

# A 1 Register Time in the Weekly Timesheet

**Access level:** All users

**Learn:** How to register time in the weekly timesheet.

The weekly timesheet is used to report working hours on project tasks.

The weekly timesheet opens as standard showing the current week.

Time registration in the weekly timesheet can be in minutes (1 ½ hours = 1:30) or centi-minutes (1 ½ hours = 1.5). The screenshot is shown in centi-minutes.

## How to Fill in the Weekly Timesheet

Figure 1: Main Menu -> Weekly Timesheet

- Click on the white field **1** next to the project task and below the day you want to register time on. Insert the number of hours spent, here 3.5 hours.

**Tip:** Use tabulator and arrow keys to navigate between fields.

- When a field is selected the *Save* button **2** is activated. Click on *Save* to add the registered time to the project task.
- The *Comment* field **3** is used to comment time registrations. Each time registration has its own comment field.
- After updating the total amount of time registered, *Reg.* **4** on project tasks is updated with the number of hours just added. (New *Reg.* equals 9.00).

## How to View the Total Number of Time Registrations

Figure 2: Main Menu -> Weekly Timesheet (zoom)

- *Total*, **5** shows the total number of registered hours on each weekday.
- The field *Total, Total* **6** shows the week's totals to date.
- *Norm.* **7** shows the number of hours that has been registered on each day of the week and the total normal working time for the week.
- *Difference* **8** shows the number of hours an employee needs to work per day in order to register the amount of time set for a normal working week.
- *Flex* **9** shows the total for flex and each day's flex calculation.

**Tip:** Registered hours and comment fields can be adjusted after they are saved. However, when the weekly timesheet is closed or the hours billed they are locked and unchangeable.

Figure 1: Main Menu -> Weekly Timesheet

Figure 2: Main Menu -> Weekly Timesheet (zoom)