

# 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.

Employee	ID	Status	Period Ending	Revision
Amparo234568765876876987098706, Connie	138	Open	01/15/2016	
Amparo234568765876876987098706, Connie	138	Open	12/15/2015	
Amparo234568765876876987098706, Connie	138	Open	11/30/2015	
Amparo234568765876876987098706, Connie	138	Open	11/15/2015	

## 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.

The screenshot shows the 'Timesheet' application window. At the top, there are tabs for 'Basic Information', 'Warnings', and 'Revision Explanation'. The 'Basic Information' tab is active, showing fields for Employee (Will, Thomas R.), ID (9439), BiWeekly, Period Ending (06/01/2018), Status (Open), Signature, and Approval. Below this is the 'Timesheet Lines' section, which is split into two panes. The left pane shows a table of lines with columns for LLA Status, Line, UDT02, and Description. The right pane shows a grid for entering hours by day (Sat 5/19/18 to Sat 5/26/18) and a Total column. Navigation buttons like 'New', 'Copy', 'Delete', 'Form', and 'Query' are visible at the top of the Timesheet Lines section.

## 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.

## 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.'

The screenshot shows the 'Timesheet' application window with three tabs: 'Basic Information', 'Warnings', and 'Revision Explanation'. The 'Warnings' tab is highlighted with a blue box. The main form area contains fields for Employee (Pasternak, Laura), ID (10010), Monthly, Period Ending (11/30/2017), Status (Processed), Signature (Pasternak, Laura (10010) 11/02/2017 09:47:27 AM), and Approval (Pasternak, Laura (10010) 11/02/2017 09:48:06 AM). There are radio buttons for 'Entered' (selected) and 'Prorated'. Buttons for 'Sign' and 'Correct' are at the bottom. A blue arrow points from the 'Warnings' tab to the text box above.

### Revision Explanation

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

The screenshot shows the 'Timesheet' application window with the 'Revision Explanation' tab selected and highlighted with an orange box. The 'Explanation/Reject Code' is set to 'REJECTED'. The 'Explanation/Reject Reason' field is empty and highlighted with a red box. A green arrow points from the text box above to this field. A message box is overlaid on the bottom left.

Dismiss this message after you enter a reason.

**Message(s)** ✕  
**Error(s)** ✕  
[Explanation or Reject Reason is required.](#)

## 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](#) [Revision Audit](#) [Time In/Out](#) [Pay Type Summary](#) [Charge Favorites](#)

### Leave Subtask

Leave	
<input checked="" type="checkbox"/>	
Leave Type	Balance
HOLIDAY	-24.0000
Sick Leave	-1.0000
Vacation	50.0000

  

Leave Details				
<input checked="" type="checkbox"/>				
Date	Type	Hours	Reason	
01/01/2015	Adjustment	200.0000	beg	
01/07/2015	Taken	-8.0000		

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**

Find Query Sort Saved Queries

Search Criteria

Load is  unchecked

Holiday is  unchecked

Vacation is  unchecked

4 records will be returned

### Charge Favorites Subtask

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

Charge Favorites									
<input checked="" type="checkbox"/>	Load	Work Pct *	Holiday	Vacation	Charge Description	Project	Proj Lab Cat	Proj Lab Cat Company	Org
<input type="checkbox"/>	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	E-Commerce International/E-Comm Europe	10200.20			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1	20001			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1/GSA Schedule #1 Service	20001.03			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Missile Command	20002			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Atrium Towers Multi-Use/Atrium-Const Elem	20010.02			1.1.02.1220
<input type="checkbox"/>	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	North Terminal Cargo Bldg	20050			
<input type="checkbox"/>	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Gov. Railway Study/Gov. Railway Study	270			

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

# Timesheet Lines Table

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

Click to add a comment to explain a line.

## Left Pane

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

- Add Line to Favorites
- Reverse Line
- Reset Line
- Show/Hide Screen Controls

→ 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 in a primary charge field. Click **+** to expand the charge tree.

LLA Status	Description	Project	PLC	Org
N/A	GSA Schedule #1	20001	CL	1.1
✓ N/A	GSA Schedule #1	20001		1.1
X N/A	Gov. Railway Study/Gov. Rai	27000.001.01		1.1
PENDING	Holiday	LEAVE.HOL		1.1
N/A	Vacation	LEAVE.VAC		1

Description	Abbreviation
+ Favorites	
+ COMPANY 1	

Org ID	Name
00	NCTCOG
00.01	GENERAL FUND
00.01.01.00	AGENCY MANAGEMENT
00.01.02.00	AGENCY ADMINISTRATION

## 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	8.00	8.00	8.00	16.00
Holiday				8.00		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

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

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		