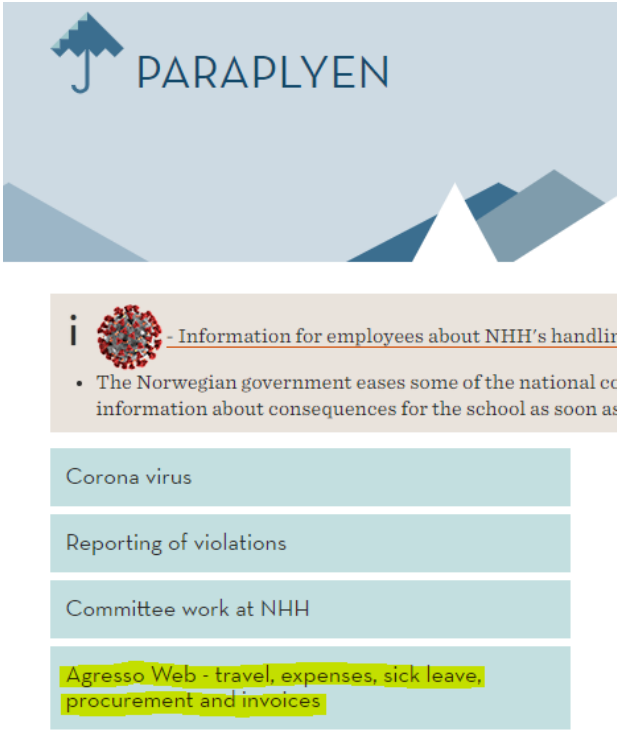
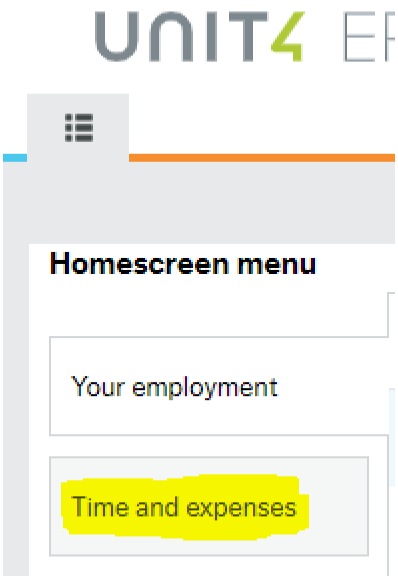
USER DOCUMENTATION: FILLING IN TIMESHEETS FOR EMPLOYEES WHO WORK ON PROJECTS, BUT WHO ARE NOT INCLUDED IN NHH'S FLEXI SCHEME

You can find the log-in shortcut in Unit4 Business World Web in the left-hand menu at Paraplyen

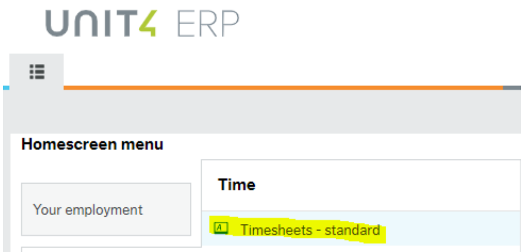


You can log in to the timesheet from the workspace at Paraplyen.

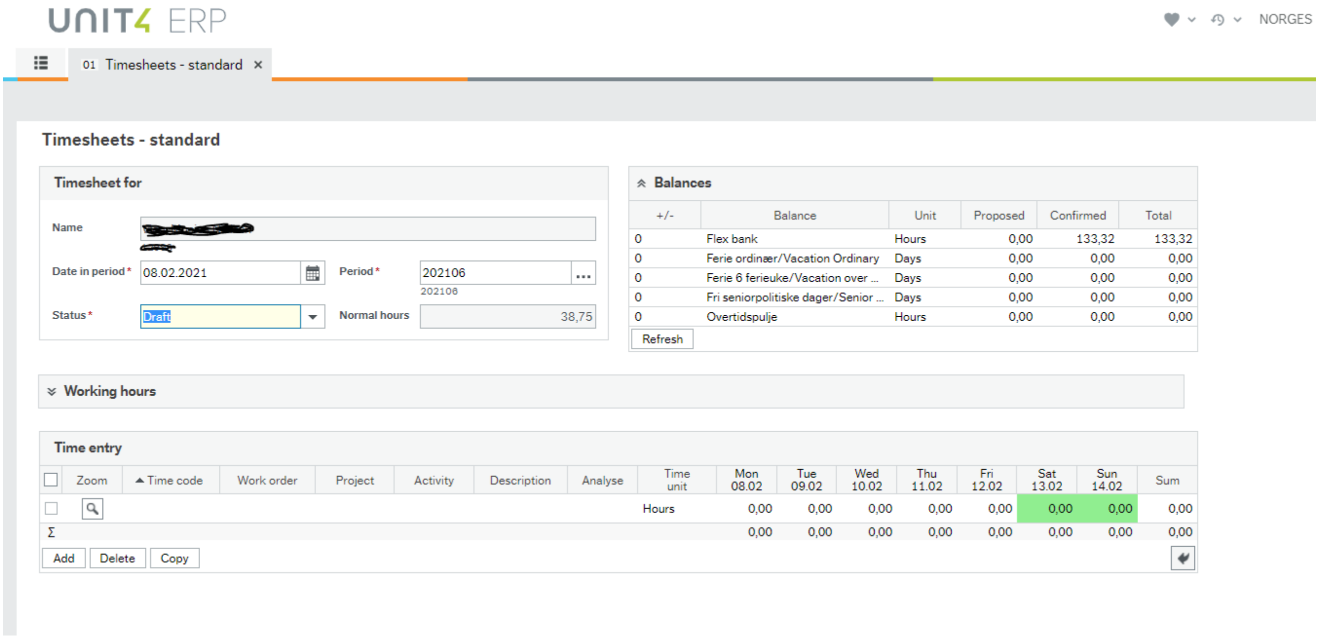
Select 'Time and expenses' from the menu



and then ‘Timesheets – standard’



and your timesheet for the active period will open.



The standard setting is monthly timesheets, and we recommend that you register your hours in the timesheet every day; make sure that you save. Remember that this is a web browser application with no autosave.

The first time you open your timesheet, you will see a line with 0 entered for all days. It is important that you ensure that on the days where you register hours, the hours are actually registered to the project you are working on. This means that in some cases, there will be days where the number of working hours is 0.

On the screen there are 3 boxes with information:

<u>TIMESHEET FOR</u>

Here, information is displayed about you as a user, the date the timesheet begins, which period it belongs to, the status of the timesheet 'Draft' means that it has not been submitted for approval, while 'Ready' means that it has been submitted for approval. Another option is 'Transferred' which means that the timesheet has been approved and forwarded in the system). The number of mandatory working hours according to your work schedule is also shown. If you only work on projects, do not register hours for any other work you do, only the hours relating to the project where you are required to register your hours. It is important that hours are only registered on the days you actually work on a project.

<u>BALANCES</u>

This is not relevant to employees who only write timesheets for projects.

<u>TIME ENTRY</u>

Here you can see your registration of hours for the relevant period you have opened. It is important that you only register hours for the days where you have worked on a project that requires you to register hours. You must fill in **'Time Code'** and **'Work order'** (work order) before saving using the button at the bottom of the screen. Save

You should register hours daily, or weekly at a minimum, and remember to save, since you are working in a browser without autosave.

You must submit your timesheets for approval every month within the stipulated deadlines (see the end of the guide for how to do this).

Your timesheet may look like this, with some days having 0 hours. Here you have worked on two different projects/work orders on Monday, Tuesday and Thursday. You have not worked on any of the respective projects on Wednesday and Friday, and the timesheet therefore displays 0 hours for these days.

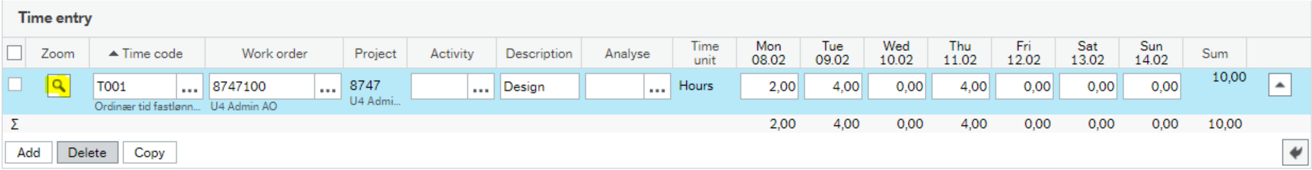
Time entry

Zoom	Time code	Work order	Project	Activity	Description	Analyse	Time unit	Mon 08.02	Tue 09.02	Wed 10.02	Thu 11.02	Fri 12.02	Sat 13.02	Sun 14.02	Sum
	T001	11100100	11100		Projects		Hours	6,00	4,00	0,00	3,00	0,00	0,00	0,00	13,00
	T001 Ordinær tid fastlønn...	8747100 U4 Admin AO	8747 U4 Admi...		Design		Hours	2,00	4,00	0,00	4,00	0,00	0,00	0,00	10,00
Σ								8,00	8,00	0,00	7,00	0,00	0,00	0,00	23,00

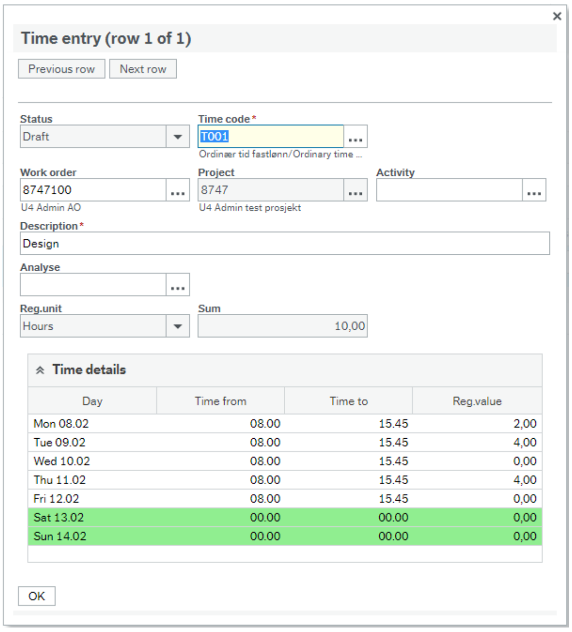
Add Delete Copy

It is important that you register the times you started and stopped working, so that the number of hours is correct.

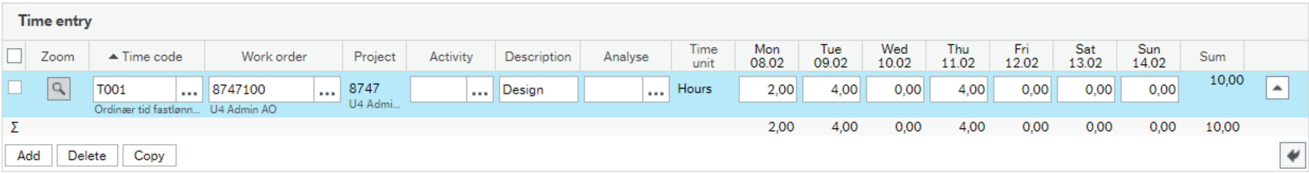
To do so, open the zoom button on the line where you register times.



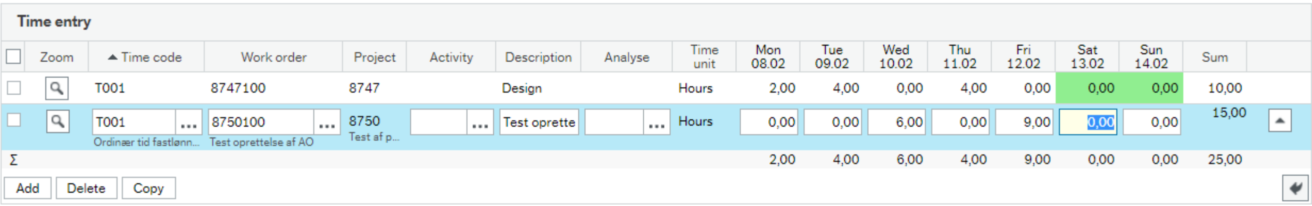
A new screen will appear where you can register times. It looks as follows:



Here you can register the times you started and stopped working, and the registration value is calculated in the right-hand column. Once you are finished, click ‘OK’ at the bottom left-hand side and the line in the timesheet will be updated with the information you have registered.



Below is an example of how hours are registered on two different work orders.

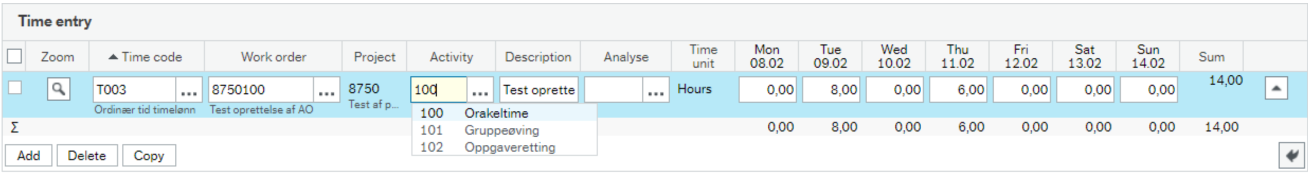


You must only register hours to projects/work orders where you have been reported as a participant. If you cannot access a work order you believe you should have access to, contact the project owner.

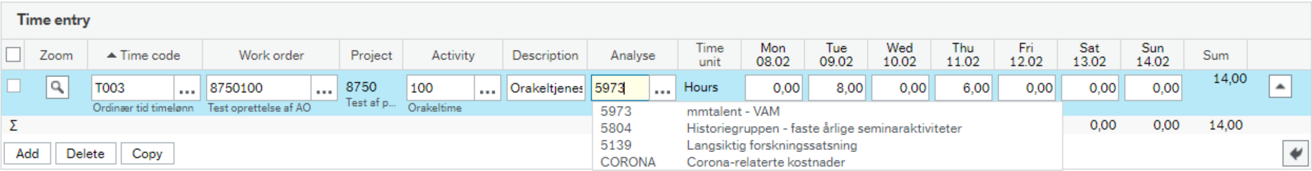
PLEASE NOTE: If you are on a fixed salary, you must use the time code T001, which is ordinary hours for personnel on a fixed salary.

Remember to register activity and analysis in your timesheet if required by the project you are working on.

You do this by choosing the correct ‘Activity’ item in the drop-down menu on the timekeeping line. The same applies to ‘Analyses’ (analysis number). Below is an example of how to register an activity.

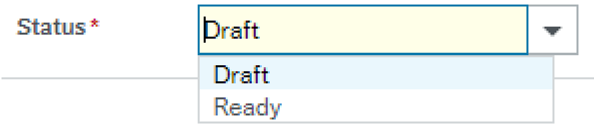


And an example of how to register an analysis.



Once your timesheet for the month in question is ready, you submit it for approval as follows:

1. Check closely that your timesheet is completed with the correct number of hours, registered to the correct work order and has the correct time code (check your activities and analysis if you are required to fill this in)
2. Change the status of the timesheet from ‘Draft’ to ‘Ready’



3. Click the 

button at the bottom of the screen. A message will pop up confirming that your timesheet has been forwarded for approval.
4. Timesheets are submitted for approval at the end of each month

You will have access to your timesheet history as long as you have access to NHH’s computer systems as an employee.

Your timesheet will be sent via the workflow of the person responsible for the project your hours are registered to. Should anything be amiss, your timesheet will be returned to you so you can correct it before it is finally approved. You must then correct your timesheet and re-submit it for approval.