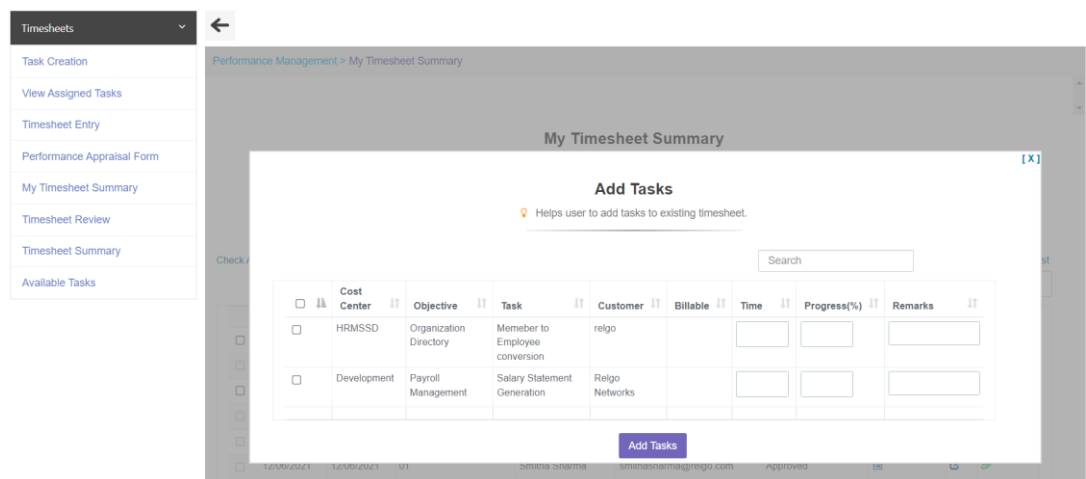
User Level : Employee

Path : Timesheets ---> My Timesheet Summary



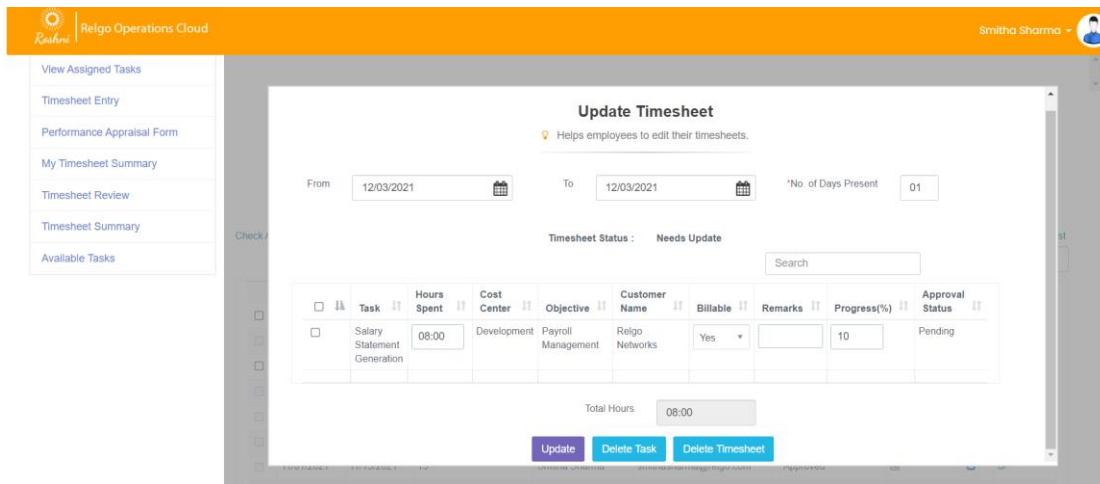
- If Timesheet Status is “**Saved**” or “**Needs Update**”, select the check boxes of timesheet record and click on “**Submit Timesheet**” button to submit timesheet. Then the status changes to “**Submitted**”. Only Timesheets with status “**Submitted**” are visible to Managers.
- Once timesheet status 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.



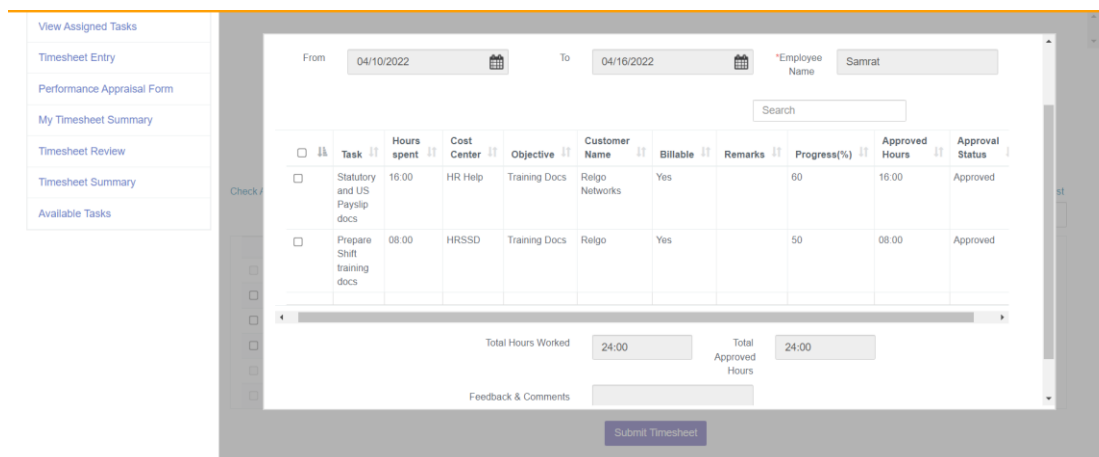
Fill the tasks, working hours same as timesheet entry and click on **Add Tasks** button to add new tasks to the timesheet.

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.

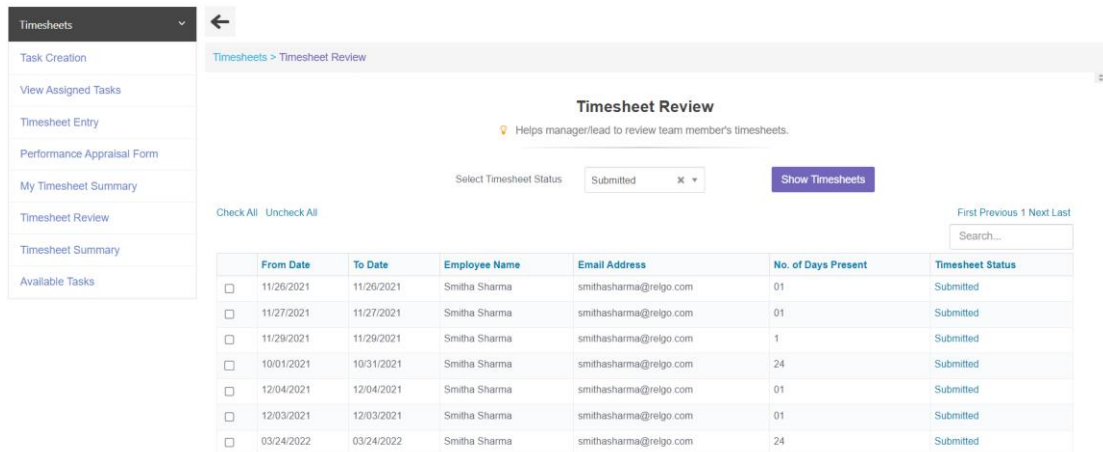


Timesheet Review:

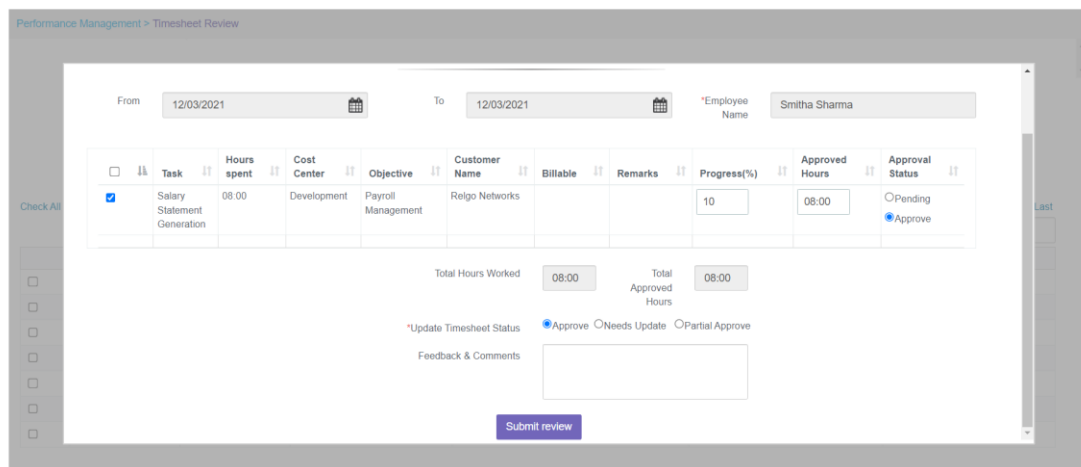
A time sheet needs to be reviewed by manager, to proceed for payroll process.

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

Human Capital Management X TimesheetManagement / Timesheets / Timesheet Summary

Timesheet Summary
Helps to view all employees timesheet summary.

From: 01/01/2022 To: 01/21/2023 Select Review Status: Approved **Show**

Check All Uncheck All First Previous 1 Next Last Search...

	From Date	To Date	No. of Days Present	Email Address	Employee Name	Timesheet Status	Reviewed By	Task Details
<input type="checkbox"/>	04/10/2022	04/16/2022	4	samrat123@reigo.com	Samrat	Approved	Karan	Task Details
<input type="checkbox"/>	03/06/2022	03/07/2022	2	shagungupta@reigo.com	Shagun Gupta	Approved	Karan	Task Details
<input type="checkbox"/>	03/01/2022	03/05/2022	4	shagungupta@reigo.com	Shagun Gupta	Approved	Karan	Task Details

- 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.

Human Capital Management X PerformanceManagement / Timesheets / Timesheet Summary

Task Details
Helps to view tasks details.

From: 04/10/2022 To: 04/16/2022 *Employee Name: Samrat

<input type="checkbox"/>	Task	Hours spent	Cost Center	Objective	Customer Name	Billable	Remarks	Progress(%)	Approved Hours	Approval Status
<input type="checkbox"/>	Statutory and US Payslip docs	16:00	HR Help	Training Docs	Reigo Networks	Yes		60	16:00	Approved
<input type="checkbox"/>	Prepare Shift training docs	08:00	HRSSD	Training Docs	Reigo	Yes		50	08:00	Approved

Total Hours Worked: 24:00 Total Approved Hours: 24:00

Feedback & Comments

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.

Human Capital Management X TimesheetManagement / Timesheets / Timesheet Summary

Timesheet Summary
Helps to view all employees timesheet summary.

From: 01/01/2022 To: 01/21/2023 Select Review Status: Not Submitted **Show**

Check All Uncheck All First Previous 1 Next Last Search...

<input type="checkbox"/>	Employee Name	Email Address	Not Submitted Timesheets
<input type="checkbox"/>	Kavitha Sharma	kavitha.sharma@reigo.com	1 Jan 2022 - 21 Jan 2023
<input type="checkbox"/>	Shagun Gupta	shagungupta@reigo.com	1 Jan 2022 - 28 Feb 2022 8 Mar 2022 - 21 Jan 2023
<input type="checkbox"/>	Arjun Kumar	arjun.kumar@reigo.com	1 Jan 2022 - 21 Jan 2023
<input type="checkbox"/>	Rashmi Sharma	rashmisharma@reigo.com	1 Jan 2022 - 21 Jan 2023
<input type="checkbox"/>	Samrat	samrat123@reigo.com	1 Jan 2022 - 9 Apr 2022 17 Apr 2022 - 21 Jan 2023
<input type="checkbox"/>	Karan	karan123@reigo.com	1 Jan 2022 - 21 Jan 2023
<input type="checkbox"/>	Samar	samar123@reigo.com	1 Jan 2022 - 21 Jan 2023
<input type="checkbox"/>	Sahil	sahil123@reigo.com	1 Jan 2022 - 21 Jan 2023

