
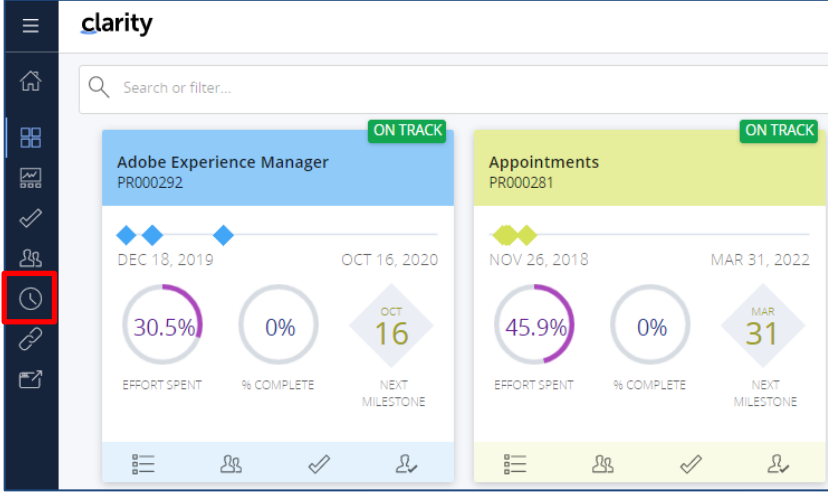
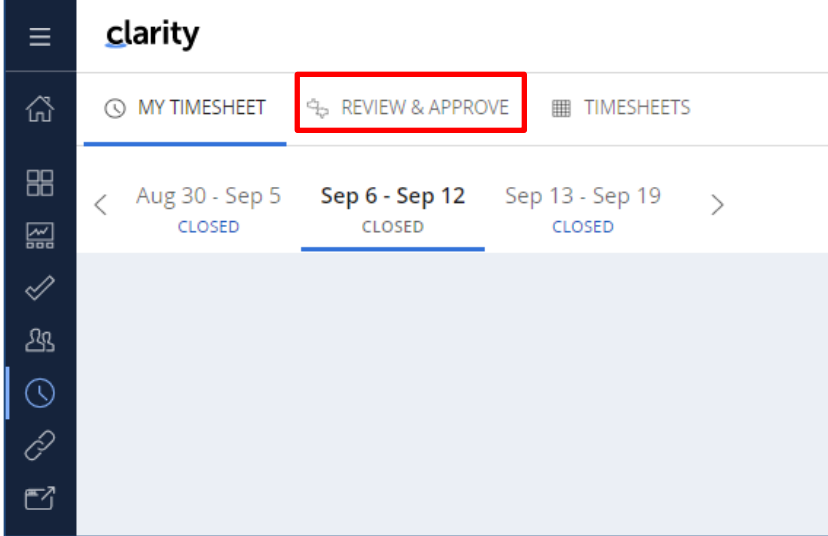
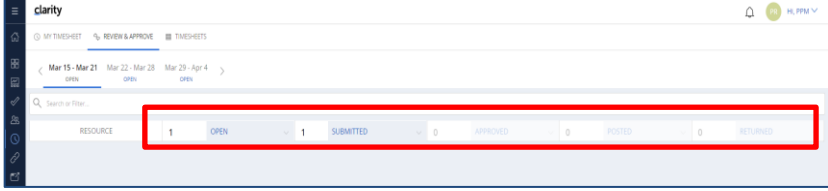

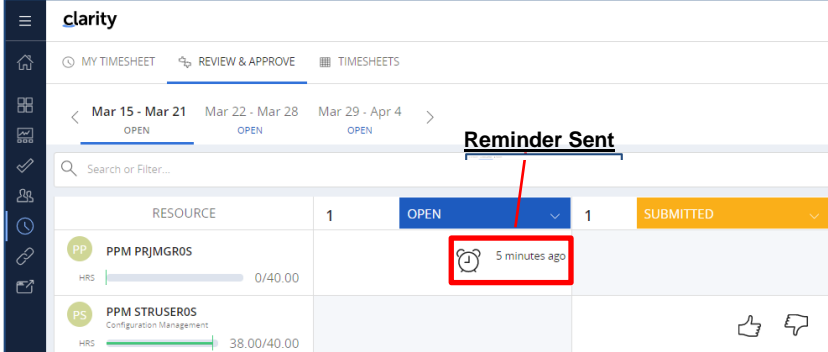


CA PPM Timesheet Approval

Instructions	Screen
<p>Accessing Team Members' Timesheets</p> <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. 	

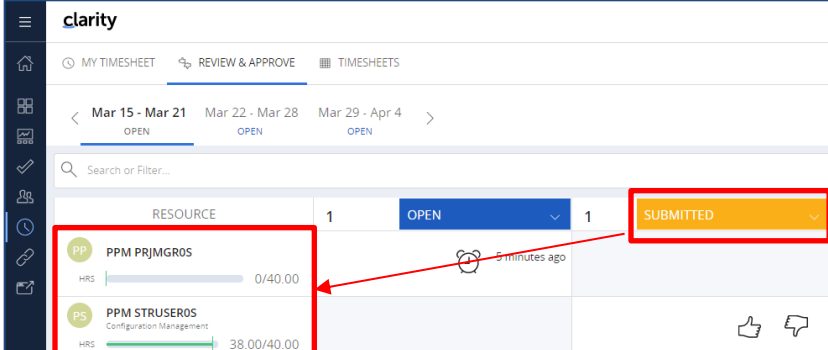
1. For the Open Timesheets, if you click on the Clock icon  , you will send a reminder to the resource to complete and submit their timesheet. It will also show how long ago the reminder was sent.



The screenshot shows the Clarity interface with the 'REVIEW & APPROVE' tab selected. The 'TIMESHEETS' section is active, displaying a table with columns for 'RESOURCE', '1', 'OPEN', and '1'. A red box highlights the '5 minutes ago' notification next to the 'OPEN' status. A red arrow points from the 'Reminders Sent' text above the table to the notification.

RESOURCE	1	OPEN	1
PPM PRJMGROS			
PPM STRUSEROS			

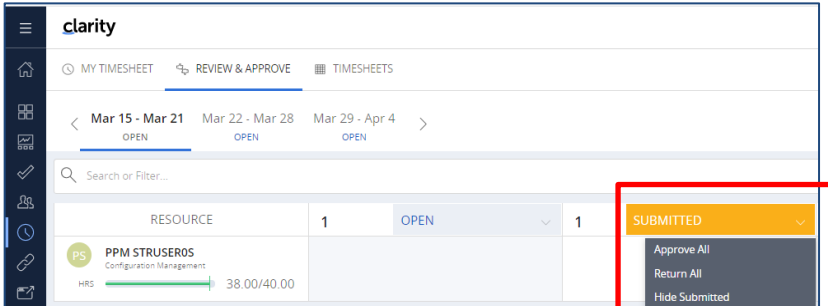
3. To Review the Submitted timesheets, click on the down arrow to the right of "Submitted".
4. This will give you a list of Resources that have submitted their timesheets.



The screenshot shows the Clarity interface with the 'REVIEW & APPROVE' tab selected. The 'TIMESHEETS' section is active, displaying a table with columns for 'RESOURCE', '1', 'OPEN', and '1'. A red box highlights the 'Submitted' status, and another red box highlights the '5 minutes ago' notification. A red arrow points from the 'Submitted' status to the notification.


RESOURCE	1	OPEN	1
PPM PRJMGROS			
PPM STRUSEROS			

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



The screenshot shows the Clarity interface with the 'REVIEW & APPROVE' tab selected. The 'TIMESHEETS' section is active, displaying a table with columns for 'RESOURCE', '1', 'OPEN', and '1'. A red box highlights the 'Submitted' status, and another red box highlights the dropdown menu that appears when clicking on 'Submitted'. The dropdown menu contains the options 'Approve All', 'Return All', and 'Hide Submitted'.

RESOURCE	1	OPEN	1
PPM STRUSEROS			

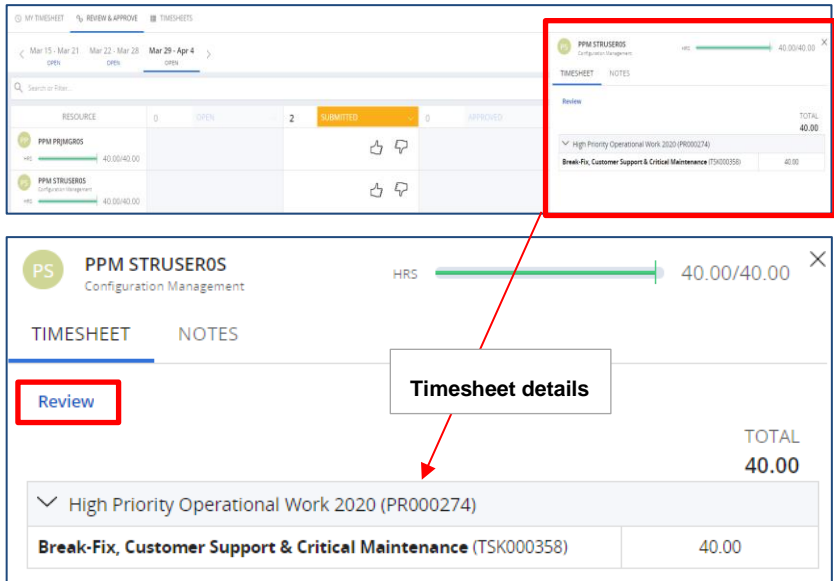
- If you click on a Resource Name it will open a box on the right side of the page showing the timesheet detail.
- From here you can determine to “Approve” or “Return” an individual timesheet by clicking on the Thumbs-up (Approve) or Thumbs-down (Return) icon  for that resource.

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 the PPM STRUSER0S Configuration Management timesheet interface. At the top, there are tabs for 'TIMESHEET' and 'NOTES'. Below the tabs, there is a 'Review' button highlighted with a red box. To the right, a 'Timesheet details' box is shown, containing a table with the following data:

Project	Hours
High Priority Operational Work 2020 (PR000274)	40.00
Break-Fix, Customer Support & Critical Maintenance (TSK000358)	40.00

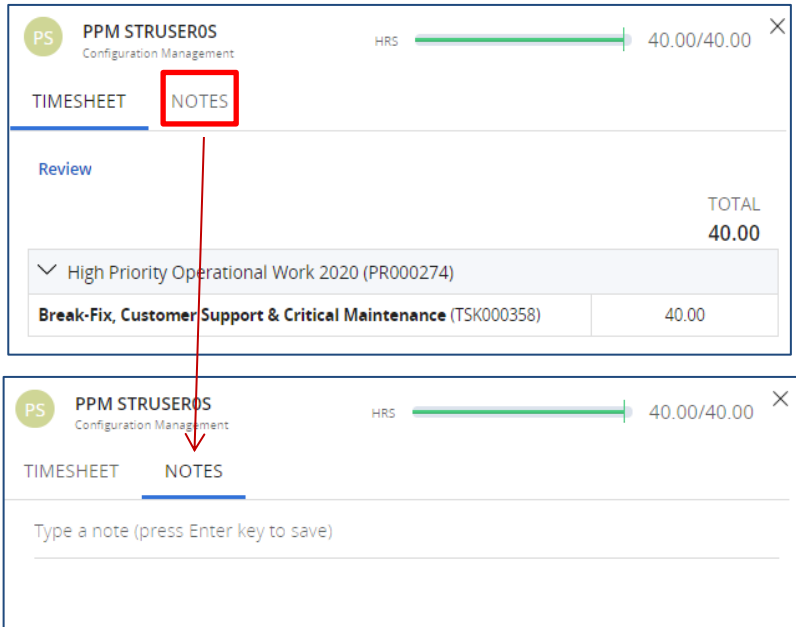
The total hours are 40.00/40.00.

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.



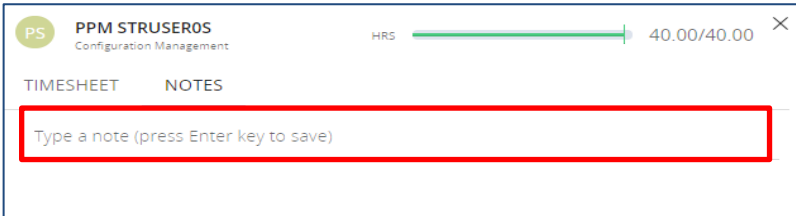
The screenshot shows the PPM STRUSER0S Configuration Management timesheet interface. The 'NOTES' tab is selected and highlighted with a red box. Below the tabs, there is a 'Review' button. To the right, a 'Timesheet details' box is shown, containing a table with the following data:

Project	Hours
High Priority Operational Work 2020 (PR000274)	40.00
Break-Fix, Customer Support & Critical Maintenance (TSK000358)	40.00

The total hours are 40.00/40.00. Below the table, there is a text input field for notes with 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 the PPM STRUSER0S Configuration Management timesheet interface. The 'NOTES' tab is selected. Below the tabs, there is a text input field for notes with the placeholder text 'Type a note (press Enter key to save)'.