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

Mindteck	Timesheet Management System
HOME TIMESHEET PURCHASE PASSWORD	
Timesheet E Timesheet Entry	
Home > Timesheet > 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"

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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

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- 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)

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										Add F	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