

A 9 Weekly Timesheet – an Overview


Access level: All employees

Learn: How to read the weekly timesheet.

The weekly timesheet is personal and is used to register worktime, vacation and absence. The weekly timesheet is opened from the link *Weekly Timesheet (F12)* in the main menu or with the F12-key on the keyboard. The weekly timesheet shows the current week by default.

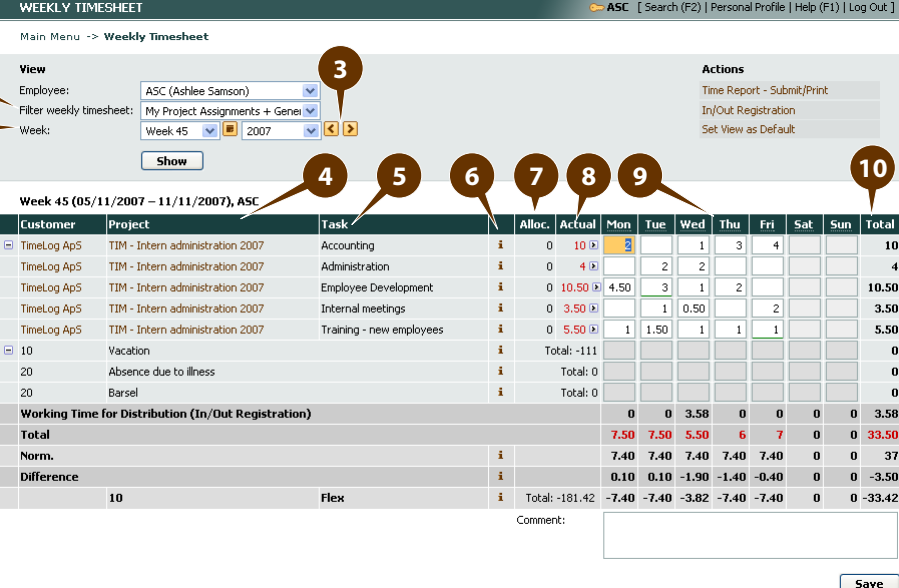
The Weekly Timesheet

Figure 1: Main Menu-> Weekly Timesheet (F12)

- In *Filter weekly timesheet* it's possible to select which projects that should be visible in the timesheet 1.
- The desired week should be selected from the drop-down menu 2 or from the calendar icon. The arrows 3 are used to flick through weeks. Click on *Show* in order to load the new selections.
- In the column *Project* 4 it is possible to see projects. The project list depends on the chosen view options.
- In the column *Task* 5, the names of the different tasks are listed
- In the *Info*-column 6, the icon  links to a short project presentation.
- The column *Alloc.* 7 shows the number of hours allocated to you on the different tasks.
- The column *Actual* 8 shows how many hours there has been registered by you on a single task. By clicking the arrow to the right, it is possible to get an overview of personal time registrations on a task.
- The columns with the weekdays *Mon – Fri* 9 shows the number of hours that has been registered on each task on each day of the week.
- The column *Total* 10 shows the sum of registered hours on the different project tasks in a week.
- Grey fields indicate that the registered hours have been billed and that it is not possible to edit them.

Tip: The F12-key can be used as a shortcut to the weekly timesheet from all other windows in TimeLog Project.

Figure 1: Main Menu-> Weekly Timesheet (F12)



The screenshot shows the 'WEEKLY TIMESHEET' interface for user 'ASC'. It includes a navigation bar, a filter section, and a data table. Callouts 1-10 highlight specific features: 1 (Filter weekly timesheet), 2 (Week dropdown), 3 (Calendar icon), 4 (Project column), 5 (Task column), 6 (Info icon), 7 (Alloc. column), 8 (Actual column), 9 (Weekday columns), and 10 (Total column).

Customer	Project	Task	Alloc.	Actual	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
TimeLog Ap5	TIM - Intern administration 2007	Accounting	0	10			1	3	4			10
TimeLog Ap5	TIM - Intern administration 2007	Administration	0	4		2	2					4
TimeLog Ap5	TIM - Intern administration 2007	Employee Development	0	10.50	4.50	3	1	2				10.50
TimeLog Ap5	TIM - Intern administration 2007	Internal meetings	0	3.50		1	0.50		2			3.50
TimeLog Ap5	TIM - Intern administration 2007	Training - new employees	0	5.50	1	1.50	1	1	1			5.50
10	Vacation		Total:	-111								0
20	Absence due to illness		Total:	0								0
20	Barsel		Total:	0								0
Working Time for Distribution (In/Out Registration)						0	0	3.58	0	0	0	3.58
Total						7.50	7.50	5.50	6	7	0	33.50
Norm.						7.40	7.40	7.40	7.40	7.40	0	37
Difference						0.10	0.10	-1.90	-1.40	-0.40	0	-3.50
						-7.40	-7.40	-3.82	-7.40	-7.40	0	-33.42