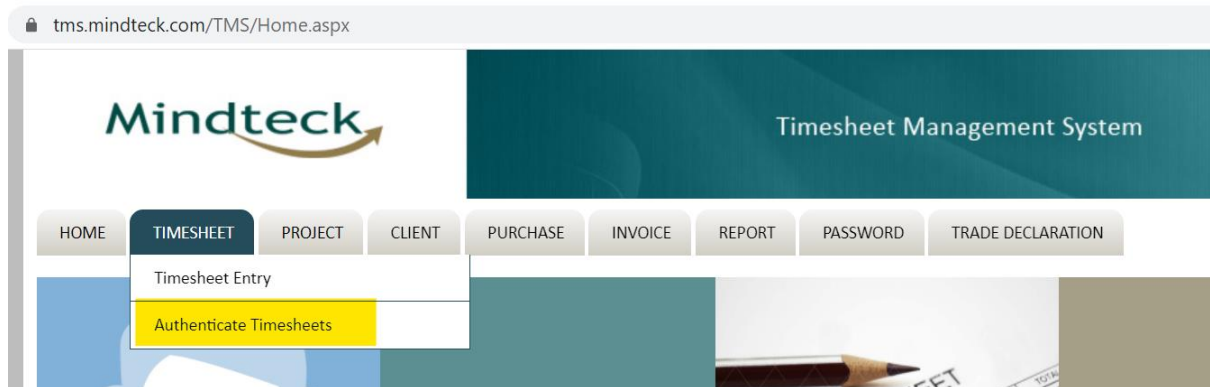


# Timesheet Authentication Module

## Overview

With TMS Timesheet Authentication Module, a Project Manager can Validate, Update and Authenticate the timesheet details entered by all the team members of his/her Project. This module is being used by Project Managers in Mindteck. TMS has following features under Timesheet Authentication Module.

1. Authenticate Timesheets



This option is available to the users who has role of “**Project Manager**”.

User can select “**Authenticate Timesheets**” option under **TIMESHEET** menu to access this module.

The resultant page lists all projects to which the current user is marked either as “**Project Manager**” or “**Additional Project Manager**”. The user can select required project, week and Authenticate / Un-Authenticate the time.

If the user is not marked either as “**Project Manager**” or “**Additional Project Manager**” to any project, then only “Mindteck activities” will be visible. And the User can authenticate hours under these activities only when any employee reporting to him/her has entered the time against Mindteck Activities.

**Project/Authentication**

Select the Month: April 2021

Project: [Redacted]

Authentication Mode: Weekly

Select the Week: 01-04-2021 To 04-04-2021

Authentication Status: Open

Search

**Resource Timesheet Details**

Resource Name	Location	Billability	Actual Hours	Billable Hours	Resource Timesheet
[Redacted]	Offshore	Billable	16.0	16.0	<a href="#">Edit</a>
[Redacted]	Offshore	Billable	0.0	0.0	<a href="#">Edit</a>
[Redacted]	Offshore	Non Billable	0.0	0.0	<a href="#">Edit</a>

Authenticate

Cancel

Following steps/measures to be taken while Authenticating the timesheet

- Select the Year and Month (Only in case of authenticating for previous timelines)
  - Wait till the Projects are loaded
- Select Project
  - Wait till the Employee Grid has been loaded
- Select the Week (Only in case of authenticating for previous weeks)
  - Wait till the Employee Grid is refreshed
- **Need not Click on “Search” Button** (Actions will be triggered upon selecting other fields)
- Check for Authentication status
  - Authentication will be allowed only when the status is “**Open**”
- Verify the details
  - All the resources should be done with their Timesheet Entry Activity
  - The entered Hours should be proper
  - Location should be proper
    - Mismatch in Location of Timesheet and Resource Rate Field in OCN module will result in incorrect data while generating the Invoice
  - Billability of resource
  - In case required, “**Edit**” option can be selected to make any changes to the timesheet detail
- If everything seems fine, then complete the process by clicking “**Authenticate**” button
  - If there are any delta hours found between Actual Hours and Billable Hours, then system expects a “**Reason for Non-Billability**” for Billed Resources
  - Provide proper comments and proceed by clicking “**Save and Authenticate**” button

Enter reason for non billable resource or delta hours

Emp Id	Employee Name	Delta Hours	Reason
		8	
		8	

Save And Authenticate

- Once the Timesheet for the selected week has been Authenticated
  - Respective Team members will not be allowed to make any changes to the timesheet of this week
  - These authenticated hours will be available for creating Invoice Data (If the project is of type “Time & Material”)

**Project/Authentication**

Select the Month

March

▼

2021

▼

Project

▼

Authentication Mode

Weekly

Select the Week

01-03-2021 To 07-03-2021

▼

Authentication Status

Authenticated

Search

**Resource Timesheet Details**

Resource Name	Location	Billability	Actual Hours	Billable Hours	Resource Timesheet
	Offshore	Billable	40.0	40.0	<a href="#">View</a>

1

2

UnAuthenticate

Cancel

Following steps/measures to be taken while Un-Authenticating the timesheet

- Select the Year and Month (Only in case of Un-Authenticating for previous timelines)
  - Wait till the Projects are loaded
- Select Project
  - Wait till the Employee Grid has been loaded
- Select the Week (Only in case of Un-Authenticating for previous weeks)
  - Wait till the Employee Grid is refreshed
- **Need not Click on “Search” Button** (Actions will be triggered upon selecting other fields)
- Check for Authentication status
  - Un-Authentication will be allowed only when the status is “**Authenticated**”
- Verify the details
- Click on “**UnAuthenticate**” button to complete the process
  - Once this is done, respective team members will be allowed to make changes to their timesheet details of the selected week
  - These hours will not be available for creating the Invoice Data (If the project is of type “Time & Material”)

Once the invoice has been generated for any date range then the Authentication Status of the corresponding week will be set as “**Closed**”.

## **Technical Details**

### **Code Details**

Related ASPX pages

- Mindteck.TMS\Timesheet\TimesheetAuthentication.aspx

### **Database Details**

Related DB Tables

- tsms\_timesheet
- tsms\_timesheetdetail
- tsms\_generaltask
- tsms\_projecttaskmaster
- tsms\_timesheetauthenticationstatus
- tsms\_timesheetstatus