



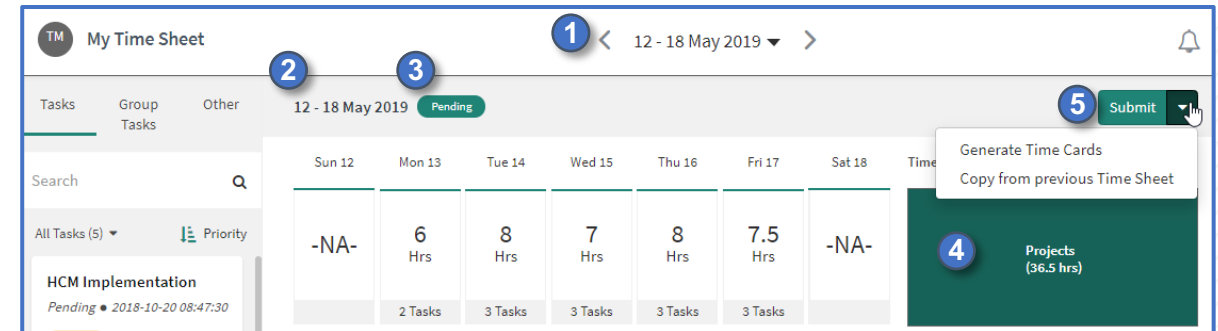
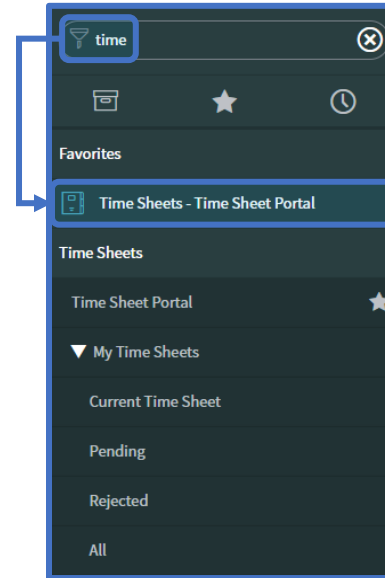
Entering and Submitting a Time Sheet

Quick Reference Guide

Entering a Time Sheet

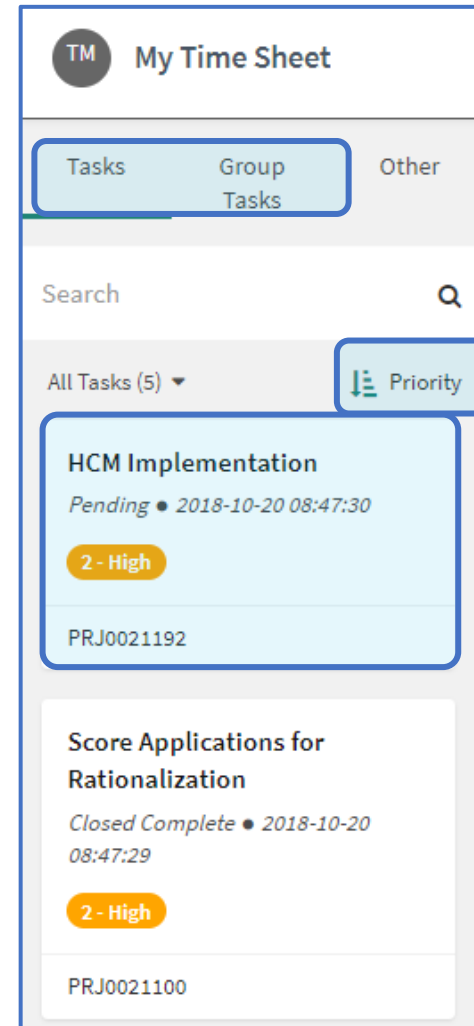
The **Time Sheet Portal** is accessed from the Application Navigator under the Time Sheets application module. You can also view your Time Sheets in various states from the **My Time Sheets** section.

1. The Time Sheet portal displays a date range of the Time Sheet for the selected week and provides options to navigate to the previous or next week's Time Sheet.
2. Provides a link to navigate to the Time Sheet for the current week when a different Time Sheet is being viewed.
3. Indicates the state of the Time Sheet being viewed.
4. Indicates the total number of hours that you entered in the Time Sheet.
5. Provides options that enable you to submit a Time Sheet, copy time cards from a previous Time Sheet, and generate time cards for assigned tasks.



Entering a Time Sheet

- The **Tasks** tab displays your assigned tasks as cards. Each card provides information about a task, such as short description, state, last updated date and time, and priority.
- Time cards will appear for Projects as well as Project Tasks.
- On the **Tasks** tab, you can perform the following operations:
 - Type a keyword in the search field to view only cards with details that match the keyword.
 - Sort time cards in ascending or descending order based on priority, irrespective of the task type.
 - View cards based on a category, such as Projects or Project Tasks.
- The **Group Tasks** tab displays cards used to log time against tasks to which any groups the user is a member of are assigned.

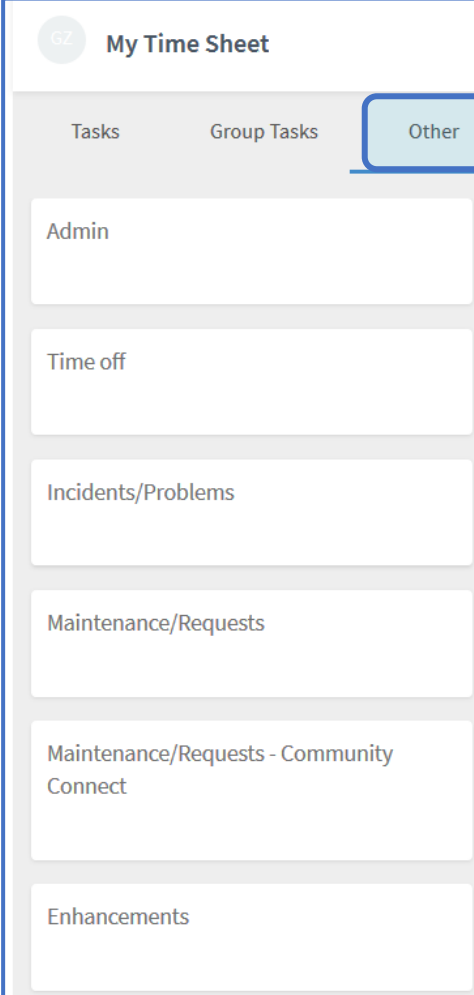


Entering a Time Sheet

The **Other** tab displays cards used to log time against operational work.

The categories of Operational Work are:

- Admin
- Time Off
- Incidents/Problems
- Maintenance/Requests



The screenshot shows a mobile application interface titled "My Time Sheet" with a "GZ" logo. Below the title, there are three tabs: "Tasks", "Group Tasks", and "Other". The "Other" tab is currently selected and highlighted with a blue border. Under the "Other" tab, there is a vertical list of six white cards with rounded corners, each containing a category name: "Admin", "Time off", "Incidents/Problems", "Maintenance/Requests", "Maintenance/Requests - Community Connect", and "Enhancements".

Entering a Time Sheet

There are several ways to add Time Cards to your weekly Time Sheet:

1. Generate Time Cards
2. Copy from Previous Week
3. Manually add Time Cards
4. Add unassigned tasks to Time Sheet

Double click any of the cells in the Time Sheet to add time. Once you add time to a cell, press **Enter** on your keyboard.

In order to delete a Time Card (row) from your Time Sheet, click the 3 button icon at the right, then click **Delete**.

My Time Sheet

12 - 18 May 2019

Tasks Group Tasks Other

12 - 18 May 2019 Pending

Submit

1 Generate Time Cards

2 Copy from previous Time Sheet

3 Add to Time Sheet





4 Add unassigned tasks to Time Sheet

Projects (16.5 hrs)

	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18
Time	-NA-	1 Hrs 1 Task	4 Hrs 3 Tasks	4 Hrs 2 Tasks	3 Hrs 3 Tasks	4.5 Hrs 3 Tasks	-NA-

Logged Time Cards

Project time

Logged Time Cards									Add unassigned tasks to Time Sheet ?	
Project Name	Task	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Total	
 Server 2008 EOL	Codefinder 3M* Pam PRJTASK00	0	8	6	6	3	6	0	29	
 HCM Implementation	Import Assets in ServiceNov PRJTASK00	0	0	3	2	5	0	0	10	

Thu 9	Fri 10	Sat 11	Total
8	7	0	
			<div>Add Note</div> <div>Open Form View</div> <div>Delete Time Card</div> <div>Submit Time Card</div>

Submitting a Time Card

Submitting a Time Card

Once you have added Time Cards and hours to your Portal for the week, click **Submit** at the top of the page.

14 - 20 July 2019

Pending

Submit

Sun 14

Mon 15

Tue 16

Wed 17

Thu 18

Fri 19

Sat 20

Time Sheet breakdown

39 hrs

-NA-

8 Hrs

9 Hrs

8 Hrs

8 Hrs

6 Hrs

-NA-

Project Tasks (39 hrs)

1 Task

2 Tasks

2 Tasks

2 Tasks

1 Task

Logged Time Cards

Add unassigned tasks to Time Sheet

Project Name	Task	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Total
Server 2008 EOL	Codefinder 3M* Pam PRJTASK00	0	8	6	6	3	6	0	29
HCM Implementation	Import Assets in ServiceNov PRJTASK00	0	0	3	2	5	0	0	10

Once the Time Sheet has been submitted, it will be in **Submitted** state.

5 - 11 January 2020

Submitted

Sun 5

Mon 6

The Time Sheet moves to the **Processed** state once the Time Sheet has been approved.

5 - 11 January 2020

Processed

Sun 5

Mon 6