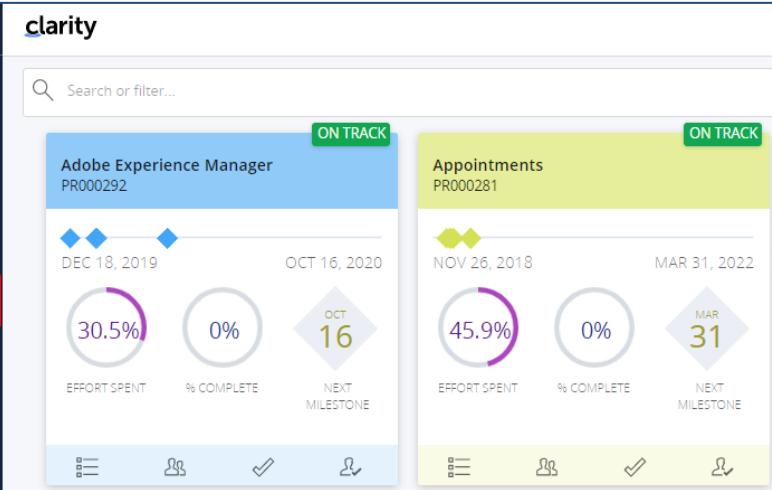
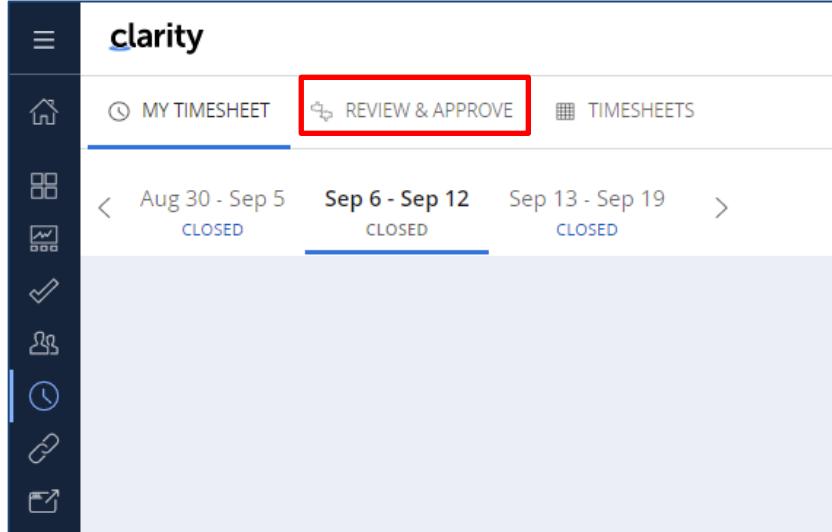
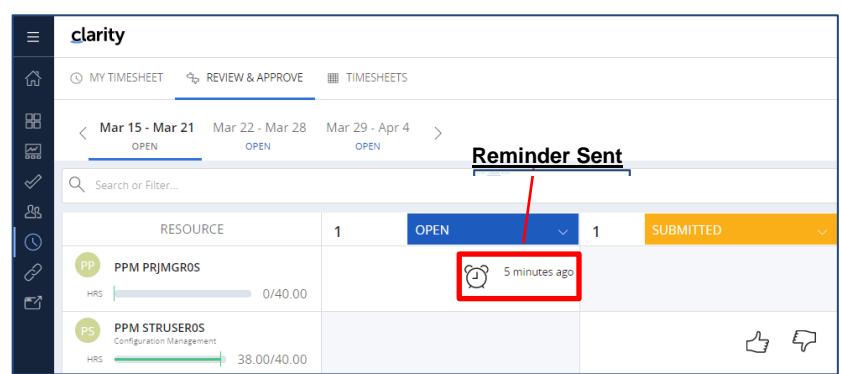


CA PPM Timesheet Approval

Instructions	Screen
Accessing Team Members' Timesheets	 
<ol style="list-style-type: none"> From the Home screen, click on the Timesheet icon (⌚). The My Timesheet page view will open. Select the Review & Approve tab at the top of the page. Click on the Time period to be reviewed. NOTE: You may need to use the Left/Right arrows to scroll to the Time Period you want to review. 	
<ol style="list-style-type: none"> There will be a row that shows the number of Timesheets that are in Open, Submitted, Approved, Posted and Returned status. By clicking on the boxes where it says “Open”, “Submitted”, “Approved”, “Posted”, or “Returned”, you can review the different timesheet status for your resources. 	

1. For the Open Timesheets, if you click on the Clock icon , you will send a reminder to the resource to complete and submit their timesheet. It will also show how long ago the reminder was sent.



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MY TIMESHEET REVIEW & APPROVE TIMESHEETS

Mar 15 - Mar 21 Mar 22 - Mar 28 Mar 29 - Apr 4

OPEN OPEN OPEN

Search or Filter...

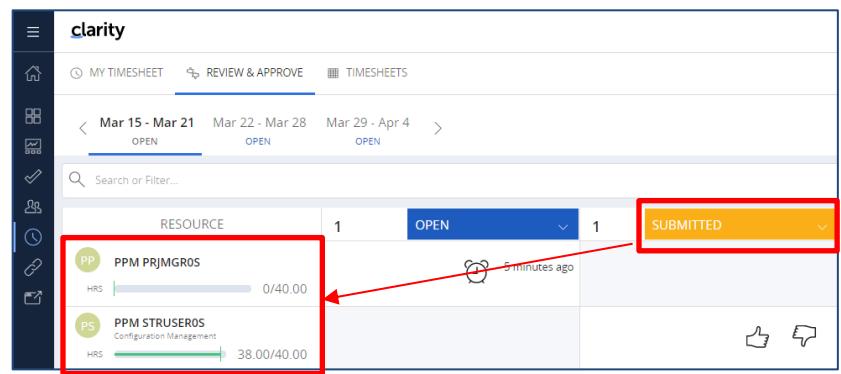
RESOURCE 1 OPEN 1 SUBMITTED

PPM PRJMGROS 0/40.00 5 minutes ago

PPM STRUSEROS Configuration Management 38.00/40.00

Reminder Sent

3. To Review the Submitted timesheets, click on the down arrow to the right of "Submitted".
4. This will give you a list of Resources that have submitted their timesheets.



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MY TIMESHEET REVIEW & APPROVE TIMESHEETS

Mar 15 - Mar 21 Mar 22 - Mar 28 Mar 29 - Apr 4

OPEN OPEN OPEN

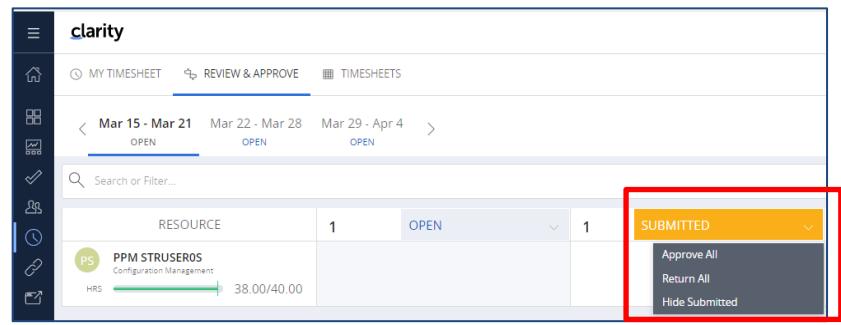
Search or Filter...

RESOURCE 1 OPEN 1 SUBMITTED

PPM PRJMGROS 0/40.00 5 minutes ago

PPM STRUSEROS Configuration Management 38.00/40.00

5. If you click on the word "Submitted" at this point, you will have an option to Approval All timesheets, Return All timesheets or Hide Submitted timesheets.



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MY TIMESHEET REVIEW & APPROVE TIMESHEETS

Mar 15 - Mar 21 Mar 22 - Mar 28 Mar 29 - Apr 4

OPEN OPEN OPEN

Search or Filter...

RESOURCE 1 OPEN 1 SUBMITTED

PPM STRUSEROS Configuration Management 38.00/40.00

Approve All
Return All
Hide Submitted

- If you click on a Resource Name it will open a box on the right side of the page showing the timesheet detail.
- From here you can determine to “Approve” or “Return” an individual timesheet by clicking on the Thumbs-up (Approve) or Thumbs-down (Return) icon for that resource.

Approving Timesheets

Things to look for when reviewing and approving a timesheet:

- ✓ Time charged to the wrong project
- ✓ Holiday time on a regular workday
- ✓ Other work charged incorrectly

Note: If you are returning the timesheet, notify the time tracker and explain why it's being returned.

The screenshot shows a list of timesheets. The first item in the list is 'PPM STRUSER05 Configuration Management' with a total of 40.00/40.00 hours. A red box highlights this entry. A red arrow points from this entry to a detailed view of the timesheet for 'PPM STRUSER05 Configuration Management'. The detailed view shows the 'Review' tab selected. A red box highlights the 'Review' button. Another red arrow points from the 'Review' button to the 'Timesheet details' section, which displays the project 'High Priority Operational Work 2020 (PR000274)' and the task 'Break-Fix, Customer Support & Critical Maintenance (TSK000358)' with a total of 40.00 hours.

Timesheet Notes

Timesheet notes are optional. They may be used for:

- ✓ Communication between resource managers and team members
- ✓ Explanation of a returned timesheet
- ✓ Reference

Note: Timesheet notes are generated by clicking on the **notes** tab icon on the top of the timesheet.

The screenshot shows a timesheet for 'PPM STRUSER05 Configuration Management'. The 'NOTES' tab is selected, indicated by a red box. A red arrow points from the 'NOTES' tab to the notes input field, which contains the placeholder text 'Type a note (press Enter key to save)'.

The screenshot shows a timesheet for 'PPM STRUSER05 Configuration Management'. The 'NOTES' tab is selected, indicated by a red box. A red arrow points from the 'NOTES' tab to the notes input field, which contains the placeholder text 'Type a note (press Enter key to save)'.

Entering a Timesheet Note

- Enter the text of the note in the **Note** field.
- Simply begin typing where it says “Type a note (press Enter key to save)”

The screenshot shows a timesheet for 'PPM STRUSER05 Configuration Management'. The 'NOTES' tab is selected, indicated by a red box. A red box highlights the notes input field, which contains the placeholder text 'Type a note (press Enter key to save)'.