

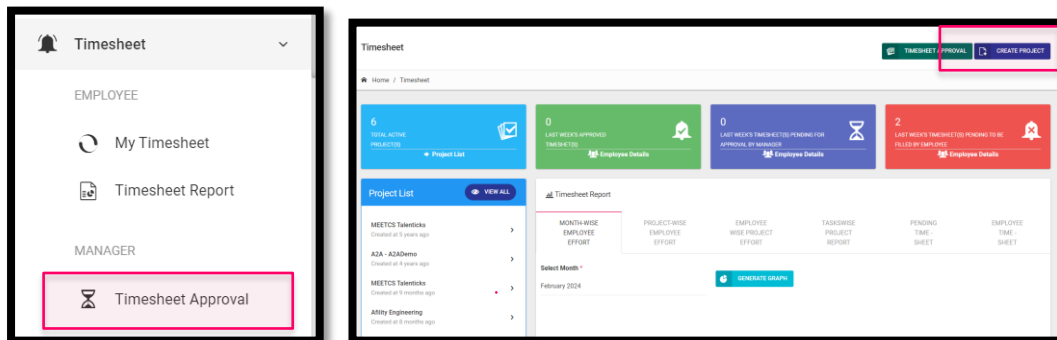
Timesheet

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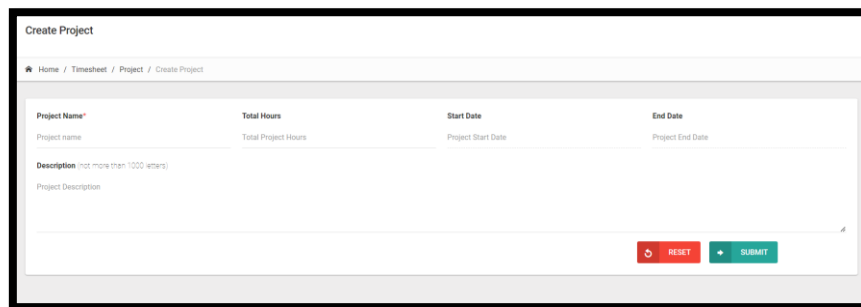
1. Manager Side

1.1 Create Project



Click on the Timesheet Approval sub menu in Manager section. Below screen will be opened

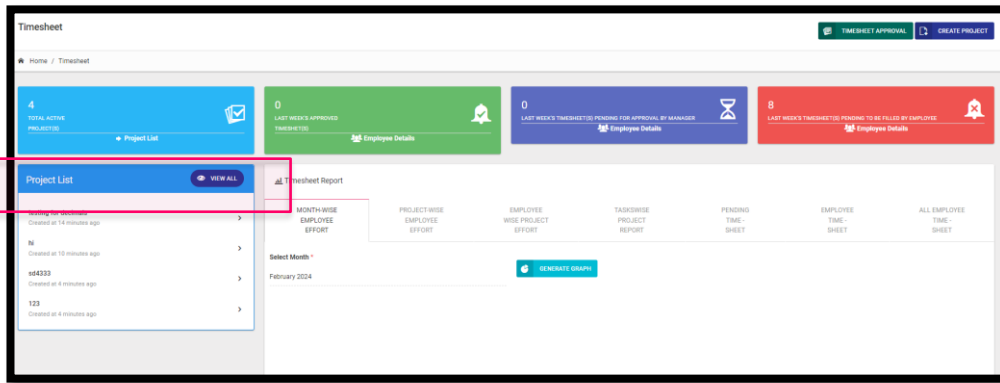
Click on the Create Project button. Below screen to create project will be opened.



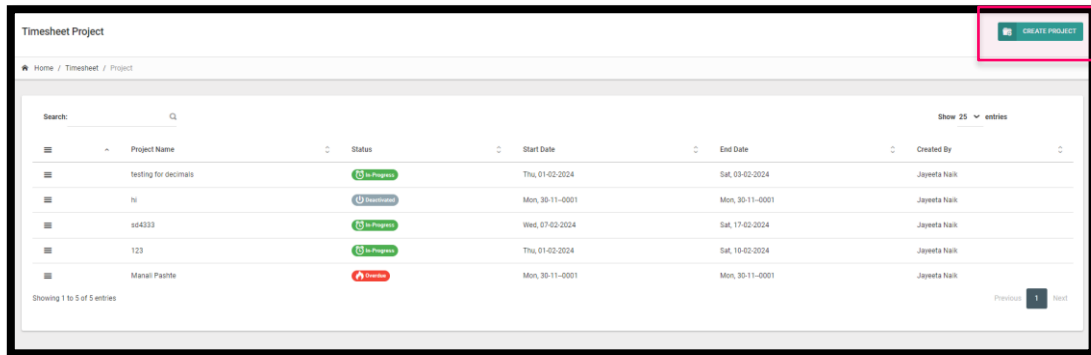
- **Project Name:** - Enter Project Name.
 - Mandatory Field
 - Do not allow any of the manager to create Project Name with the same name. – Project Name should be unique.
 - Show validation- “Project Name already exists”
- **Total Hours:** - Enter the number which will be considered as hours.
 - Allow Decimals.
- **Start Date:** - Select Start Date of Project
 - Start Date should be smaller than End Date.
 - If not show validation – “Start date should be smaller than end date.”
- **End Date:** - Select End Date of Project

Enter Project Name and do not mention Total hours and Start and End Time. It will show validation message as – “Select atleast Start date – End Date or Total Hours”

- **Submit:** - Project created successfully.
 - The Submitted project will be added to the Project List section.
 - It should redirect to the mentioned URL page as below.
[\(https://beta.talenticks.meetcs.com/timesheet/timesheet/\)](https://beta.talenticks.meetcs.com/timesheet/timesheet/)



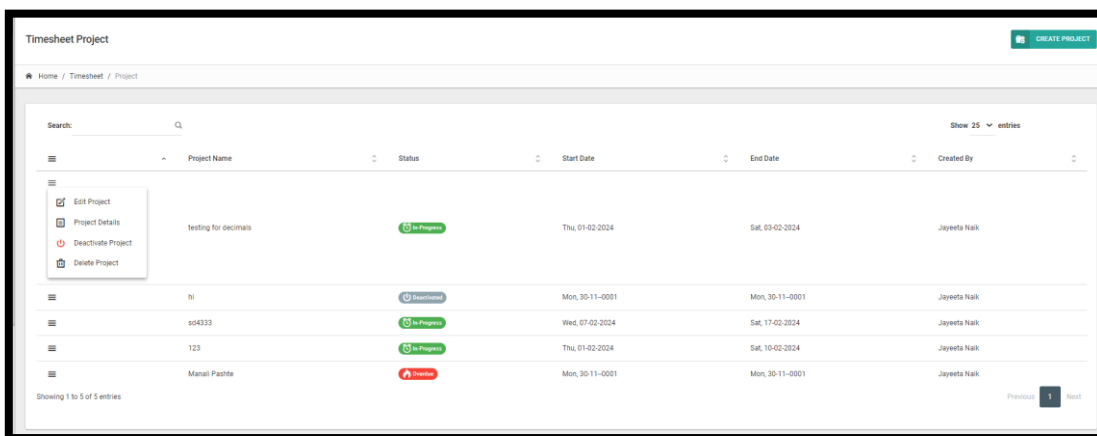
Click on View All button to view all the Created Projects. It will show below screen: -



Remove Create Project button from the above Timesheet Project page.

- **Total Hours:** - Add Column Total Hours, which should show the Total Hours mentioned during Project Creation. If not mentioned then show “ – ”.
- **Used Hours:** - Add a Column “Used Hours”, which will be calculated at run time only when the timesheet gets approved by Manager. The total hours is the total of all the hours used by all the members working on the project from start date of the project. The hours will be counted only if the timesheet is approved by the manager.

1.2 Edit Project



- Data table Columns should be –
 - Hamburger Line
 - Project Name

- Status
- Start Date
- End Date
- Total Hours
- Used Hours
- Created By

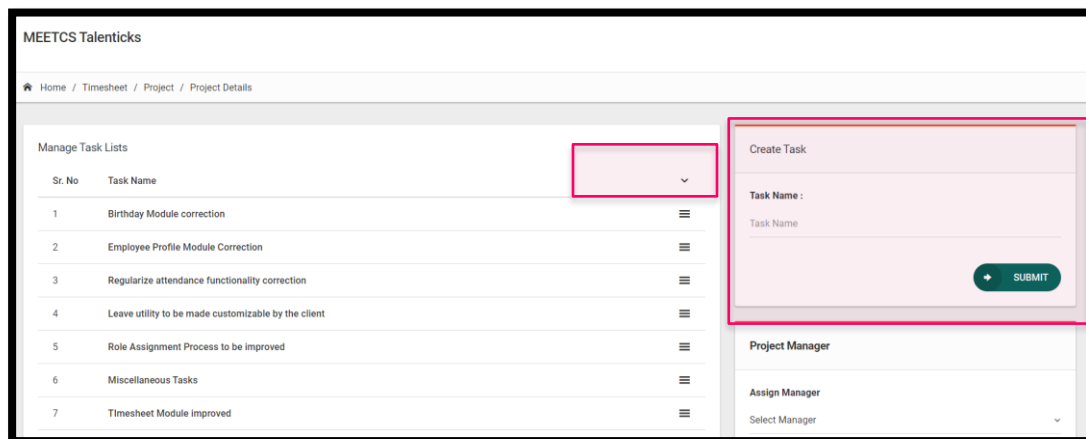
From the Hamburger lines options,

- Rename Project Details option as- **“Manage Tasks”**
- Remove Delete Project option.

In the above data table, all the Active Projects should be visible on top based on the start date (Decsending order – latest start date first). Deactivated Projects should be visible at last.

1.3 Manage Tasks

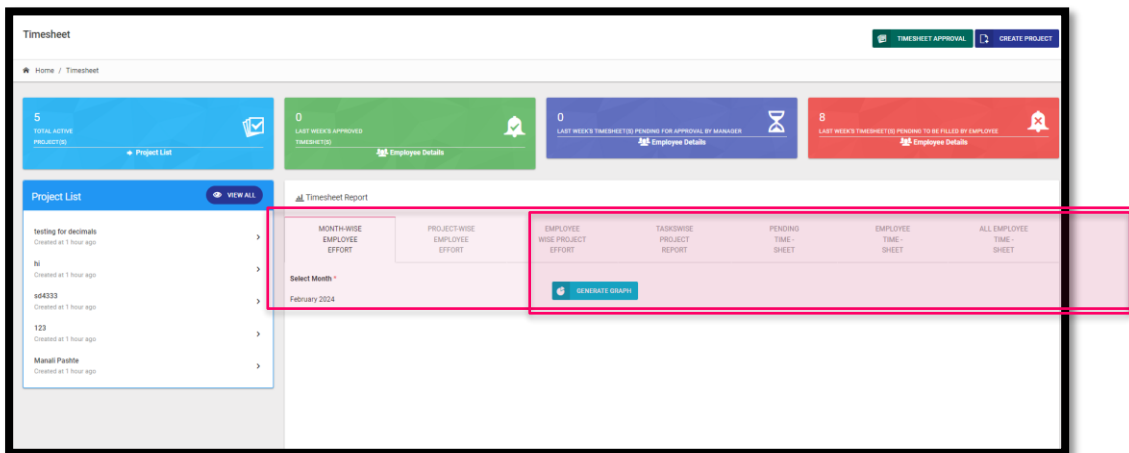
In Timesheet Project page, click on the hamburger line and then on Manage tasks option. Below screen will be opened and the Page name will be Project Name.



- Tasks can be created in Create Tasks section.
 - Enter Task name in Task name section.
 - Place Holder should be **“Enter Task Name”**
 - **Add option to mention Hours (allow decimal also)- Number field (non -mandatory)**
 - Click on submit – Show message as **“Task Added Successfully”**
 - By default task added should have Active Status.
- In **Manage Tasks List** section: -
 - It will show all the tasks that are created for that project. Columns are as mentioned next:
 - Select All Checkbox
 - Allow to select multiple tasks and then click on the **Bulk Deactivate** button.
 - It should deactivate all the selected tasks.
 - Status Column should show as Deactivated
 - Toggle button should be in Deactive stage.
 - Sr. No
 - Task Name (Ascending Order alphabetically). Also Task name should be unique. User cannot create another task with the same name.
 - Allocated Hours
 - Edit (having Edit button)- Edit the **Task Name** and **Hours** and click on **Submit button**
 - Status (Active/ Deactivated)

- Action (show Toggle button to Activate and Deactivate the tasks)
- Manage Tasks List - **Remove hamburger lines**
- **If task is deactivated, that task should be visible in already filled timesheets. For new timesheet to fill, that task should not be visible in that project dropdown.**
- All the active tasks should be visible on the top and then the deactivated ones.

1.4 Timesheet Report



Timesheet Report section should show only below mentioned tabs: -

1.4.1 MONTH- WISE EMPLOYEE EFFORT

- Select Year (It will show year from 2022 to Current Year)
 - Show Current year on Top (Descending Order)
 - By default, keep current year as selected.
- Select Month (All 12 months name list)
 - For Current year – if user selects a future month, show error – “This is a future month. Please select a Past month to generate report.”
 - Here Select month shows list of months only. Keep this field unselected with place holder as “Select Year First”.
 - Add option as **Download CSV**
 - **Remove Generate Graph option.**
- Download format name should be – **“Month Name” Month Employee Project Effort.csv**
- It will show the data of manager along with the reportee.

Employee Name	MEETCS	Talentic	Miscellaneous	A2A - A2ADemo	A2A - SIMSREE	Asego-Talk	A2A MULT	QRC	Talen	Afility	Engi	BA Work	Contact36	A2A - SIES	Ticketing	S NMSA
Nidhi Tapdiya	40.3	29.3	0	0	9	0	1.3	0	30	0	0	0	0	0	0	25
Anish Gupta	49.35	47	33.2	1	21.25	3.4	20.5	6.2	0	1	3	0.15	0			

1.4.2 PROJECT- WISE EMPLOYEE EFFORT

Select Project *	Select Date Range *
MEETCS Talenticks	09-08-2023 - 05-02-2024

- Select Project from the dropdown (show All Active and Inactive Projects in the dropdown)
- Select Date Range
 - By default, date range should be 1st of current month to the current date.
 - Based on the Date Range, the report should show the data. Note- no need for Column 2 on Project name shown in the screenshot.
 - Selected date Range All Months- Year Efforts for the project should be visible for Manager and Reportee working on that project.
- Add option as **Download CSV**
- Download format name should be – “**Project Name**” **Employee Project Effort for “Date Range”**.csv

Month - Year	Project Name	Employee Name 1	Employee Name 2
Aug-23	A2A	0	32.1
Sep-23	A2A	2	130.05
Oct-23	A2A	7.3	144.2
Nov-23	A2A	0	166.25
Dec-23	A2A	0.15	119.5
Jan-24	A2A	39.15	37.35

- Remove Existing options for: -
 - Employee Wise Project Effort
 - Task Wise Project effort
 - Pending Timesheet
 - Employee Timesheet

1.4.3 Export Employee wise Project and Task Report

Filters Should be: -

Select Employee *	Select Date Range *
MEE064 - Nigel Koodathil	03-08-2023 - 30-01-2024

Download Format Name should be: - Project_Task_Report from “Date Range”.csv

- Add option as **Download CSV**.
- One workbook should get downloaded for all the employees under the manager. If it is an employee downloading this, then it should be for that employee only.
- Show Week Off and Holidays, Leave Marked(Awaiting and Approved status) in different Colour
- It should show the data based on the selected date range from the timesheet data.

- If for the project, say XYZ task is not mentioned in the week from (22-01 to 28-01), it should show task time as 00.00 and if any of the task is done for the same project in the next selected week, then it should show the time.
- Each sheet in the workbook should be for one employee under the manager.
- One sheet in the workbook should be for the manager himself/herself.
- Remarks added by employee for the task should get downloaded in "comments" In excelsheet.
- Sheet name should be Employee Name.

Project Name	Task Name	Mon 22-01	Tue 23-01	Wed 24-01	Thu 25-01	Fri 26-01	Sat 27-01	Sun 28-01	Mon 29-Jan	Tue 30-Jan	Wed 31-Jan	Thu 01-Feb	Fri 02-Feb	Sat 03-Feb	Sun 04-Feb
Miscellaneous Tasks and Activities	Lunch	01.00	01.00	01.00	01.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 614 Testing	03.04	00.00	00.00	00.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 623Testing	03.04	00.00	00.00	00.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 620 Re-testing	02.05	00.00	03.00	00.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 629 Testing	00.00	03.00	00.00	00.00	00.00	00.00	00.00			03.00				
A2A - SIMSREE	Git 630 Testing	00.00	03.00	00.00	00.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 626Testing	00.00	00.45	00.00	00.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 623Re-testing	00.00	00.43	00.00	00.00	00.00	00.00	00.00							
A2A	Testing	00.00	00.00	02.30	08.00	00.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 624 Testcase Preparation	00.00	00.00	01.15	00.00	00.00	00.00	00.00							
A2A - SIMSREE	Git 630 Testcase Preparation	00.00	00.00	01.20	00.00	00.00	00.00	00.00							
Miscellaneous Tasks and Activities	Holiday	00.00	00.00	00.00	00.00	09.00	00.00	00.00							
A2A MULTI INSTITUTE	Git 614 Re-testing	00.00	00.00	00.00	00.00	09.00	00.00	00.00	0	0	0	1	0	0	0

Employee Name: - "Employee Full Name"																
Project Name	Task Name	Tue 23-01	Wed 24-01	Thu 25-01	Fri 26-01	Sat 27-01	Sun 28-01	Total	Mon 29-Jan	Tue 30-Jan	Wed 31-Jan	Thu 01-Feb	Fri 02-Feb	Sat 03-Feb	Sun 04-Feb	Total
Miscellaneous Tasks and Activities	Lunch	01.00	01.00	01.00	00.00	00.00	00.00	04.00	00.00	03.00	00.00	00.00	00.00	00.00	00.00	04.00
A2A MULTI INSTITUTE	Git 614 Testing	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	03.00	00.00	00.00	00.00	00.00	00.00	03.04
A2A MULTI INSTITUTE	Git 623Testing	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	00.45	00.00	00.00	00.00	00.00	00.00	03.04
A2A MULTI INSTITUTE	Git 620 Re-testing	00.00	03.00	00.00	00.00	00.00	00.00	05.05	00.00	00.00	02.30	08.00	00.00	00.00	00.00	05.05
A2A MULTI INSTITUTE	Git 629 Testing	03.00	00.00	00.00	00.00	00.00	00.00	03.00	00.00	00.00	01.15	00.00	00.00	00.00	00.00	03.00
A2A - SIMSREE	Git 630 Testing	03.00	00.00	00.00	00.00	00.00	00.00	03.00	00.00	00.00	01.20	00.00	00.00	00.00	00.00	03.00
A2A MULTI INSTITUTE	Git 626Testing	00.45	00.00	00.00	00.00	00.00	00.00	00.45	00.00	00.00	00.00	00.00	09.00	00.00	00.00	00.45
A2A MULTI INSTITUTE	Git 623Re-testing	00.43	00.00	00.00	00.00	00.00	00.00	00.43	01.00	01.00	01.00	00.00	00.00	00.00	04.00	00.43
A2A MULTI INSTITUTE	Git 614 Re-testing	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	00.00	00.00	03.04
A2A	Testing	00.00	02.30	08.00	00.00	00.00	00.00	10.30	00.00	00.00	00.00	00.00	00.00	00.00	03.04	10.30
A2A MULTI INSTITUTE	Git 624 Testcase Preparation	00.00	01.15	00.00	00.00	00.00	00.00	01.15	00.00	03.00	00.00	00.00	00.00	00.00	05.05	01.15
A2A - SIMSREE	Git 630 Testcase Preparation	00.00	01.20	00.00	00.00	00.00	00.00	01.20	03.00	00.00	00.00	00.00	00.00	00.00	03.00	01.20
Miscellaneous Tasks and Activities	Holiday	00.00	00.00	00.00	09.00	00.00	00.00	09.00	03.00	00.00	00.00	00.00	00.00	00.00	03.00	09.00
	Total		Total	Total	Total	Total	Total		Total	Total	Total	Total	Total	Total	Total	

Employee Name: - "Employee Full Name"																
Project Name	Task Name	Tue 23-01	Wed 24-01	Thu 25-01	Fri 26-01	Sat 27-01	Sun 28-01	Total	Mon 29-Jan	Tue 30-Jan	Wed 31-Jan	Thu 01-Feb	Fri 02-Feb	Sat 03-Feb	Sun 04-Feb	Total
Miscellaneous Tasks and Activities	Lunch	01.00	01.00	01.00	00.00	00.00	00.00	04.00	00.00	03.00	00.00	00.00	00.00	00.00	00.00	04.00
A2A MULTI INSTITUTE	Git 614 Testing	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	03.00	00.00	00.00	00.00	00.00	00.00	03.04
A2A MULTI INSTITUTE	Git 623Testing	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	00.45	00.00	00.00	00.00	00.00	00.00	03.04
A2A MULTI INSTITUTE	Git 620 Re-testing	00.00	03.00	00.00	00.00	00.00	00.00	05.05	00.00	00.00	02.30	08.00	00.00	00.00	00.00	05.05
A2A MULTI INSTITUTE	Git 629 Testing	03.00	00.00	00.00	00.00	00.00	00.00	03.00	00.00	00.00	01.15	00.00	00.00	00.00	00.00	03.00
A2A - SIMSREE	Git 630 Testing	03.00	00.00	00.00	00.00	00.00	00.00	03.00	00.00	00.00	01.20	00.00	00.00	00.00	00.00	03.00
A2A MULTI INSTITUTE	Git 626Testing	00.45	00.00	00.00	00.00	00.00	00.00	00.45	00.00	00.00	00.00	00.00	09.00	00.00	00.00	00.45
A2A MULTI INSTITUTE	Git 623Re-testing	00.43	00.00	00.00	00.00	00.00	00.00	00.43	00.00	01.00	01.00	00.00	00.00	00.00	00.00	00.43
A2A MULTI INSTITUTE	Git 614 Re-testing	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	03.04	00.00	00.00	00.00	03.04
A2A	Testing	00.00	02.30	08.00	00.00	00.00	00.00	10.30	00.00	00.00	00.00	00.00	00.00	00.00	00.00	10.30
A2A MULTI INSTITUTE	Git 624 Testcase Preparation	00.00	01.15	00.00	00.00	00.00	00.00	01.15	00.00	03.00	00.00	00.00	00.00	00.00	00.00	01.15
A2A - SIMSREE	Git 630 Testcase Preparation	00.00	01.20	00.00	00.00	00.00	00.00	01.20	00.00	00.00	00.00	00.00	00.00	00.00	00.00	01.20
Miscellaneous Tasks and Activities	Holiday	00.00	00.00	00.00	09.00	00.00	00.00	09.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	09.00
	Total		Total	Total	Total	Total	Total		Total	Total	Total	Total	Total	Total	Total	

1.5 Timesheet Approval

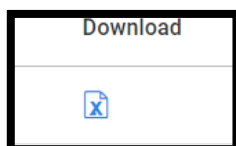
Employee Code	Employee Name	Designation	Timesheet Start Date	Timesheet End Date	View	Status
MEE063	Anish Gupta	Customer support	29-01-2024	04-02-2024	View	Waiting for Approval
MEE063	Anish Gupta	Customer support	22-01-2024	28-01-2024	View	Approved
MEE063	Anish Gupta	Customer support	15-01-2024	21-01-2024	View	Approved
MEE063	Anish Gupta	Customer support	08-01-2024	14-01-2024	View	Approved
MEE063	Anish Gupta	Customer support	01-01-2024	07-01-2024	View	Approved
MEE063	Anish Gupta	Customer support	25-12-2023	31-12-2023	View	Approved

Employee Code	Employee Name	Timesheet Week	Status
MEE063	Anish Gupta	Fri, 05-01-2024 - Thu, 11-01-2024	PENDING

Show All: - **Approved, Waiting for Approval, Pending, Rejected status Records.** Add Download Column with download icons to download the timesheet sent by and Employee.

Anish Gupta	Customer support	29-01-2024	04-02-2024	View	Reject
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MEE063	Anish Gupta	Customer support	29-01-2024	04-02-2024	View	Waiting for Approval
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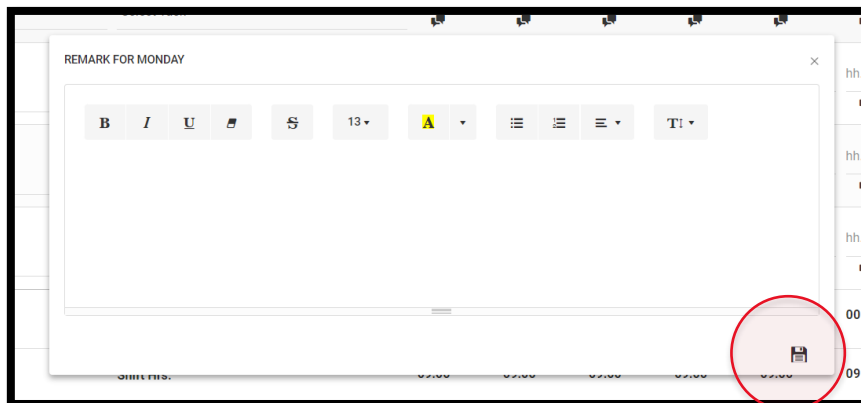


Remove Remark Column. Hover on the highlighted comments option, that should show Remarks Entered by an Employee if HR hovers on it. Show Weekoff and Leave Marked and Holidays as **Highlighted**.

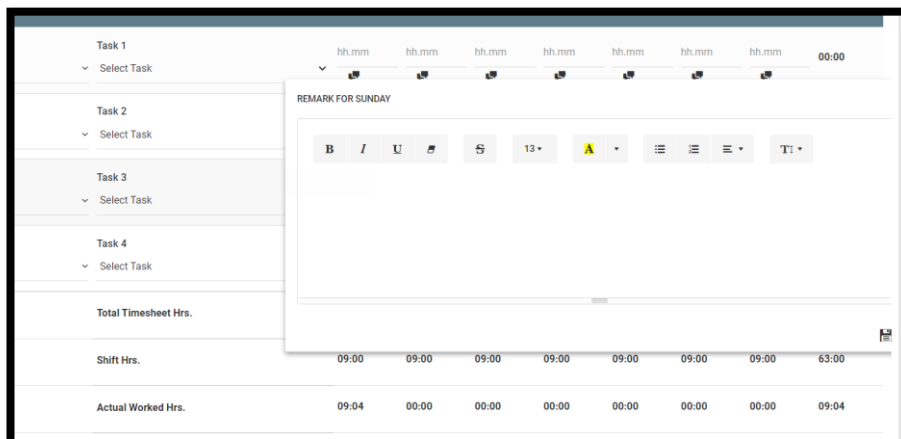
Timesheet of Anish Gupta (MEE063) FROM 22-01-2024 To 28-01-2024										
Project Name	Project Task	Remark	Mon 22-01	Tue 23-01	Wed 24-01	Thu 25-01	Fri 26-01	Sat 27-01	Sun 28-01	Total
MEETCS Talenticks	Team Meeting		02:00	00:00	00:00	00:00	00:00	00:00	00:00	02:00
QRC Talenticks	Support		00:30	00:00	01:00	00:20	00:00	00:00	00:00	01:50
Miscellaneous Tasks and Activities	Lunch		01:00	01:00	01:00	01:00	00:00	00:00	00:00	04:00
MEETCS Talenticks	Faqs		02:00	03:00	00:00	00:00	00:00	00:00	00:00	05:00
Asego-Talenticks	Support		00:00	02:00	01:00	02:20	00:00	00:00	00:00	05:20
MEETCS Talenticks	Understanding Queries		00:00	01:00	00:00	00:00	00:00	00:00	00:00	01:00
MEETCS Talenticks	Weekly Plan Discussion		01:00	00:00	00:00	00:00	00:00	00:00	00:00	01:00
A2A MULTI INSTITUTE	Client Support		02:30	01:00	00:00	00:00	00:00	00:00	00:00	03:30
MEETCS Talenticks	Help Video & Editing		00:00	01:05	02:00	03:00	00:00	00:00	00:00	06:05
A2A - AZADemo	Self Learning		00:00	00:00	02:30	01:10	00:00	00:00	00:00	03:40
A2A - SIMSREE	Support		00:00	00:00	01:00	00:00	00:00	00:00	00:00	01:00
Miscellaneous Tasks and Activities	Party		00:00	00:00	00:30	00:00	00:00	00:00	00:00	00:30
A2A MULTI INSTITUTE	Knowledge Transfer		00:00	00:00	00:00	00:10	00:00	00:00	00:00	00:10
MEETCS Talenticks	Support		00:00	00:00	00:00	01:00	00:00	00:00	00:00	01:00
Miscellaneous Tasks and Activities	Holiday		00:00	00:00	00:00	00:00	09:00	00:00	00:00	09:00
Total Timesheet Hrs.			09:00	09:05	09:00	09:00	09:00	00:00	00:00	45:05
Shift Hrs.			09:00	09:00	09:00	09:00	00:00	00:00	00:00	36:00
Actual Worked Hrs.			09:01	09:06	09:00	09:01	00:00	00:00	00:00	36:08
Balance Hrs.			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
OT Hrs.			00:01	00:06	00:00	00:01	00:00	00:00	00:00	00:08
In Time			10:09 AM	10:30 AM	10:31 AM	10:09 AM	00:00	00:00	00:00	
Out Time			07:10 PM	07:36 PM	07:31 PM	07:10 PM	00:00	00:00	00:00	

2. Employee Side

Save icon should be **Save Remark**.



- Auto Adjust the Remarks screen. See below screen for reference. Screen goes out of the screen.



Steps to fill Timesheet: -

- Select the Project from the Dropdown
- Select the Task of that Particular Project
- Mention the Time and the details in the message box (Click on Save icon)
- Click on **Save Remark**
- At the End of Every Week, Click on Submit for Approval. (Timesheet will be sent to respective Managers)

To add the Timesheet for Monday, Add details in Monday Column

Select Different Projects and Tasks, Mention Time and Remarks and Click on Save Remark button.

Note: - It is not mandatory for the Employee to fill the hours for Holidays and Leave.

- Do the same process whenever you fill the Timesheet and Click on Save button and at the End, Click on Submit for Approval.
- In the last column "Total", it shows the total time spent on Particular project and Task

In **Day Total** Row, it will show the Total Day of Hours for Each Day

2.1 Weekoff (WO)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
			Leave	Holiday		WO	WO	
			Leave	Holiday		WO	WO	
Total Day Hours	9:00		00:00			00.00	00.00	
Shift Hours	9:00	9:00	09:00			00.00	00.00	
Actual Worked Hours	9:15	8:00	00:00			00.00	00.00	
Balance Hours		1:00	09:00			00.00	00.00	
Over Time	00:15					00.00	00.00	
In Time						00.00	00.00	
Out Time						00.00	00.00	

- Total Day Hours: - Is the Total time that an Employee Works for a Day and Fills the timesheet
- Shift Hours: - Is the total compulsory time an Employee has to work for a Day
- Actual Worked Hours: - Is the time calculated from Check -in and Check – out (Working Hours)
- Balance Hours: - Is the difference of (Actual Worked Hours – Shift Hours)
- Over Time: - Is the difference of (Actual Worked Hours – Shift Hours)
- In Time
- Out Time
- Total Column - it will show the weekly total of (Row)

- Total Day hours, Shift Hrs, Actual Worked Hrs, Balance Hrs, Over Time)

If the Actual Worked Hours is greater than Shift Hours, then the difference will be considered as Over Time

If the Actual Worked Hours is smaller than Shift Hours, then the difference will be considered as Balance Hours as (positive Hours)

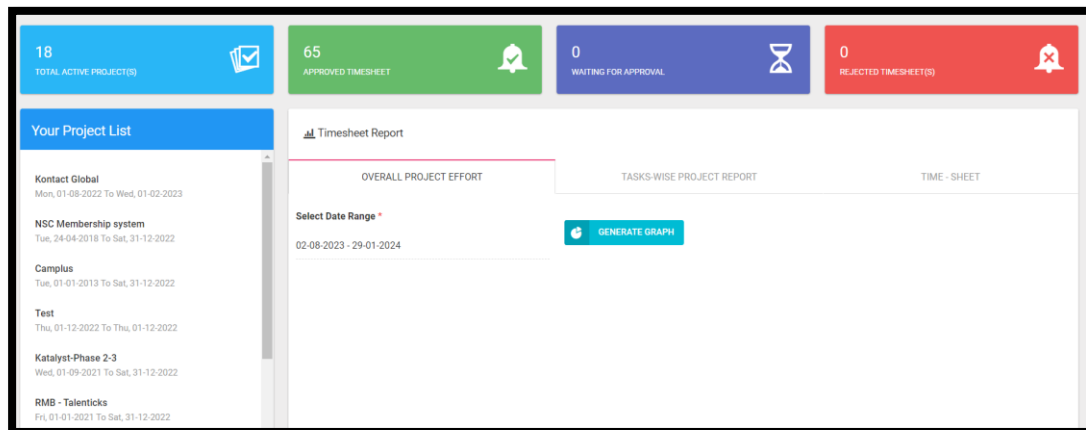
If the Actual Worked Hours and Shift Hours is same, then the Balance Hours will be 0

Scenarios: -

1. Highlight the Timesheet for the Predefined Week offs and Holidays.
 - a. If an Employee wants to fill the timesheet for weekoff /holiday, it should allow them to fill the timesheet.
 - b. If an Employee fills a timesheet for such days, it should still remain Highlighted. (From Employee and Manager View)
2. If the Leave is marked by an Employee and is "Approved", Highlight the leave day in the Timesheet. If an Employee works on such days,-
 - a. If an Employee wants to fill the timesheet for Leave day , it should allow them to fill the timesheet.
 - b. If an Employee fills a timesheet for such days, it should still remain Highlighted. (From Employee and Manager View)

2.2 Timesheet Report

2.2.1 (Overall project Effort)



Select Date range should be: - By default show current month start date to till date.

Back dated dates can be selected to search the data.

Select Date Range, below sheet will get downloaded (Sheet will show names of all the projects that are assigned to that Employee.

J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1	Month	Kontakt Global	NSC Membership system	Campus Test	Katalyst-Phase 2-IRMB - Talenticks	Affinity Engineering	Techtricks	Talentick	BA Work	AS Tech	Contact360	Talentick	Miscellaneous Tasks and Activities	Ticketing System	MMSA	Katalyst	MEETCS	Talenticks	QRC	Talenticks	Asego-Talenticks	Total
2	Aug-23	0	0	0	0	5	0	2	0	40.3	0	0	39	0	0	0	67	37.3	9.3	199.9		
3	Sep-23	0	0	0	0	0	0	0	0	57	0	1.3	51	0	0	0	49.45	17.15	12.3	188.7		
4	Oct-23	0	0	0	0	1	0	0	0	68.3	0	2	62.3	2	0	0	40.15	8.15	16	199.9		
5	Nov-23	0	0	0	0	4.45	0	0.15	0	35.45	0	0	37.3	0	0	0	25.3	6	9.45	118.1		
6	Dec-23	0	0	0	0	3.3	0	0	0	63.3	0	0	62	0	14.4	0	22.3	0.3	16.15	181.75		
7	Jan-24	0	0	0	0	0	0	0	0	30	0	0	29.3	0	25	0	40.3	1.3	9	134.9		
8																						
9	Total	0	0	0	0	13.75	0	2.15	0	294.35	0	3.3	280.9	2	39.4	0	244.5	70.2	72.2			
10																						

Add a Column as “Total” (Horizontally Total and Vertical Total)

Download Format name should be - Overall Project Effort “Date Range”.csv

2.2.2 Task Wise Project Report

Add multiselect option to select Project Name, If possible so the sheet will be downloaded as: -

Project Name	Task	Time (in Hrs.)
A2A- A2A Demo	Deployment	16
	Self Learning	12.1
	Support	1.3
A2A- SIES	Discussion/meeting	3
MEETCS Talenticks	Miscellaneous Tasks	1
	Testing	4
	Talenticks-Demo	4
	Knowledge Transfer	3.2
	Discussion & Meeting	1
	Support	12
	Help Video & Editing	7.1
	Weekly Plan Discussion	1

Project	Task	Time (in Hrs.)	
	Support	0.3	
	technical support to team	2	
	Support	0.3	
	Meeting	0.3	
	Meeting	2	
	BRD - Documentation	1	
	Discussion & Meeting	6	
	Mobile App - Discussion	1	
	TT Release	1	
	Support	5	
	Weekly Plan Discussion	1	
	Asego - Talenticks	Due Clearance Testing	1.3
	Total		21.2

Task Wise Project Report Download Format – for single project

Add Total time. Do not mention the entries having Time as 0. Download name should be “Project Name” Task wise project report”.csv

2.2.3 Timesheet Report

- Click on Timesheet
- Click on Timesheet Report
 - Then on TIME-SHEET tab
- It should show latest Timesheet on top.

OVERALL PROJECT EFFORT		TASKS-WISE PROJECT REPORT		TIME - SHEET	
Code	Employee Name	Timesheet Week	Timesheet Status		
MEE051	Nidhi Tapdiya	01/05/2023 - 07/05/2023	APPROVED		
MEE051	Nidhi Tapdiya	08/05/2023 - 14/05/2023	APPROVED		
MEE051	Nidhi Tapdiya	15/05/2023 - 21/05/2023	APPROVED		
MEE051	Nidhi Tapdiya	22/05/2023 - 28/05/2023	APPROVED		
MEE051	Nidhi Tapdiya	29/05/2023 - 04/06/2023	APPROVED		
MEE051	Nidhi Tapdiya	05/06/2023 - 11/06/2023	APPROVED		
MEE051	Nidhi Tapdiya	12/06/2023 - 18/06/2023	SENT FOR APPROVAL		
MEE051	Nidhi Tapdiya	19/06/2023 - 25/06/2023	NOT SEND FOR APPROVAL		

Showing 31 to 38 of 38 entries

Click on the Download Format, it should download the data in following format- (For Employee). Name the last column with Download icon as **Download**. This is a one-week timesheet download format.

Project Name	Project Task	Remark	Mon 26-06	Tue 27-06	Wed 28-06	Thu 29-06	Fri 30-06	Sat 01-07	Sun 02-07	Total
B.A. Work	B.R.D. Creation		1	0	0	0	1	0	0	2
Asego-Talenticks	Data Upload		5	2	2	0	0	0	0	9
B.A. Work	Discussion with developer		2	0	0.3	0	1	0	0	3.3
B.A. Work	Demo to new client		0	0	1	0	0	0	0	1
Miscellaneous Tasks and Activities	Lunch		1	1	1	1	1.3	0	0	5.3
MEETCS Talenticks	Discussion & Meeting		0	2	1	1	3	0	0	7
Asego-Talenticks	technical support to team		0	4	7	5.45	0	0	0	16.45
QRC Talenticks	Support		0	0	0	0	0.3	0	0	0.3
MEETCS Talenticks	Testing		0	0	0	2	2	0	0	4
Total Day Hours			09.00	09.00	12.3	09.45	09.00	00.00	00.00	48.75
Shift Hours										
Actual Worked Hours										
Balance Hours										
Over Time										
In Time										
Out Time										

Check this Condition

If an Employee fills more characters in the timesheet and submits, the whole submitted data by the Employee does not reflect in the manager view.

When Manager views Employee week Timesheet, on Manager side, manager will not able to view all characters or work details information.

Manager View: -

Project Name	Project Task	Mon 12-06	Tue 13-06	Wed 14-06	Thu 15-06	Fri 16-06	Sat 17-06	Sun 18-06	Total
Miscellaneous Tasks and Activities	Leave	9.00	9.00	0.00	0.00	9.00	0.00	0.00	27.00
Miscellaneous Tasks and Activities	Lunch	0.00	0.00	1.00	1.00	0.00	0.00	0.00	2.00
MEETCS Talenticks	Testing	0.00	0.00	4.00	4.15	0.00	0.00	0.00	8.15
MEETCS Talenticks	Writing Test Cases	0.00	0.00	REMARK: I was Re-Testing the Reimbursement model which is working fine and I have mailed it to the developer		0.00	0.00	0.00	6.15
MEETCS Talenticks	Meeting	0.00	0.00	I was helping nidhi ma		0.00	0.00	0.00	2.00
Week Total		09.00	09.00			09.00	00.00	00.00	45.30

Employee View: -

