Tech Co LTD

Timesheet Help 1.0

You are able to use Timesheet Entry in order to enter the hours for a number of employees, at the same time. This will allow you to save time. Time bookings are recorded in <u>hours</u> against the actual day/date for each week. A time sheet must be filled by all the users/employees. A Timesheet is a sheet of pre-formatted fields in which daily tasks performed by each person are filled in their individual sheet. You can either use our Website or Program tool. By using our tool you can keep track of the time an employee begins and ends, as well as any breaks/overtime used. The timesheet can be used in order to calculate the employee's pay for the day, week or month.

Timesheets aren't just used to calculate payroll. Project-based timesheets can provide you with a greater insight into showing the amount of time that is spent on each of the project or the client. Therefore, this means that they can be used for billing purposes in order to help for the project. The timesheet can also be helpful with project management. If you are sticking to a deadline etc. You are able to use the Timesheet to guide you with a precise time of how long the job will take. These types of timesheets are also helpful for any HR Professionals. Timesheets can help:

- Monitor the time via resource allocation.
- Manage time on the schedule.
- Measure the employee's performance.

With the aid of our programs. Your project can be measured effectively when everyone is filling the timesheets. The data will be automatically populated, dependencies are also tracked and the reporting is fully up to date. Keeping the Timesheet up-to-date is an important factor in order to keep your project visibility in real-time.

- Track Time on Tasks
  - o As your team updates their task, they can track their progress along the way. All their time is tracked throughout the software, from their time list to the real-time dashboard. You'll always know how much time was spent on their tasks.

- Your team can submit Timesheets online
  - o It's easy to add any additional time to the timesheet. This is because of our online tool that can be used on your Phone, Tablet & PC. All you have to do is just select their task and hit enter! All their time is brought over into the timesheet so you can preview and submit for approval.

- Create custom reports with One Click
  - o Our easy one-click reports will help you monitor any progress on the time, workload, availability and a lot more! You are able to print/share online.

A Timesheet is a method to record the amount of worker's time spent on each project/task. Everything that is put towards the project has a time associated with it and that's exactly how the project budget is built. As the project goes on and everyone is working on the tasks, it will have to be charged to the appropriate task in order to keep track of the budget properly.

Who needs to be in charge of inputting time? Everyone! Here's why we would even track time on the timesheet, this is because the data that we track is used for project costing, estimating. So maybe some information for next project or the next phase is information you are tracking that can be used in order to make future estimates better.

Your team can track hours and progress.	Manage individual projects workload in easy ways.	With our online feature you can access with ease	Manage timesheet with one-click approvals	Easily be able to update any information

Measuring employee and project performance. You are able to see maybe if there are employees on the project, employees or team members to not just employees but the team members whether they're contractor or vendors you're still able to see how they're doing. Analysing what your competitor or how your employee is doing is a very important factor in business. This can allow you to be one step ahead of your opponent with ease. With proper use of our program, you are able to stay a step ahead of your competitors.

You may find someone on your team that needs training and support and if it's taking too long then they may be that they're struggling with something that you need to bring to their attention to and it will allow you to support and again project performance. You don't want to just wait until the end. We recommend using our program for real time. Online is ideal, but regardless everyone on the project will need to fill a timesheet. There are some of the tips that have helped us and I hope they'll help you too. If you're looking for a tool that can help you track your timesheets online then I recommend you to use our program.

I would recommend your company to:

- Create an organizational vision and stress the importance of timesheets.
    - o This has to come from the top. Executives will need to set standards.
- Make it easy for staff to report time
    - o By using our software you are going to remove all the excuse staff give for not submitting any timesheet on time. With today's web-based time and expense tracking software, access is no longer an excuse. As long as there is an internet connection the staff will be able to enter their daily timesheets from anywhere
- Train your staff so they know how to enter the time correctly
    - o Do not just briefly explain to them but visually show them how to use the timesheet. Hands on training is impotant to establish urgency and to get everyone on board doing it the correct way. Do a dedicated training with your staff that will show details from the firm's expectations. I recommend you to show them what their timesheets should look like and ensure that they are clear as to which project and phases they should be entering time against. This will help reduce error and accelerate the invoicing process.

Timesheet Help – Web Browser Version

There are two methods to access the Timesheet.

1. Web Browser (Mozilla Firefox, Google Chrome and Internet Explorer is recommended)
2. Program

Requirements:

1. A device
2. Internet Connection
3. Login details

If you don't have a login please contact your Administrator. Due to security reasons, registration is disabled on the website. If you have forgotten your password simply click the "Forgot Password" button located on the bottom right of the page. If you would like to exit the program. You can simply click the "Cancel" button on the bottom left of the screen. If you are a regular user you can click the "Remember Me" button which automatically sign you in next time; you won't need to worry about

Login Page

ENTER YOUR USERNAME HERE

ENTER YOUR PASSWORD HERE.

CLICK "REMEMBER ME" TO SKIP SIGNING IN.

TO EXIT THE WEBSITE SIMPLY CLICK THE CANCEL BUTTON.

ONCE YOU'VE ENTERED YOUR DETAILS INTO THE FIELDS ABOVE CLICK "LOGIN"

IF YOU HAVE FORGOTTEN YOUR PASSWORD SIMPLY CLICK THE FORGOTTEN PASS

Once you have clicked the Login page you will be redirected to a new page

This is the Employee Timesheet page. In order for the Employee to submit his/her work they will be required to enter all of the required fields below. Firstly type in your name. Then enter your email. Next you'll need to enter the time spent along with the Start & End date. You can also add an optional message below. If you would like to clear all the fields you can click the clear button at the bottom left of the page. To send off the Timesheet you will need to click "Send".

A. Employee Timesheet Page Help

ENTER YOUR EMAIL HERE.

HERE YOU WILL NEED TO ENTER THE EMPLOYEE NAME

ENTER YOUR EMAIL HERE.
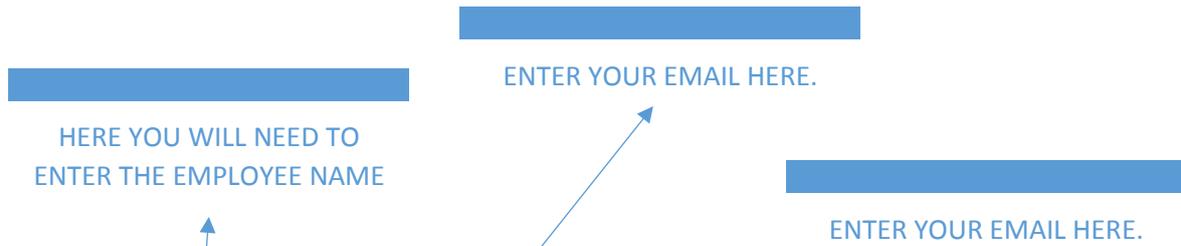
EMPLOYEE TIMESHEET

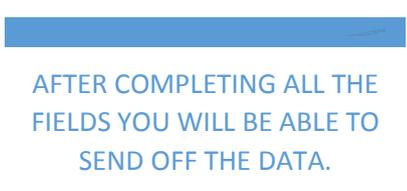EMPLOYEE NAME
employee
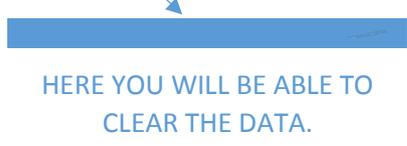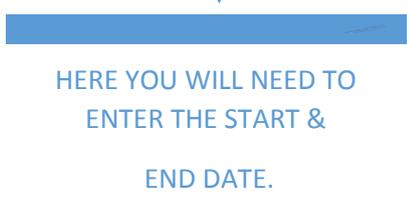
EMAIL:
employee123@gmail.com

TIME SPENT: hours   hours per week
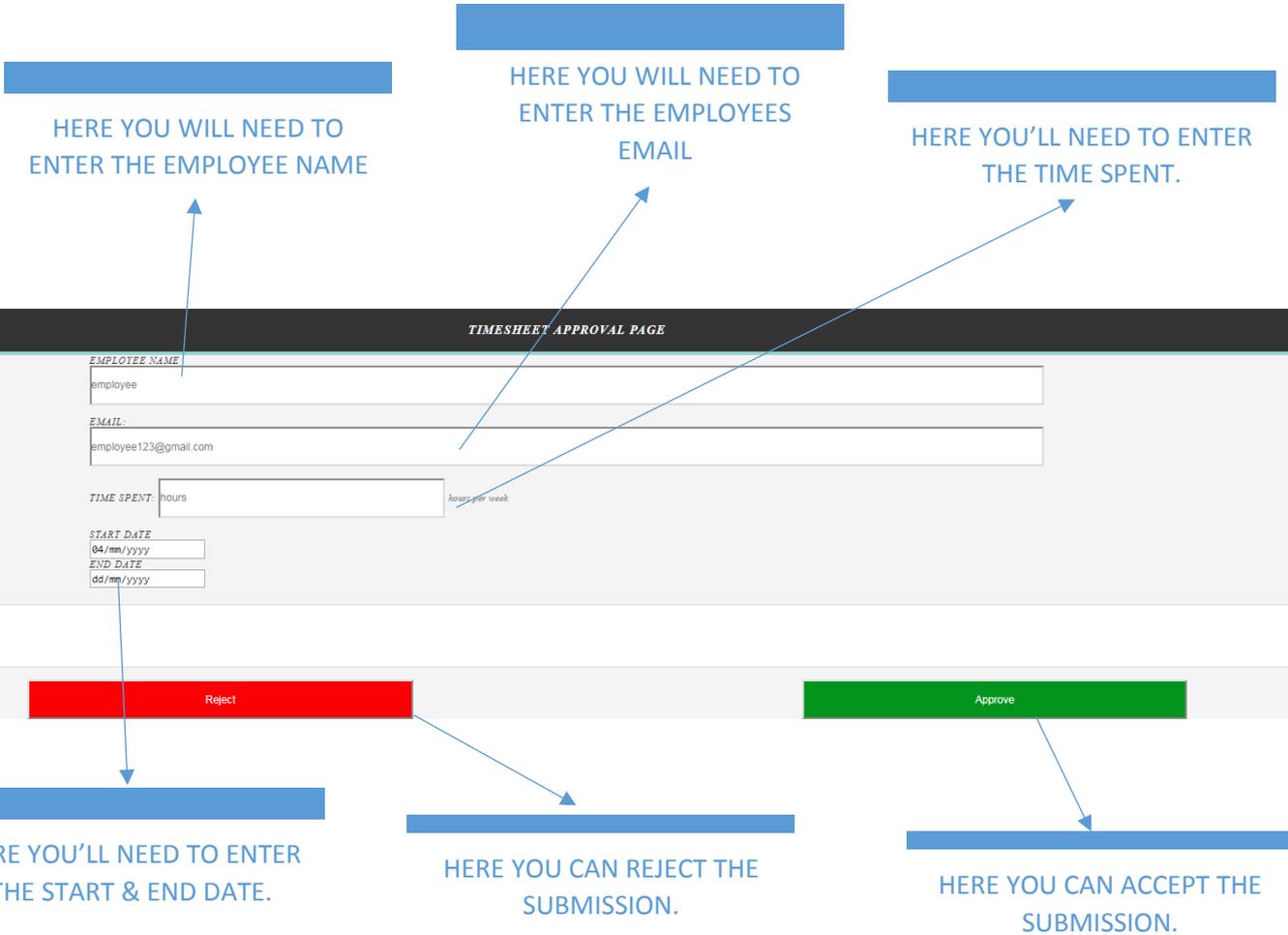
START DATE
dd/mm/yyyy
END DATE
dd/mm/yyyy

MESSAGE (optional)

CLEAR   SEND

HERE YOU WILL NEED TO ENTER THE START & END DATE.

HERE YOU WILL BE ABLE TO CLEAR THE DATA.

AFTER COMPLETING ALL THE FIELDS YOU WILL BE ABLE TO SEND OFF THE DATA.

If you are an administrator on the website you will be redirect to the "Timesheet Approval Page"
Here the Admin will be able to approve the Timesheets submitted by the user.

B. Time Sheet Approval Page:

HERE YOU WILL NEED TO ENTER THE EMPLOYEE NAME

HERE YOU WILL NEED TO ENTER THE EMPLOYEES EMAIL

HERE YOU'LL NEED TO ENTER THE TIME SPENT.

TIMESHEET APPROVAL PAGE

EMPLOYEE NAME

employee

EMAIL:

employee123@gmail.com

TIME SPENT: hours   hours per week

START DATE
04/mm/yyyy
END DATE
dd/mm/yyyy

MESSAGE (optional)

Reject

Approve

HERE YOU'LL NEED TO ENTER THE START & END DATE.

HERE YOU CAN REJECT THE SUBMISSION.

HERE YOU CAN ACCEPT THE SUBMISSION.

Timesheet Help – Program (.exe) Version

This is the second method to access the timesheet:

1. A Device
2. Internet Connection

Login Page:

ENTER YOUR USERNAME HERE

ENTER YOUR PASSWORD HERE.

adam

Username: [   ]

Password: [   ]

Enter

Do you want to submit a timesheet for an Employee or Contractor?

Employee   Contractor

SELECT YOUR ROLE

ENTER EMPLOYEE ID   ENTER EMPLOYEE NAME   ENTER START DATE OF WEEK

GO BACK ←

Employee Timesheet

Back

Employee ID:

Employee Name:

Employee Start Date of the Week:

ENTER END DATE
OF WEEK

Employee End Date of the Week:

TIME WORKED
(HOURS)

Time worked during the week (hours):

Overtime:

ENTER OVERTIME

ENTER COMMENT
OPTION

Comments:

Submit

SUBMIT & SEND
OFF INSTANTLY

The same will apply for the Contractor in order to accept the Timesheet.

Employee Timesheet

Back

Employee ID:

Employee Name:

Employee Start Date of the Week:

Employee End Date of the Week:

Time worked during the week (hours):

Overtime:

Comments:

Submit

If you still haven't found a solution to your problem, then simply email us TechCoLtd@Techmaster.com with your issue and we will aim to reply within 24 hours maximum.