

# Timesheet Module

## Overview

TMS Timesheet Module deals with Timesheet details entered by all Mindteck Employees. This module is being used by all deployable employees in Mindteck. TMS has following features under Timesheet module.

### 1. Timesheet Entry

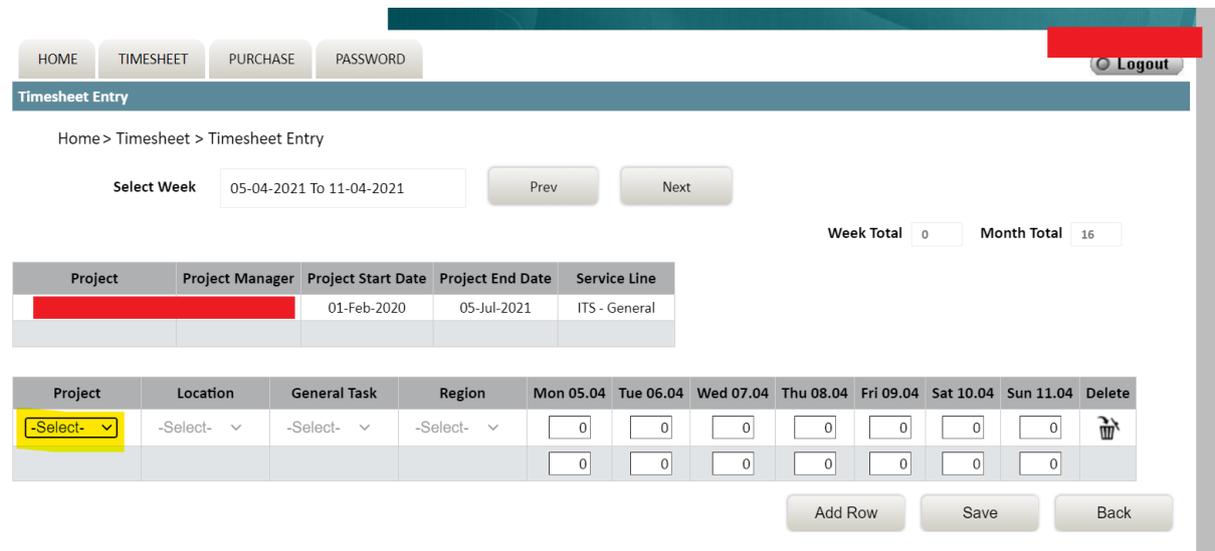


User can select “**Timesheet Entry**” option under **TIMESHEET** menu to access this module.

The resultant page displays the project details which the current user is allocated in current week. The user can enter time against these projects in the current week.

If the user is not allocated to any project in the current week, Project details grid will be blank, and user will be allowed to enter time only against “Mindteck activities”

This option is available to the users who has role of “**Team Member**”



In order to complete timesheet entry activity, the user must

- Select the Project
- Select Location (Offshore/Onsite)
- Select General Task
- And fill the worked hours in corresponding days of this week
  - In the user has worked on two different tasks in one day then two rows should be created, and each task should be selected on that particular day and split the

time accordingly

HOME TIMESHEET PURCHASE PASSWORD Logout

Timesheet Entry

Home > Timesheet > Timesheet Entry

Select Week 05-04-2021 To 11-04-2021 Prev Next

Week Total 40.00 Month Total 16

| Project | Project Manager | Project Start Date | Project End Date | Service Line  |
|---------|-----------------|--------------------|------------------|---------------|
|         |                 | 01-Feb-2020        | 05-Jul-2021      | ITS - General |

| Project | Location | General Task | Region   | Mon 05.04 | Tue 06.04 | Wed 07.04 | Thu 08.04 | Fri 09.04 | Sat 10.04 | Sun 11.04 | Delete |
|---------|----------|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
|         | Offshore | Coding       | US-North | 4         | 3         | 8         | 8         | 8         | 0         | 0         |        |
|         | Offshore | Design       | US-North | 4         | 5         | 0         | 0         | 0         | 0         | 0         |        |
|         |          |              |          | 8         | 8         | 8         | 8         | 8         | 0         | 0         |        |

Add Row Save Back

- Minimum of 8 hours should be maintained per day
- Once everything is done, user can click on “Save” button to save the details into the DB.

User can navigate to previous/next weeks by clicking on “Prev”, “Next” buttons.

**Timesheet entry will be allowed only when the current week is not authenticated by the respective Project Manager.**

If the week is authenticated by the PM, the Timesheet screen would look as shown below. (Background color of each day in the week will be red in color)

HOME TIMESHEET PURCHASE PASSWORD Logout

Timesheet Entry

Home > Timesheet > Timesheet Entry

Select Week 15-03-2021 To 21-03-2021 Prev Next

Week Total 40 Month Total 184

| Project | Project Manager | Project Start Date | Project End Date | Service Line  |
|---------|-----------------|--------------------|------------------|---------------|
|         |                 | 01-Feb-2020        | 05-Jul-2021      | ITS - General |

| Project | Location | General Task | Region   | Mon 15.03 | Tue 16.03 | Wed 17.03 | Thu 18.03 | Fri 19.03 | Sat 20.03 | Sun 21.03 | Delete |
|---------|----------|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
|         | Offshore | Coding       | US-North | 8         | 8         | 8         | 8         | 8         | 0         | 0         |        |
|         |          |              |          | 8         | 8         | 8         | 8         | 8         | 0         | 0         |        |

Add Row Save Back

## **Technical Details**

### **Code Details**

Related ASPX pages

- `Mindteck.TMS\Timesheet\TimesheetEntry.aspx`

### **Database Details**

Related DB Tables

- `tsms_timesheet`
- `tsms_timesheetdetail`
- `tsms_generaltask`
- `tsms_projecttaskmaster`