Time & Expense 10.0
Manage Timesheets
Quick Reference Card
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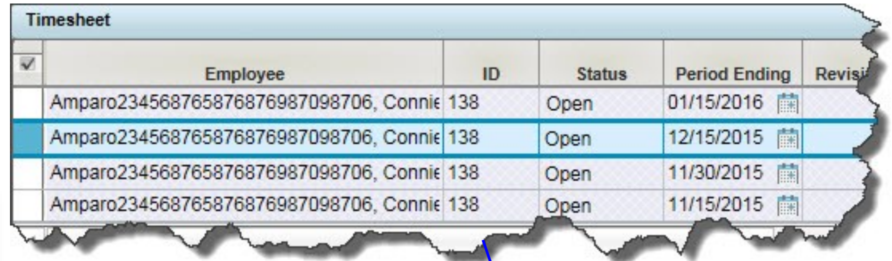
Screen Overview



Header Area

This section of the timesheet screen displays information related to the timesheet. The image below is in Form view, where information is organized in a series of tabs.

The **Basic Information** tab displays by default. It includes such information as employee ID, time period, revision number, and current status. The employee signs the timesheet on this tab.

For information on the **Warnings** and **Revision Explanation** tabs, see page 2.

Record Selection

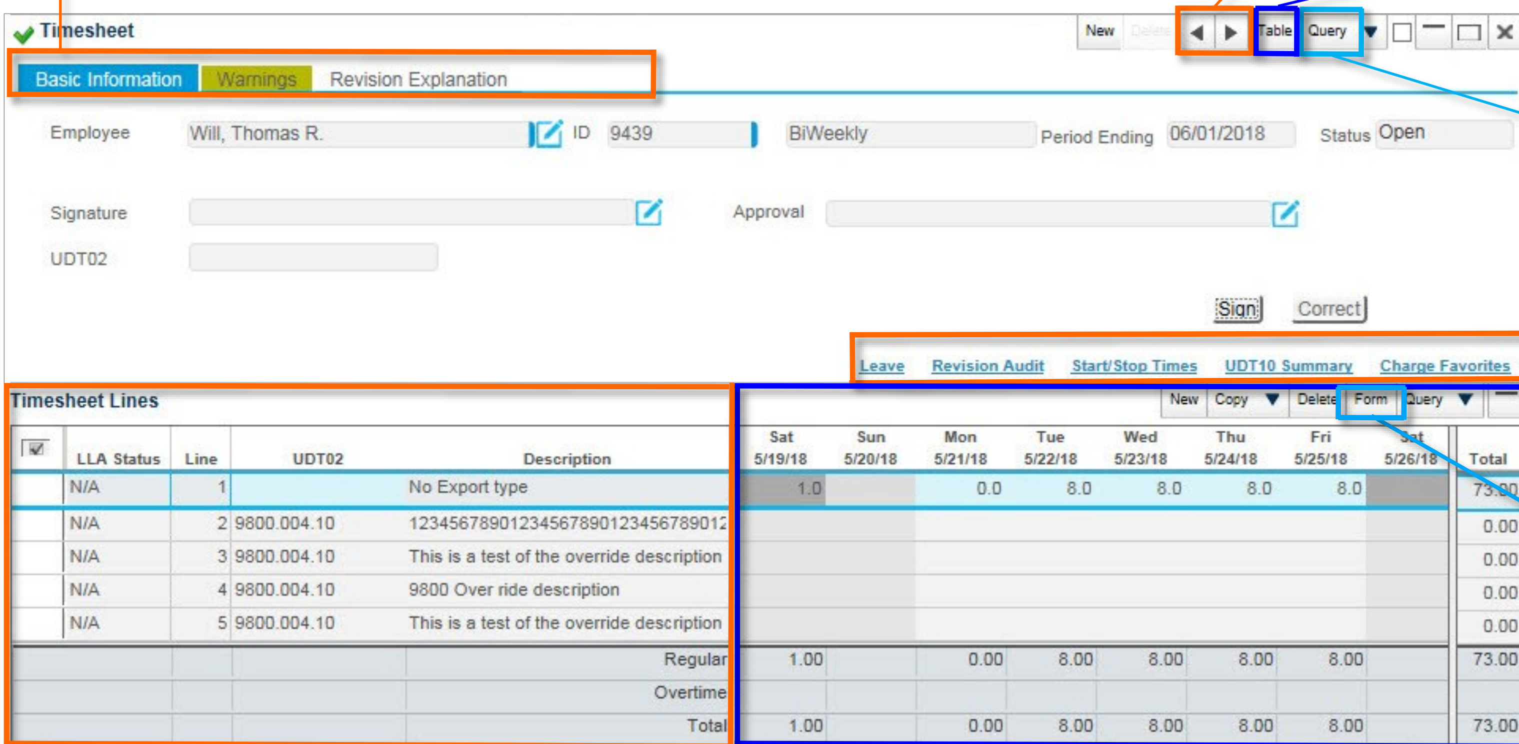
In **Form** view, use the arrows to page through timesheet records.

Table View

Use **Table** view to display multiple records at a glance.

Query Button

Click this button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.



Subtasks

Click these subtask links to enter or review information related to the timesheet. You can review **Leave** balances or look up a frequently used charge.

Form View

Click this button to change the Timesheet Lines table display from Table view to Form view.

Timesheet Lines Table—Left Pane

Use the fields in this pane to enter project codes against which your hours will be charged. Click the **Charge Favorites** subtask link to access frequently used projects or **Query** to look up a charge.

Timesheet Lines Table—Right Pane

Record your daily hours for each project line. Click **New** to add a new charge line.

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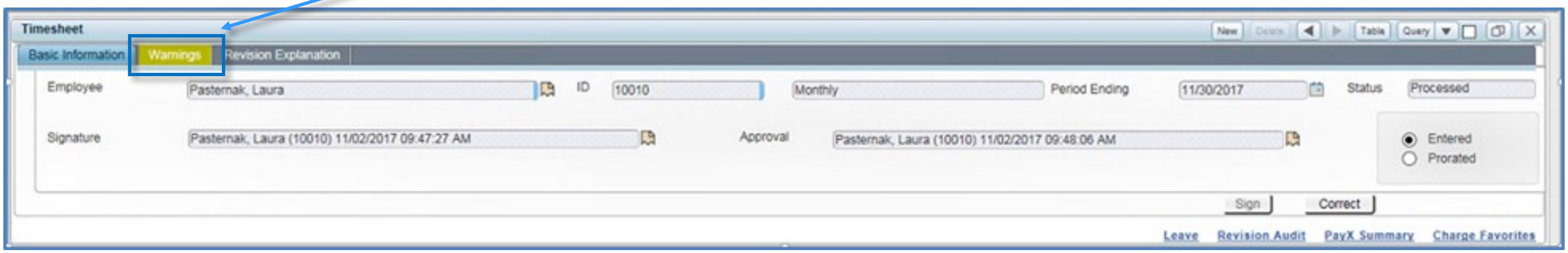
Header Area Tabs

Warnings Tab

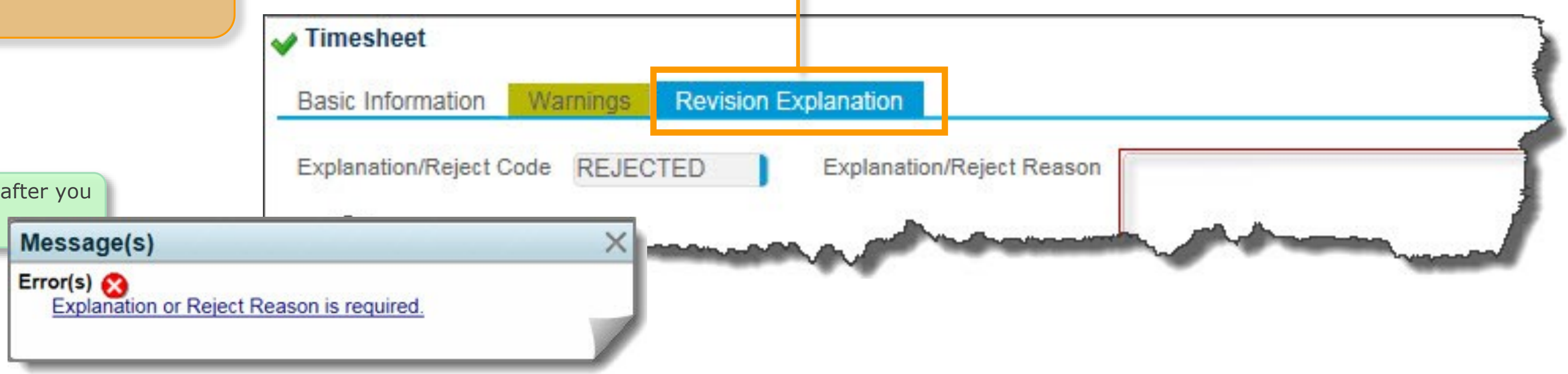
The Warnings tab is read-only and stores all the warning messages associated with the timesheet. For example, 'Insufficient hours entered.'



Revision Explanation

Use this tab to record your reasons for revising the timesheet after having submitted it.

Dismiss this message after you enter a reason.



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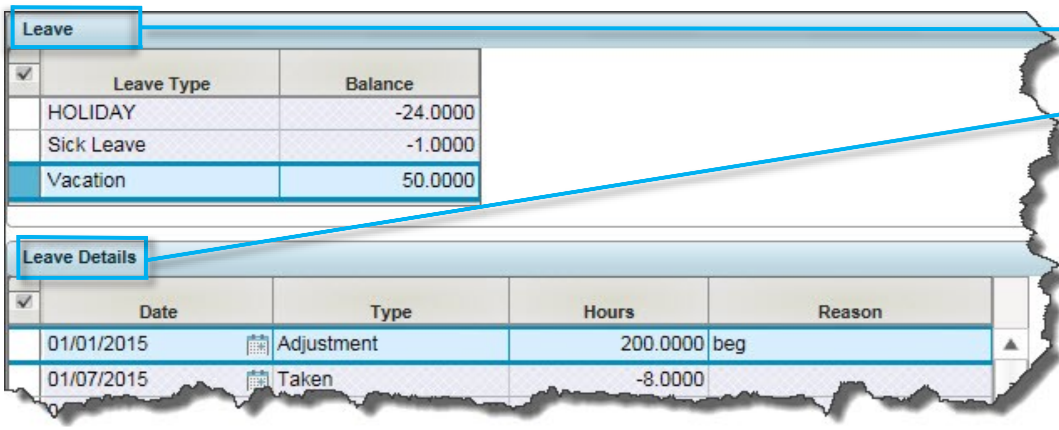
Subtask Options

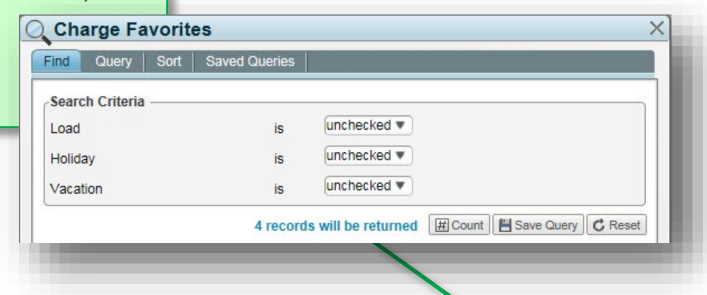
The subtasks for the Timesheet display between the header area and Timesheet Lines table. The links that display can vary based on company configuration settings.

Leave Subtask



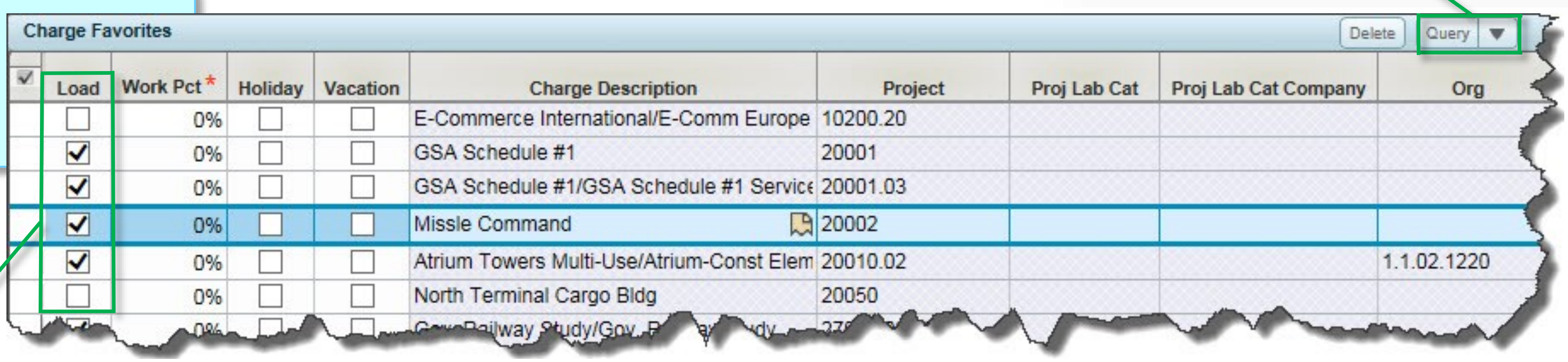
In the Leave table at top, select a leave type to display accrual history, usage history, and other information for that leave type in the Leave Details table below.

If a charge does not currently appear in your list of favorites, look it up using the **Query** function.



Charge Favorites Subtask

Use this subtask to store your frequently-used project charges, as well as those related to holidays and vacations.



Select a project check box and click **OK** to add the project to your Timesheet Lines table.

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Timesheet Lines Table

Click [comment icon] to add a comment to explain a line.

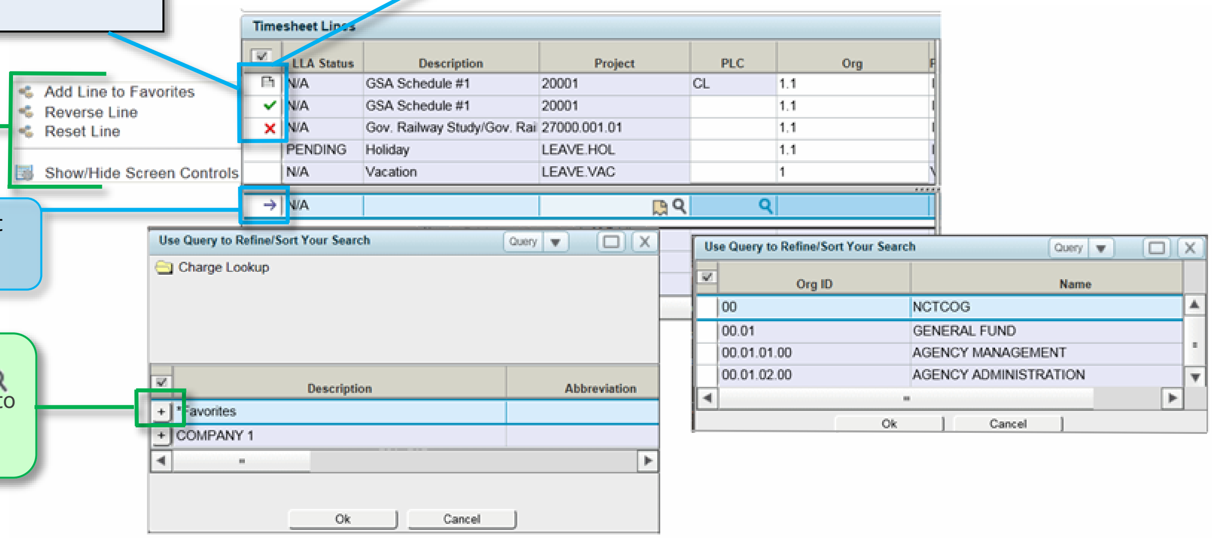
✔ Indicates a modified row, and an **X** indicates a deleted row. Both disappear after you click **Save** or **Save & Continue**.

Left Pane

These menu options display when you right-click on a row.

→ indicates an added row. If the row is not needed, click **Delete** to remove it.

The Query dialog box for Charge Look Up displays when you click [search icon] in a primary charge field. Click **+** to expand the charge tree.



The row where you are entering hours is highlighted and outlined in **blue**. In the example image below, the top row is active.

Right Pane

Description	Sat 7/11/15	Sun 7/12/15	Mon 7/13/15	Tue 7/14/15	Wed 7/15/15	Thu 7/16/15	Fri 7/17/15	Total
Railway Study/Gov. Railway Study			8.00		8.00			16.00
Holiday						8.00		8.00
Vacation				8.00				8.00
Regular			8.00	8.00	8.00	8.00		32.00
Overtime			0.00	0.00	0.00	0.00		0.00
Total			8.00	8.00	8.00	8.00		32.00

Color coding in the cells indicates the work status for a given day.

Cell Color	Meaning	Cell Color	Meaning
Gray	Non-Work Day	White	Work Day (On Site)
Yellow	Holiday	Blue	Work Day (Off Site)
Green	Leave		
Red	Pending Leave		

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