

Timesheet Management

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Introduction

Timesheet management is a method for recording and tracking the amount of an employee's time spent working. The employee timesheet can report total hours worked or time spent working on a specific task or job. Employee timesheets are primarily used for payroll. The hours worked provide a record for time to be paid. Used in project management, employee timesheets improve project execution, decision-making and compliance with labour and government regulations. Employee timesheets are used to record the start and end time of tasks or simply the duration of the task. Employee timesheets may contain a detailed breakdown of tasks accomplished by the employee.

Timesheet Management, Why?

Timesheet management is beneficial to employees and project managers can use the timesheets to track time spent on each task in a project. Customized timesheet periods help to assess the weekly, bi-weekly and monthly progress of an employee and the projects they are working on.

Timesheet approvals allow managers to assess the percentage completion of various tasks in a project and also gauge the input of each employee in the task. Keeping a track of the different projects an employee is involved in becomes very easy.

The billable hour's input by an employee helps the company assess the intrinsic value of an employee, the value they add to the organization and thereby decide whether the employee is an asset to the organization. Various reports generated via the timesheet management software help to track the progress of a project and employees alike. These reports can be exported in the excel formats according

1. Employee Wise
2. Project Wise
3. Team Wise
4. Activity Wise

Timesheet Management – Advantages

1. Tracking time can reduce an organization's costs by making payroll processing more efficient, by making costs visible so you can lower them, and by automating billing & invoicing.
2. Time tracking can increase revenue through automating billing, which tends to make it easier for a company to get correct invoices out for all hours worked by consulting staff. This speeds up payment and eliminates the hassles of 'dropping' bills.
3. In project management, timesheets can also be used to build a body of knowledge about how much effort tasks take to develop. Also, most timesheet management has the ability to track resource costs and project expenses to allow for better future budgeting.
4. For the HR function, the time spent on activities by individuals can be analysed over a period of time and categorized into broad types. Based on the outcome roles could be realigned.

Prerequisites:

Prerequisites for Attendance and Timesheet Management

Here we need some prerequisites to deploy this application:

1. We need to install Ribbon Workbench 2016 into the environment to deploy this application, we can download this from below mentioned link.

Link - <https://www.develop1.net/public/rwb/ribbonworkbench.aspx>

2. We need to install Smart Buttons into the environment to deploy this application, we can download this from below mentioned link.

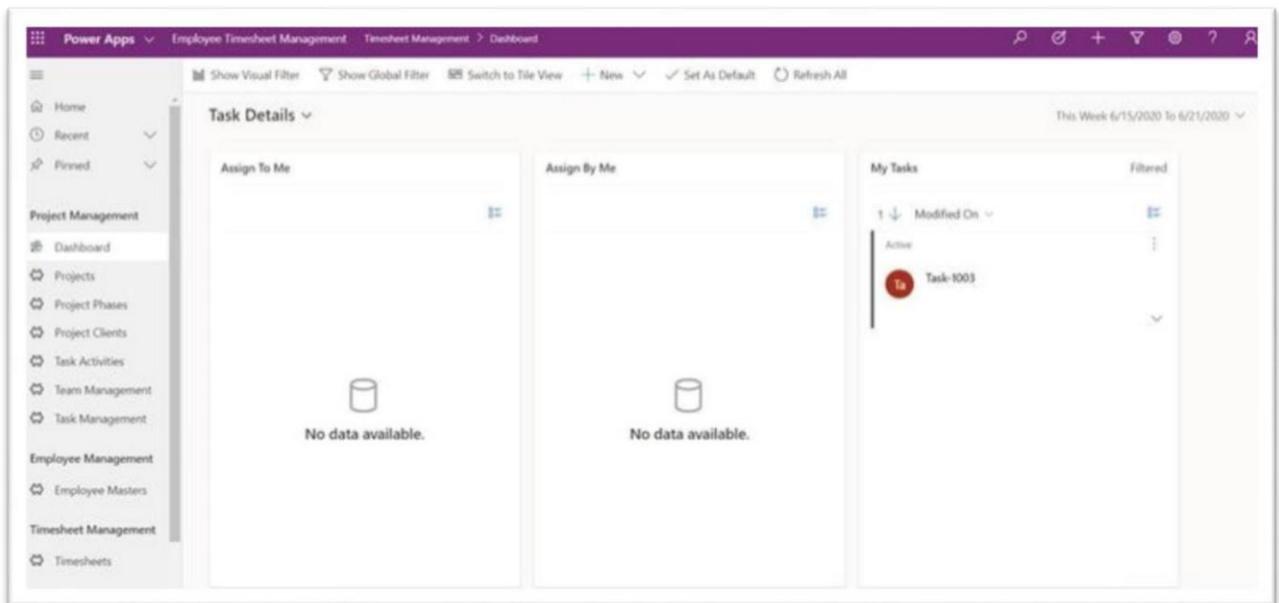
Link - <https://github.com/scottdurow/RibbonWorkbench/releases>

Process:

1. Dashboard:

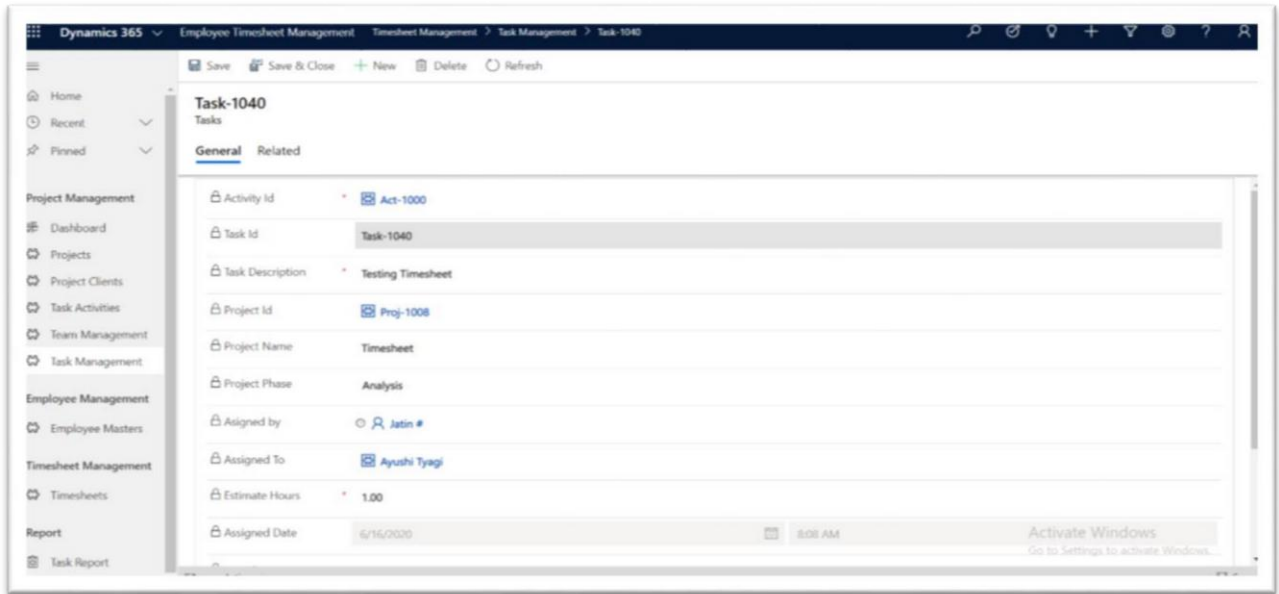
This is the dashboard, here the user can see:

- ☐ Task Assign To Me.
- ☐ Task Assign By Me



2. Task Assign By Me:

If the user want to assign task to employee, then
Go to Task Management -> New



The screenshot shows the Dynamics 365 interface for creating a new task. The left sidebar contains navigation options: Home, Recent, Pinned, Project Management (Dashboard, Projects, Project Clients, Task Activities, Team Management, Task Management), Employee Management (Employee Masters), Timesheet Management (Timesheets), and Report (Task Report). The main form is titled 'Task-1040' and has tabs for 'General' and 'Related'. The 'General' tab is active, showing the following fields:

- Activity Id: * (lookup field, value: Act-1000)
- Task Id: Task-1040
- Task Description: * (text field, value: Testing Timesheet)
- Project Id: (lookup field, value: Proj-1008)
- Project Name: Timesheet
- Project Phase: Analysis
- Assigned by: (lookup field, value: Jatin #)
- Assigned To: (lookup field, value: Ayushi Tyagi)
- Estimate Hours: * (text field, value: 1.00)
- Assigned Date: (date field, value: 6/16/2020)

At the bottom right, there is a 'Save' button and a 'Save & Close' button. A watermark 'Activate Windows' is visible in the bottom right corner.

Here, the user will fill:

1. Activity Id: select the Activity Id from the look up, It is a mandatory field.
2. Task description: Enter Task description, It is a mandatory field.
3. Project Id: Select project Id from look up.
4. Assigned To: Select the employee to assign task.
5. Estimated Hours: Fill the estimated hours, It is a mandatory field.

After filling all the fields, Click on Save.

Now, The Task has been successfully assigned.

3. Create My Task:

To Create My task,

Go to Task management -> New

Power Apps Employee Timesheet Management

Save Save & Close + New

Estimate Hours: Required fields must be filled in.

New Tasks

General

Activity Id * Act-1000

Task Id Team Members

Task Description * Yogendra Tyagi

Project Id Timesheet Team Vikas Srivastava

Project Name Timesheet Team Umesh Dubey

Project Phase Timesheet Team Ayushi Tyagi

Assigned by + New Team Members

Assigned To Look for Assigned To

Estimate Hours * Required fields must be filled in.

Recent records

Change View

Activate Windows

Power Apps Employee Timesheet Management Timesheet Management Task Management Task-1004

Save Save & Close + New Delete Refresh

Task-1004

Tasks

General Related

Activity Id * Act-1000

Task Id Task-1004

Task Description * Develop my task process in timesheet app Jatin

Project Id Proj-1000

Project Name Timesheet

Project Phase Installation/Deployment

Assigned by Ayushi Tyagi

Assigned To Ayushi Tyagi

Estimate Hours * 2.00

Assigned Date 6/17/2020

8:15 PM

Activate Windows

Here the employee need to fill:

1. Activity Id
2. Test description.
3. Project Id.

4. Assigned To. (The employee need to fill his/her own name)
5. Estimated Hours.

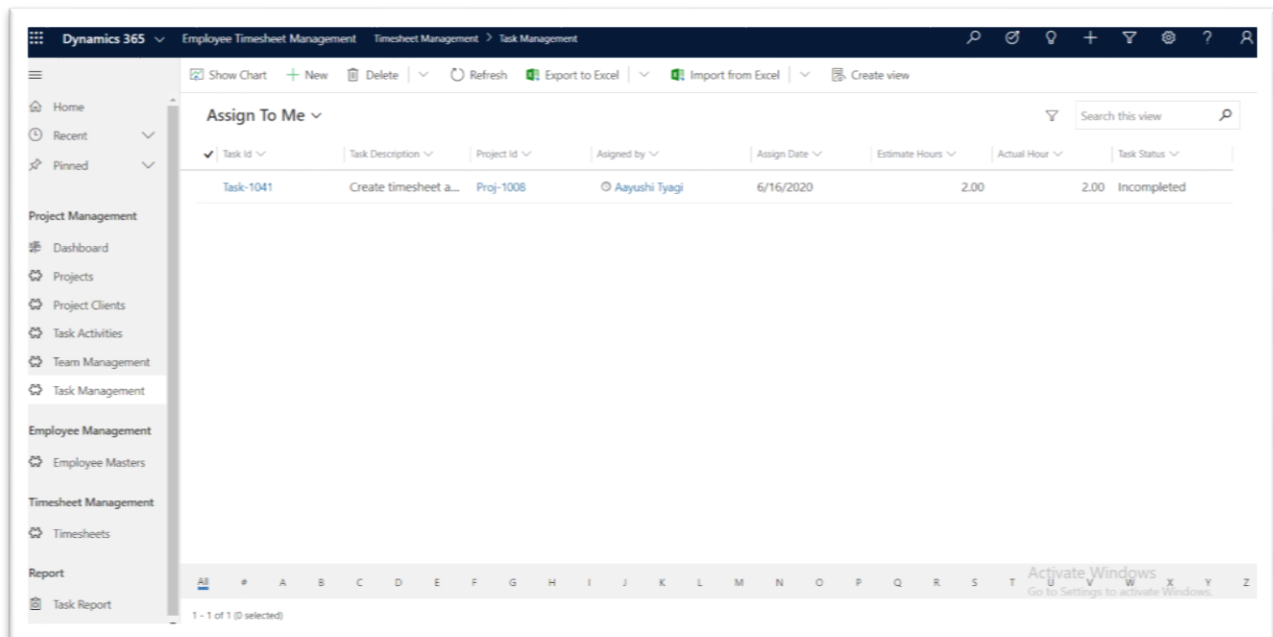
Click on **Save & Close** and your task has been successfully created.

4. Assigned Task Processing:

When a task is assigned to the user, then

Go to Task Management -> Assign to me

Here the user can see all the task assigned to him.



The screenshot shows the Dynamics 365 interface for Employee Timesheet Management. The left sidebar contains navigation options: Home, Recent, Pinned, Project Management (Dashboard, Projects, Project Clients, Task Activities, Team Management, Task Management), Employee Management (Employee Masters), Timesheet Management (Timesheets), and Report (Task Report). The main area is titled 'Assign To Me' and displays a table of tasks assigned to the user.

Task Id	Task Description	Project Id	Assigned by	Assign Date	Estimate Hours	Actual Hour	Task Status
Task-1041	Create timesheet a...	Proj-1008	Aayushi Tyagi	6/16/2020	2.00	2.00	Incompleted

At the bottom of the table, it indicates '1 - 1 of 1 (0 selected)'.

Now, add this task into the timesheet.

Go to Timesheets -> New

Dynamics 365 Employee Timesheet Management Timesheet Management > Timesheets > 1082

Submit Timesheet Add Task In Line Save Save & Close New Delete Refresh

1082
Timesheets

General

Sheet No 1082 Approval status Draft

Employee Jatin # Remark ---

Assigned Date 6/17/2020

Timesheet Lines

+ New Sheet Lines Refresh

Search this view

No data available.

Activate Windows
Go to Settings to activate Windows.

Here, the employee need to fill, **Assigned date** to create the timesheet.

And click on save.

After that, click on **Add task in line** to add the assigned task

Dynamics 365 Employee Timesheet Management Timesheet Management > Timesheets > 1082

Submit Timesheet **Add Task In Line** Save Save & Close New Delete Refresh

1082
Timesheets

General

Sheet No 1082 Approval status Draft

Employee Jatin # Remark ---

Assigned Date 6/17/2020

Timesheet Lines

+ New Sheet Lines Refresh

Search this view

Task Id	Task Description	Activity Id	Project	Assigned by	Estimated Hour	Actual Hour	Work Hour	Task Status
Task-1041	Create timesheet app user manual	Act-1012	Proj-1008	Aayushi Tyagi	2.00	2.00	---	Incompleted
Task-1042	Task process testing	Act-1000	Proj-1008	Aayushi Tyagi	2.00	2.00	---	Incompleted

Activate Windows
Go to Settings to activate Windows.

After adding the task, the employee need to fill

1. Work Hour.
2. Work Date.
3. Task Status.

Click on **Submit Timesheet** and the timesheet is successfully submitted to the reporting manager for approval.

5. Timesheet Approval:

Here, the reporting Manager will approve/reject the timesheet.

