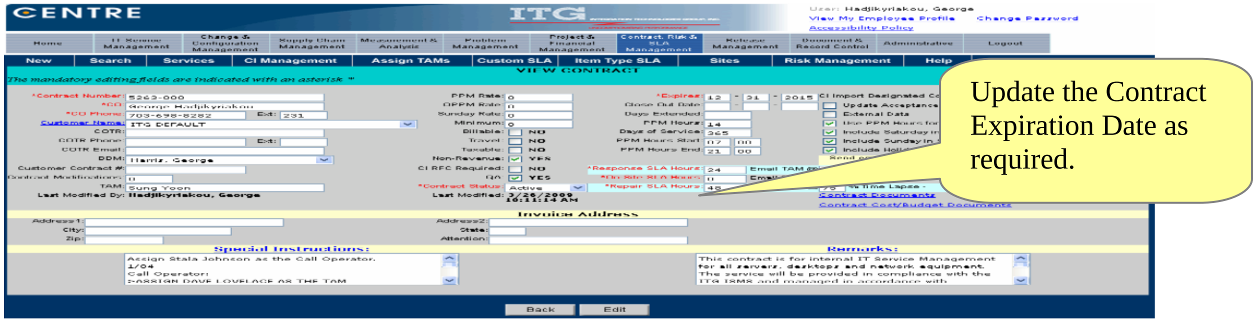
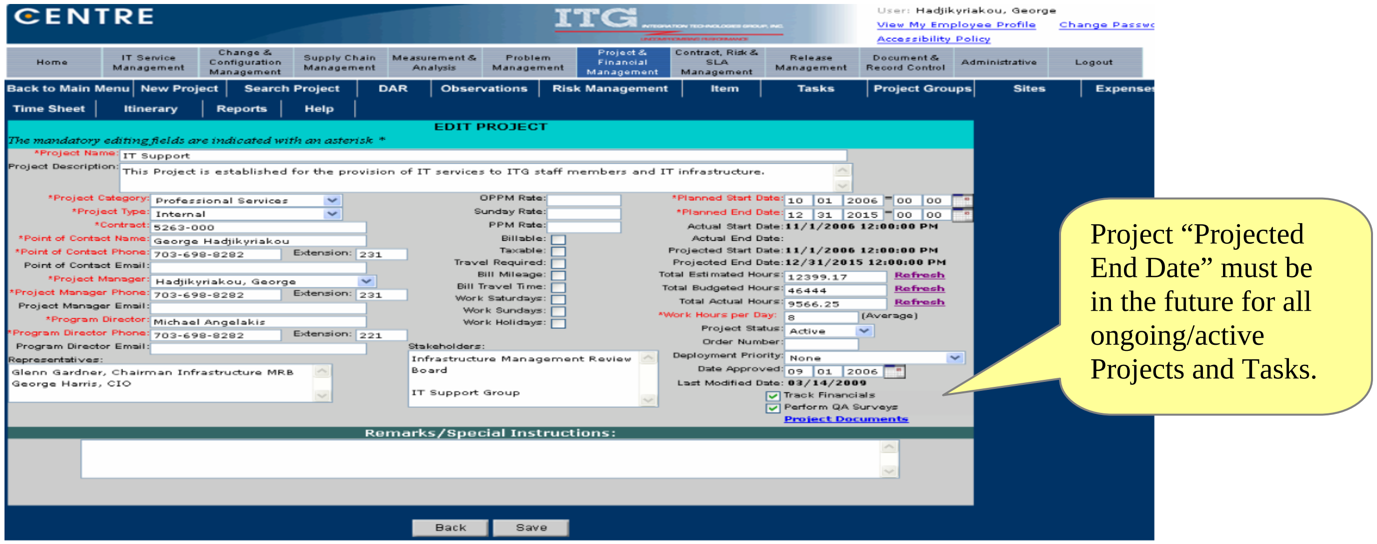
CENTRE Time Sheet Management Script

Time sheet management is part of Contract and Project Management.
As a result of the way CENTRE manages Contracts, Projects, Tasks and Resources, and the way these records are intertwined, employees are not able to record hours in their time sheets unless they are assigned as resources in active tasks with valid work schedule periods allocated to them. To set up active time sheets for resources, the following steps must take place.

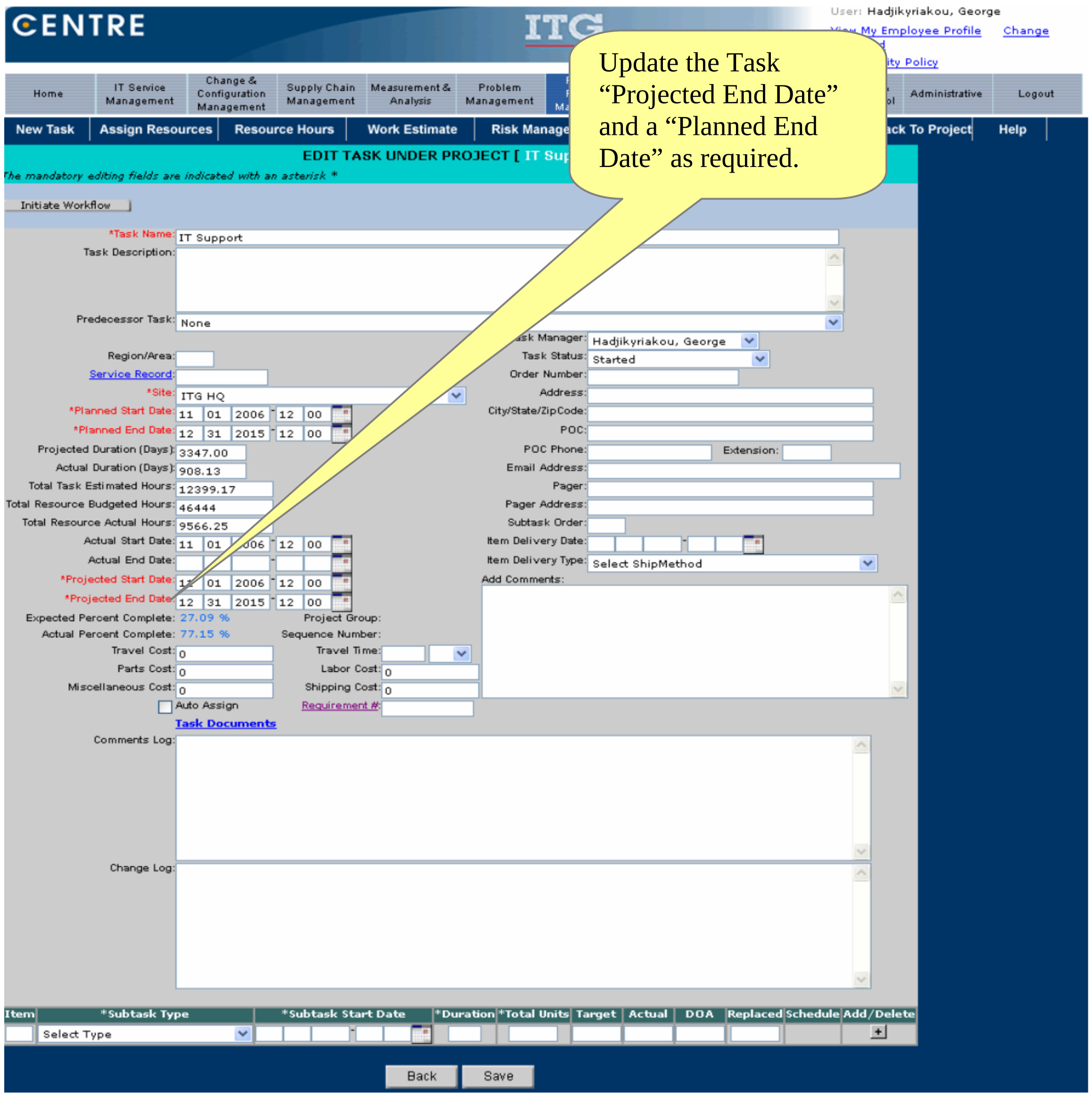
Step 1 - All ongoing or active Contracts must have a future "Expiration Date" as depicted below. This is important since all active projects must exist under valid/active contracts.



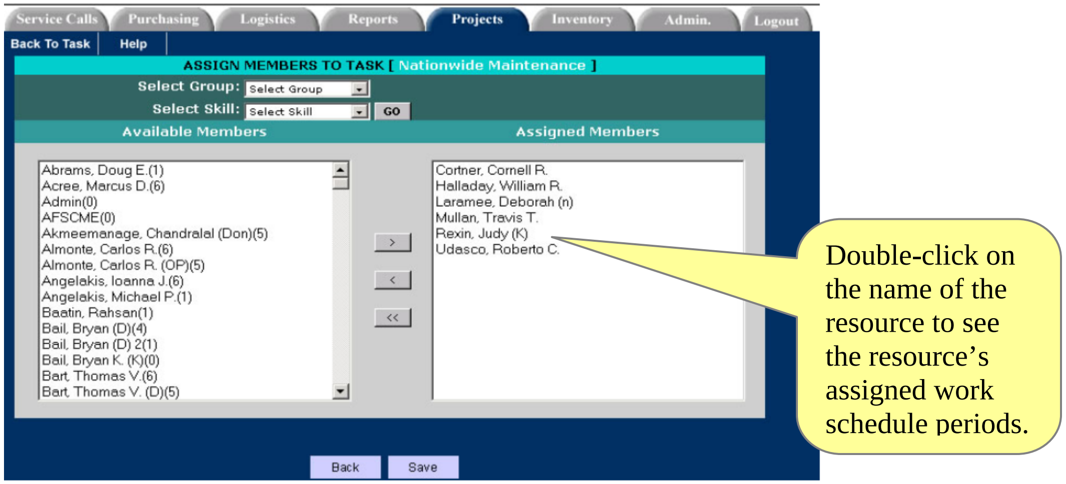
Step 2 - All active Projects must have their "Projected End Date" extended beyond the current date (i.e., a future date). The projected end date of a Project is based on the projected end date of the last scheduled task of the project. Click the "Project & Financial Management" tab and then click on "Projects." Using the Project Search screen, locate the Project record in which you are interested and select it. Once you are in the Edit Project screen, ensure that the "Projected End Date" is extended into a future date as depicted in the image below. Repeat this step for each of the active Projects.



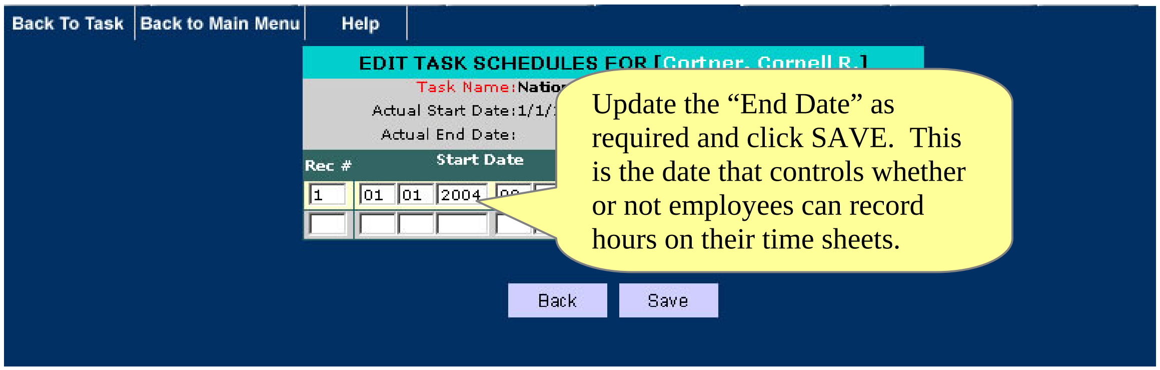
To extend the "Projected End Date" value of active Projects, ensure that at least one of its Tasks has a "Projected End Date" beyond today's date. While in the Edit Project screen, click the "Tasks" submenu selection and then click on "List All." From the Select screen select one task at time and click "Continue." While in the Edit Task screen, ensure that the "Projected End Date" and the "Planned End Date" are extended into a future date as depicted in the image below. Repeat this step for each of the active Tasks as needed.


Update the Task "Projected End Date" and a "Planned End Date" as required.
CENTRE
User: Hadjikyriakou, George
Home
IT Service Management
Change & Configuration Management
Supply Chain Management
Measurement & Analysis
Problem Management
Administrative
Logout
New Task
Assign Resources
Resource Hours
Work Estimate
Help
Initiate Workflow
*Task Name: IT Support
Task Description:
Predecessor Task: None
Region/Area:
Service Record:
*Site: ITG HQ
*Planned Start Date: 11 01 2006 12 00
*Planned End Date: 12 31 2015 12 00
Projected Duration (Days): 3347.00
Actual Duration (Days): 908.13
Total Task Estimated Hours: 12399.17
Total Resource Budgeted Hours: 46444
Total Resource Actual Hours: 9566.25
Actual Start Date:
Actual End Date:
*Projected Start Date:
*Projected End Date: 12 31 2015 12 00
Expected Percent Complete: 27.09 %
Actual Percent Complete: 77.15 %
Travel Cost: 0
Parts Cost: 0
Miscellaneous Cost: 0
Auto Assign
Task Documents
Project Group:
Sequence Number:
Travel Time:
Labor Cost: 0
Shipping Cost: 0
Requirement #:
Task Manager: Hadjikyriakou, George
Task Status: Started
Order Number:
Address:
City/State/ZipCode:
POC:
POC Phone:
Extension:
Email Address:
Pager:
Pager Address:
Subtask Order:
Item Delivery Date:
Item Delivery Type: Select ShipMethod
Add Comments:
Comments Log:
Change Log:
Item
*Subtask Type
*Subtask Start Date
*Duration
*Total Units
Target
Actual
DOA
Replaced
Schedule
Add/Delete
Select Type
Back
Save

Step 3 - For each of the active tasks in Step 2, ensure that the work schedule period specified for each of the assigned resources of each Task is updated appropriately. As performed in Step 2, from within the Edit Task screen of each of the Tasks, click the Assign Resources submenu selection to view the resources assigned to the Task to view the screen similar to the one below.



From the right side of the screen, double-click on the name of the resource to view the work schedule for that resource as illustrated below. It is critical that accurate work schedule periods are defined for each of the assigned resources because these are the date values used to allow or restrict a user from entering time on his or her time sheets.



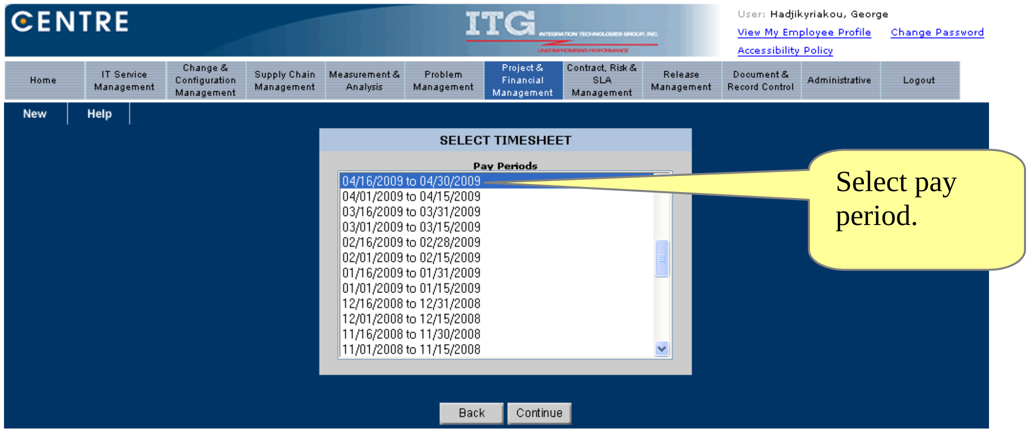
Repeat Step 3 for all resources in each of the active Tasks.

Once the above three steps have been completed, the Task's assigned resources will now be able to record their actual work hours on their time sheets for the current pay period.

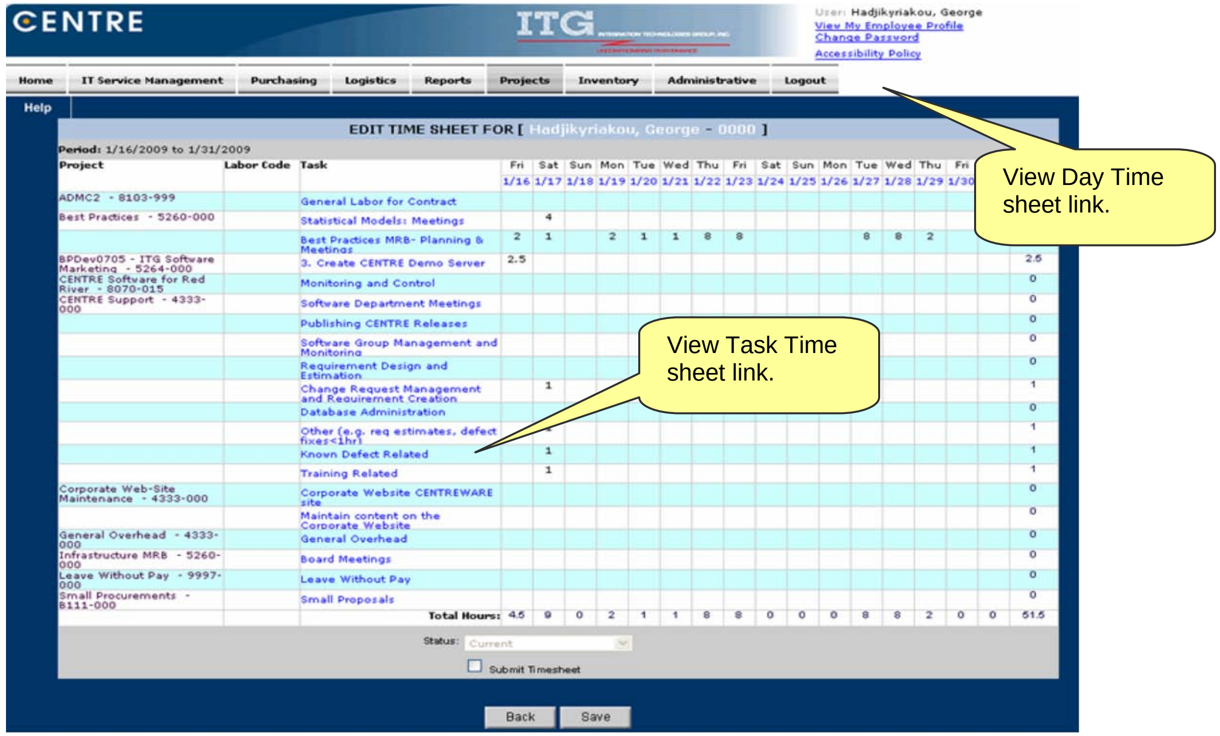
There are three levels of accessing the time sheet records: 1) at the user/resource level, where users can create, view, and update their time sheets, 2) at the Project level, where project managers can create, view, and update time sheets for Project assigned resources (users), and 3) at the resource administrator level, where a resource administrator or supervisor can create, view, update, and approve resource (user) submitted time sheets.

Accessing, Viewing, and Editing Time Sheet as a Resource

To access your time sheet as the user, click on the "Project & Financial Management" tab and then select the "my Time Sheet" submenu option. This will bring up the 'Select Time Sheet Period" page where the current pay period can be selected before displaying the user's time sheet. Pay periods are created once a year at the beginning of the year by the system administrator.



The user's time sheet is displayed listing the Project Tasks vertically on the left and the pay period days horizontally at the top. This view is designed to be "read-only," forcing the user to either record hours under one specific Task for every day in the pay period or to record hours under one specific day of the pay period for all assigned Project Tasks.



To select and edit the time sheet for a specific Task simply click on the Task Name (hyperlink) and the "Edit Time Sheet by Task" screen is displayed.

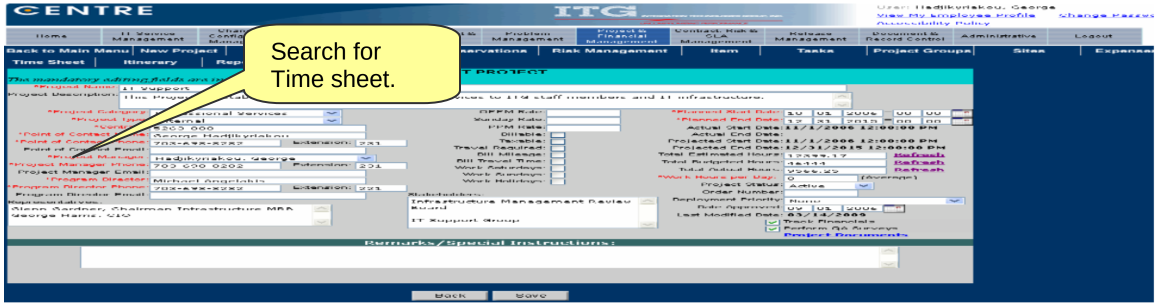
In the "Edit Time Sheet by Task" screen, hours may be entered for each of the dates in the selected pay period, but only for the selected Task. Once the hours are entered, clicking the Save button will update the timesheet and redirect the user back to viewing the entire time sheet for possible further processing.

To select and edit the time sheet for a specific date and all tasks, click on one of the date hyperlinks provided at the top of the time sheet and the “Edit Time Sheet by Day” screen will be displayed.

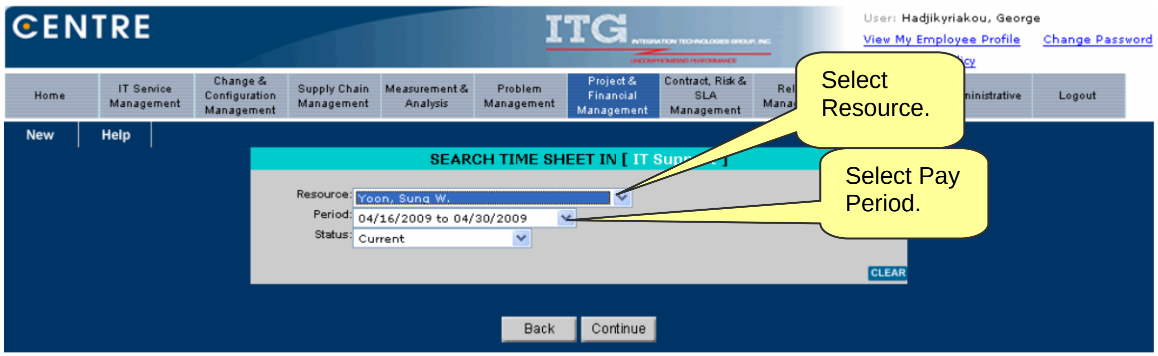
In the “Edit Time Sheet by Day” screen, hours may be entered for each of the Tasks in the time sheet, but only for the selected date. Once the hours are entered, clicking the Save button will update the time sheet and redirect the user back to viewing the entire time sheet for possible further processing.

Accessing, Viewing, and Editing Time Sheet as a Project Manager

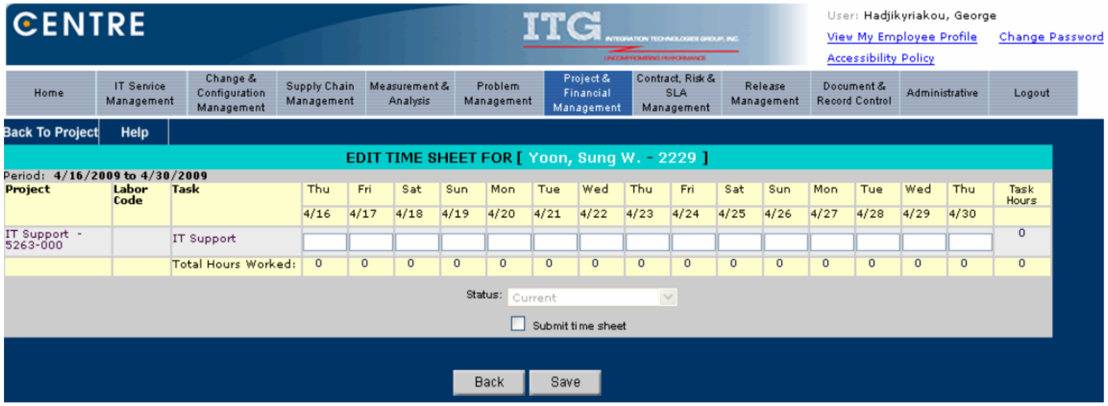
From the selected Project screen, click the “Time Sheet” submenu option to display the “Search Time Sheet in Project” screen.



In this screen, the project manager can search for, identify, view, and edit a time sheet of an assigned resource to the selected Project.



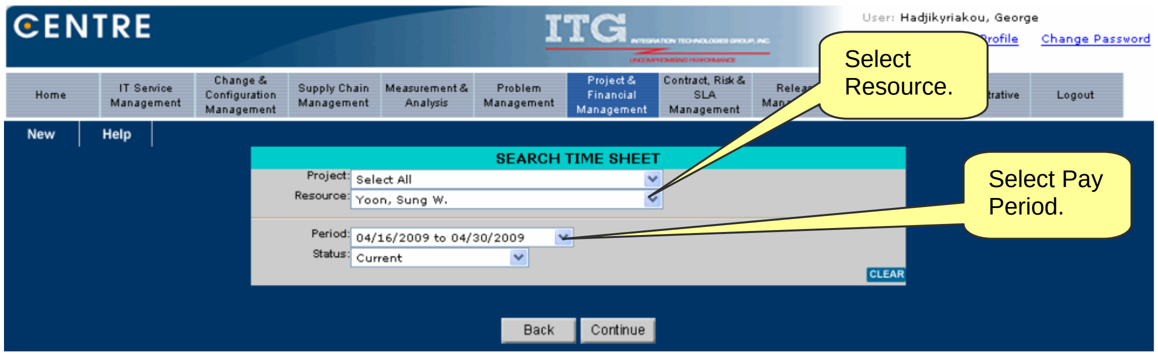
The resource time sheet is displayed such that the project manager may view and/or edit hours for the selected Project only.



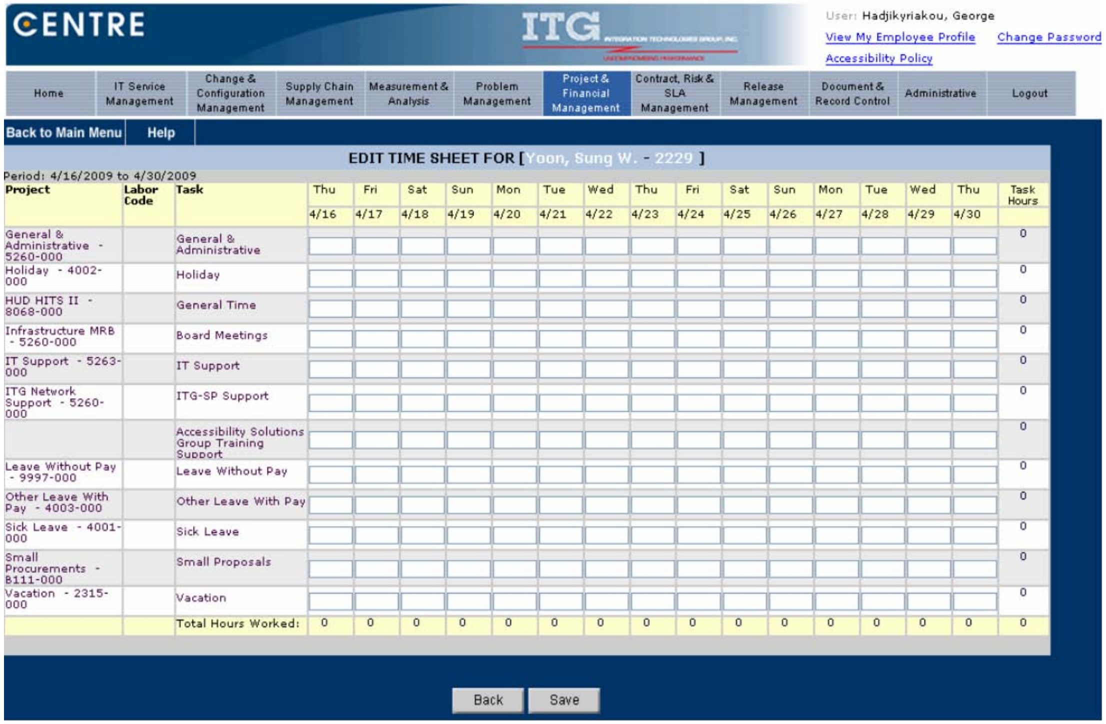
Accessing, Viewing, and Editing Resource Time Sheet as Resource Administrator
Click the “Project & Financial Management” main menu tab and from the ensuing screen, click the “Administrative” submenu option to display the “Search Time Sheet in Project” screen.

From the ensuing screen select the “Search Time Sheet” submenu option to view the ‘Search Time Sheet” screen.

Using this screen, the project manager can search for, identify, view, and edit the time sheet of an assigned resource to the selected Project.



Once a resource and a pay period is selected, the resource time sheet (if it has been created) is located and displayed such that the resource supervisor/administrator may view and/or edit hours in all Tasks for the selected pay period only.



Project	Labor Code	Task	Thu 4/16	Fri 4/17	Sat 4/18	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Task Hours
General & Administrative - 5260-000		General & Administrative																0
Holiday - 4002-000		Holiday																0
HUD HITS II - 8068-000		General Time																0
Infrastructure MRB - 5260-000		Board Meetings																0
IT Support - 5263-000		IT Support																0
ITG Network Support - 5260-000		ITG-SP Support																0
		Accessibility Solutions Group Training Support																0
Leave Without Pay - 9997-000		Leave Without Pay																0
Other Leave With Pay - 4003-000		Other Leave With Pay																0
Sick Leave - 4001-000		Sick Leave																0
Small Procurements - 8111-000		Small Proposals																0
Vacation - 2315-000		Vacation																0
		Total Hours Worked:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

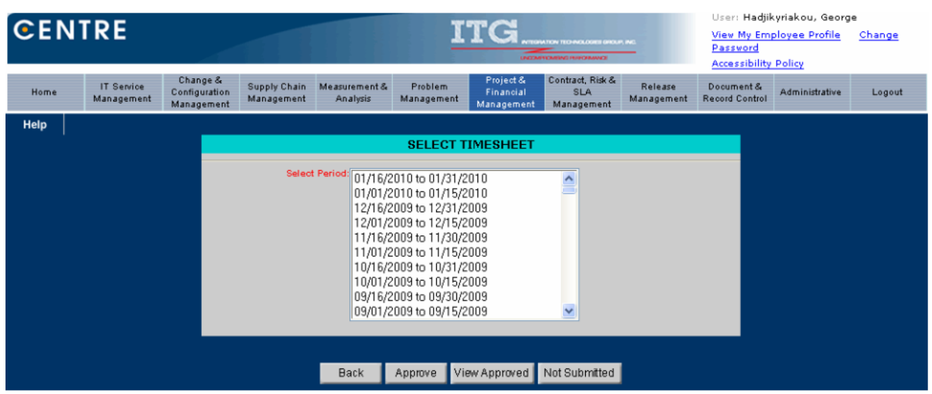
Every time hours are edited and saved in any time sheet page, the system will update the total actual hour values of the affected Tasks. These are the actual hours that are displayed both in the individual Task screens as well as the Project screen.

The resource supervisor/administrator also performs the task of approving resource time sheets once they have been completed and submitted for approval by each resource/user.

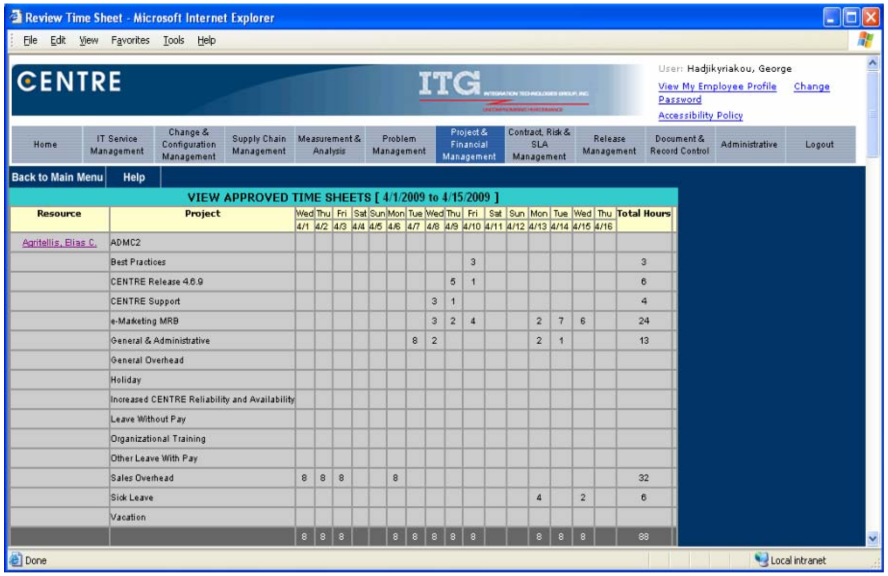
To perform this task, click the “Project & Financial Management” tab and from the ensuing screen select the “Administrative” submenu option.

From the ensuing screen select the “Approve Time Sheets” submenu option to display the “Select Time Sheet Period” screen.

From this screen, click the “Approve” button to view all time sheets completed for the selected pay period and submitted for approval by each resource/user.



Selecting the “Approve” button will display all submitted time sheets awaiting approval. The action required is for the supervisor to review and check the approval checkbox available in each time sheet and to save the approval.



Selecting the “View Approved” button will list all previously approved time sheets for the selected pay period.

Selecting the “Not Submitted” button will display all created time sheets for the selected pay period by resources who have not yet submitted their time sheets.