Idea Elan

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ANU Technician

How to Manage Timesheet

Comprehensive Online Solution for
Lab and Core Facility Management

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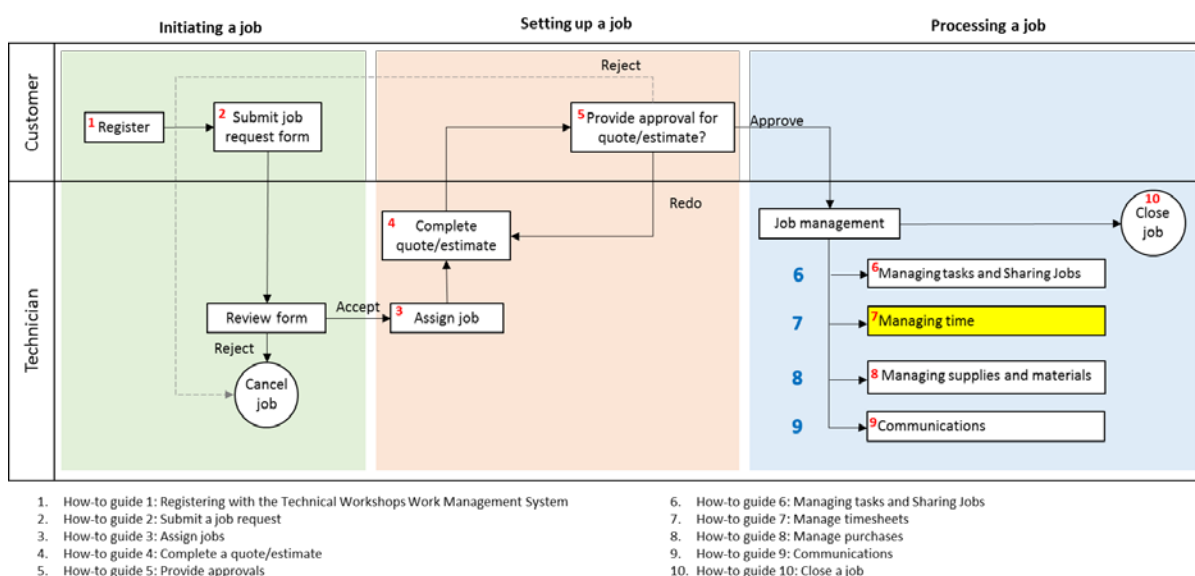Herndon, VA 20171
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How to Manage Timesheet

Introduction:

This 'how-to guide' will provide you with step-by-step instructions on how a technician can log their time worked in the Timesheet tool in the Technical Workshops Work Management System. We have produced a series of 'how-to guides' that can be accessed from the System webpage, which can be found here: https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system
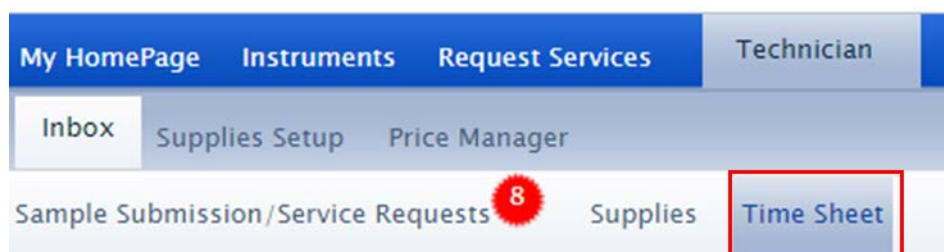
Please see the workflow chart below for more information on the system workflow and the associated 'how-to guide' for each step.

1. How-to guide 1: Registering with the Technical Workshops Work Management System
2. How-to guide 2: Submit a job request
3. How-to guide 3: Assign jobs
4. How-to guide 4: Complete a quote/estimate
5. How-to guide 5: Provide approvals
6. How-to guide 6: Managing tasks and Sharing Jobs
7. How-to guide 7: Manage timesheets
8. How-to guide 8: Manage purchases
9. How-to guide 9: Communications
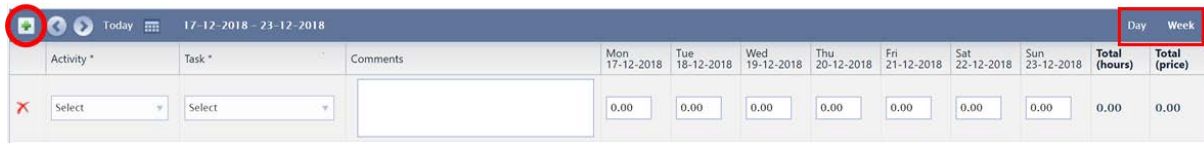10. How-to guide 10: Close a job

Step 1:

The Timesheet Tool allows each staff member to record their time spent on a job or log admin and leave. Time added in the Timesheet will show up in the job card and vice versa.

Go to Facility Admin> Inbox> Timesheet

Step 2:

To log time, click the plus sign in the top left of the grid to add a new line item. You may use either the 'Day' or 'Week' view.
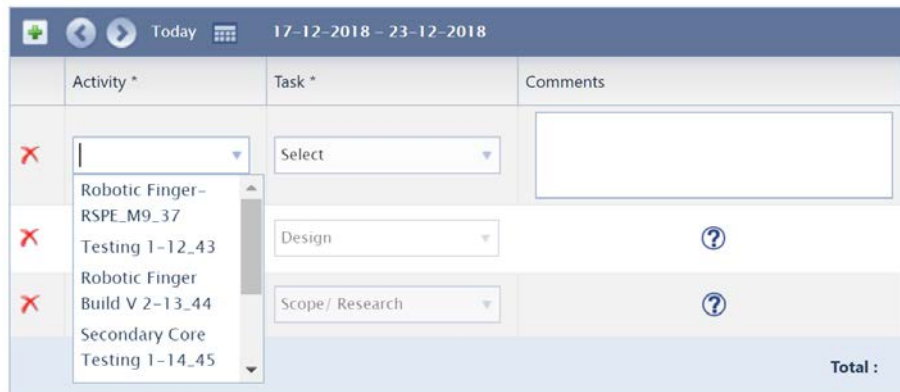

Step 3:

Choose a type of Activity from the dropdown. This section contains all of the jobs assigned to you and displays the Job ID and Job Title. If you've marked a job as a favourite, the form will show at the top of the list. The list is also searchable, just type in the box to narrow the results shows.

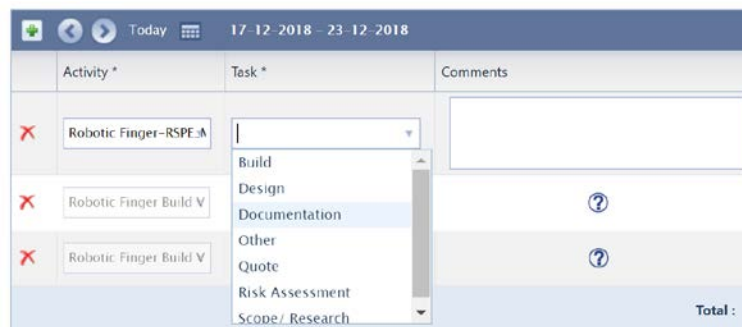At the bottom of the list will be the 'Admin' and 'Leave' options.

Step 4:

Once an 'Activity' is selected, you will then be able to choose a 'Task' from the dropdown in the next column. Each form type has a specific associated 'Tasks'. Tasks are also defined for the admin and Leave types. You may also add a comment if applicable. If a '?' mark is displayed in the Comments column, a comment has been added, hover over the '?' to view the comments. If you wish to add more comments, please use the Day view.

Note: There is a Task for 'Quote' that is only available in the Timesheet tool. Record any time spent on developing quotes or estimates here.

Step 5:

Enter the time spent on each Activity and Task for the respective day. The Total hours will calculate to the right. Please note that you cannot enter time for future days, only for today or the past.

Step 6:

Click save at the bottom of the timesheet. At the end of the week, click submit to send to the Workshop Manager and lock the timesheet for editing. Reset will clear the form since the last point of saving.

Step 7:

To use the Start-Stop timer in the Timesheet Tool, click on the Day View and follow steps 2, 3 and 4 detailed above. Then select the 'Start' Button.

Click 'Save' at the bottom before leaving the page and the timer will continue to run. When the task is finished, come back to the timesheet to stop the timer.