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Timesheets Module

The timesheets Module is for Recording the time spent on individual tasks by employees, for record or costing purposes. It must be used together with the Project Module.

i.   Settings: Choose an encoding unit

Enter the **Timesheets** module> **Configuration** > **Settings**, choose the unit of measure to register your timesheet. This provides tools and widgets to help you encoding.
Minimal duration is the minimum time at which a task is recorded, when using the timer.
Rounding up times up or down to the nearest minutes or hours, when using the timer. For example: if the interval is set to 30 mins, a 14 mins entry shows up in reports as 0 mins, and a 29 mins entry as 30 mins.
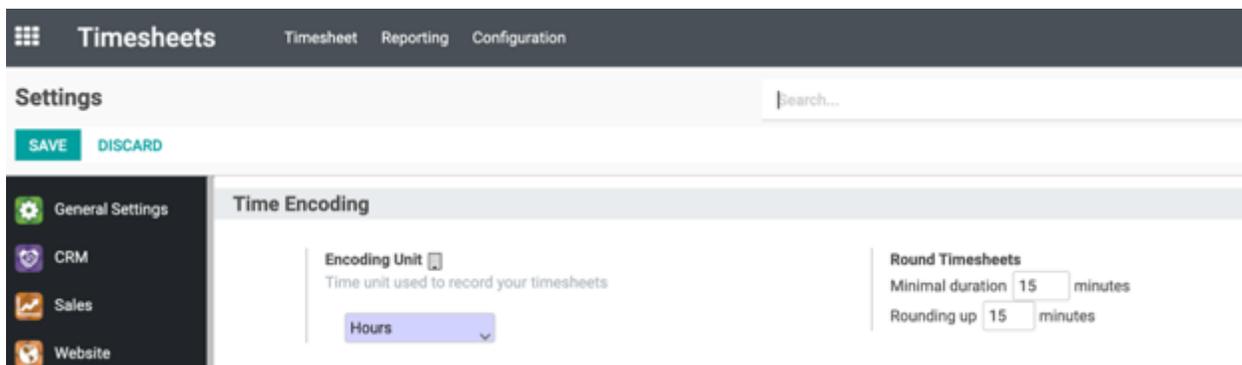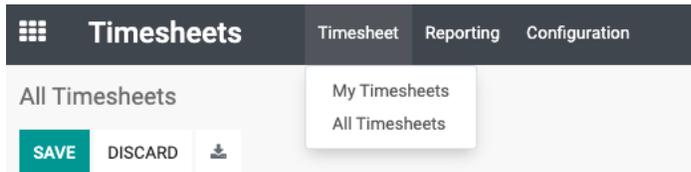

If you would like to 'charge' or calculate your employee cost based on time cost, you can set the cost per hour of the relevant employees in the Employees module, under HR Settings, Timesheets
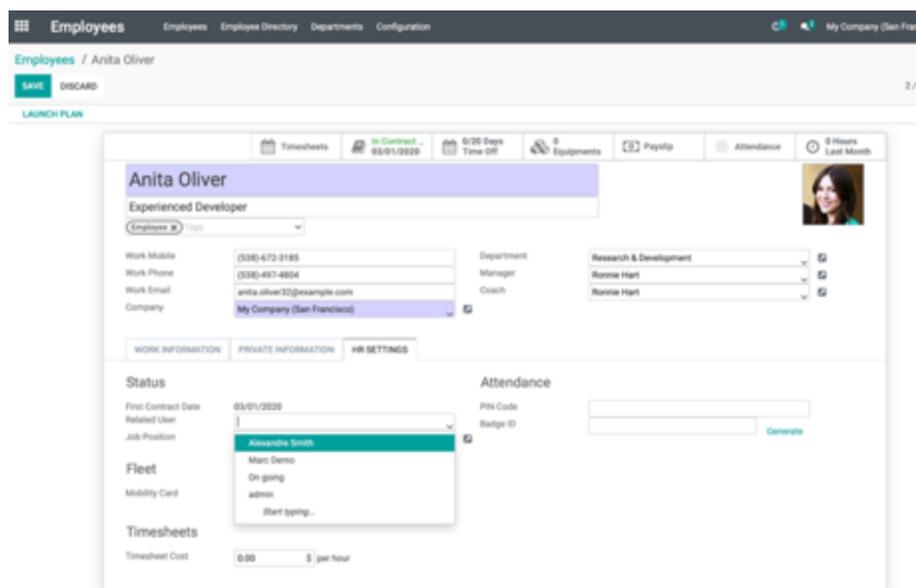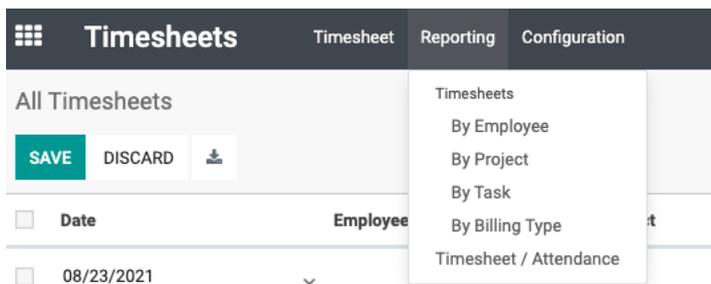
ii.   Layout introduction

On the menu bar, you can select whether you want to check "My timesheets" or "All timesheets" if you have manager access.

You can create reports based on different criteria such as by employee, project, tasks or billing type.

iii.   Entering Timesheet

As Timesheet's core function is to record the time spent on tasks or their relevant time costs based on Projects, it will be based on the tasks you have within individual Projects under your Project module. There are two ways you can enter timesheets in the system:

a) In Project Module:

In the Project module, under individual project, you will have different tasks (refer to Project Module manual). Under each task, the assigned person or employee can enter their time spent on the tasks.

b) In Timesheet Module:

If you don't enter it under the Project Module, you can also enter in under the Timesheet module by pressing Create, then thereafter select which project this timesheet task belongs under, and the other relevant information.