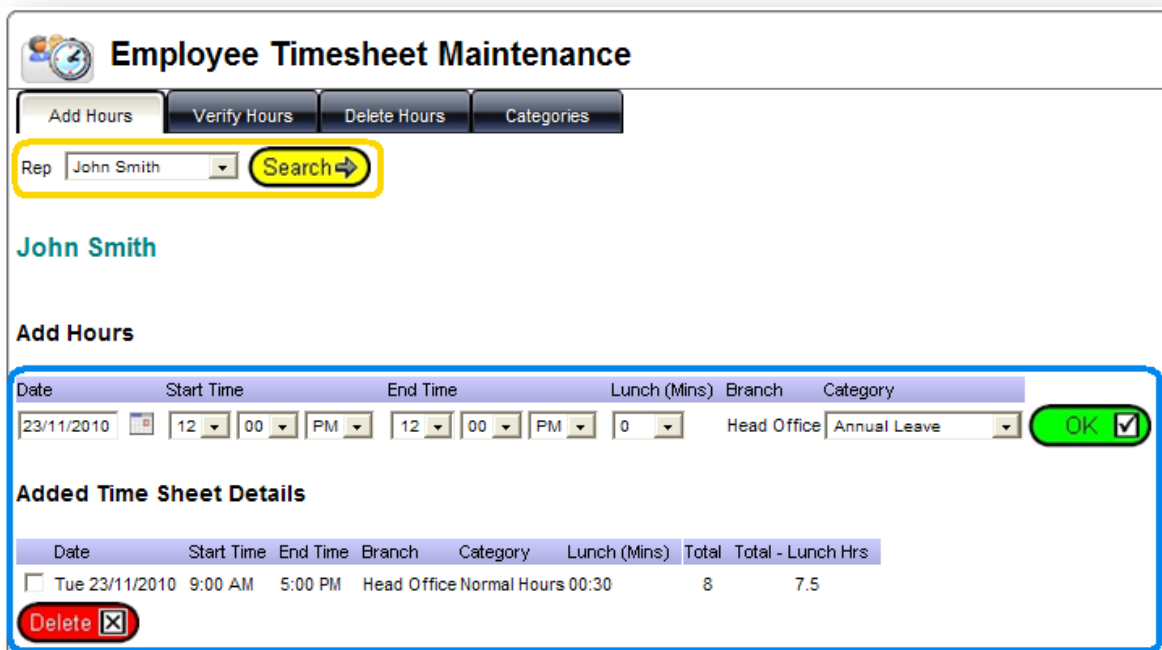


Time Sheets

Time Sheets can be used for tracking employees working, annual leave and sick hours. You can maintain your own categories for the timesheets such as Overtime, Public holidays and Parental Leave.

Time Sheets – Video Tutorial

1. Navigate to **“Maintain” “Time Sheet”**. From the drop down list choose the representative you wish to add the hours to and press **“Search”**. You will now have a row where you can choose the date, time worked, time for lunch and whether the hours are towards Normal hours, sick hours etc. Once completed press **“OK”** and it will be shown towards the bottom of the screen.



Employee Timesheet Maintenance

Rep:

John Smith

Add Hours

Date	Start Time	End Time	Lunch (Mins)	Branch	Category	
<input type="text" value="23/11/2010"/>	<input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/>	<input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/>	<input type="text" value="0"/>	Head Office	<input type="text" value="Annual Leave"/>	<input type="button" value="OK"/> <input checked="" type="checkbox"/>

Added Time Sheet Details

Date	Start Time	End Time	Branch	Category	Lunch (Mins)	Total	Total - Lunch Hrs
<input type="checkbox"/> Tue 23/11/2010	9:00 AM	5:00 PM	Head Office	Normal Hours	00:30	8	7.5

2. **“Verify Hours”** tab you can choose the staff member from the dropdown list that you would like to approve the hours for and press **“Search”**. This will show all un-verified hours for that representative. Tick the checkbox next to the hours to verify and press **“OK”**.

Employee Timesheet Maintenance

Add Hours **Verify Hours** Delete Hours Categories

Rep: John Smith

Date: 23/11/2010 Search

John Smith

Verify Hours Worked

<input type="checkbox"/>	Date	Start Time	End Time	Worked At Branch	Worked Category	Verified	Lunch (Mins)	Total	Total - Lunch
<input type="checkbox"/>	Tue 23/11/2010	9:00 AM	5:00 PM	Head Office	Normal Hours	False	00:30	8	7.5

OK

Description	Total Worked Hrs	Total Lunch (Minutes)	Total - Lunch Hrs
Normal Hours	8	0.5	7.5

3. **"Delete Hours"** tab you can select a date range to view and tick the checkbox next to the delete button to remove the logged hours from the system.

Employee Timesheet Maintenance

Add Hours Verify Hours **Delete Hours** Categories

Time Sheet Deletion

Select the dates below and click "Delete", the system will delete all Time Sheet details between and including those two dates.

To: 23/11/2010 From: 23/11/2010 Search

<input type="checkbox"/>	Date	Start Time	End Time	Employee	Worked At Branch	Worked Category	Verified	Lunch (Mins)	Total	Total - Lunch
<input type="checkbox"/>	Tue 23/11/2010	9:00 AM	5:00 PM	John Smith	Head Office	Normal Hours	True	00:30	8	7.5

Delete

4. **"Categories"** tab you can maintain your own category of hours. Enter in the desired category and press **"OK"**, this will now become a field to select when adding hours.

Employee Timesheet Maintenance

Add Hours Verify Hours Delete Hours **Categories**

Time Sheet - Worked Category Maintenance

Categories: Add New --> Annual Leave OK