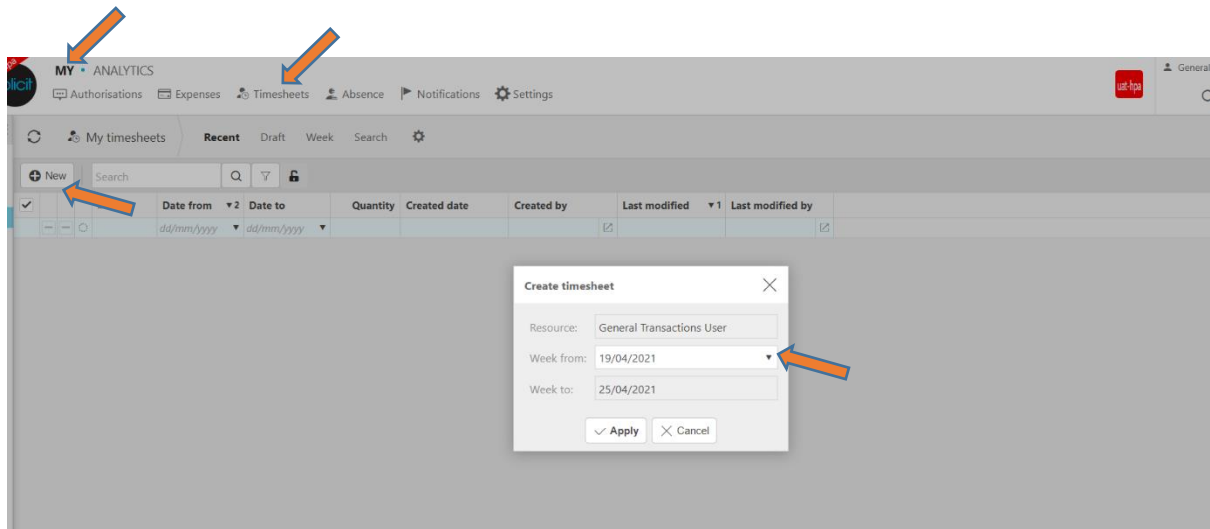


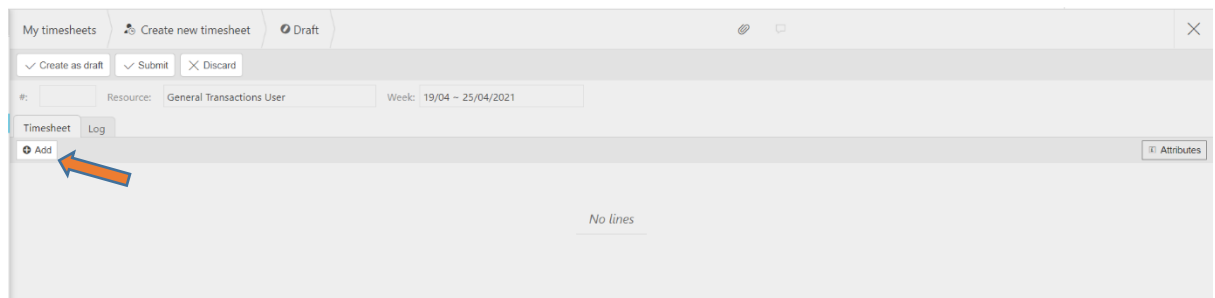
Timesheets

1. Click on *MY*.
2. Click on *Timesheets*.
3. Click on *New*



4. Select the week and then click APPLY.

5. Select ADD to create new timesheet line(s)



6. Select a timesheet product

Code	Product	Project	Customer	Rate Type	
AB	Absence	-	-	Standard	
AQH	Access to quality healthcare	-	-	Standard	
AS	Admin & support	-	-	Standard	
DP	Disease prevention	-	-	Standard	
FN	Food & nutrition	-	-	Standard	
HKBC	Health knowledge & behaviour change	-	-	Standard	
MH	Maternal Health	-	-	Standard	
RF	Raising funds	-	-	Standard	
WS	Water & sanitation	-	-	Standard	
WR	Women's rights	-	-	Standard	

1 - 10

Create timesheet line Cancel

Hint:

The same timesheet product can be entered multiple times in the same week. This is useful when e.g. the timesheet product is used for different attributes (example: projects) throughout the week

7. Enter the related project and department and select APPLY

MY ANALYTICS

General Transactions User

My timesheets Create new timesheet Draft

Create as draft Submit Discard

Resource: General Transactions User Week: 19/01/2024 - 25/01/2024

Timesheet Log Add





Create timesheet line

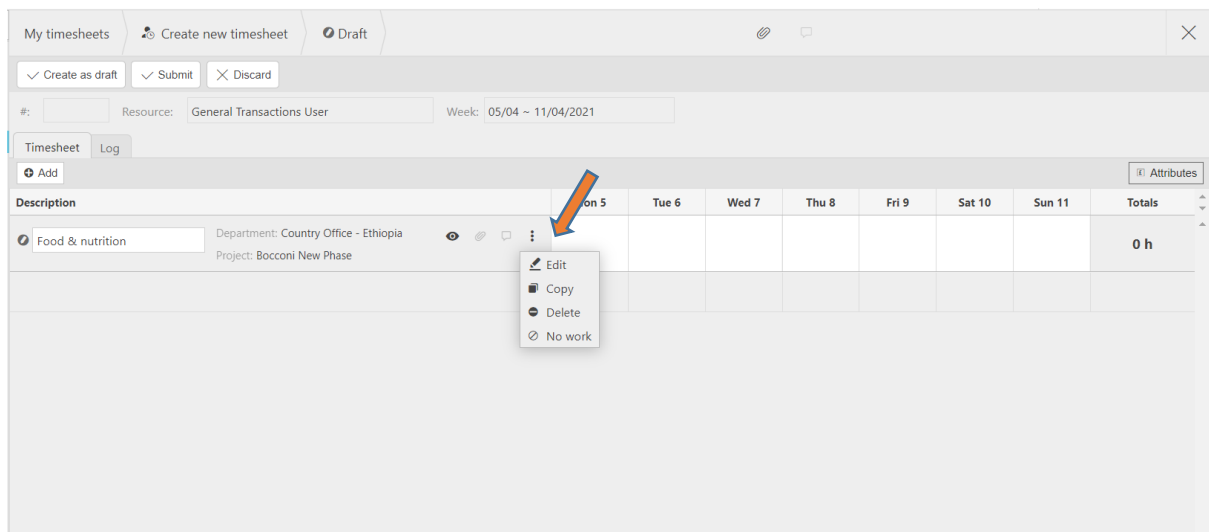
Product: Admin & support

Project: Comic - Cambodia

Department: Country Office - Cambodia

Apply Cancel

8. Click the  to hide the posting attribute
9. The icon  is used for attachments.
10. Comments can also be entered by clicking the message  option
11. The three dot option  allows you to edit, copy, delete
12. The “No Work” option is used to mark the entire week when there’s no work.



13. Add additional lines for any other timesheet work conducted in the week. As explained earlier, the same timesheet product can be selected multiple times for different projects
14. Enter hours worked as required
15. Then submit.

