Real Work Allocation. How to enter real work hours when working on an activity.

When working on an **ACTIVITY** on **ProjeQtor** (the Project Management Software), you are required to enter the exact work hours you worked on the specific activity for the specific day of work.

Important:

1. Real work hours are required to be entered on the time of the day you are working.Â You should not try to enter the hours a day or a week late as the system will disregard those entries on work complted.
2. When working on an Activity you are required to enter the activity number on your Event Job Sheet if it is workable hours for verification and reference purposes.Â Not adding the Activity number could result in delays in your pay.

How to Enter Real Work Hours on an Activity you are working on:

1. Click on the Real Work Allocation Menu Button. It is also called TimeSheet.

   or

2. Select your name under the label resource

   Please note: Make sure you select only your name.Â Entering real work hours for another staff member is not allowed and is illegal.

3. Check that you have the correct year, and date select.

   If the date is wrong.Â Select the correct date by pressing on the

   and choose the date of work.

4. A list of activities will display.Â Under the correct activity number and name enter the real working hours for the specific activity under the specific date/day.
   1. **Please note:** If you do not see the Activity Number on the list of activities, press for it to show a tick in the box and the Activity Numbers will display.

5. Press the SAVE button

   to save your hours.

6. If the Activity is completed in full hours, it may ask you to enter a Completed Noted.Â This is allowable but does not always happens.

For a more detailed explanation of Real Work Hour Allocation and your Work Timesheet click here.

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Attached files:

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