ProjeQtor

How do I enter my hours of work on the Timesheet on ProjeQtor?

TimeSheet Explanation: The timesheet records the hours of work you are doing the activities. It is better to enter the hours you are working on an activity every 3-4 on the day you are working or just before you take your breaks and at the end of the shift. At least twice a day where there is work you enter the hours is the better approach.

To enter your working hours on the activities you are working on each day:

1. Find the timesheet button on the top menu or side menu.
   or

2. Press on Today. It is in the middle of the screen.

3. Before you enter the hours you have done on the activities place a tick on the 'show planned work' and 'show id'.Â You find this on the left side of the screen.

4. **Entering your hours as a first time for the day:** From here on the specific day you are working on enter the hours you have spent on each activity on the specific day.Â If you had 3 activities on the day and you spent 4 hours on the first,Â 1.5 hours on the second activity and 2.5 hours on the third one you enter the amount in the field of the day you are working on of the activity you were working on.

    a. If you have changed the status of the work/activity toÂ **doneÂ** meaning you have done the work and finished with the activity, you need to update or enter the real-hours of work you did on the activity in the Timesheet.

5. You need to SAVE your timesheet hours every time you enter them.Â To do this use the save button.

6. **Updating your hours on work on the day:** If this is the second or third time you are updating the hours on the day of work or before you go on a break or at the 3-4 hour mark or at the end of the day you only need to readjust the hours of what you had before.Â If you remember before when you added 4 hours on on the first activity, if now you are updating the hours at the end of the day you and did another 2 hours of work on the first activity, you change the 4 you entered earlier to 6 (4 hours first time + 2 hours on your 2nd time entering the hours of work equals 6).

    a. If you have changed the status of the work/activity toÂ **doneÂ** meaning you have done the work and finished with the activity, you need to update or enter the real-hours of work you did on the activity in the Timesheet.

7. You need to SAVE you updated hours by pressing the save button.

8. And you continue to do this each day for each work activity until the end of week.

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9. **At the end of week as you see on the TimeSheet you need to remember to press the SUBMIT WORK button.Â**

   This is important.Â Do not submit your work at the end of each day.Â You only need to press the submit work button once on your last working rostered day of the week at the end your working week.

And that is all you have to do to enter your timesheets.

Some other helpful information for you if you want to know more.

Start and End Dates.

Â In TimeSheet each activity shows start and end date of the work activity to be done.

- The **start date** is the date the activity was meant to be started.
- The **end date** is the date the activity is meant to be completed by.

Assigned and Real fields:

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- The **assigned field** tells you the estimated hours of work that were assigned for this job for you to do.Â You may find if you are sufficient at your work you did less than the assigned hours.Â That does not matter.Â This is only the estimated approved hours of work assigned.
- The **real field** tells you the real hours you have been working, and saved on your timesheet.

Left field:

- The **left field** tells you the number of hours left.Â If you have completed the work in less hours than assigned hours it is ok.Â Why your supervisor validates your work they can see this and it is always better to be sufficient and efficient with working on your activities than being late or taking more hours than neccessary.Â You do not need to do nothing here on this field.Â Your supervisors takes care of this.

For more detailed information on the TimeSheet and other functions and fields read it here.

Questions Asked and Answered:

1. david.phillips | 03-May-2020 at 11:13 PM |
   @Support Request from IT Department I am currently on Projeqtor and on my timesheet. I am trying to update my hours of work today for activity #2215 but I cannot change hour a for today from "0" to "3". I hav3 followed instructions on Faq carefully. In fact I currently cannot change my hours worked on any activities. Can you advise?

   I just saw on my "timesheet" the command "unsubmit work" when I clicked this it gave me access to update my hours. Why did I get this message? When do I "submit my work?" Once a week as I Sunday/today? Await your advice
   a. answered by @beau.sherman | 04-May-2020 09:25 |
      a. This is the way it is designed. There are many workers who work different days in a week. some finish their week on Thursday others on different days. By pressing the unsubmit work button it allows you edit the working hours for day of the week. Only after it is validated by a supervisor this editing to submit and submit is stopped.

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2. David Phillip | 03-May-2020 10:35 |
   Question: "submit work" do i need to confirm this everytime I update my hours on an activity or only at end of day when all work on that activity is complete for the day in question?
   a. answered by @beau.sherman | 03-May-2020 19:05 |
      a. only once per week at the end of the week.Â I amended the FAQ to reflect this.

Attached files:

Unique solution ID: #1546
Author: n/a

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