Introduction to Time Management

Quick Reference Guide

Time Cards vs. Time Sheets

Time Cards

A Time Card is used to capture time spent on a project/task. It is one entry/ row on a Time Sheet.

This allows for a comparison of the actual time spent (costs) against planned effort, estimated costs, and budgets.

Individuals are responsible for managing their own time.

The default time reporting week runs from Sunday to Saturday.

Time Sheets

A Time Sheet groups all your Time Cards together for a given week.

A Time Sheet allows you to submit all your Time Cards for a given week at once via the Time Sheet Portal.

Time Sheet States

Pending → **Submitted** → **Processed**

Time Sheets have not yet been submitted or have pending time cards with 0 hours.

Time Sheets are ready for Manager approval. There may be time cards that are already processed as a part of the Time Sheet.

Time Sheets include time cards that have been approved and processed. This happens automatically after submission.

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