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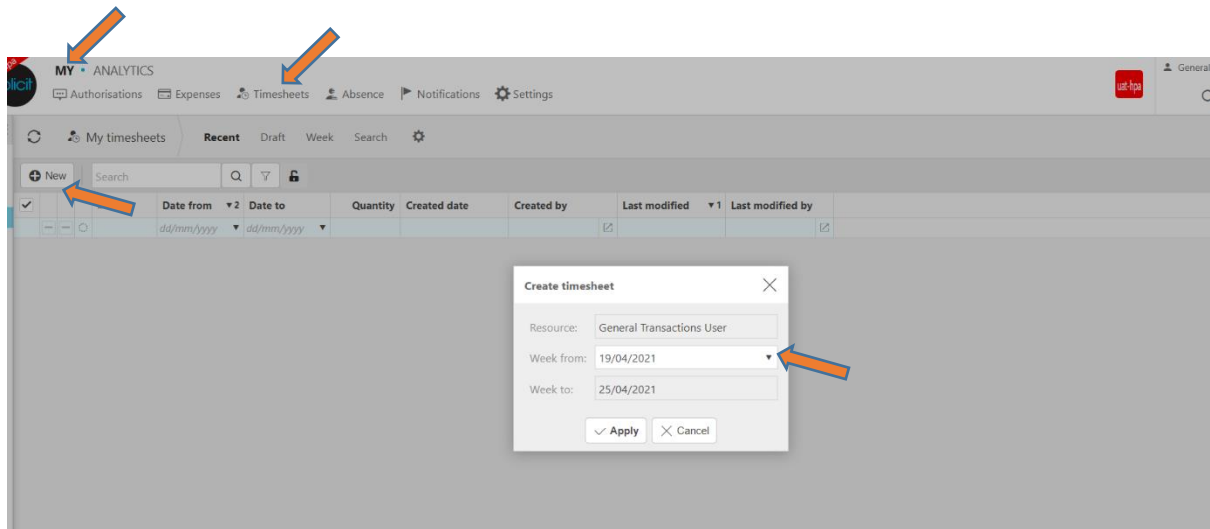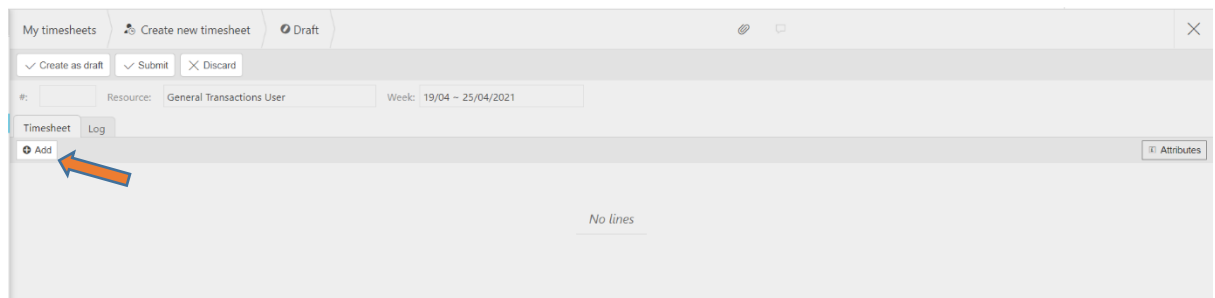
1. Click on *MY*.
2. Click on *Timesheets*.
3. Click on New

4. Select the week and then click APPLY.

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

6. Select a timesheet product

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

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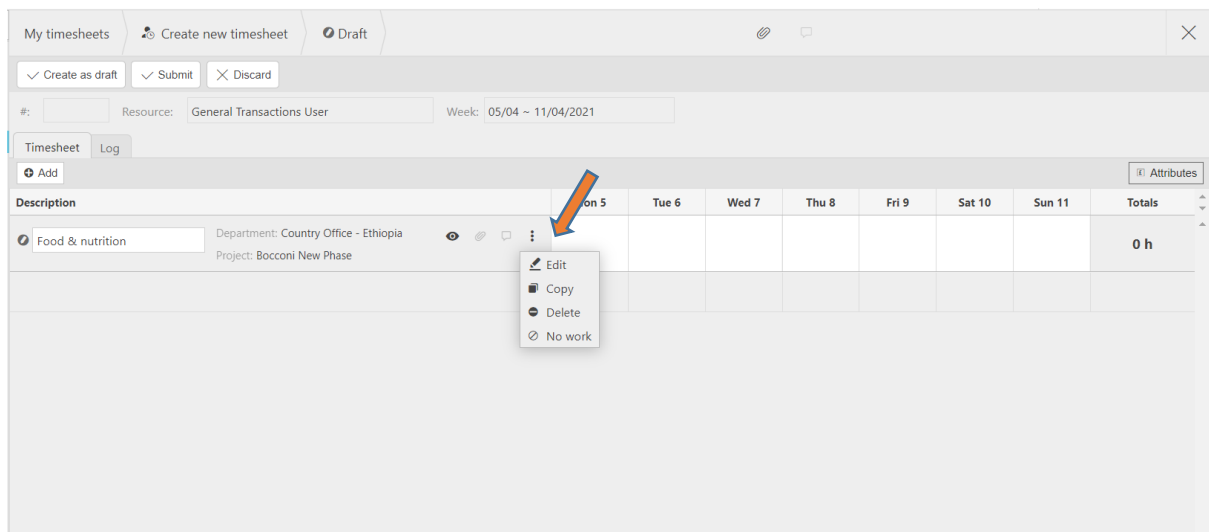
13. Add additional lines for any other timesheet work conducted in the week. As explained earlier, the same timesheet product can be selected multiple times for different projects
14. Enter hours worked as required
15. Then submit.