QUICK GUIDE WEEKLY TIME SHEET



SETTINGS

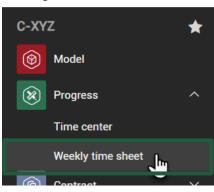
Users must have organization-level permissions to view Weekly time sheet.

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.



		Сору р	orevious ⁻	Timeca	rds		Weel	< Selection]						
Weekly time sheet	«	🖻 Copy timeca	ards from previou	s week	WEEK 3.APRIL 10	- 16, 2022	ti i			Cancel	Save		Subrr	it all ho	urs
susan cappelloni Andrew Perry Grace Anderson Alen Hill		Team member Alen H	ill(2457	497)	Active	visual	Total Employee H	ours Tot 8	al Double Time O	Total	Overtime O Display:	🗹 Allow	Total St vances		8
Susan Cappelloni	٦	Team lis Project ID	Project name	Reason code	Reason code des	cription	Task ID	Task descrip	tion	Plan ID	Hour type		Sun 10	Λ	(+) on 1
Add team m	emb	180018 • ers	Commercial B	OPT	Operate Equipm	nent	180018.1013	Slab on Dec	k	<u>1403</u>	Standard t	Ad	d ho nem)
		Allowances													+
		Project ID	Project name	Reason code	Reason code des	cription				Plan ID	Sun M 10	lon Tu 11 1	ie We 2 13	ed Th 3 14	
		∢ Total:					No data ava	ilable 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	Th 14
		180018 Total:	Commercial B	OPT	Operate	100083	5000 Watt Gene	180018.1013	Slab on Deck	<u>1403</u>	0	0	0	8	•

NEED SOME MORE HELP?



NAVIGATING THE WEEKLY TIME SHEET

Learn more in our Knowledge Library learn.ineight.com



Take a course at InEight U university.ineight.com

QUICK GUIDE WEEKLY TIME SHEET



ADD MEMBERS TO WEEKLY TIME SHEET

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

Manage team members

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

Available team members from p	roject		Selected team members from pr	oject	
Search	Q		Search	Q	
Alen Hill (2457497) Andrew Perry (395489) Miniyahil Arekew (998989981) Susan Cappelloni (SCappelloni)		→ ←	Andrew Perry (395489) Grace Anderson (2450888) Alen Hill (2457497) Susan Cappelloni (SCappelloni)		•
	v		Cancel		• Save

4. 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

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



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

	Display: 🧧	Allowances	🗹 Equipment
			(+)
Plan ID	Hour type	Sun 10	Mon 11

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

Project		Reason codes			
180018 - Commercial	•	01 - Work	•	\oplus	0

- 4. Select 🕂 .
- 5. 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 •		

5. Click Save.

SUBMITTING HOURS

1. Click Submit all hours.

