

User Manual for US - Timesheet



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User Manual for US- Timesheet (BizX)

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1 General Information

BizX Employee Portal is a secure, user-friendly website that connects users to employee records, offering a clean, consistent design for mobile and tablet use, enhancing employee satisfaction. This document describes the 'Timesheet' module functionality to be used by different users for different purposes.

Overview

A timesheet is a method for recording the amount of a worker's time spent on each job. The objective of Timesheet Management System is to capture employee efforts against the allocated projects. With this system's help, employees can easily submit the timesheet for the previous and current week, which requires approval from their Reporting Manager.

The workflow is designed in such a way when employee submits the timesheet, an auto-generated email is triggered to the respective reporting managers to enable them to act upon.

Intended Audience

The "Timesheet" System is intended to be used by all India Infinite employees, US Employees.

Point of Contact

Please write us on BizX-Support@infinite.com for any queries or concerns.

Glossary / Abbreviations / Acronyms

Short Form	Explanation / Full form
CH	Company Holiday
RM	Reporting Manager

User Roles & Responsibilities

Persona Access Management

Below table defines the intended users with their permission levels:

S. No	Roles	Users	Role Description
1	Infinite US Employee	US Employees	Submit Timesheet
2	Infinite Reporting Managers	Reporting Manager	View Team member's timesheet/Approve/Reject
3	US payroll	US payroll	Unlock Timesheet

System View(s)

Employee View

- Timesheet page to submit timesheet.

Manager View

- Timesheet page – to submit timesheet.
- My Team Timesheet view – to approve or reject timesheet.
 - Pending List view
 - Approved View
 - Not Submitted View

Process Flow

Timesheet Module Flow

The 'Timesheet' process flow is shown in Image 1:

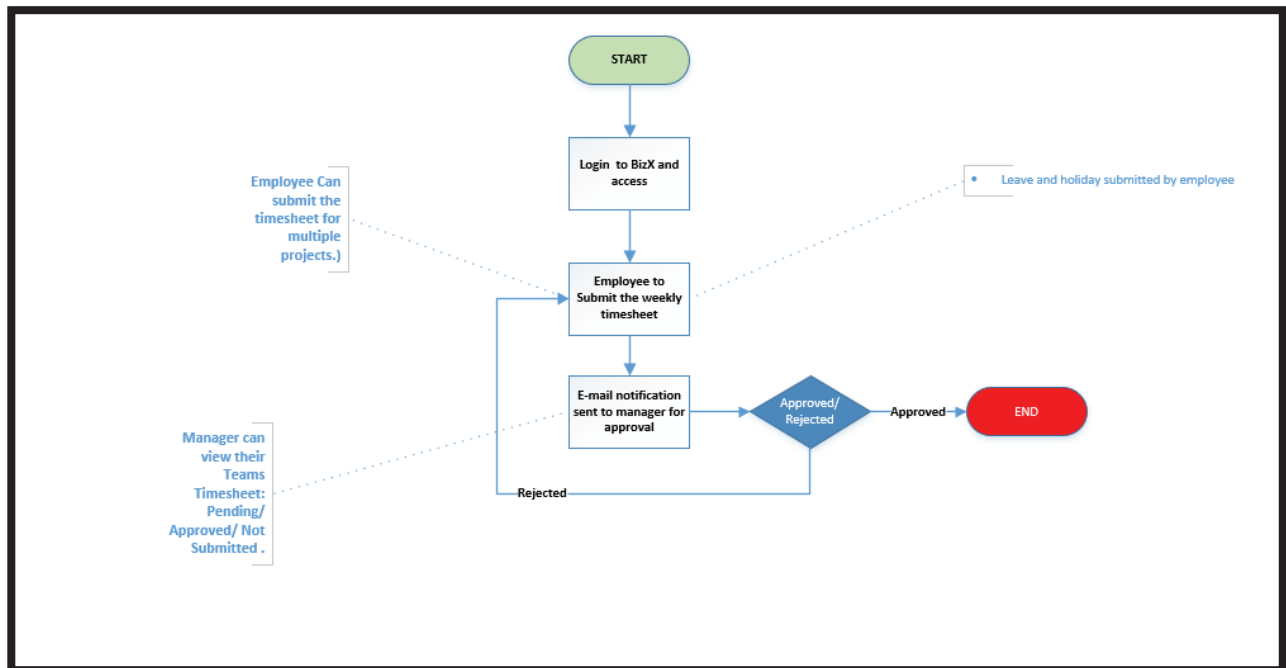


Image 1: Timesheet Module Process Flow

Getting Started

Logging On & Timesheet page

To submit the timesheet, the employee needs to login to BizX with their following Credentials.

Step's:

1. Upon successful login, the employee will be directed to the home page where they can view the timesheet tile (see Image 2).

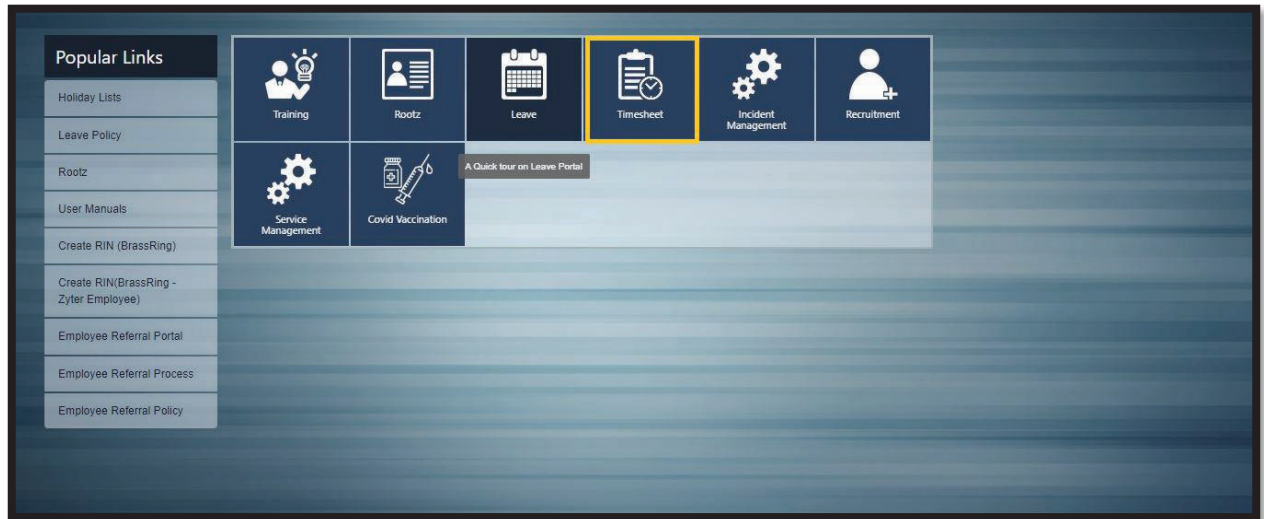


Image 2: BizX Home page

2. The employee will click on the timesheet tile where they can view the following options, (see Image 3).
 - a. My Timesheet: Employee can submit the timesheet from here.
 - b. Timesheet View: Employee can view the last 8-week timesheet details here.
 - c. My Team Timesheet: RM will see their team timesheet from here.

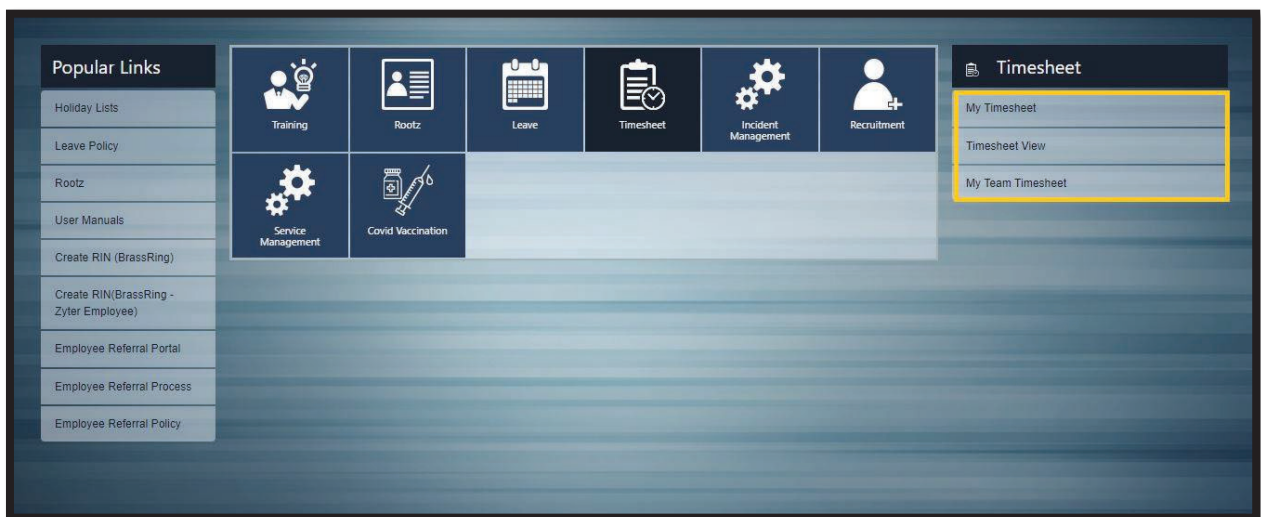


Image 3: BizX Timesheet Tile.

Timesheet Submission for US Employees:
To submit the timesheet:

- 1. Employees can submit and save the weekly timesheets by selecting 'My Timesheet' from timesheet tile, (See Image 4).

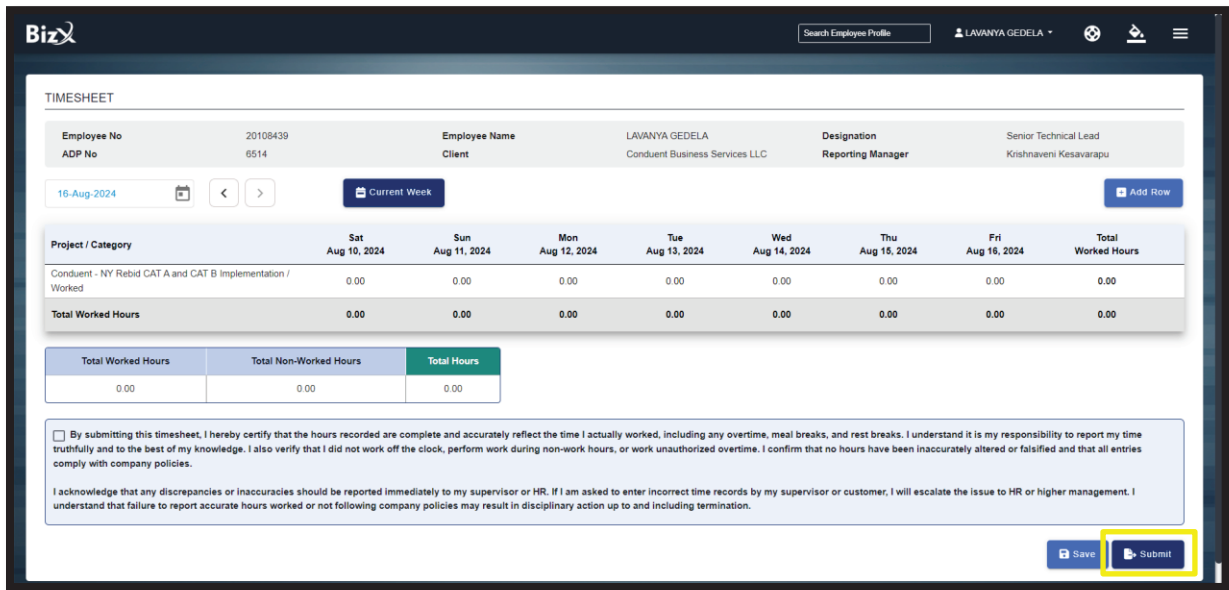


Image 4: My Timesheet page.

- 2. In summary section employee can view their details like, (See Image 5):
 - i. Employee No
 - ii. Employee Name
 - iii. Designation
 - iv. ADP NO
 - v. Client
 - vi. Reporting Manager.

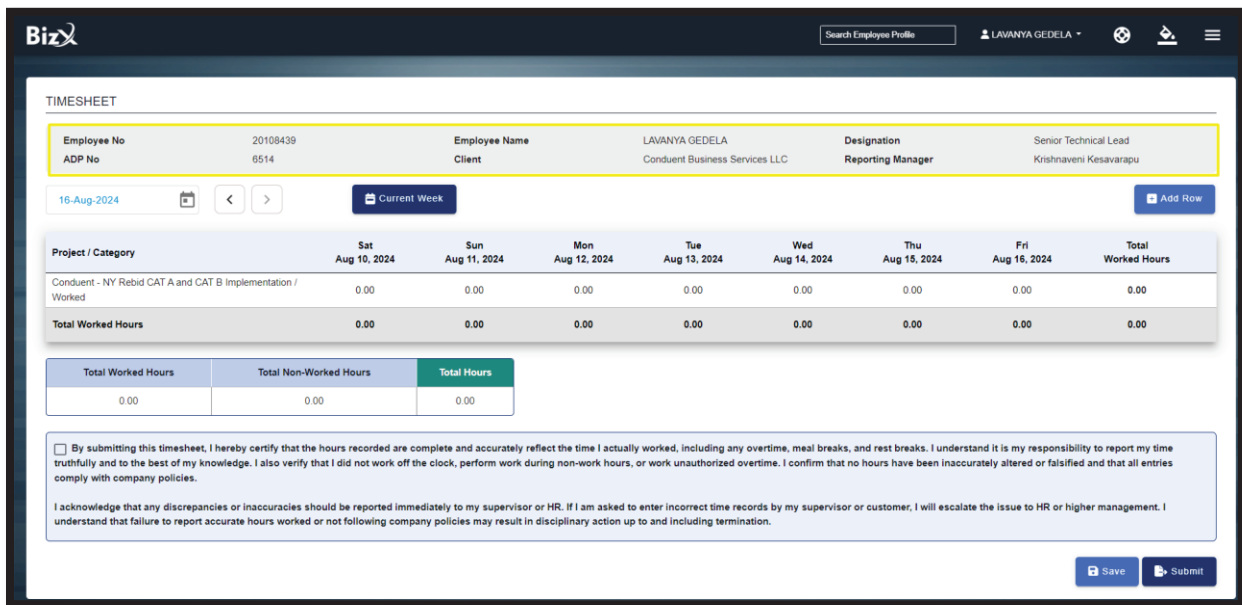


Image 5: Summary Section.

3. By default, the current week is selected; however, employees can access prior week's using the Back (<) button, but they cannot check future date, employees can change weeks using the calendar option, (See Image 6).

The screenshot shows the BizX Timesheet interface. At the top, there's a header with the BizX logo, a search bar for employee profiles, and a user profile dropdown for LAVANYA GEDELA. Below this, the 'TIMESHEET' section displays employee information: Employee No. 20108439, ADP No. 6514, Employee Name LAVANYA GEDELA, Client Conduent Business Services LLC, Designation Reporting Manager, and Senior Technical Lead Krishnaveni Kesavarapu. A date selector shows '16-Aug-2024' with a calendar icon and navigation arrows. A 'Current Week' button is highlighted. Below this is a table with columns for days of the week (Sat Aug 10, 2024 to Fri Aug 16, 2024) and 'Total Worked Hours'. The table shows zero hours for all days. A summary row at the bottom shows 'Total Worked Hours' as 0.00, 'Total Non-Worked Hours' as 0.00, and 'Total Hours' as 0.00. At the bottom, there's a disclaimer text and 'Save' and 'Submit' buttons.

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

Image 6: My Timesheet week.

4. The employee can choose any week from the calendar, but by clicking on "Current week," they can return to the current week by default, (See Image 7).

This screenshot is identical to the previous one, but the 'Current Week' button is highlighted with a yellow box, indicating the action to return to the current week.

Image 7: Current Week.

5. Once employees fill their timesheets, users can check their:

- Total hours worked,
- Total hours non-worked,
- Total hours

BizX Search Employee Profile LAVANYA GEDELA Senior Technical Lead

Employee No: 20108439 ADP No: 6514 Employee Name: Client Designation: Reporting Manager

16-Aug-2024 Current Week Add Row

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

☐ By submitting this timesheet, I hereby certify that the hours recorded are complete and accurately reflect the time I actually worked, including any overtime, meal breaks, and rest breaks. I understand it is my responsibility to report my time truthfully and to the best of my knowledge. I also verify that I did not work off the clock, perform work during non-work hours, or work unauthorized overtime. I confirm that no hours have been inaccurately altered or falsified and that all entries comply with company policies.

I acknowledge that any discrepancies or inaccuracies should be reported immediately to my supervisor or HR. If I am asked to enter incorrect time records by my supervisor or customer, I will escalate the issue to HR or higher management. I understand that failure to report accurate hours worked or not following company policies may result in disciplinary action up to and including termination.

Save Submit

Image 9: Table format of worked hours and non-worked hours

6. Timesheet will have default category as 'Worked,' with the default hours 0' and the employee can modify the worked hours as they worked, (See Image 10).

BizX Search Employee Profile LAVANYA GEDELA Senior Technical Lead

Employee No: 20108439 ADP No: 6514 Employee Name: Client Designation: Reporting Manager

16-Aug-2024 Current Week Add Row

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

☐ By submitting this timesheet, I hereby certify that the hours recorded are complete and accurately reflect the time I actually worked, including any overtime, meal breaks, and rest breaks. I understand it is my responsibility to report my time truthfully and to the best of my knowledge. I also verify that I did not work off the clock, perform work during non-work hours, or work unauthorized overtime. I confirm that no hours have been inaccurately altered or falsified and that all entries comply with company policies.

I acknowledge that any discrepancies or inaccuracies should be reported immediately to my supervisor or HR. If I am asked to enter incorrect time records by my supervisor or customer, I will escalate the issue to HR or higher management. I understand that failure to report accurate hours worked or not following company policies may result in disciplinary action up to and including termination.

Save Submit

Image 11: consent box to submit timesheet

7. All hourly employees of Mandate states will have the non- worked hours only for
- Sick Leave/Personal
 - Jury duty
 - Bereavement leaves(See Image 14)

The screenshot shows the BizX Timesheet interface for a mandatory state employee. The employee's name is Dale Lee Martin, and the client is IBM Corporation. The interface includes a table for recording hours for specific dates (Aug 08, 2024, Aug 09, 2024) and a summary table at the bottom. A modal window titled "ADD ROW" is open, showing a dropdown menu for "Non work hours" with sub-categories: Sick / Personal, Jury Duty, and Bereavement. The summary table shows zero hours for all categories.

Project / Category	Sat Aug 03, 2024
IBM-Dale Lee Martin9 / Worked	0.00
Meal Break	0.00
Rest Break	0.00
Premium Hours	0.00
Total Worked Hours	0.00

Thu Aug 08, 2024	Fri Aug 09, 2024	Total Worked Hours
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Premium Hours	Total Rest Break Hours	Total Meal Break Hours	Total Hours
0.00	0.00	0.00	0.00	0.00	0.00

Image 14: Hourly employee of mandate states

8. Hourly Employees of the Mandate States will be able to have non- worked hours sub-category in which employee need to select one:
- Jury duty
 - Bereavement leaves (See Image 15)

The screenshot shows the BizX Timesheet interface for a non-mandatory state employee. The employee's name is Douglas Mitchell, and the client is IBM Corporation. The interface includes a table for recording hours for specific dates (Aug 10, 2024, Aug 11, 2024) and a summary table at the bottom. A modal window titled "ADD ROW" is open, showing a dropdown menu for "Non work hours" with sub-categories: Jury Duty and Bereavement. The summary table shows zero hours for all categories.

Project / Category	Sat Aug 10, 2024
IBM-Mitchell D 2 / Worked	0.00
Total Worked Hours	0.00

Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
0.00	0.00	0.00
0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours
0.00	0.00

Image 15: Hourly employee of non-mandate states

9. All salaried employees can have all the types of Non work hours like
- Sick/personal.
 - Jury duty.
 - Holiday.
 - Bench time.
 - Vacation.
 - Comp Time
 - Bereavement(See Image 16)

The screenshot shows the BizX Timesheet interface. A modal titled 'ADD ROW' is open, allowing the user to add a new row to the timesheet. The modal contains the following fields:

- Project / Category:** A dropdown menu with the selected value 'Conduent - NY Rebid CAT A and CAT B Implementation'.
- Non work hours:** A dropdown menu with the selected value 'Non work hours'.
- Select Sub-Category:** A dropdown menu with the following options: 'Bench Time', 'Comp Time', 'Holiday', 'Vacation', 'Sick / Personal', and 'Jury Duty'.

The background shows the main timesheet interface with employee details (Employee No: 20108439, Employee Name: LAVANYA GEDELA, Designation: Senior Technical Lead) and a table for recording hours. The table has columns for dates (Thu Aug 15, 2024, Fri Aug 16, 2024) and 'Total Worked Hours'. The 'Total Worked Hours' for both days is 0.00.

Image 16: Salaried employee.

10. Once an employee submits their non-work hours, that they will appear on the screen of their timesheet alongside their worked hours, rest breaks, and Meal breaks, (See Image 17).

The screenshot shows the BizX Timesheet interface after the non-work hours have been added. The 'ADD ROW' modal is no longer open. The timesheet table now includes a row for 'Comp Time' with a value of 0.00 for each day. The 'Total Worked Hours' for each day is still 0.00.

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comp Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00


The interface also shows a summary table at the bottom:





Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

The background shows the main timesheet interface with employee details (Employee No: 20108439, Employee Name: LAVANYA GEDELA, Designation: Senior Technical Lead) and a table for recording hours. The table has columns for dates (Sat Aug 10, 2024, Sun Aug 11, 2024, Mon Aug 12, 2024, Tue Aug 13, 2024, Wed Aug 14, 2024, Thu Aug 15, 2024, Fri Aug 16, 2024) and 'Total Worked Hours'. The 'Total Worked Hours' for each day is 0.00.

Image 17: Timesheet with non- worked hours

11. For non-worked hours employee need to enter the time in timesheet to log it. (see image 18)






 LANYA GEDELA
 



TIMESHEET

Employee No ADP No	20108439 6514	Employee Name Client	LANYA GEDELA Conduent Business Services LLC	Designation Reporting Manager	Senior Technical Lead Krishnaveni Kesavarapu		
-----------------------	------------------	-------------------------	------------------------------------------------	----------------------------------	-------------------------------------------------	--	--

16-Aug-2024

Current Week

Add Row

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comp Time	0.00	0.00	0.00	9.00	8.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	17.00	17.00


☐ By submitting this timesheet, I hereby certify that the hours recorded are complete and accurately reflect the time I actually worked, including any overtime, meal breaks, and rest breaks. I understand it is my responsibility to report my time truthfully and to the best of my knowledge. I also verify that I did not work off the clock, perform work during non-work hours, or work unauthorized overtime. I confirm that no hours have been inaccurately altered or falsified and that all entries comply with company policies.





I acknowledge that any discrepancies or inaccuracies should be reported immediately to my supervisor or HR. If I am asked to enter incorrect time records by my supervisor or customer, I will escalate the issue to HR or higher management. I understand that failure to report accurate hours worked or not following company policies may result in disciplinary action up to and including termination.

Image 18: Timesheet with non-worked hours

12. The employee can check there ST, OT, DPT hours in timesheet (see image 19)

- If user is working for more than 8 hours to 12 hours, it is calculated as OT Hours






 LAVANYA GEDELA *
 




TIMESHEET

Employee No ADP No	20108439 6514	Employee Name Client	LAVANYA GEDELA Conduent Business Services LLC	Designation Reporting Manager	Senior Technical Lead Krishnaveni Kesavarapu
-----------------------	------------------	-------------------------	--------------------------------------------------	----------------------------------	-------------------------------------------------

You have submitted your timesheet!

09-Aug-2024
 

 Current Week

Project / Category	Sat Aug 03, 2024	Sun Aug 04, 2024	Mon Aug 05, 2024	Tue Aug 06, 2024	Wed Aug 07, 2024	Thu Aug 08, 2024	Fri Aug 09, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	13.00	21.00	18.00	8.00	2.00	62.00
Total Worked Hours	0.00	0.00	13.00	21.00	18.00	8.00	2.00	62.00

Total Worked Hours	Total Non-Worked Hours	Total ST Hours	Total OT Hours	Total Double OT Hours	Total Hours
62.00	0.00	40.00	0.00	0.00	62.00

☒ By submitting this timesheet, I hereby certify that the hours recorded are complete and accurately reflect the time I actually worked, including any overtime, meal breaks, and rest breaks. I understand it is my responsibility to report my time truthfully and to the best of my knowledge. I also verify that I did not work off the clock, perform work during non-work hours, or work unauthorized overtime. I confirm that no hours have been inaccurately altered or falsified and that all entries comply with company policies.

I acknowledge that any discrepancies or inaccuracies should be reported immediately to my supervisor or HR. If I am asked to enter incorrect time records by my supervisor or customer, I will escalate the issue to HR or higher management. I understand that failure to report accurate hours worked or not following company policies may result in disciplinary action up to and including termination.

Image 19: ST, OT, DOT Hours

13. If the employee is mapped to multiple projects the employees can add multiple projects to the same timesheet by using the "Add Row" button, (See Image 20). The new project row will be added below the worked row, and they can add hours based on their work on each project.

The screenshot shows the BizX Timesheet interface for employee LAVANYA GEDELA. The interface includes a header with the BizX logo, a search bar, and user information. Below the header, there's a section for employee details (Employee No, ADP No, Employee Name, Client, Designation, Reporting Manager). A date selector shows '16-Aug-2024' and a 'Current Week' button. A table lists projects with columns for days of the week and total worked hours. The 'Add Row' button is highlighted in a yellow box. Below the table, there are summary rows for 'Total Worked Hours', 'Total Non-Worked Hours', and 'Total Hours'. At the bottom, there's a disclaimer text.

Project / Category	Sat Aug 10, 2024	Sun Aug 11, 2024	Mon Aug 12, 2024	Tue Aug 13, 2024	Wed Aug 14, 2024	Thu Aug 15, 2024	Fri Aug 16, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

Image 20: Add Row

14. After clicking on add row employee need to select the project from drop down, (See Image 21):

The screenshot shows the BizX Timesheet interface with the 'Add Row' dialog box open. The dialog box has a 'Select Project' dropdown menu with two options: 'Conduent - NY Rebid CAT A and CAT B Implementation' and 'Conduent - NY Tolling'. The background timesheet interface is partially visible, showing the same employee details and table structure as in Image 20.

Image 21: Add multiple project

15. If the employee is working for multiple projects, they can add or delete the project from the timesheet, employee can click on delete icon to remove the project from timesheet (See Image 22):

BizX Search Employee Profile LAVANYA GEDELA

TIMESHEET

Employee No: 20108439 Employee Name: LAVANYA GEDELA Designation: Senior Technical Lead
ADP No: 6514 Client: Conduent Business Services LLC Reporting Manager: Krishnaveni Kesavarapu

02-Aug-2024 < > Current Week Add Row

Project / Category	Sat Jul 27, 2024	Sun Jul 28, 2024	Mon Jul 29, 2024	Tue Jul 30, 2024	Wed Jul 31, 2024	Thu Aug 01, 2024	Fri Aug 02, 2024	Total Worked Hours
Conduent - NY Rebid CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conduent - NY Tolling / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours	Total Non-Worked Hours	Total Hours
0.00	0.00	0.00

☐ By submitting this timesheet, I hereby certify that the hours recorded are complete and accurately reflect the time I actually worked, including any overtime, meal breaks, and rest breaks. I understand it is my responsibility to report my time truthfully and to the best of my knowledge. I also verify that I did not work off the clock, perform work during non-work hours, or work unauthorized overtime. I confirm that no hours have been inaccurately altered or falsified and that all entries comply with company policies.

I acknowledge that any discrepancies or inaccuracies should be reported immediately to my supervisor or HR. If I am asked to enter incorrect time records by my supervisor or customer, I will escalate the issue to HR or higher management. I understand that failure to report accurate hours worked or not following company policies may result in disciplinary action up to and including termination.

Image 22: Added project

16. Click on 'Submit' button to submit the timesheet. A confirmation message will be displayed to the user to confirm whether the employee wants to submit the timesheet or not.

Timesheet View for Employees.

- 1. When the employees log in to BizX, click Timesheet module, the Hamburger menu will be display with “Timesheet view. (See in image 23)

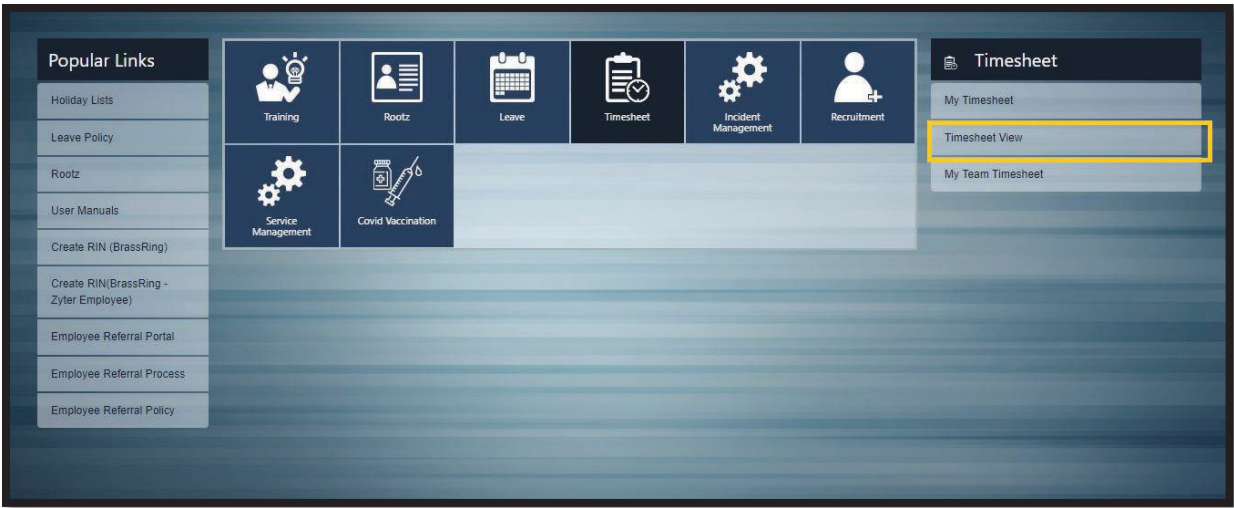


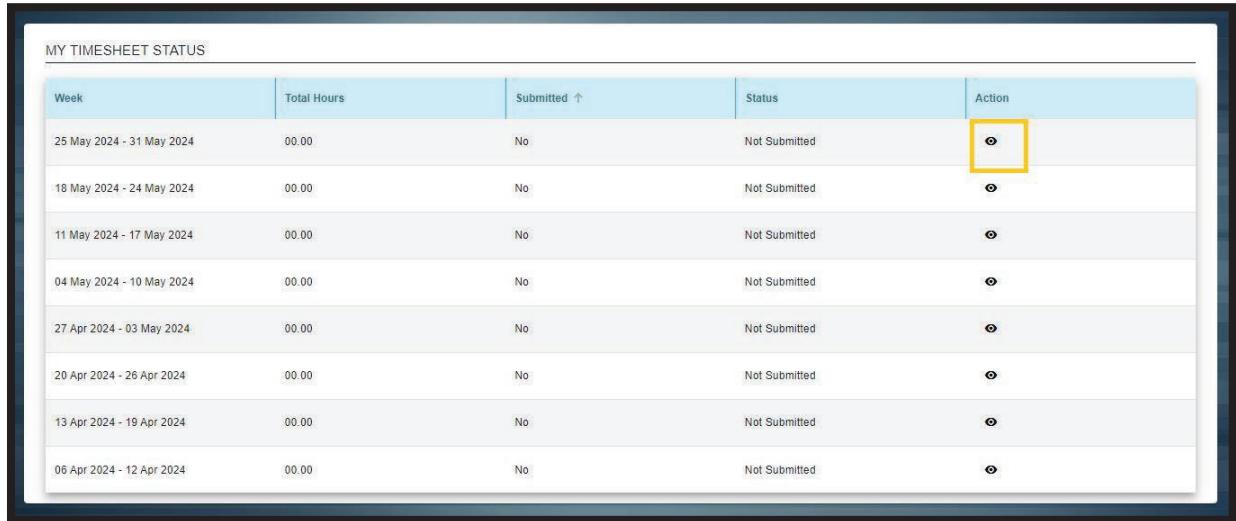
Image 23: BizX Timesheet Menu

- 2. Employee must click on ‘Timesheet View’ to view their Timesheet status for 8 weeks (about 2 months).and Employees can see their Total worked hours in each week and status of timesheet. (See in image 24)

MY TIMESHEET STATUS				
Week	Total Hours	Submitted ↑	Status	Action
25 May 2024 - 31 May 2024	00.00	No	Not Submitted	👁
18 May 2024 - 24 May 2024	00.00	No	Not Submitted	👁
11 May 2024 - 17 May 2024	48.00	Yes	Pending for Approval	👁
04 May 2024 - 10 May 2024	54.00	Yes	Pending for Approval	👁
27 Apr 2024 - 03 May 2024	00.00	No	Not Submitted	👁
20 Apr 2024 - 26 Apr 2024	00.00	No	Not Submitted	👁
13 Apr 2024 - 19 Apr 2024	00.00	No	Not Submitted	👁
06 Apr 2024 - 12 Apr 2024	00.00	No	Not Submitted	👁

Image 24: BizX Timesheet Menu

- Once the employee clicks on view icon, the employee will be taken to my timesheet page to submit their timesheet for the specific week (See Image 25)











Week	Total Hours	Submitted ↑	Status	Action
25 May 2024 - 31 May 2024	00.00	No	Not Submitted	
18 May 2024 - 24 May 2024	00.00	No	Not Submitted	
11 May 2024 - 17 May 2024	00.00	No	Not Submitted	
04 May 2024 - 10 May 2024	00.00	No	Not Submitted	
27 Apr 2024 - 03 May 2024	00.00	No	Not Submitted	
20 Apr 2024 - 26 Apr 2024	00.00	No	Not Submitted	
13 Apr 2024 - 19 Apr 2024	00.00	No	Not Submitted	
06 Apr 2024 - 12 Apr 2024	00.00	No	Not Submitted	

Image 25: My Timesheet View

Timesheet Approval/Rejection by RM

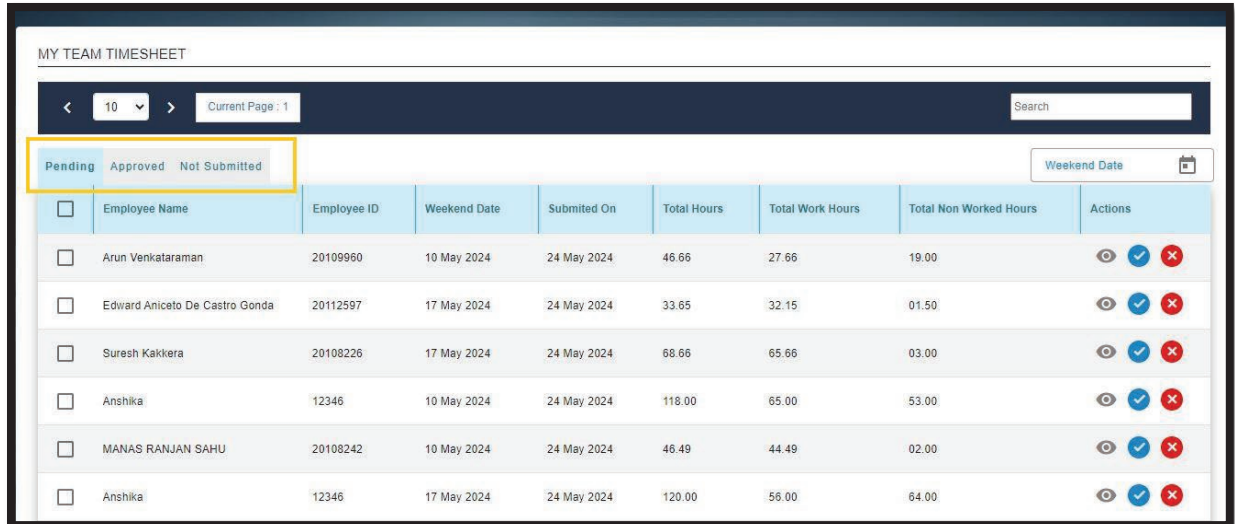
My Team Timesheet page View:

- When the manager login to BizX, clicks Timesheet module, the Hamburger menu will be display with “My Team Timesheet. (see image 26)



Image 26: Timesheet Menu for RM view

- Managers must click on 'My Team Timesheet' to view their team's timesheet. Clicking on 'My Team Timesheet' link will display the 'My Team Timesheet' with pending, Approved, Not Submitted tab page. (see the image 27)



MY TEAM TIMESHEET

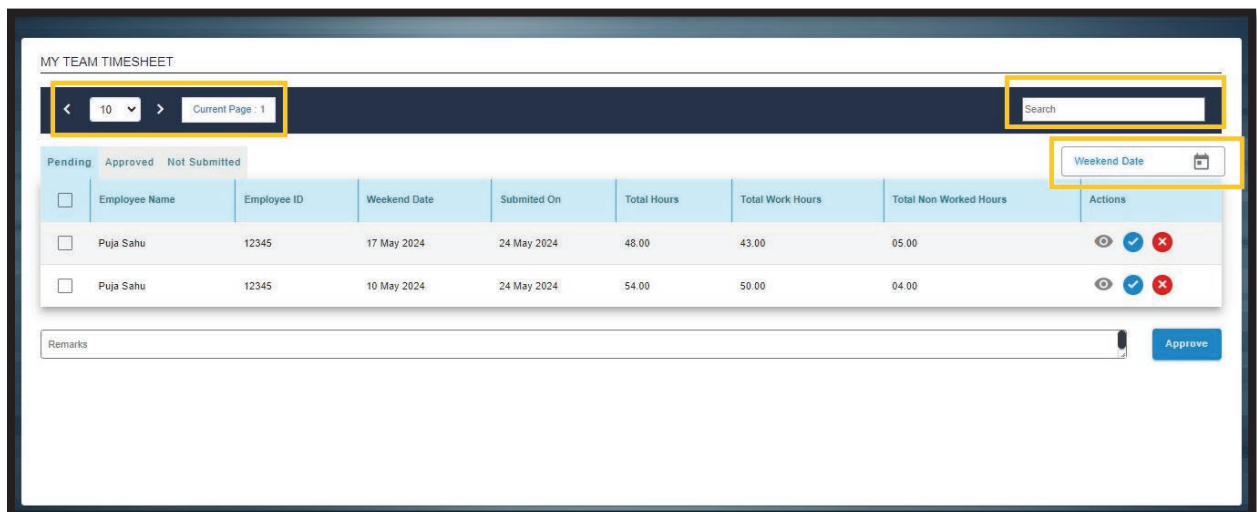
< 10 > Current Page : 1 Search

Pending Approved Not Submitted Weekend Date

<input type="checkbox"/>	Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
<input type="checkbox"/>	Arun Venkataraman	20109960	10 May 2024	24 May 2024	46.66	27.66	19.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Edward Aniceto De Castro Gonda	20112597	17 May 2024	24 May 2024	33.65	32.15	01.50	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Suresh Kakiera	20108226	17 May 2024	24 May 2024	68.66	65.66	03.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Anshika	12346	10 May 2024	24 May 2024	118.00	65.00	53.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	MANAS RANJAN SAHU	20108242	10 May 2024	24 May 2024	46.49	44.49	02.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Anshika	12346	17 May 2024	24 May 2024	120.00	56.00	64.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Image 27: My Team Timesheet page

- Manager can Select the Timesheets to approve/Reject from Calendar, also can use the search bar to search the specific employee to accept/reject the timesheet. By default, the current week is selected; however, the Manager can access the prior week's Timesheet. (see the image 28)



MY TEAM TIMESHEET

< 10 > Current Page : 1 Search

Pending Approved Not Submitted Weekend Date

<input type="checkbox"/>	Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
<input type="checkbox"/>	Puja Sahu	12345	17 May 2024	24 May 2024	48.00	43.00	05.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Puja Sahu	12345	10 May 2024	24 May 2024	54.00	50.00	04.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Remarks

Image 28: My Team Timesheet page

On 'My Team Timesheet' page, three tabs will be displayed: Pending, Approved, and Not Submitted.

1. **Pending tab:** This tab displays all the pending submitted timesheets that require an action from RM, either approve or reject. (see image 29)

MY TEAM TIMESHEET								
< 10 >		Current Page: 1		Search				
Pending		Approved		Not Submitted		Weekend Date		
<input type="checkbox"/>	Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
<input type="checkbox"/>	Arun Venkataraman	20109960	17 May 2024	24 May 2024	49.15	46.65	02.50	
<input type="checkbox"/>	Arun Venkataraman	20109960	10 May 2024	24 May 2024	46.66	27.66	19.00	
<input type="checkbox"/>	Edward Aniceto De Castro Gonda	20112597	17 May 2024	24 May 2024	33.65	32.15	01.50	
<input type="checkbox"/>	Suresh Kakkerla	20108226	17 May 2024	24 May 2024	68.66	65.66	03.00	
<input type="checkbox"/>	Anshika	12346	10 May 2024	24 May 2024	118.00	65.00	53.00	
<input type="checkbox"/>	MANAS RANJAN SAHU	20108242	10 May 2024	24 May 2024	46.49	44.49	02.00	
<input type="checkbox"/>	Anshika	12346	17 May 2024	24 May 2024	120.00	56.00	64.00	

Image 29: Pending Tab

a) View Action

To view the timesheet details.

- i. RM can view the employee attendance details by clicking on the view icon. (see in Image 30).

TIMESHEET DETAILS								
Project / Category	Sat Jul 13, 2024	Sun Jul 14, 2024	Mon Jul 15, 2024	Tue Jul 16, 2024	Wed Jul 17, 2024	Thu Jul 18, 2024	Fri Jul 19, 2024	Total Worked Hours
IBM-Sundeep Muttana10 / Worked	0.00	0.00	14.00	13.00	3.00	6.00	14.00	50.00
Sick / Personal	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	14.00	13.00	3.00	6.00	14.00	50.00
Total Worked Hours	50.00	10.00	40.00	10.00	0.00	60.00		

Image 30: Approval Confirmation message

b) Approval Process

1. To approve the timesheet:

- Manager to access 'My Team Timesheet' page.
- View the team's submitted entries in the 'Pending' list.
- The RM can click on the 'Approve' icon to approve the timesheet. A confirmation message will display as shown in Image 31:

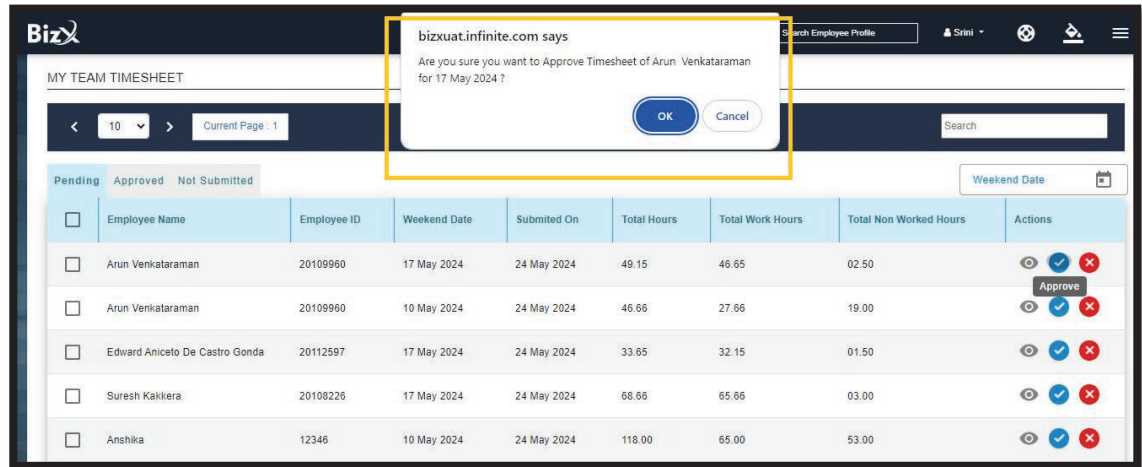


Image 31: Approval Confirmation message

- Click 'OK' to approve the timesheet. A success message will be displayed to the user and the auto closes after 5 seconds.

2. Manager can select the checkbox of specific employee and approve either from actions approve icon or from approve button. (See Image 32)

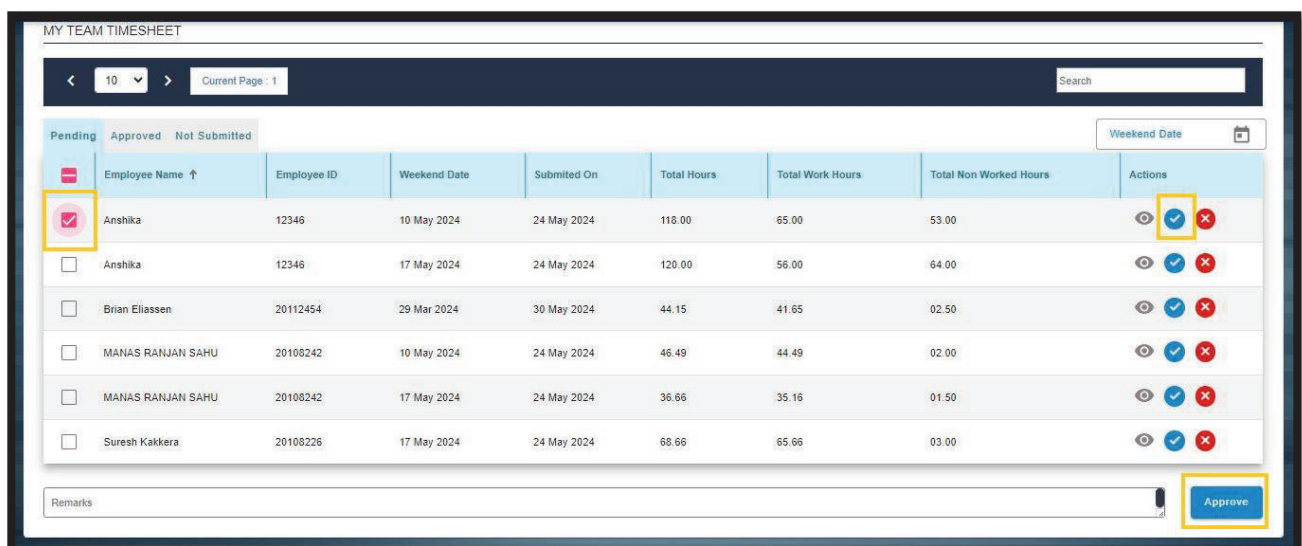


Image 32: Approval

3. To approve timesheets in bulk, the manager can select the checkbox, add a bulk remark, and click the Approve button. (See Image 33)

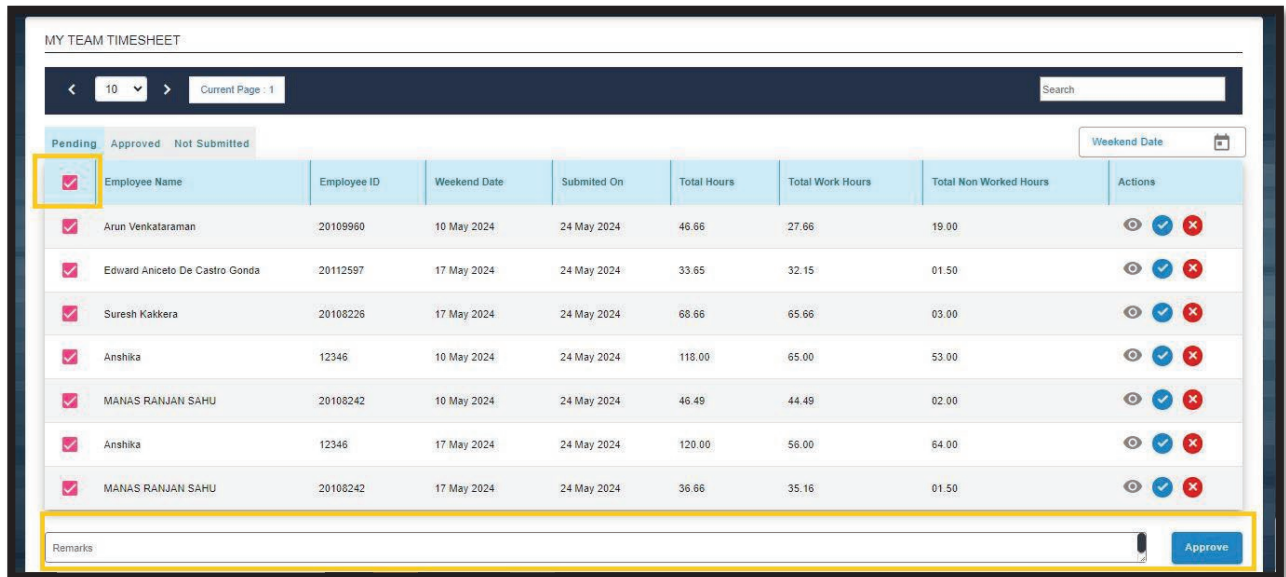


Image 33: Bulk Approval

4. The Manager can click on the Approve icon to approve the timesheet. A confirmation message will display (See Image 34)

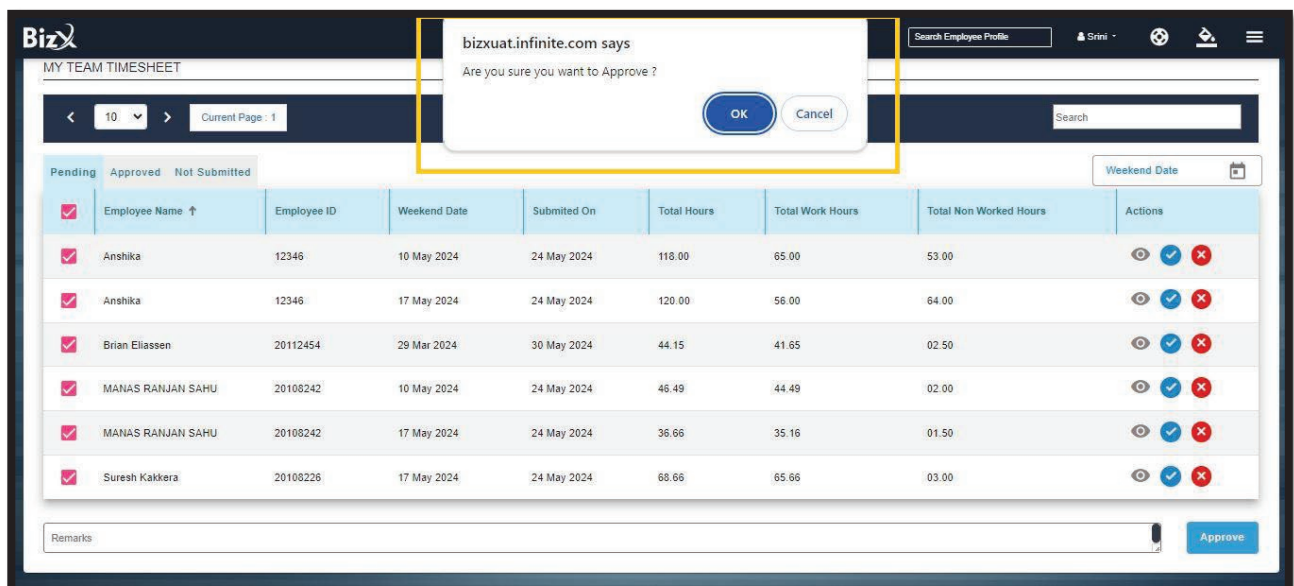


Image 34: Approval Confirmation message

5. Click 'OK' to approve the timesheet. A success message will be displayed to the user and the auto closes after 5 seconds. (See Image 35)

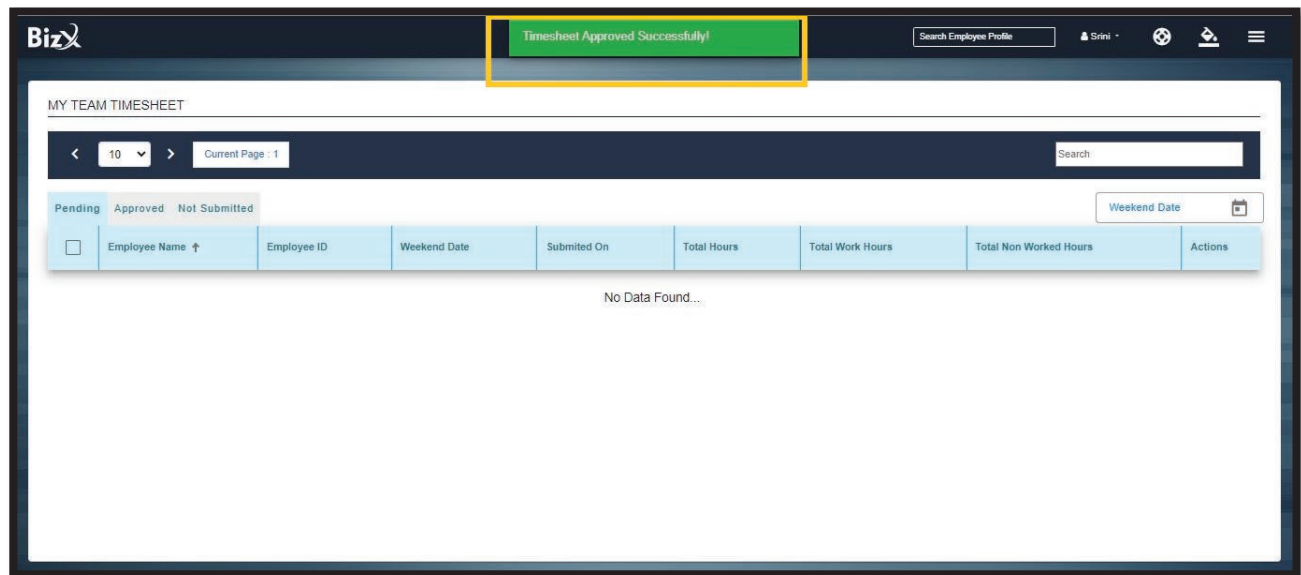


Image 35: Approval Successful Message

c) Rejection process

To reject the timesheet:

- I. Manager to access 'My Team Timesheet' page.
- II. View the team's submitted entries in the 'Pending' list.
- III. The user can click on the 'Reject' icon to reject the timesheet. A confirmation message will be displayed (see in Image 36)

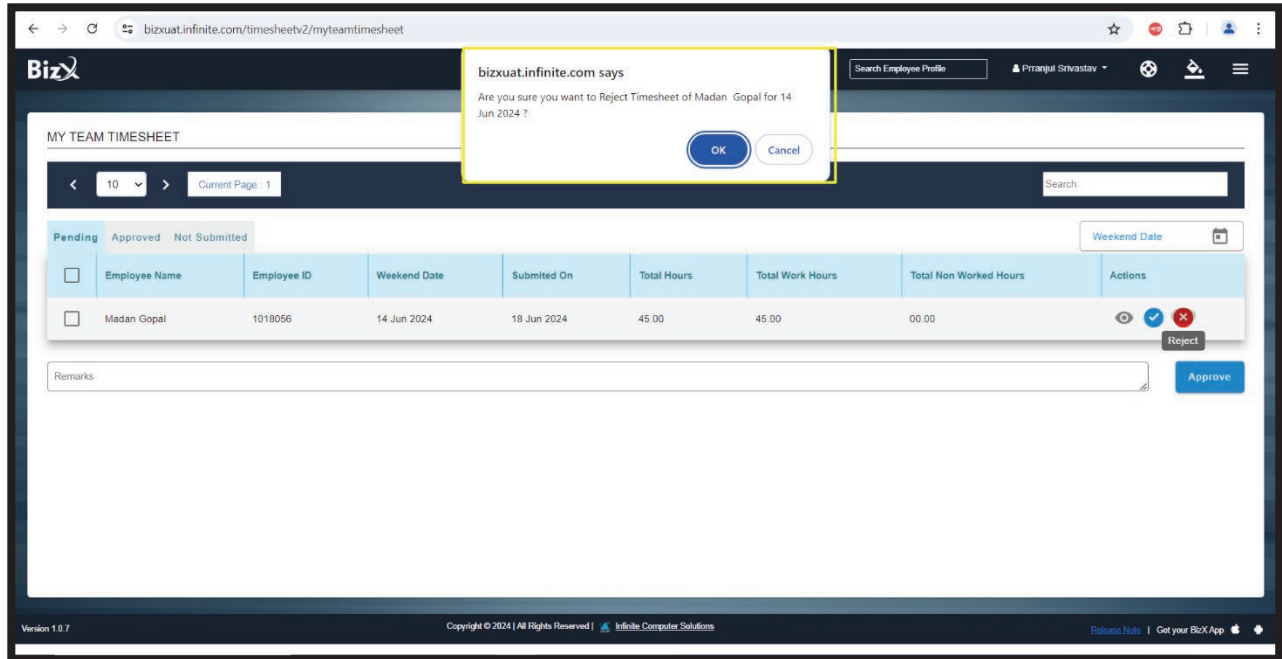


Image 36: Rejection Confirmation Message.

- IV. Click 'ok', A remarks pop-up will be displayed (see in image 37.)

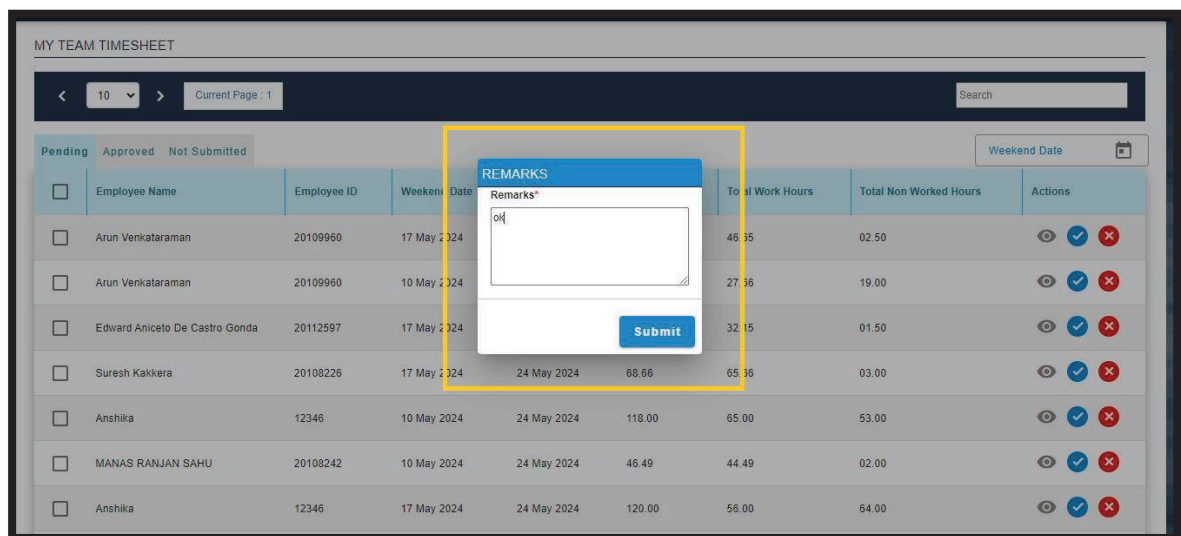


Image 37: Remarks pop-up

- V. Enter the appropriate remarks and click the 'submit' button to reject the timesheet. A success message will be displayed to the user and auto close after 5 seconds.

2. **Approved tab:** This tab displays all the timesheets which are approved by RM. Once RM approves the timesheet from Pending tab. The approved timesheets will be moved to the approved tab. If RM rejects the timesheet, the timesheet will be available in the 'Not Submitted' tab. (See in Image 38).

MY TEAM TIMESHEET

< 10 > Current Page : 1 Search

Pending **Approved** Not Submitted Weekend Date

Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
Jjesh Koova	20108448	03 May 2024	27 May 2024	27.00			
Jjesh Koova	20108448	26 Apr 2024	27 May 2024	128.00			
Jjesh Koova	20108448	19 Apr 2024	27 May 2024	112.00			
Jjesh Koova	20108448	12 Apr 2024	27 May 2024	54.00			
Jjesh Koova	20108448	05 Apr 2024	27 May 2024	15.05			
SUBHAS CHANDRA BOSE GUNDAMPADU	20107612	03 May 2024	27 May 2024	00.00			

Image 38: Approved Tab

3. **Not Submitted** tab: This tab displays the details of the team members who have not submitted their timesheets yet. (See in Image 39).

MY TEAM TIMESHEET

< 10 > Current Page : 1 Search

Pending Approved **Not Submitted** < 24-May-2024 >

Employee Name	Employee ID	Project
RAM MEGHARAJ	88810078	
Ramana Kambapu	88810057	
Shanmukha Inapakolla	88810046	
Francisco Monge Blanco	83100011	Fiserv - Project Green
Anji Babu Konam	70101002	Conduent NH MMIS TSU
Bala Rama Tiru Gurram	2726355	Conduent - PBM Staff Augmentation
Vijay Aakula	2726066	Conduent - Horizon

Image 39 : Not Submitted tab.

Timesheet Unlock by US Timesheet.

Employee view:

1. Employees can submit the timesheet until the pay period is open for submission. After the pay period the timesheet will be locked.
2. Employees can Request for unlocking the timesheet by clicking on the Request Unlock button. (See in image 40).

The screenshot displays the 'TIMESHEET' interface for an employee. At the top, a header bar contains employee details: Employee NO (12345), ADP NO (6WV009396), Employee Name (Puja Sahu), Client (Molina Healthcare Inc), Designation (QA EDI Analyst), and Reporting Manager (Anshuman Khanna). Below this, a red banner states 'Timesheet has been Locked.' The main section features a date selector set to '29-Dec-2023' and a 'Current Week' button. A table shows the timesheet for the week of Dec 23, 2023, to Dec 29, 2023. The table has columns for days of the week and 'Total Worked Hours'. The data shows 0.00 hours for all days and a total of 0.00. At the bottom, there are three buttons: 'Total Worked Hours : 0.00', 'Total Non-Worked Hours : 0.00', and 'Total Hours : 0.00'. A blue 'Request Unlock' button is highlighted with a yellow border in the bottom right corner.


Project / Category	Sat Dec 23, 2023	Sun Dec 24, 2023	Mon Dec 25, 2023	Tue Dec 26, 2023	Wed Dec 27, 2023	Thu Dec 28, 2023	Fri Dec 29, 2023	Total Worked Hours
Project A / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Image 40: Request Unlock

The user can click on the 'Request Unlock' icon to unlock the timesheet. A confirmation message will be displayed (See in image 41)

This screenshot shows the same 'TIMESHEET' interface as Image 40, but with a confirmation dialog box overlaid. The dialog box, titled 'bizxuat.infinite.com says', contains the text 'Are you sure want to Request for Unlock ?' and has 'OK' and 'Cancel' buttons. The 'Request Unlock' button in the bottom right corner of the interface is still visible and highlighted with a yellow border.

3. A success message will be displayed to the user stating: 'Timesheet Request for unlock Sent Successfully' (see in Image 42).



Timesheet Request for Unlock sent Successfully!

Search Employee Profile

Piqa Sahu

TIMESHEET

Employee NO	12345	Employee Name	Piqa Sahu	Designation	QA EDI Analyst
ADP NO	6WV009396	Client	Molina Healthcare Inc.	Reporting Manager	Anshuman Khanna

Timesheet has been Requested for Unlock.

29-Dec-2023

Calendar icon

<

>

Current Week

Project / Category	Sat Dec 23, 2023	Sun Dec 24, 2023	Mon Dec 25, 2023	Tue Dec 26, 2023	Wed Dec 27, 2023	Thu Dec 28, 2023	Fri Dec 29, 2023	Total Worked Hours
Project A / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Worked Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Worked Hours : 0.00

Total Non-Worked Hours : 0.00

Total Hours : 0.00

Image 30: Submission Success Message.

4. Timesheet Unlock request will send to the payroll team and they will take the action (Approve or Reject)

Thank you



For more information, please contact: Bizx@infinite.com
Visit us at www.infinite.com