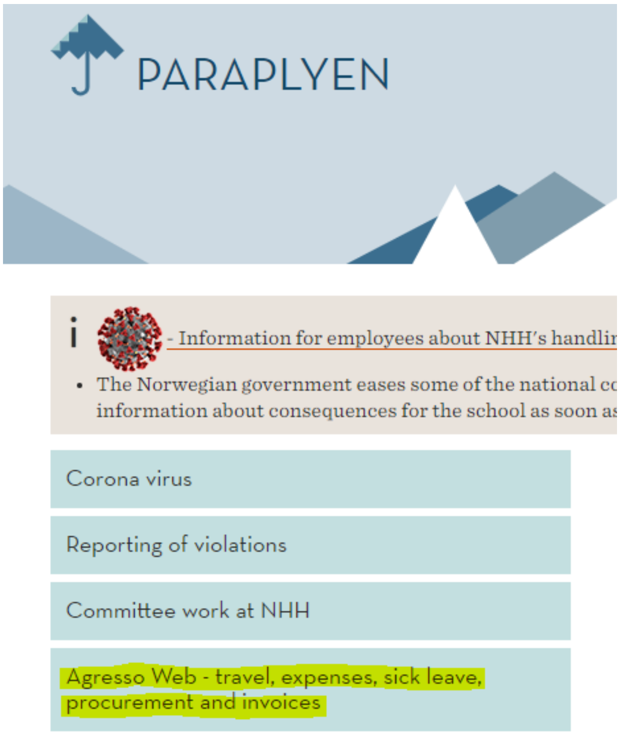
USER DOCUMENTATION: FILLING IN TIMESHEETS FOR EMPLOYEES PAID BY THE HOUR

Everyone with an hourly-rate contract will receive pay based on submitted and approved timesheets.

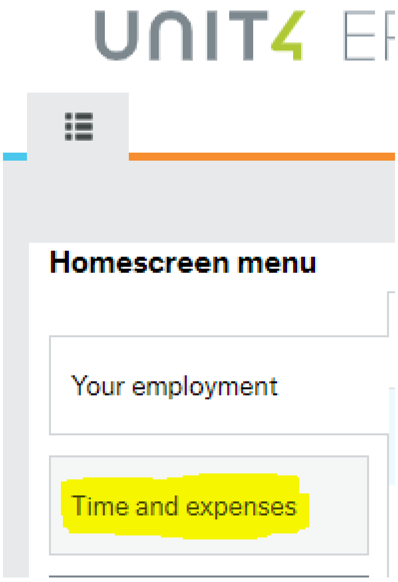
Employees with an hourly-rate contract will be assigned an IT account with NHH. You can find information about how to log in to access the timesheet in the menu at Paraplyen or directly via the link provided below. The first time you log in to NHH's system as an employee, you must know your employee number and set a password. Once you have entered your employee number, you must enter a personal password the first time you log in. This is done as follows:

1. Go to this link https://selfservice.nhh.no/passwordreset/
2. Enter you employee number
3. You will then receive an email at the address you provided in your personal information form and that is registered for you in our system.
4. Follow the instructions in the email and set your personal password
5. Once you have set your personal password, you can log in to Paraplyen and select the menu item marked below, or you can go directly to https://agresso.nhh.no/web



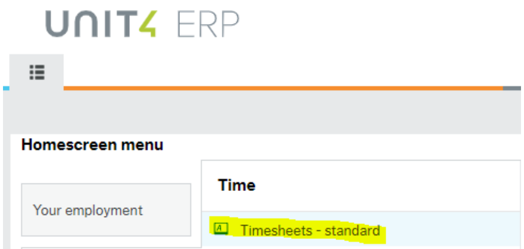
Once you log in via this menu item you may be required to log in again. This is called two-factor authentication and is an extra safety mechanism for NHH's online ERP system. Once you have been verified, you will be sent to the Agresso portal. The first time you log in to Agresso, you will be asked to register a point of contact for how the system will verify you. It is important that you register your mobile number and an alternative email address. In the event of subsequent changes, you can organise your own access as long as you have registered both a phone number and an email address.

Once you have logged in, you will see the following screen:

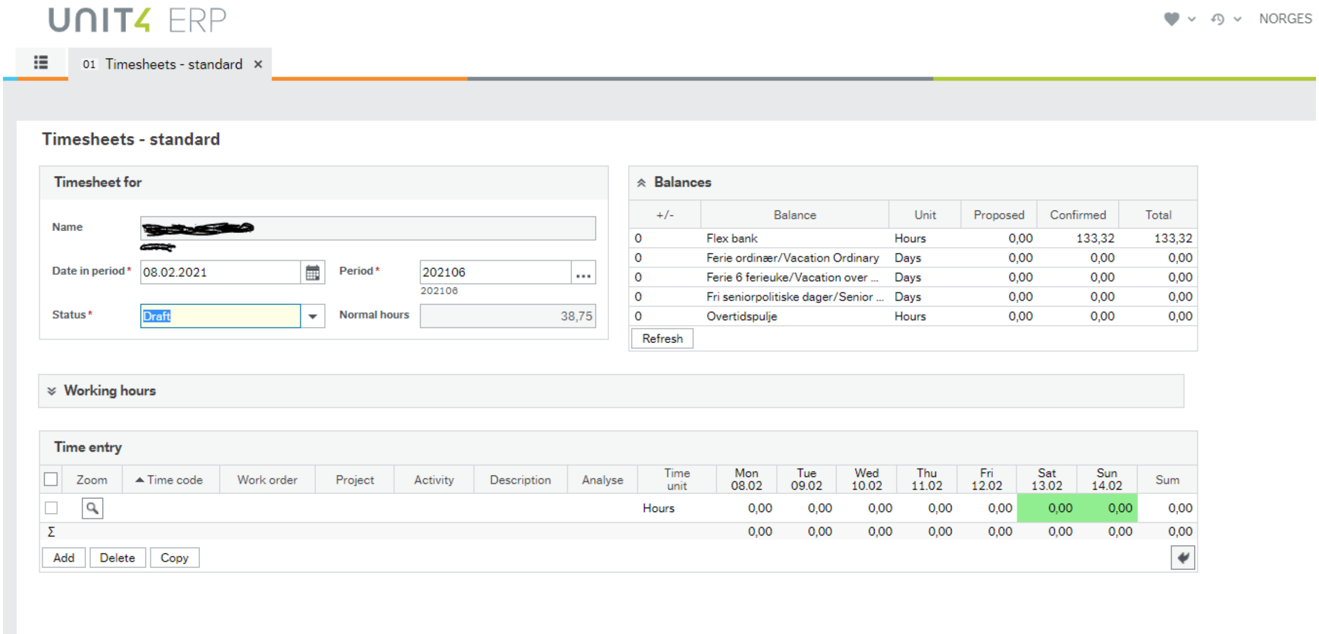


Select 'Time and expenses'

And then 'Timesheet – standard'in this menu



You will then access your timesheet for the period in question, which may for example look like this. The system has monthly timesheets.



As you can see from the timesheet that appears, it comprises three main sections.

TIMESHEET FOR

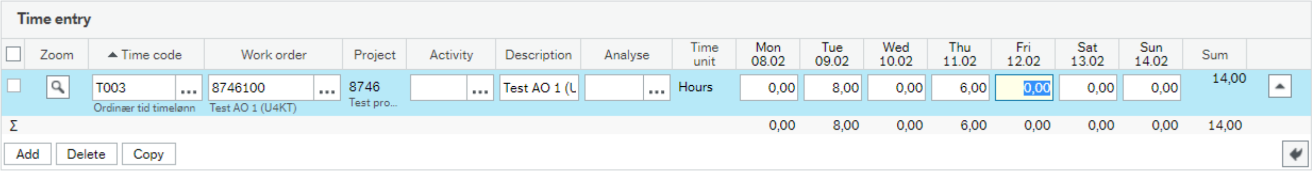
Here, information is displayed about you as a user, the date the timesheet begins, which period it belongs to, the status of the timesheet ('Draft') means that it has not been submitted for approval, while 'Ready' means that it has been submitted for approval. Another option is 'Transferred' which means 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.

BALANCES

This section is not relevant to employees paid by the hour.

TIME ENTRY

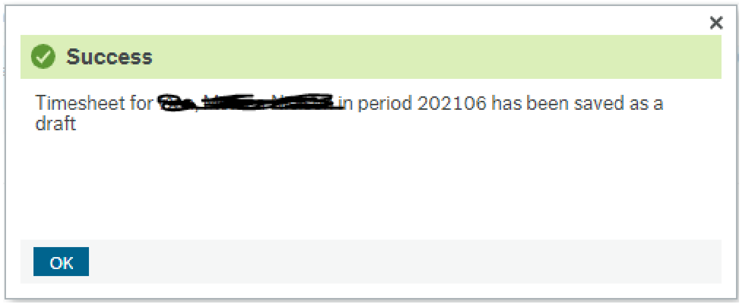
The timesheet will display a line with zero hours for each day by default. If you are paid by the hour, you must ensure that you only enter the hours you are to be paid for and you will thus probably have to change the days pre-entered in your timesheet. You can easily register the times you started and stopped working for the days you have worked so that the hours are correctly calculated. Here is an example of what your timesheet may look like:



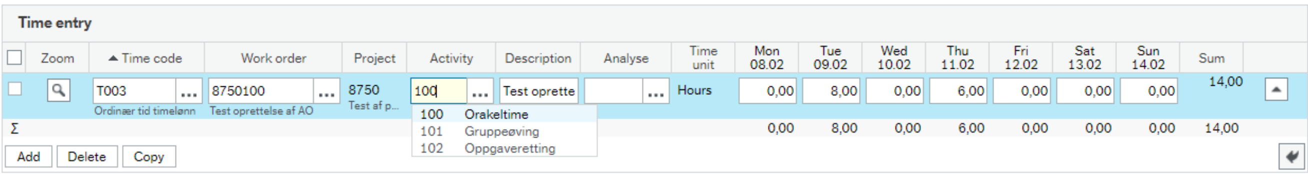
Here is a week where you have worked Tuesday and Thursday. Remember that you must **always** use time code T003 when you are paid an hourly rate, as these hours form the basis for your salary. The hours you enter must correspond with the work order. You will only have access to the work orders you are affiliated to according to your employment contract.

It is very important that you save often since this is a web application that does not have autosave.

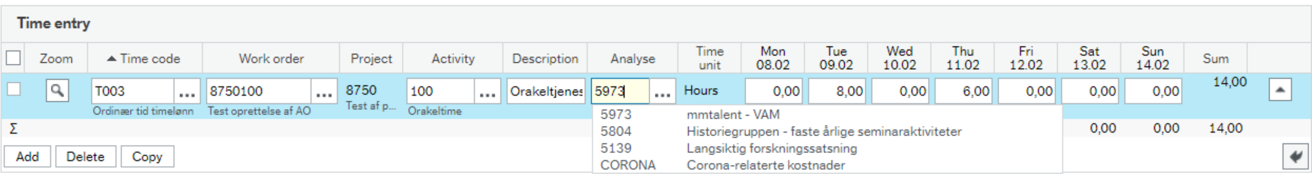
Save the time sheet by clicking the **Save** button at the bottom of the page. Your timesheet will then be saved, and a message will pop up confirming that your timesheet has been successfully saved. The message looks like this:



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

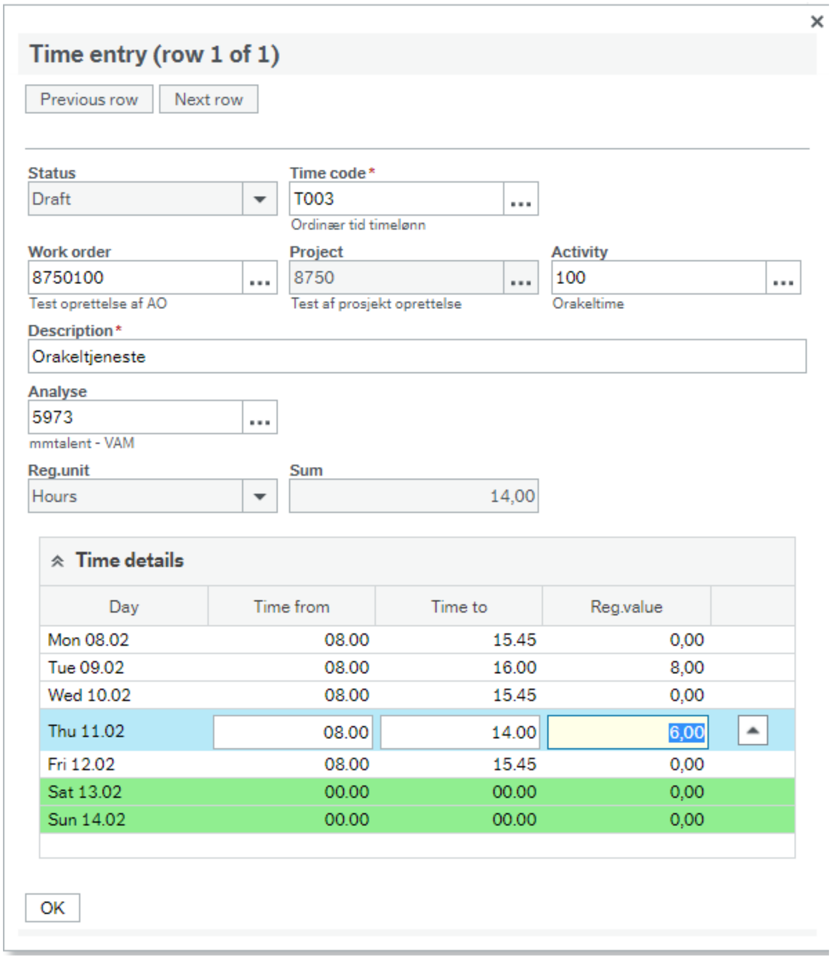


And an example of how to register an analysis.



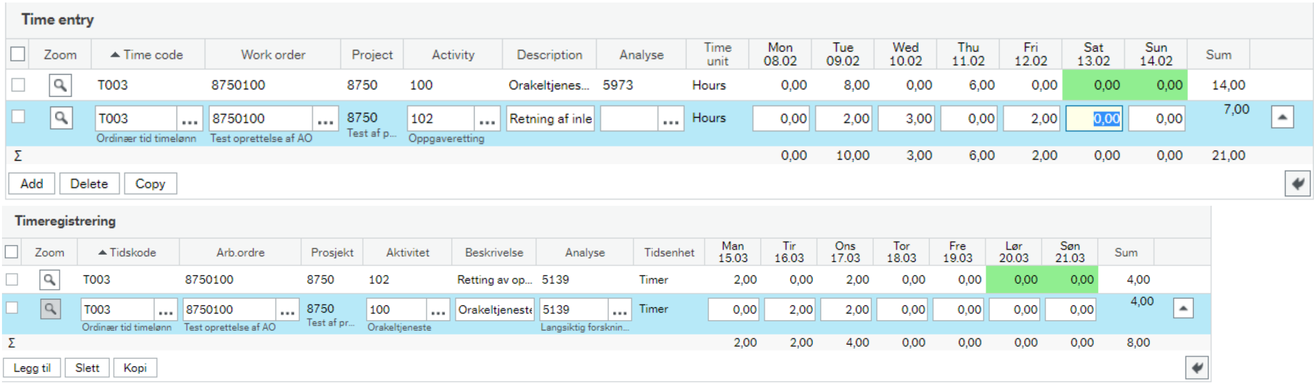
PLEASE NOTE: Remember that if you have corrected assignments, it is very important that you enter how many assignments you have corrected in the description field, e.g. ‘Corrected assignments (10)’. This is used as a factor when your total compensation for the correction work is calculated.

Use the zoom button  when registering your hours to go to details to enter the times for your activity. You screen will look like this:



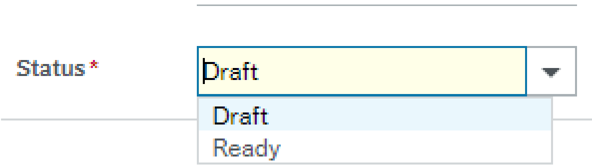
Is it important that you only fill in the days you have worked. Enter the times you started and stopped working your work and the system will calculate your hours. If you have corrected assignments, write the same as in your old timesheet, but use times.

If you have several different activities on the same work order, add one line for each activity. Below is an example of several activities on the same work order.



Once your timesheet 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

Once your timesheet has been approved, your salary is calculated and disbursed in the normal manner. 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 either be returned to you so you can correct it before it is finally approved or be corrected by the approver. If you must perform corrections you have to re-submit it for approval.