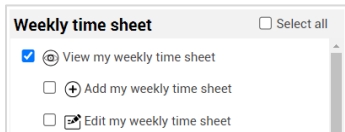


SETTINGS

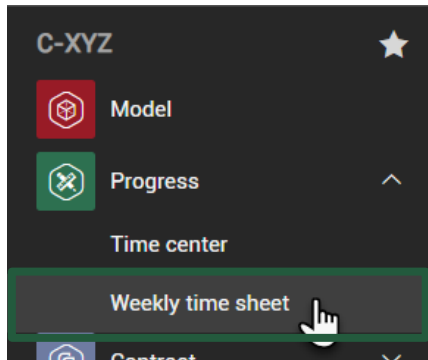
Users must have organization-level permissions to view Weekly time sheet.

Check permissions in Suite administration > User management.

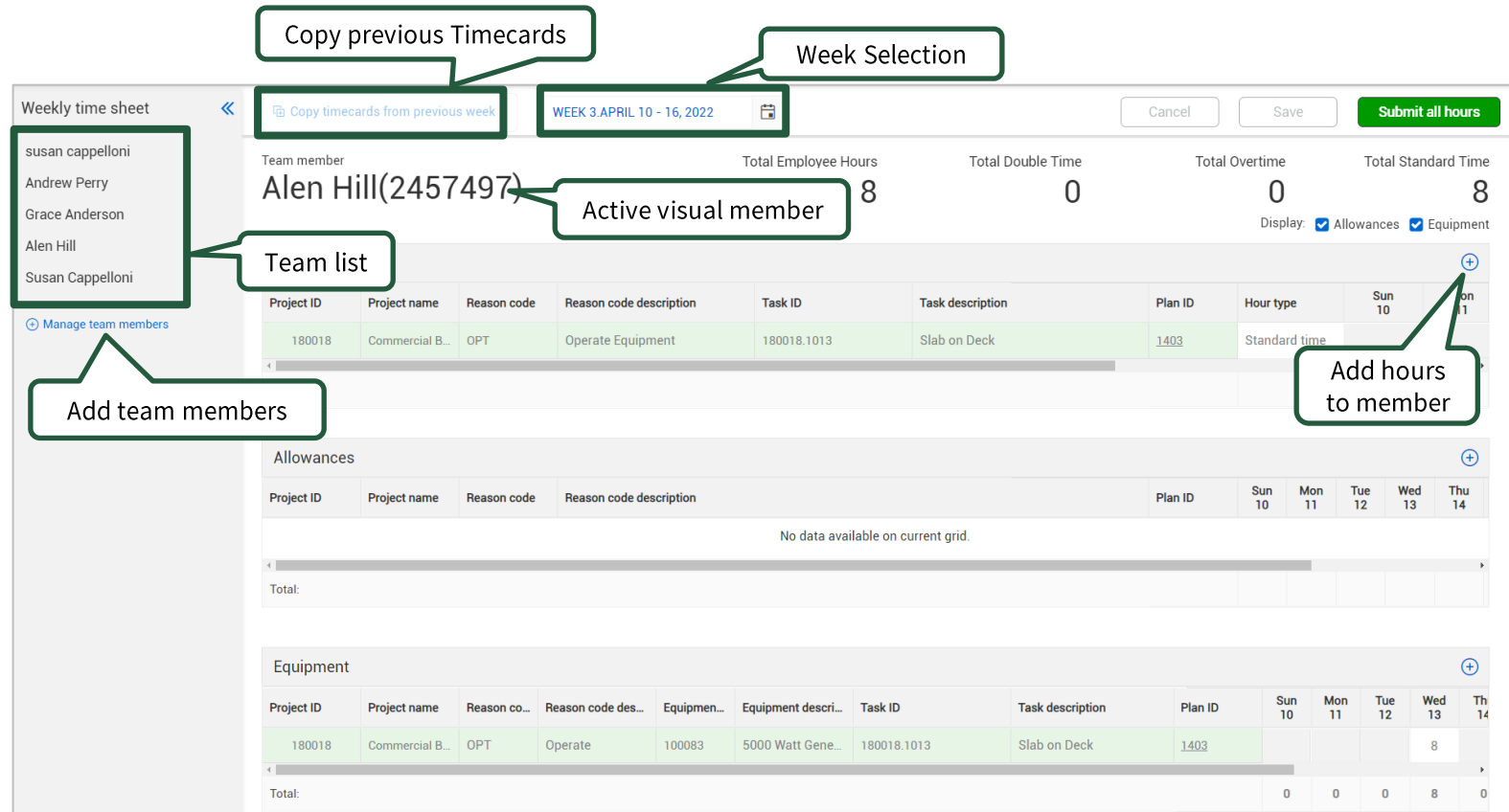


LAUNCH WEEKLY TIME SHEET

1. From the Main Menu, select your organization.
2. Select **Weekly time sheet** from the Progress section.



NAVIGATING THE WEEKLY TIME SHEET



Callouts in the screenshot include:

- Copy previous Timecards
- Week Selection
- Copy timecards from previous week
- WEEK 3.APRIL 10 - 16, 2022
- Team list
- Active visual member
- Add team members
- Add hours to member

Summary for Alen Hill(2457497):

Team member	Total Employee Hours	Total Double Time	Total Overtime	Total Standard Time
Alen Hill(2457497)	8	0	0	8

Display: Allowances Equipment

Project ID	Project name	Reason code	Reason code description	Task ID	Task description	Plan ID	Hour type	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14
180018	Commercial B...	OPT	Operate Equipment	180018.1013	Slab on Deck	1403	Standard time					

Allowances

Project ID	Project name	Reason code	Reason code description	Plan ID	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14
No data available on current grid.									

Equipment

Project ID	Project name	Reason co...	Reason code des...	Equipmen...	Equipment descri...	Task ID	Task description	Plan ID	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14
180018	Commercial B...	OPT	Operate	100083	5000 Watt Gene...	180018.1013	Slab on Deck	1403				8	

NEED SOME MORE HELP?



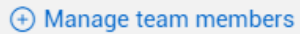
Learn more in our Knowledge Library
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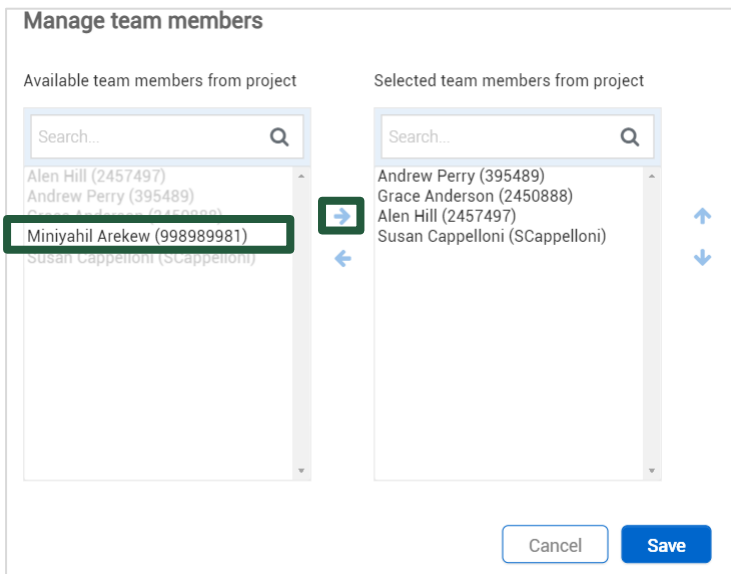
Take a course at InEight U
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ADD MEMBERS TO WEEKLY TIME SHEET

- From the Weekly time sheet page, select **+Manage team members**.



- Select the team member on the left you want to add.
- Click on the side arrow to move the select member to the **Selected team members from project** area.

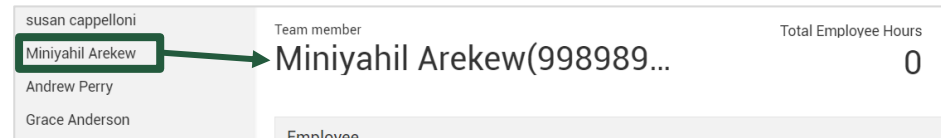


- Click **Save**.

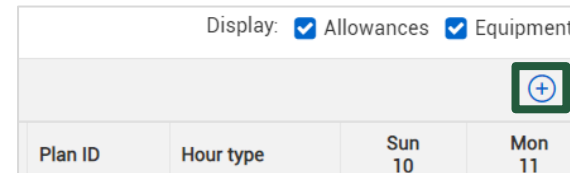
NOTE: Performing this task when the team member's timecard does not appear produces a new timecard for that team member.

INPUT TIME ON WEEKLY TIME SHEET

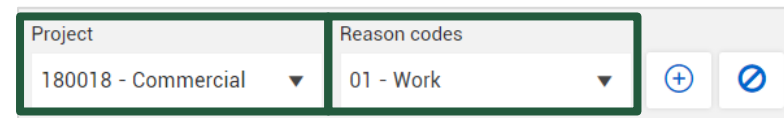
- From the Weekly time sheet page, select a **member**.




- Select the **Add** icon on the employee grid.



- Select the **Project** and **Reason codes** from the drop-downs.



- Select .
- Enter the employee's time where necessary.

Hour type	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14
Standard time		8.0	2.0		

- Click **Save**.

SUBMITTING HOURS

- Click **Submit all hours**.

