

# 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](mailto: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:

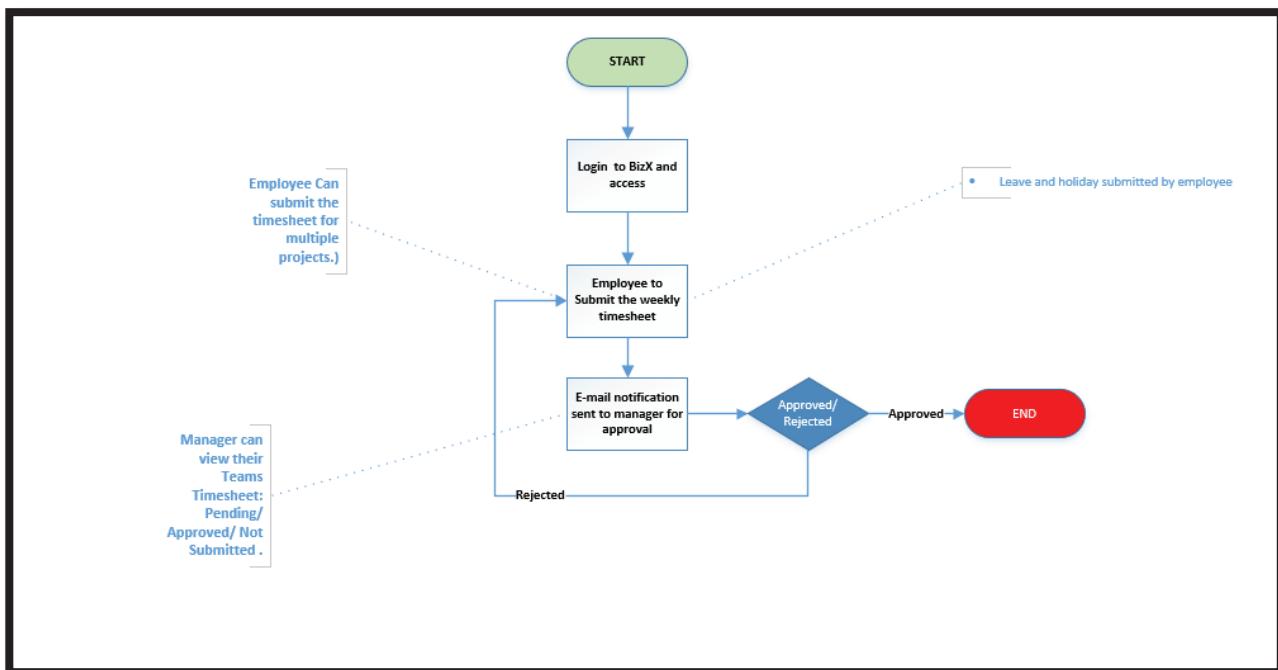


Image 1: Timesheet Module Process Flow

## 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).

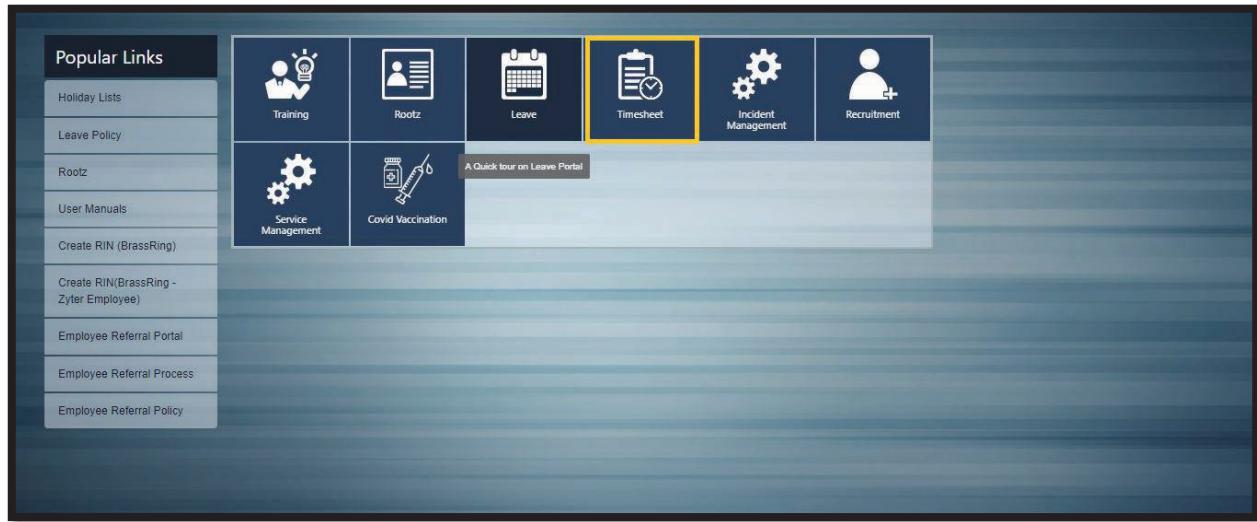


Image 2: BizX Home page

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.

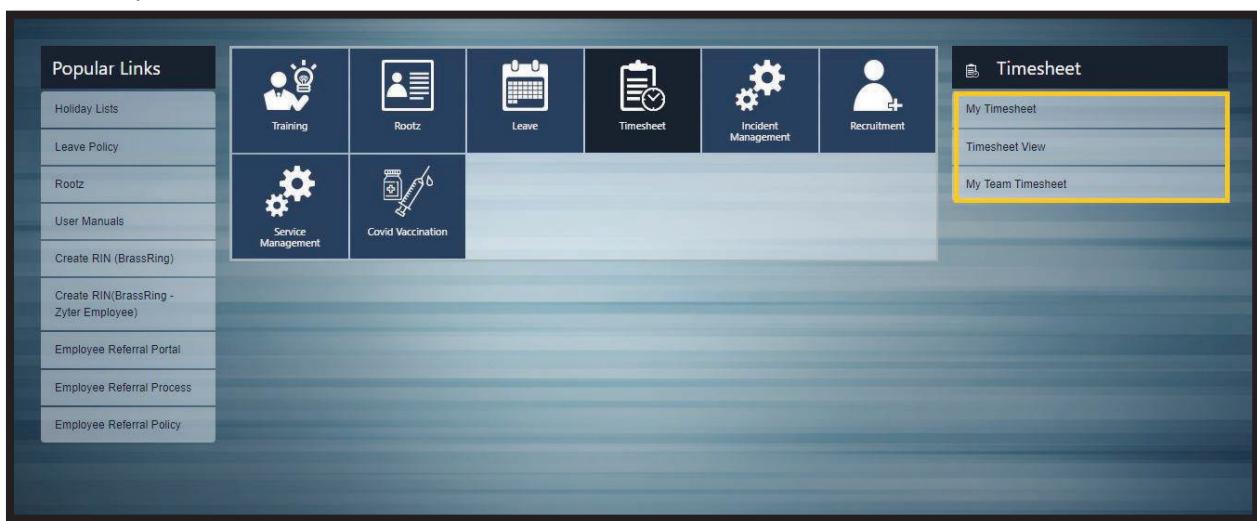


Image 3: BizX Timesheet Tile.

## Timesheet Submission for US Employees:

### To submit the timesheet:

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

**TIMESHEET**

Employee No ADP No	20108439 6514	Employee Name Client	LAVANYA GEDELA Conduent Business Services LLC	Designation Reporting Manager	Senior Technical Lead Krishnaveni Kesavarapu			
16-Aug-2024 <input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="Current Week"/>		<input type="button" value="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 Rebld CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Worked Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Total Worked Hours	Total Non-Worked Hours	<b>Total Hours</b>						
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 4: My Timesheet page.

- In summary section employee can view their details like, (See Image 5):
  - Employee No
  - Employee Name
  - Designation
  - ADP NO
  - Client
  - Reporting Manager.

**TIMESHEET**

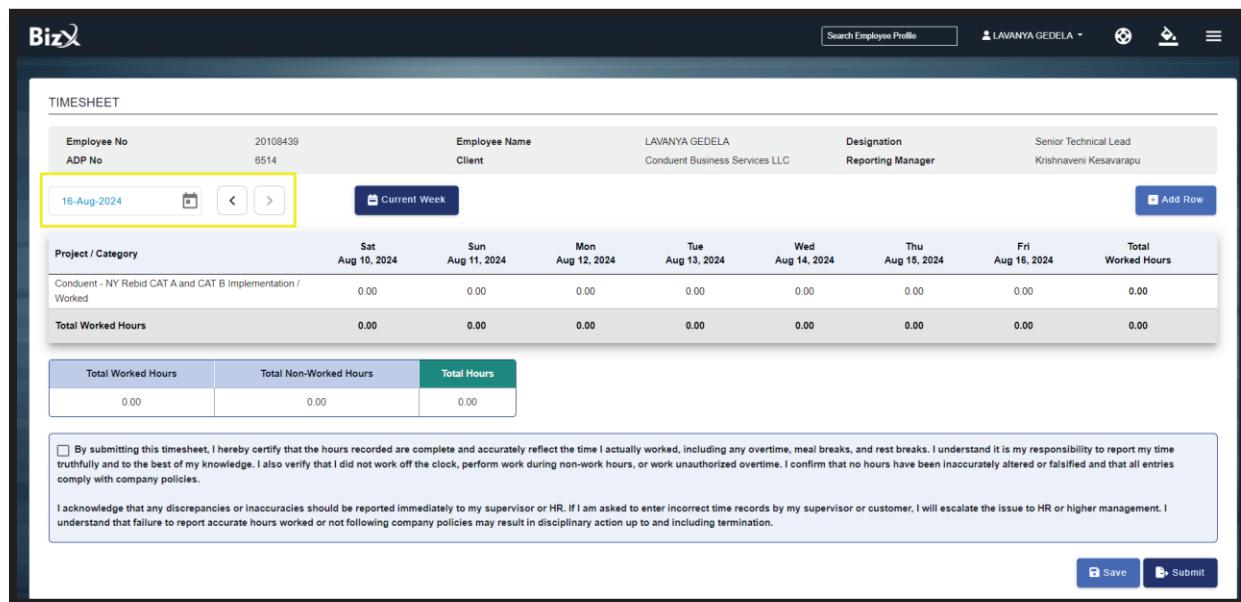
Employee No ADP No	20108439 6514	Employee Name Client	LAVANYA GEDELA Conduent Business Services LLC	Designation Reporting Manager	Senior Technical Lead Krishnaveni Kesavarapu			
16-Aug-2024 <input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="Current Week"/>		<input type="button" value="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 Rebld CAT A and CAT B Implementation / Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Worked Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Total Worked Hours	Total Non-Worked Hours	<b>Total Hours</b>						
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 5: Summary Section.

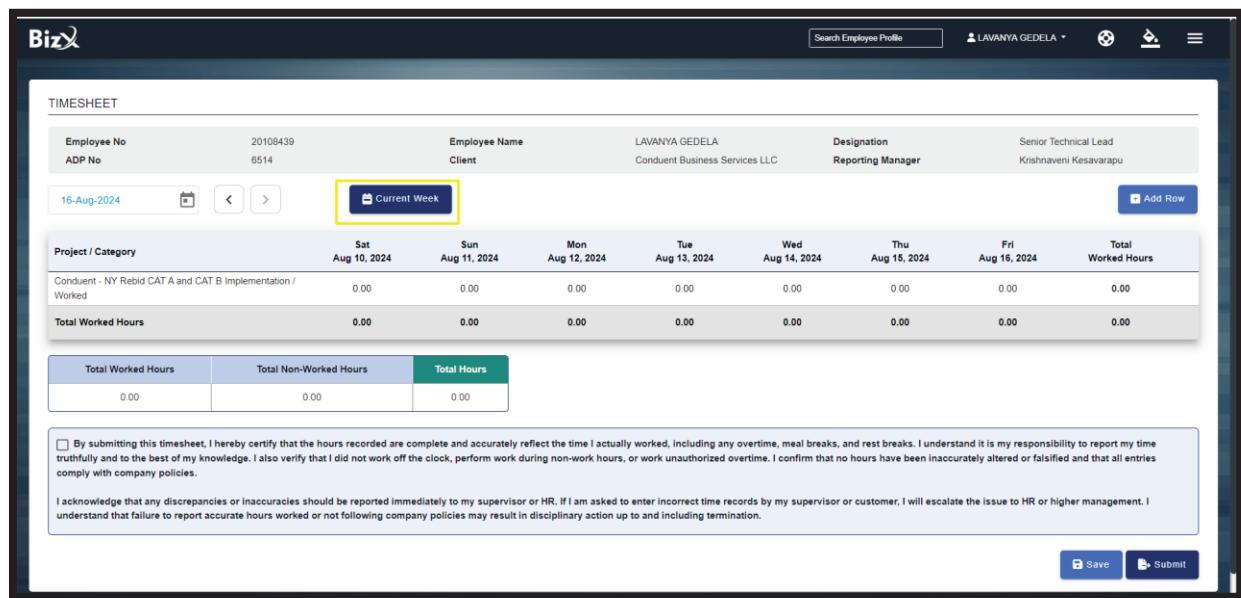
3. By default, the current week is selected; however, employees can access prior week's using the Back (<) button, but they cannot check future date, employees can change weeks using the calendar option, (See Image 6).



The screenshot shows the Bizx Timesheet application. At the top, the employee information is displayed: Employee No 20108439, ADP No 6514, Employee Name LAVANYA GEDELA, Client Condent Business Services LLC, Designation Reporting Manager, and Senior Technical Lead Krishnaveni Kesavarapu. Below this, the date '16-Aug-2024' is selected in a calendar, highlighted with a yellow box. A 'Current Week' button is also visible. The main table shows work hours for the week of Aug 10-16, 2024. The table has columns for 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, and Total Worked Hours. The data shows 0.00 hours for all days. At the bottom, there is a signature box with checkboxes for a declaration and an acknowledgment, and buttons for 'Save' and 'Submit'.

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).

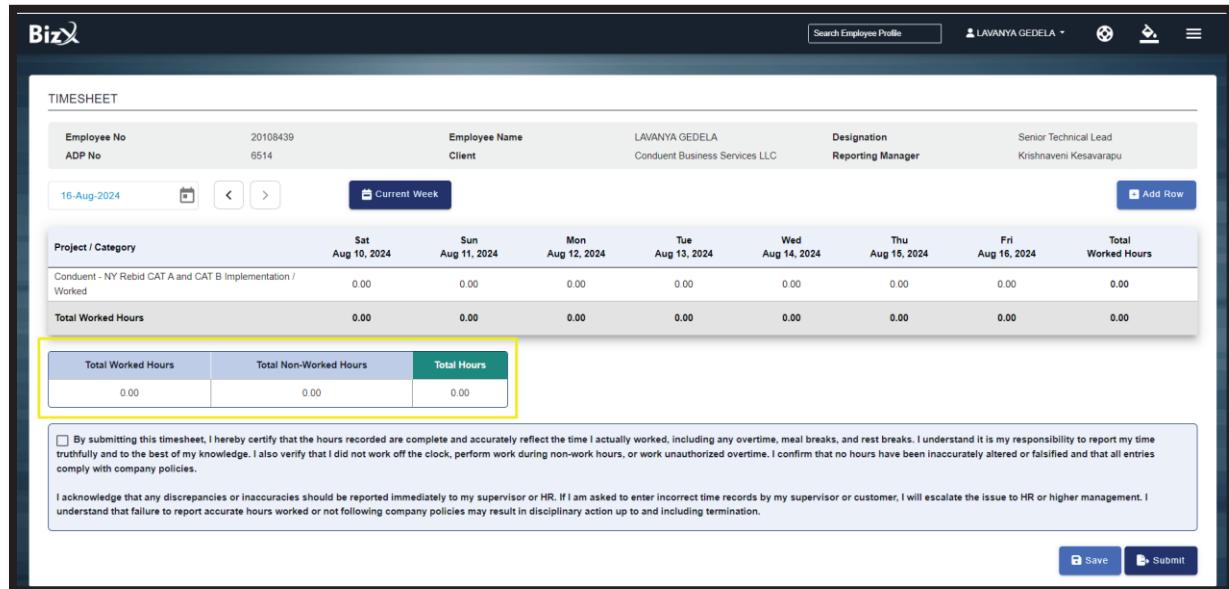


The screenshot shows the Bizx Timesheet application. The interface is identical to Image 6, with the same employee information and table structure. The date '16-Aug-2024' is selected in the calendar, and the 'Current Week' button is highlighted with a yellow box. The declaration and acknowledgment boxes at the bottom are visible, along with the 'Save' and 'Submit' buttons.

Image 7: Current Week.

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

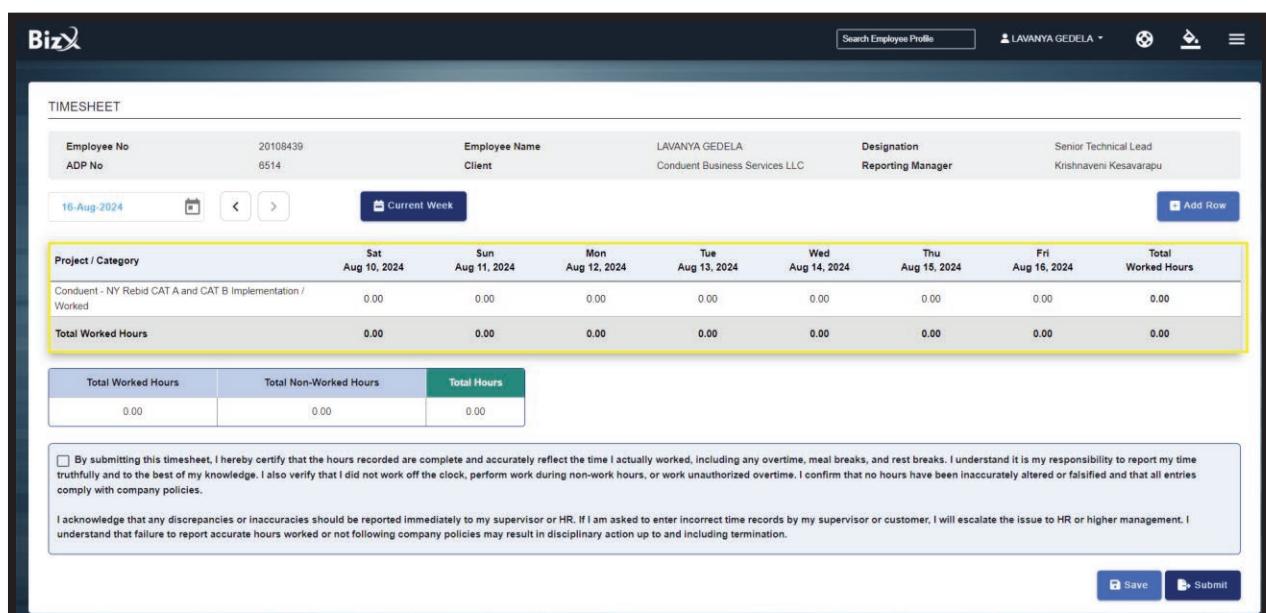
- Total hours worked,
- Total hours non-worked,
- Total hours



The screenshot shows the BizX Timesheet interface. At the top, there is a header with the BizX logo, a search bar for 'Employee Profile', and a user profile for 'LAVANYA GEDELA'. Below the header is a 'TIMESHEET' section. The top part of the timesheet table has columns for 'Employee No' (20108439, ADP No 6514), 'Employee Name' (LAVANYA GEDELA, Client), 'Designation' (Senior Technical Lead, Reporting Manager), and 'Project / Category' (Conduent - NY Rebid CAT A and CAT B Implementation / Worked). The table has rows for 'Sat Aug 10, 2024' through 'Fri Aug 16, 2024', with 'Total Worked Hours' and 'Total Non-Worked Hours' at the bottom. A yellow box highlights the 'Total Worked Hours' row. The bottom section contains a consent box with checkboxes for employee certification and a note about company policies, followed by 'Save' and 'Submit' buttons.

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).



The screenshot shows the BizX Timesheet interface, similar to Image 9 but with a yellow box highlighting the 'Total Worked Hours' row in the table. The rest of the interface is identical, including the header, project details, and consent box.

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)

Employee No ADP No	20107992 6102	Employee Name Client	Dale Lee Martin IBM Corporation	Designation Reporting Manager	Consultant KATHERINE BELL
09-Aug-2024	Sat Aug 03, 2024	<b>ADD ROW</b> IBM-Dale Lee Martin9 Non work hours Select Sub-Category Sick / Personal Jury Duty Bereavement			
Project / Category		Aug 08, 2024	Aug 09, 2024	Aug 10, 2024	Total Worked Hours
IBM-Dale Lee Martin9 / Worked		0.00	0.00	0.00	0.00
Meal Break		0.00	0.00	0.00	0.00
Rest Break		0.00	0.00	0.00	0.00
Premium Hours		0.00	0.00	0.00	0.00
Total Worked Hours		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

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.

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)

Employee No ADP No	2010397 3915	Employee Name Client	Douglas Mitchell IBM Corporation	Designation Reporting Manager	Graphics Designer KATHERINE BELL
16-Aug-2024	Sat Aug 10, 2024	<b>ADD ROW</b> IBM-Douglas Mitchell Non work hours Select Sub-Category Jury Duty Bereavement			
Project / Category		Aug 15, 2024	Aug 16, 2024	Aug 17, 2024	Total Worked Hours
IBM-Douglas Mitchell D 2 / Worked		0.00	0.00	0.00	0.00
Total Worked Hours		0.00	0.00	0.00	0.00
Total Worked Hours	Total Non-Worked Hours				
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 reporting company policies may result in disciplinary action up to and including termination.

Image 15: Hourly employee of non-mandate states

9. All salaried employees can have all the types of Non work hours like

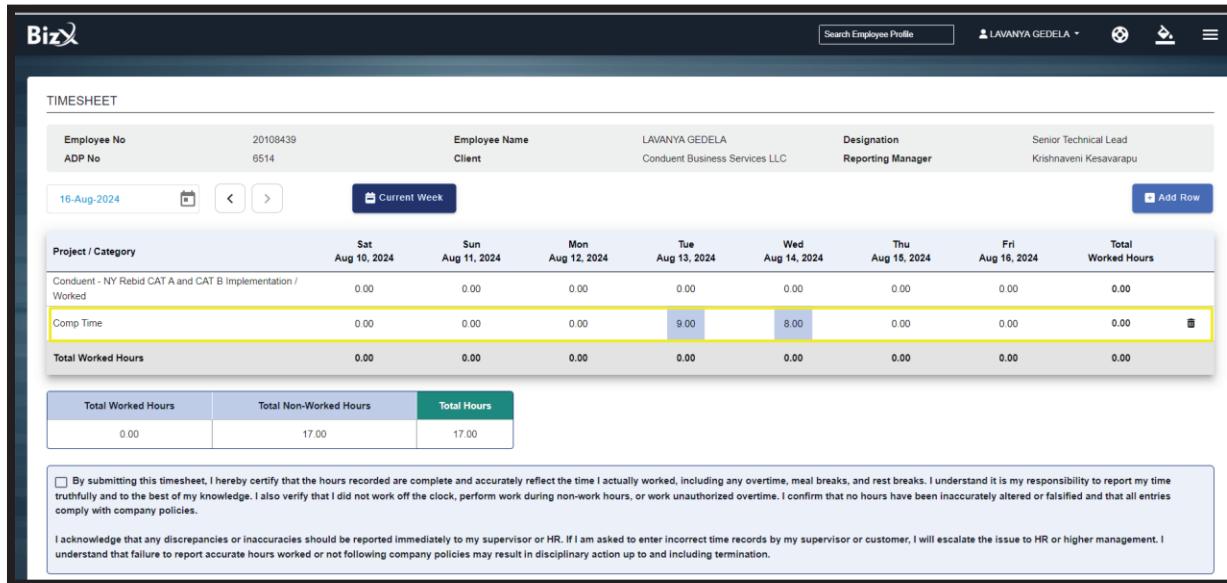
- Sick/personal.
- Jury duty.
- Holiday.
- Bench time.
- Vacation.
- Comp Time
- Bereavement(See Image 16)

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).

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)

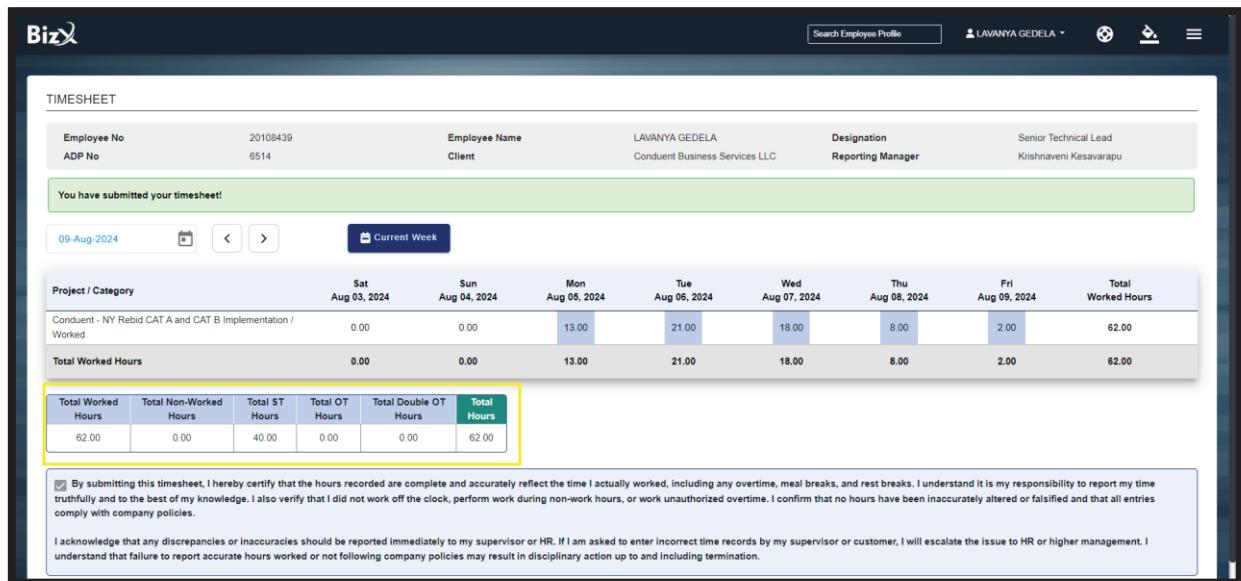


The screenshot shows the Bizx Timesheet interface. At the top, it displays employee details: Employee No 20108439, ADP No 6514, Employee Name LAVANYA GEDELA, Client, Designation Senior Technical Lead, Reporting Manager, and Krishnaveni Kesavarapu. The date is set to 16-Aug-2024. The main table shows a row for 'Comp Time' with hours 9.00 and 8.00 entered for Wednesday and Thursday respectively. The 'Total Worked Hours' row shows 0.00 for all days. The summary table at the bottom shows 'Total Worked Hours' as 0.00, 'Total Non-Worked Hours' as 17.00, and 'Total Hours' as 17.00. A note at the bottom states: '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.'

Image 18: Timesheet with non-worked hours

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

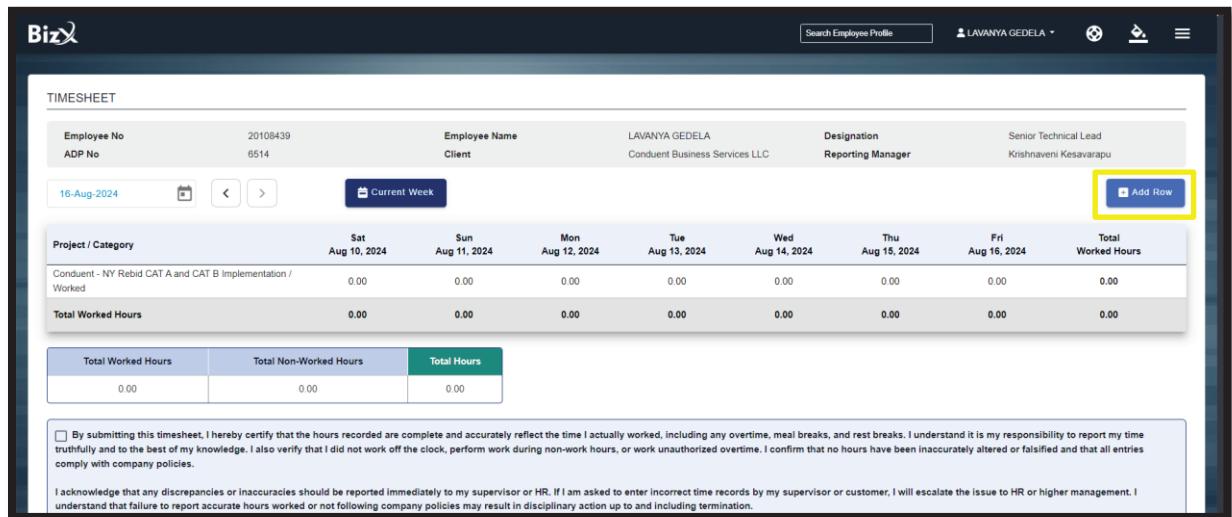
- If user is working for more than 8 hours to 12 hours, it is calculated as OT Hours



The screenshot shows the Bizx Timesheet interface after submission. A green banner at the top says 'You have submitted your timesheet!'. The date is now 09-Aug-2024. The main table shows a row for 'Total Worked Hours' with 62.00 hours. The summary table at the bottom shows 'Total Worked Hours' as 62.00, 'Total Non-Worked Hours' as 0.00, 'Total ST Hours' as 40.00, 'Total OT Hours' as 0.00, 'Total Double OT Hours' as 0.00, and 'Total Hours' as 62.00. A note at the bottom states: '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.'

Image 19: ST, OT, DOT Hours

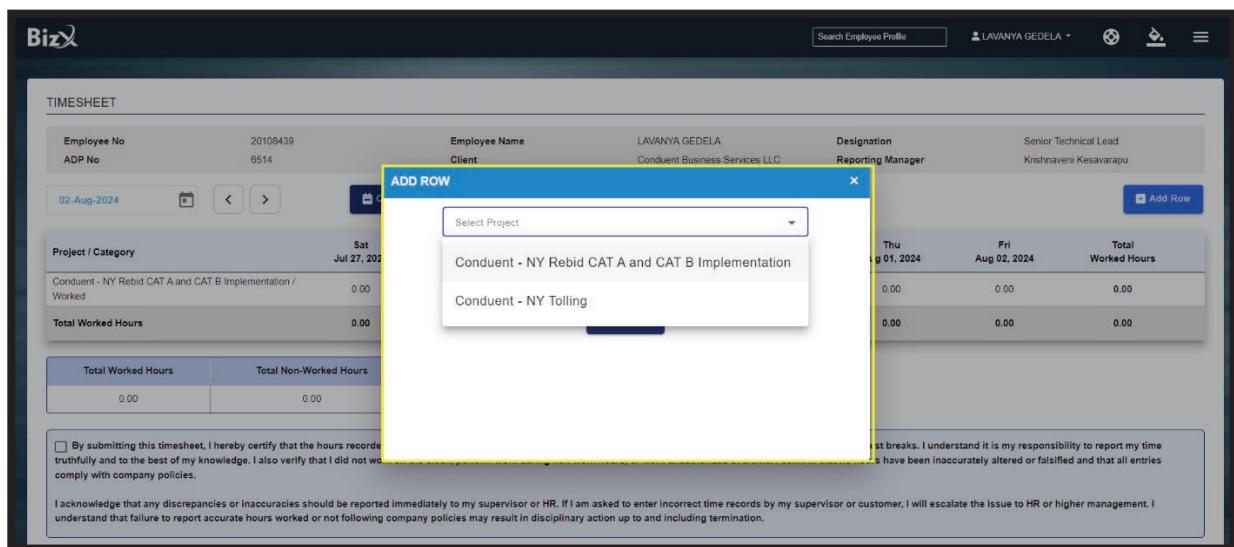
13. If the employee is mapped to multiple projects the employees can add multiple projects to the same timesheet by using the "Add Row" button, (See Image 20). The new project row will be added below the worked row, and they can add hours based on their work on each project.



The screenshot shows the Bizx Timesheet interface. At the top, it displays employee details: Employee No 20108439, ADP No 6514, Employee Name LAVANYA GEDELA, Client, Designation Reporting Manager, and Senior Technical Lead Krishnaveni Kesavarapu. Below this, a date range is set from 16-Aug-2024 to Current Week. A prominent 'Add Row' button is highlighted with a yellow box in the top right corner of the main table area. The table lists a single project row: 'Conduent - NY Rebid CAT A and CAT B Implementation / Worked' with 0.00 hours for each day from Saturday to Friday. Below the table, a summary row shows 'Total Worked Hours' as 0.00. At the bottom, there are two checkboxes for certifications and a note about reporting inaccuracies.

Image 20: Add Row

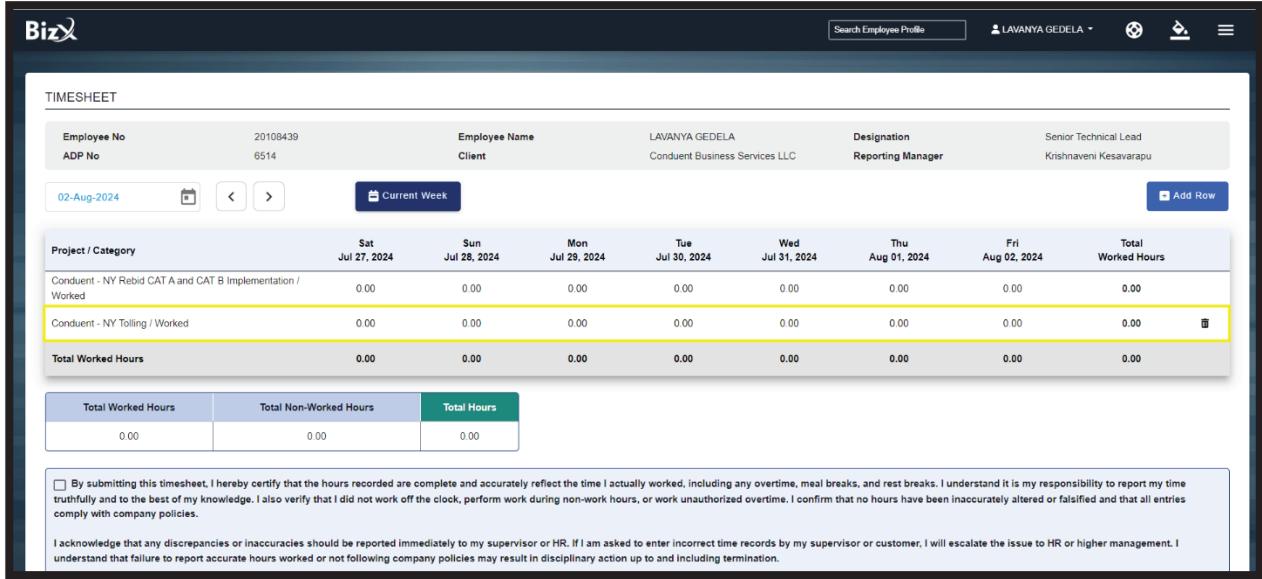
14. After clicking on add row employee need to select the project from drop down, (See Image 21):



The screenshot shows the Bizx Timesheet interface with the 'ADD ROW' modal dialog open. The modal has a 'Select Project' dropdown showing 'Conduent - NY Rebid CAT A and CAT B Implementation' and a list item 'Conduent - NY Tolling'. The main timesheet table shows a single project row for 'Conduent - NY Rebid CAT A and CAT B Implementation' with 0.00 hours for each day from Saturday to Friday. The 'Add Row' button is visible in the top right of the main table area. At the bottom, there are two checkboxes for certifications and a note about reporting inaccuracies.

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):



The screenshot shows the BizX Timesheet interface. At the top, there are fields for Employee No (20108439), ADP No (6514), Employee Name (LAVANYA GEDELA, Client), Designation (Senior Technical Lead, Reporting Manager), and a search bar for 'Search Employee Profile'. The user is LAVANYA GEDELA. The date is set to '02-Aug-2024' with a calendar icon, and the week is labeled 'Current Week'.

The main table displays worked hours for two projects: 'Conduent - NY Rebid CAT A and CAT B Implementation / Worked' and 'Conduent - NY Tolling / Worked'. The total worked hours for the week are 0.00. The table includes columns for 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), and Total Worked Hours.

At the bottom, there is a summary table with columns for Total Worked Hours (0.00), Total Non-Worked Hours (0.00), and Total Hours (0.00). Below this is a legal disclaimer with a checkbox and a text box for acknowledging company policies.

*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)

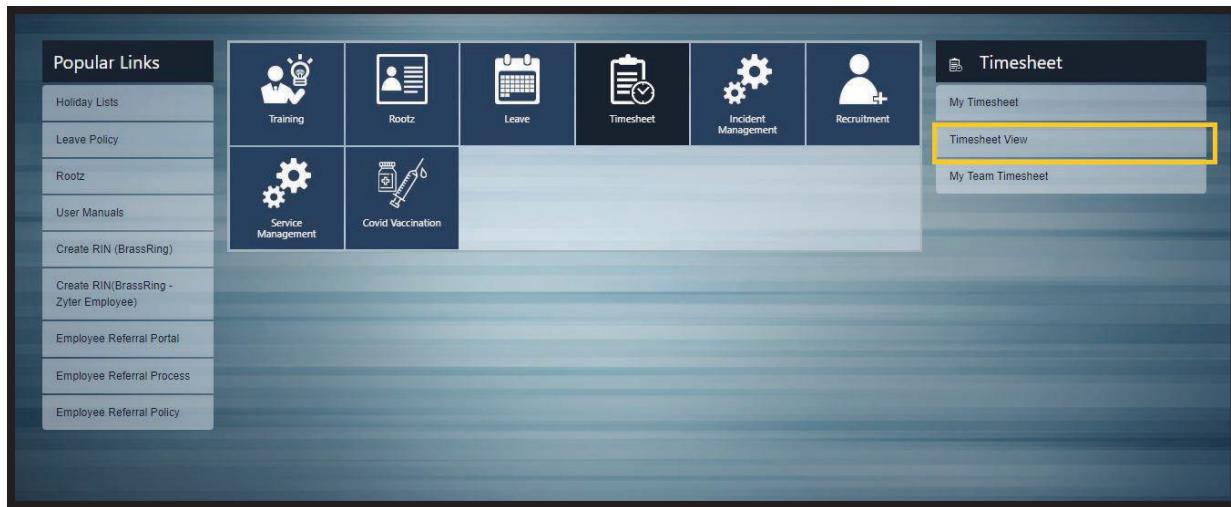


Image 23: BizX Timesheet Menu

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

3. 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)

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	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:

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

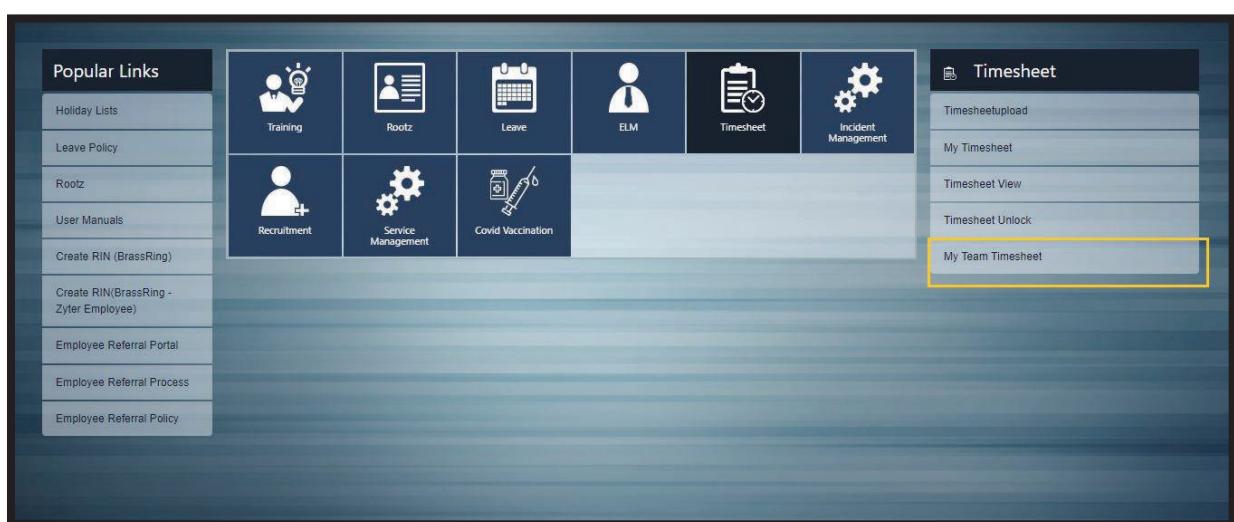


Image 26: Timesheet Menu for RM view

2. 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								
<span style="float: left; margin-right: 10px;">&lt; 10 &gt;</span> <span style="float: left; margin-right: 10px;">Current Page : 1</span> <span style="float: right;">Search</span>								
<span style="float: left; margin-right: 10px;">Pending</span> <span style="float: left; margin-right: 10px;">Approved</span> <span style="float: left; margin-right: 10px;">Not Submitted</span> <span style="float: right;">Weekend Date <input type="button" value="Calendar"/></span>								
	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="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	Edward Aniceto De Castro Gonda	20112597	17 May 2024	24 May 2024	33.65	32.15	01.50	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	Suresh Kakkerla	20108226	17 May 2024	24 May 2024	68.66	65.66	03.00	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	Anshika	12346	10 May 2024	24 May 2024	118.00	65.00	53.00	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	MANAS RANJAN SAHU	20108242	10 May 2024	24 May 2024	46.49	44.49	02.00	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	Anshika	12346	17 May 2024	24 May 2024	120.00	56.00	64.00	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

Image 27: My Team Timesheet page

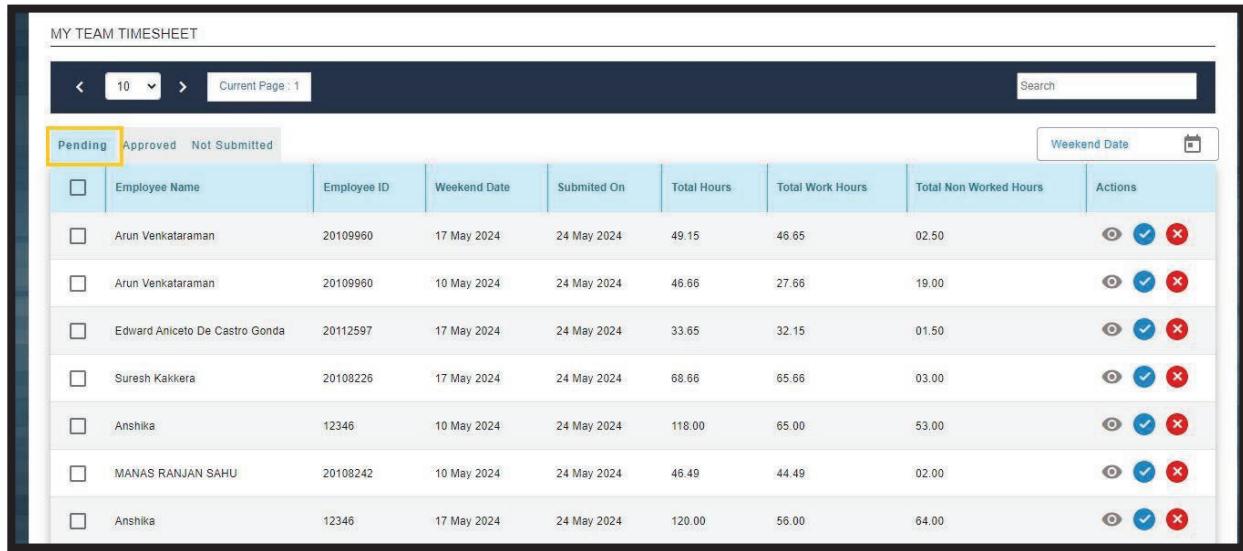
3. Manager can Select the Timesheets to approve/Reject from Calendar, also can use the search bar to search the specific employee to accept/reject the timesheet. By default, the current week is selected; however, the Manager can access the prior week's Timesheet. (see the image 28)

MY TEAM TIMESHEET								
<span style="float: left; margin-right: 10px;">&lt; 10 &gt;</span> <span style="float: left; margin-right: 10px;">Current Page : 1</span> <span style="float: right;">Search</span>								
<span style="float: left; margin-right: 10px;">Pending</span> <span style="float: left; margin-right: 10px;">Approved</span> <span style="float: left; margin-right: 10px;">Not Submitted</span> <span style="float: right;">Weekend Date <input type="button" value="Calendar"/></span>								
	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="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/>	Puja Sahu	12345	10 May 2024	24 May 2024	54.00	50.00	04.00	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

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)



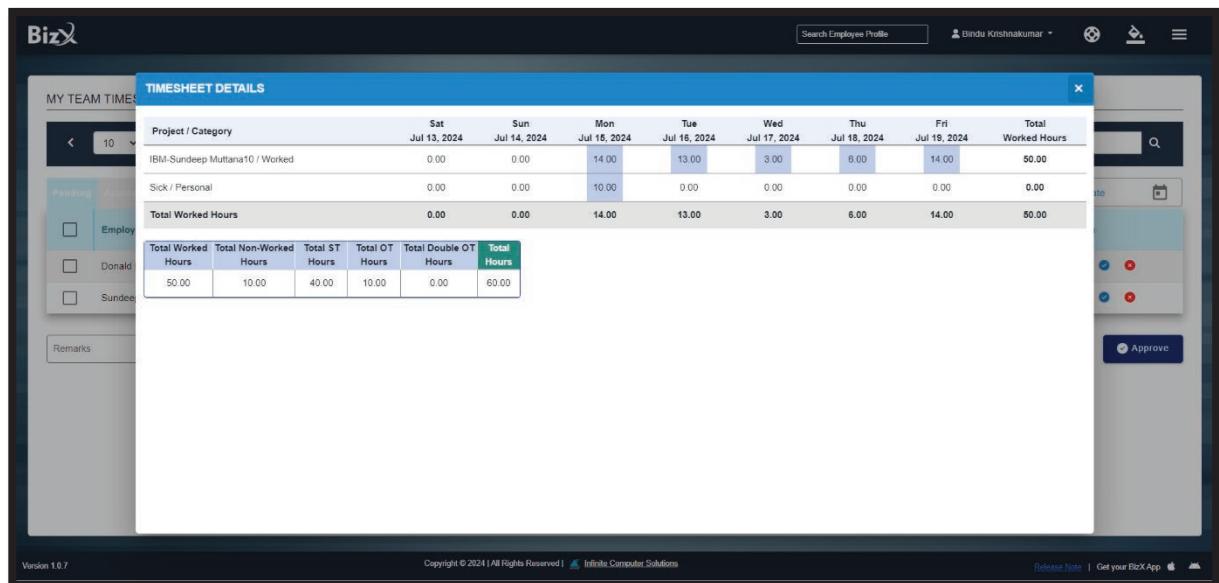
MY TEAM TIMESHEET								
<span>&lt; 10 &gt;</span> Current Page : 1 <span>Search</span>								
<span>Pending</span> <span>Approved</span> <span>Not Submitted</span>								
	Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
<input type="checkbox"/>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

Image 29: Pending Tab

### a) View Action

To view the timesheet details.

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



TIMESHEET DETAILS								
Project / Category	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Worked Hours
IBM-Sundeept 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
<b>Total Worked Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>	<b>13.00</b>	<b>3.00</b>	<b>6.00</b>	<b>14.00</b>	<b>50.00</b>
Total Worked Hours	Total Non-Worked Hours	Total ST Hours	Total OT Hours	Total Double OT Hours	Total Hours			
50.00	10.00	40.00	10.00	0.00	60.00			

Approve

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:

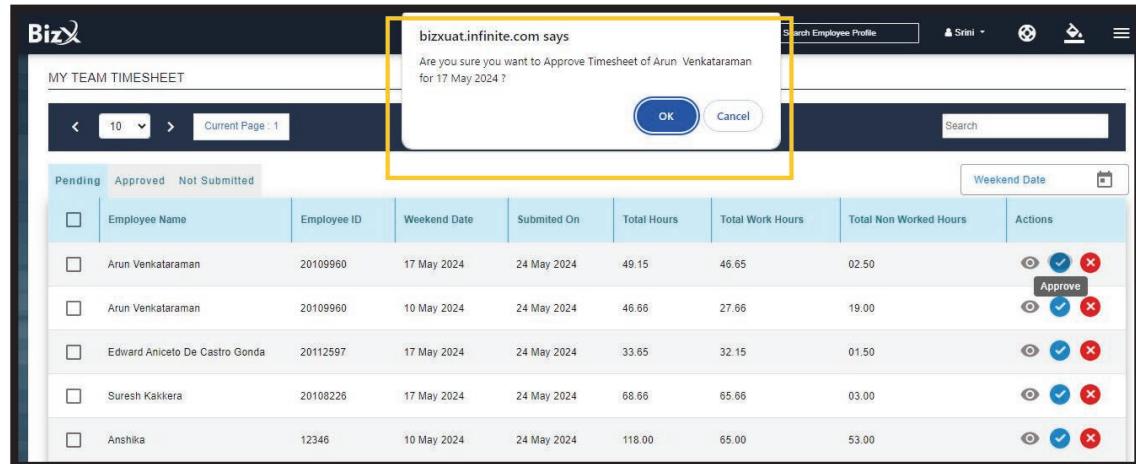


Image 31: Approval Confirmation message

- 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)

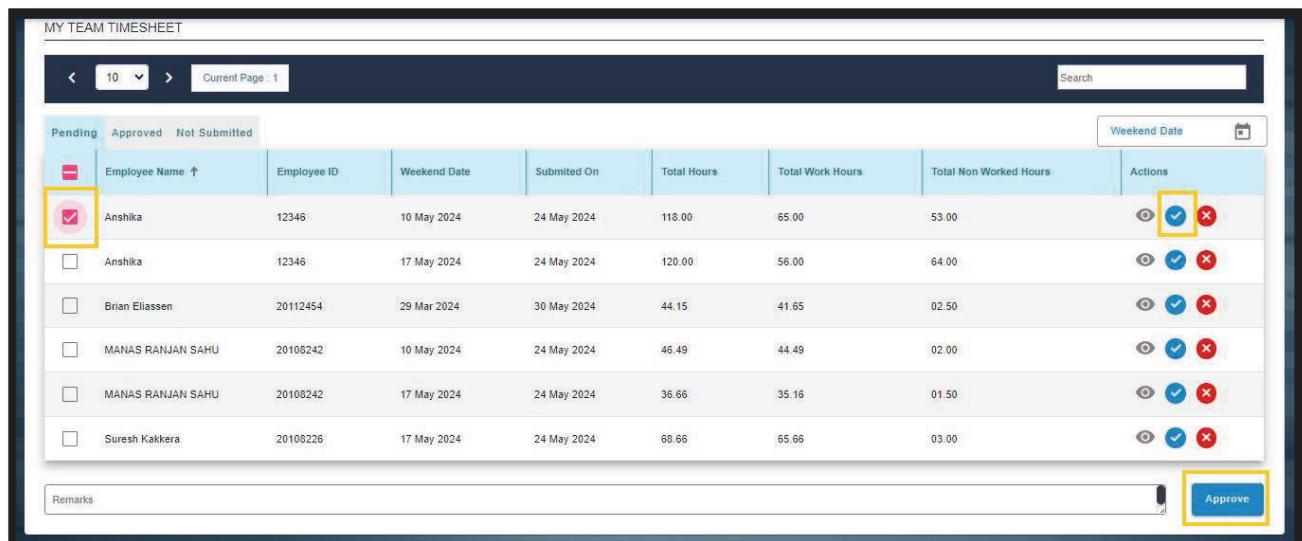
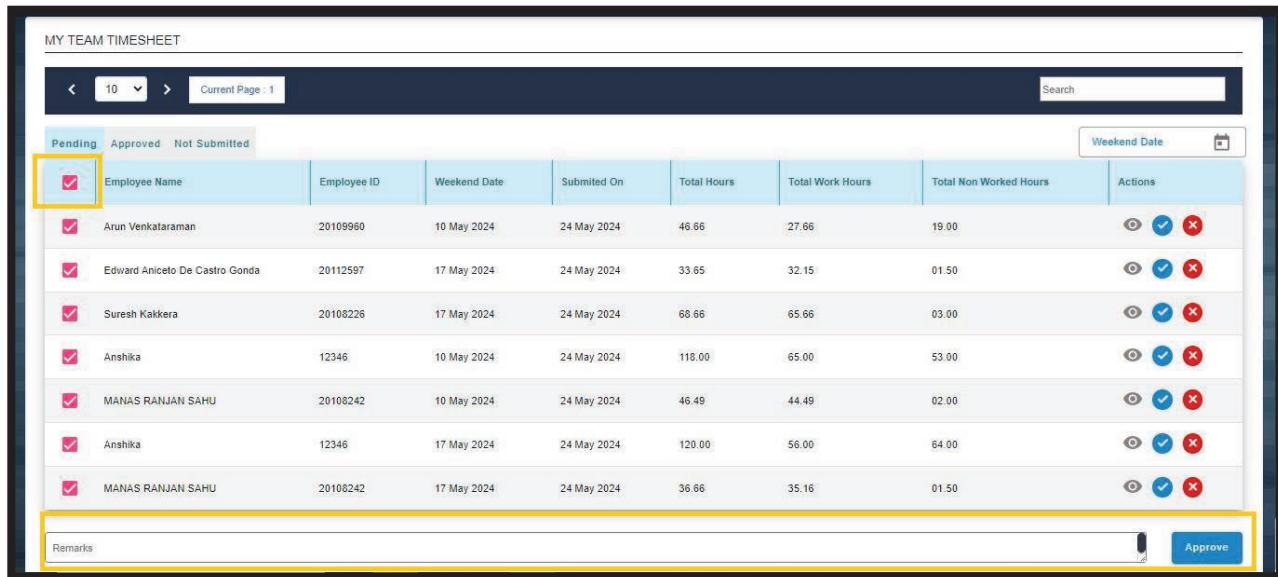


Image 32: Approval

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



MY TEAM TIMESHEET								
Pending <span style="margin: 0 10px;">Approved</span> Not Submitted <span style="float: right;">Weekend Date <input type="button" value="Calendar"/></span>								
<input checked="" type="checkbox"/>	Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
<input checked="" type="checkbox"/>	Arun Venkataraman	20109960	10 May 2024	24 May 2024	46.66	27.66	19.00	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	Edward Aniceto De Castro Gonda	20112597	17 May 2024	24 May 2024	33.65	32.15	01.50	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	Suresh Kakkera	20108226	17 May 2024	24 May 2024	68.66	65.66	03.00	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	Anshika	12346	10 May 2024	24 May 2024	118.00	65.00	53.00	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	MANAS RANJAN SAHU	20108242	10 May 2024	24 May 2024	46.49	44.49	02.00	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	Anshika	12346	17 May 2024	24 May 2024	120.00	56.00	64.00	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>
<input checked="" type="checkbox"/>	MANAS RANJAN SAHU	20108242	17 May 2024	24 May 2024	36.66	35.16	01.50	<span style="color: blue;">View</span> <span style="color: green;">Approve</span> <span style="color: red;">Reject</span>

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)

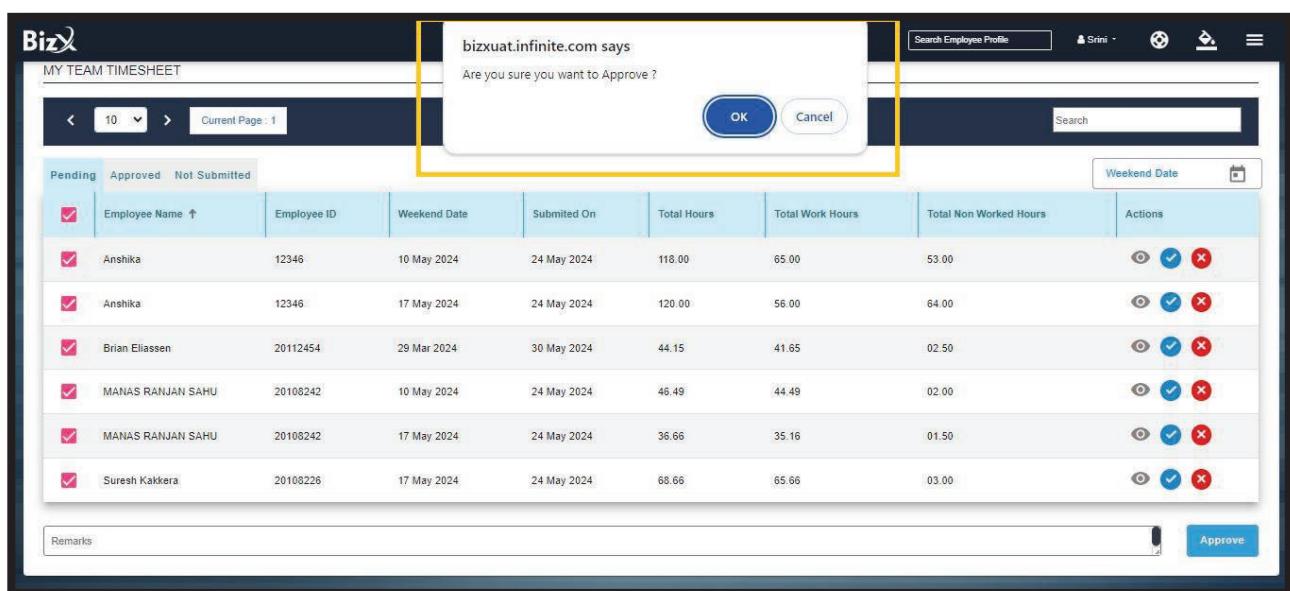
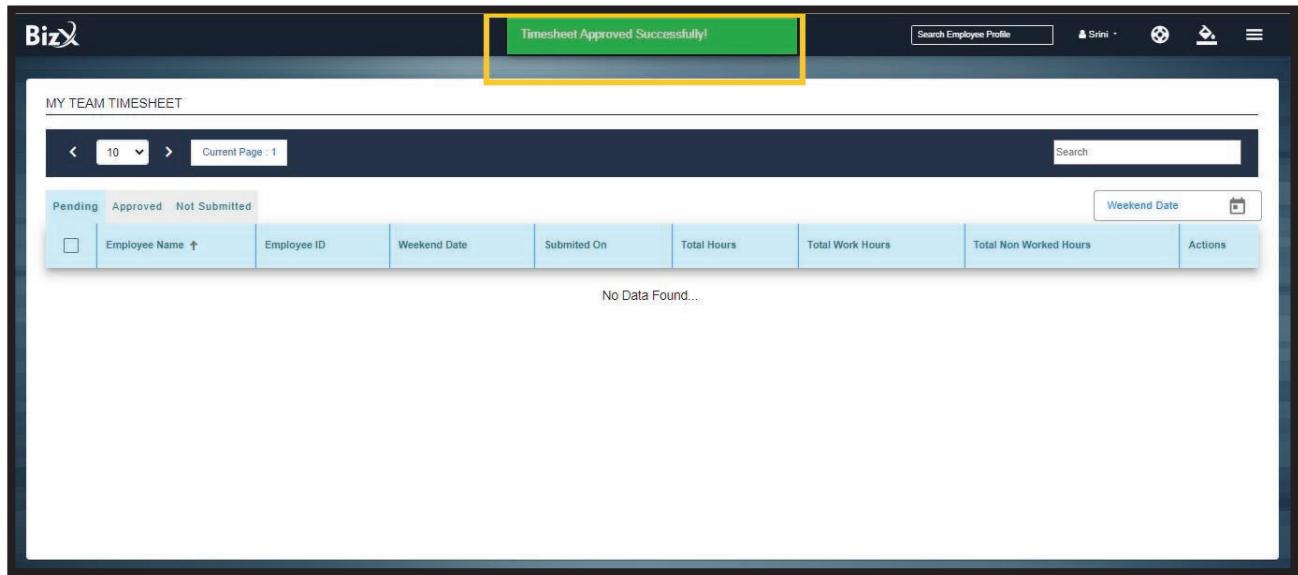


Image 34: Approval Confirmation message

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)

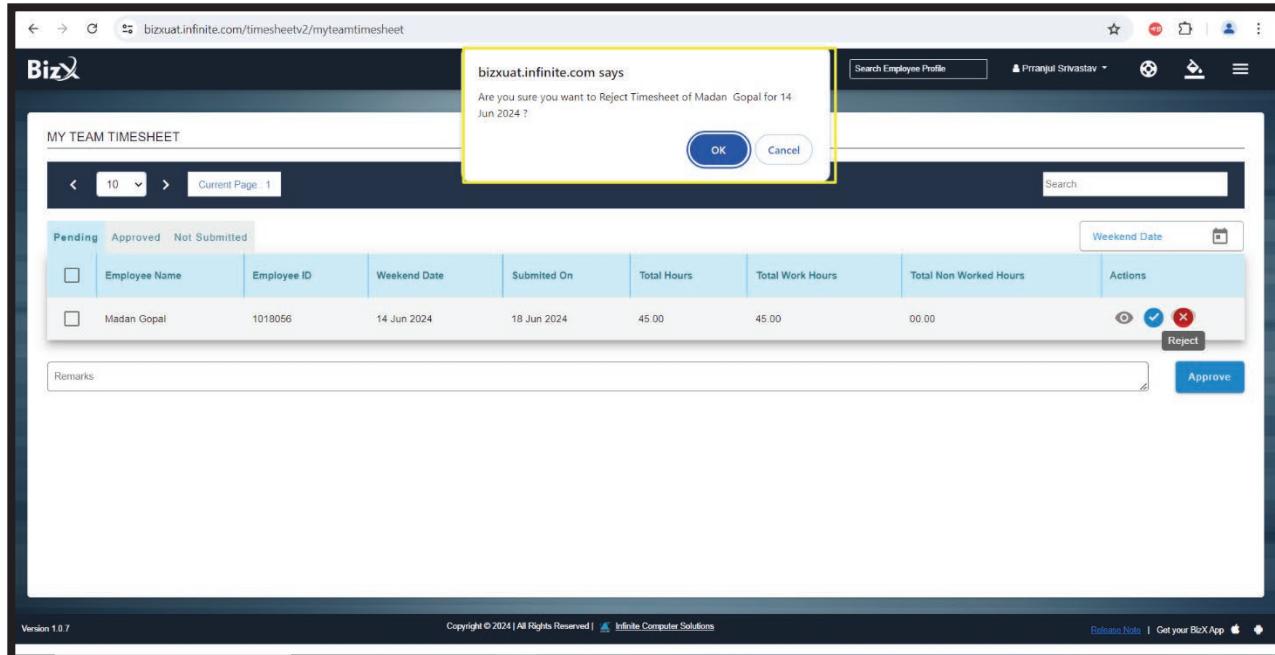


Image 36: Rejection Confirmation Message.

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

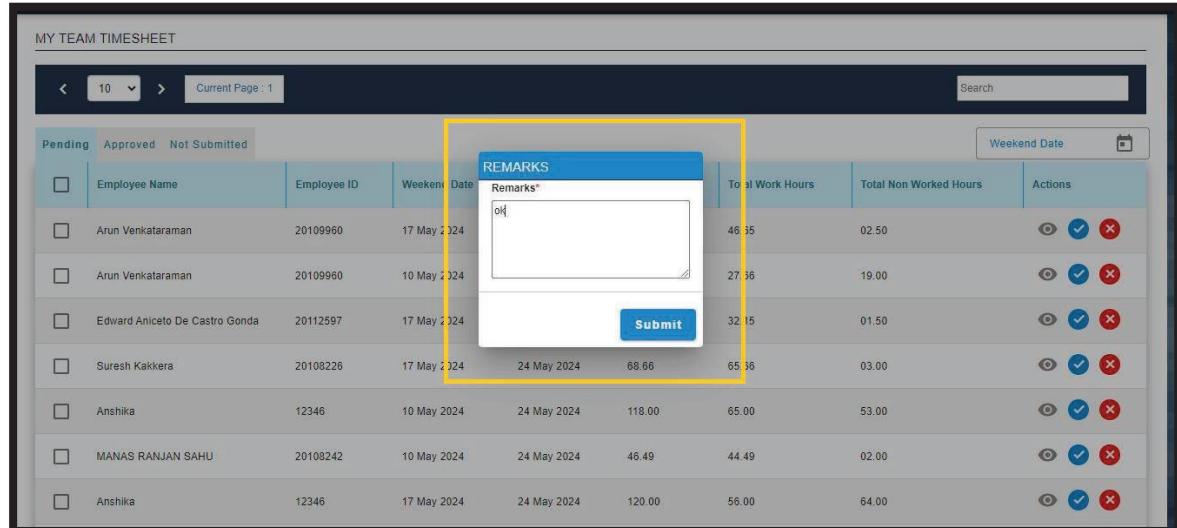


Image 37: Remarks pop-up

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							
Pending		Approved		Not Submitted			
Employee Name	Employee ID	Weekend Date	Submitted On	Total Hours	Total Work Hours	Total Non Worked Hours	Actions
Jijesh Koova	20108448	03 May 2024	27 May 2024	27.00			○
Jijesh Koova	20108448	26 Apr 2024	27 May 2024	128.00			○
Jijesh Koova	20108448	19 Apr 2024	27 May 2024	112.00			○
Jijesh Koova	20108448	12 Apr 2024	27 May 2024	54.00			○
Jijesh 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							
Pending		Approved		Not Submitted			
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).

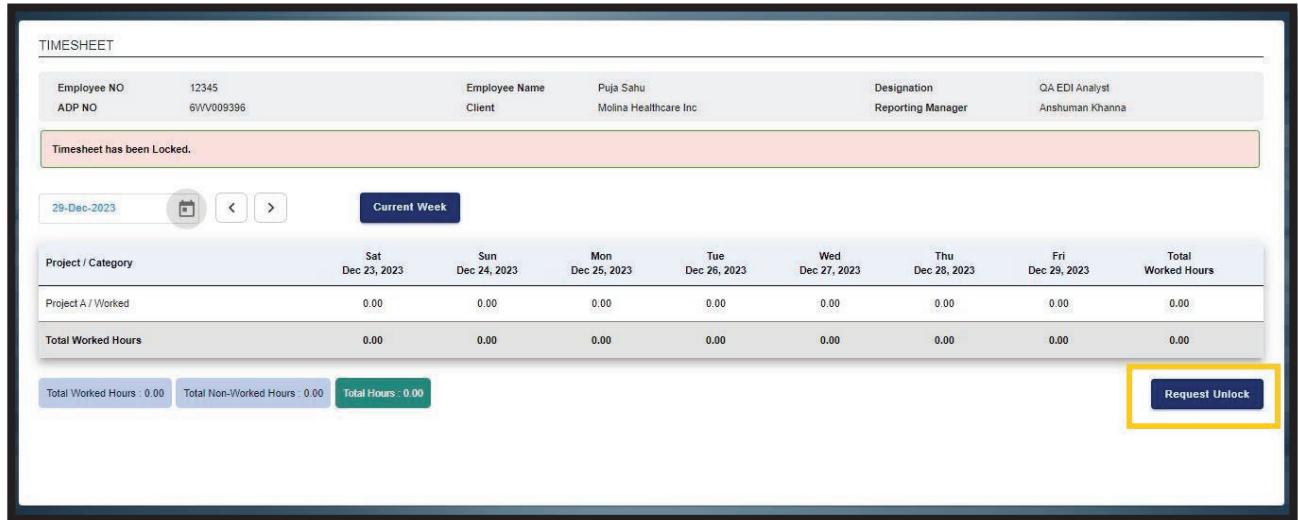
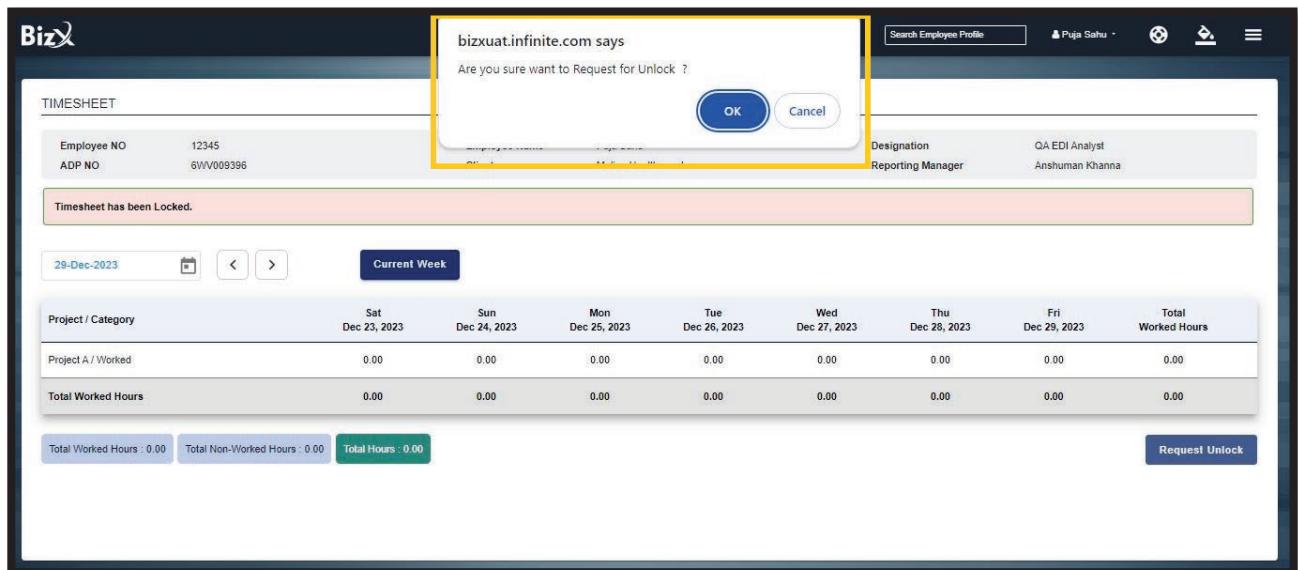
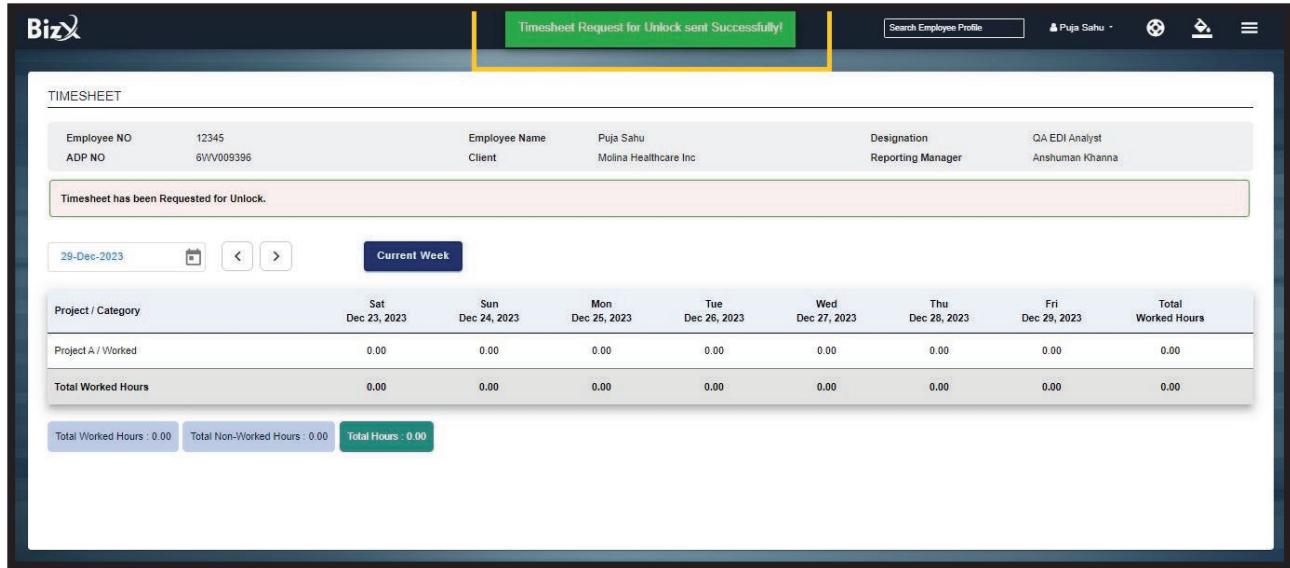


Image 40: Request Unlock

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



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



*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](mailto:Bizx@infinite.com)  
Visit us at [www.infinite.com](http://www.infinite.com)