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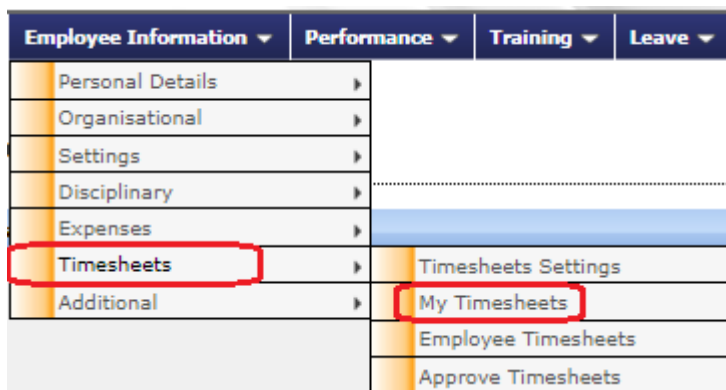
PEOPLEPLUS

Timesheets

13

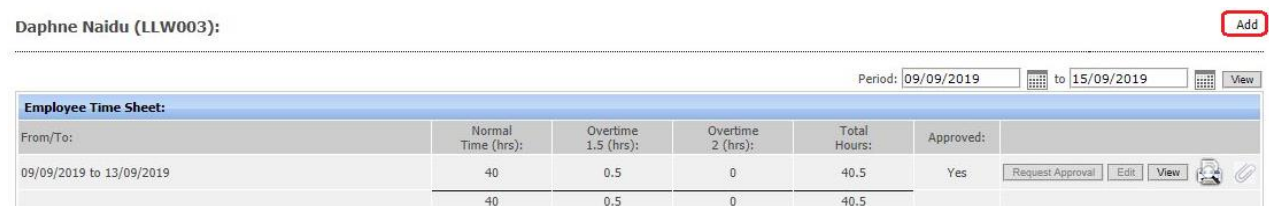
Module 10 : Timesheets

To start using My Timesheet hover your cursor over the Employee Information tab, this will open up more fields as shown below, then select Timesheet tab and then select My Timesheet.



PLEASE NOTE: This page is used with Payroll, and can be found in the Payroll User Guide.


The main page will refresh, opening the below screen for you to add the date/period you want to capture your Timesheet for.



Adding a Timesheet :

Click add as shown in the above screen, to create a timesheet for the date/period you want to capture thereafter the below screen will open. Select the calendar icon for the date/period you want to capture and click on the Next button shown below.



- **Select Dates:**
- Click the  icon next to the open field. The calendar pop-up will open.
(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)
- Select the month and year from the drop down lists on top, then click on the date. If the date is today's date, click Today below the dates. The pop-up will close, uploading the date.

Completing your timesheet:

This will open the below screen allowing you to complete your timesheet by selecting your shift, time in, time out and thereafter you can capture your normal, overtime 1.5 and overtime 2. Once done click on the Add button shown below.

Daphne Naidu (LLW003):

Add

Add Timesheet:									
Period:	08/09/2019 to 13/09/2019								
Day Shift Break:	12:00 to 12:30 (30 min)								
Night Shift Break:	22:00 to 22:30 (30 min)								
Comment:	<div style="border: 1px solid #ccc; height: 20px;"></div>								
Day:	Date	Shift	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :	
Sunday	08-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
Monday	09-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
Tuesday	10-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
Wednesday	11-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
Thursday	12-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
Friday	13-09-2019	Shift 1 (Day) ▼	00 ▼ :00 ▼	00 ▼ :00 ▼	0	0	0	0	
<input type="button" value="Add"/>									

- **Shift** : Select your type of shift worked from the dropdown box.
- **Time In** : Click on the dropdown boxes to select your starting time.
- **Time Out** : Click on the dropdown boxes to select the time you finished work.
- **Normal Time** : Manually enter hours worked.
- **Overtime 1.5** : Manually enter hours worked.
- **Overtime 2** : Manually enter hours worked.
- Once done click on the add button shown above.

Once added you will see the below screen.

Daphne Naidu (LLW003):

Add

Added								
Time Sheet has been Added								
Period:					01/09/2019	to	30/09/2019	<input type="button" value="View"/>
Employee Time Sheet:								
From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:			
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	<input type="button" value="Request Approval"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>

Viewing your captured Timesheets :



Select the period that you would like to view from the date selector highlighted below and thereafter click on the View button as shown below

Daphne Naidu (LLW003): Add

Added
 Time Sheet has been Added

Period: 01/09/2019 to 30/09/2019 View

Employee Time Sheet:						
From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	Request Approval Edit View

- **Date :**
- Click the icon next to the open field. The calendar pop-up will open.
(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)
- Select the month and year from the drop down lists on top, then click on the date. If the date is today's date, click Today below the dates. The pop-up will close after, uploading the date.
- **View:** To all timesheets capture for the period selected.

Daphne Naidu (LLW003): Add

Added
 Time Sheet has been Added

Period: 01/09/2019 to 30/09/2019 View

Employee Time Sheet:						
From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	Request Approval Edit View

To view the period you required click on the view button as shown above.

This will open the below screen which you will be able to view all hours submitted for the period. To close click on the X shown below to close the viewing screen.

Tasks - Google Chrome

Not secure | talenger.com/talengernew/modules/employees/employee_expensetimesheet_vi...

Timesheet:

Period: 09/09/2019 to 15/09/2019

Day Shift Break: 12:00 to 12:30 (30 min)

Night Shift Break: 22:00 to 22:30 (30 min)

Comments:

Approved: Yes by Admin on 18/09/2019

Comments:

Payroll Comments:

Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
Monday	09/09/2019	Shift 1	08::00	17::00	8	0	0	8
Tuesday	10/09/2019	Shift 1	08::00	17::00	8	0	0	8
Wednesday	11/09/2019	Shift 1	08::00	17::00	8	0	0	8
Thursday	12/09/2019	Shift 1	08::00	18::00	8	1	0	9
Friday	13/09/2019	Shift 1	08::00	18::00	8	1	0	9
Saturday	14/09/2019	Shift 1	00::00	00::00	0	0	0	0
Sunday	15/09/2019	Shift 1	10::00	12::00	0	0	2	2
					40	2	2	44



Attaching a document :

To attach a document to the system, click on the paper clip icon shown below, this will bring up the windows choose file screen. Choose the attachment you would like to upload and click save.

Daphne Naidu (LLW003):

Add

Period: 01/09/2019 to 30/09/2019 View

Employee Time Sheet:						
From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	Request Approval Edit View  
	40	2	2	44		

- **Paper clip** : This will allow you to add attachments to the timesheet.
- **Choose File** : Microsoft "Choose File" block will open to upload your attachment.



Printing your timesheet :

If you would like to print your timesheet that was captured please click on the print icon shown below, this will bring up a PDF view which you can print, download or save.

Daphne Naidu (LLW003):

Add

Period: 01/09/2019 to 30/09/2019 View

Employee Time Sheet:						
From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	Request Approval Edit View  
	40	2	2	44		

- **Printer Icon** : This will allow you to generate a print version of your timesheet as shown below.

Print view



Tel: 011 523 1000
Fax: 011 523 1001
48 Wierda Road West Wierda Valley Sandton 2196
P.O. Box 45 Parklands 2121



Timesheet

Daphne Naidu

Employee Number:	003	Supervisor:	Self
First Name:	Daphne	Date of Engagement:	29/04/2017
Surname:	Naidu	Employment Type:	Permanent 5 Days
ID Number:	6302280794086	Business Unit:	Talenger Holdings
		Job Title:	

Timesheet:	
Period:	09/09/2019 to 15/09/2019
Day Shift Break:	12:00 to 12:30 (30 min)
Night Shift Break:	22:00 to 22:30 (30 min)
Comments:	
Approved:	In Progress by Admin on 18/09/2019
Comments:	
Payroll Comments:	

Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
Monday	09/09/2019	Shift 1	08::00	17::00	8	0	0	8
Tuesday	10/09/2019	Shift 1	08::00	17::00	8	0	0	8
Wednesday	11/09/2019	Shift 1	08::00	17::00	8	0	0	8
Thursday	12/09/2019	Shift 1	08::00	18::00	8	1	0	9
Friday	13/09/2019	Shift 1	08::00	18::00	8	1	0	9
Saturday	14/09/2019	Shift 1	00::00	00::00	0	0	0	0
Sunday	15/09/2019	Shift 1	10::00	12::00	0	0	2	2
					40	2	2	44

Employee Signature:	
Approvee Signature:	
Signed On:	
Signed At:	

Editing your timesheet :

If you have captured incorrect hours and you would like to edit these hours, then click on the Edit button shown below.

Daphne Naidu (LLW003):

Add

Period: 01/09/2019 to 30/09/2019 View

From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
09/09/2019 to 15/09/2019	40	2	2	44	In Progress	Request Approval Edit View
	40	2	2	44		

Once you have clicked on the edit button the below screen will open which will allow you to amend your hours, Once done click on the Update button shown below to save.

Daphne Naidu (LLW003):

Add

Edit Time Sheet:

Period: 09/09/2019 to 15/09/2019
 Day Shift Break: 12:00 to 12:30 (30 min)
 Night Shift Break: 22:00 to 22:30 (30 min)

Comment:

Approved: In Progress
 Comments:

Delete Timesheet?

Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
Monday	09/09/2019	Shift 1 (Day) ▼	08::00	17::00	8	0	0	8
Tuesday	10/09/2019	Shift 1 (Day) ▼	08::00	17::00	8	0	0	8
Wednesday	11/09/2019	Shift 1 (Day) ▼	08::00	17::00	8	0	0	8
Thursday	12/09/2019	Shift 1 (Day) ▼	08::00	18::00	8	1	0	9
Friday	13/09/2019	Shift 1 (Day) ▼	08::00	18::00	8	1	0	9
Saturday	14/09/2019	Shift 1 (Day) ▼	00::00	00::00	0	0	0	0
Sunday	15/09/2019	Shift 1 (Day) ▼	10::00	12::00	0	0	2	2
					40	2	2	44

Requesting approval of your timesheet :

To request for approval click on the highlighted blue button shown below, this will send out an email to the first approver Requesting Approval.

Daphne Naidu (LLW003):

Add

Period: 01/09/2019 to 30/09/2019

Employee Time Sheet:

From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:
09/09/2019 to 15/09/2019	40	2	2	44	In Progress <input style="border: 2px solid blue;" type="button" value="Request Approval"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	40	2	2	44	

The request approval button will be greyed out once submitted and will no longer allow you to edit your hours submitted for approval shown below.

Daphne Naidu (LLW003):

Add

Your timesheet has been sent for approval and you will be notified accordingly.

Period: 01/09/2019 to 30/09/2019


Employee Time Sheet:

From/To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:
09/09/2019 to 15/09/2019	40	2	2	44	In Progress <input type="button" value="Request Approval"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	40	2	2	44	

Below you will find a sample of the email that is sent out.



Request for timesheets final approvals

 Support <support@talenger.com>
To brendon@talenger.com

Hi Mancane Futwa

Timesheets are required to be approved for period: 01/06/2017 to 30/06/2017. Kindly log into talenger new payroll (see link below) and if required approve the timesheets.

<http://www.talenger.com/talengernew>

Thank you

Approving a timesheet :

Once you have received the above email requesting approval of an employees timesheet you must login to the sytem, hover over the tasks button which will incate that you have a task to be complete shown below and click on Own tasks.

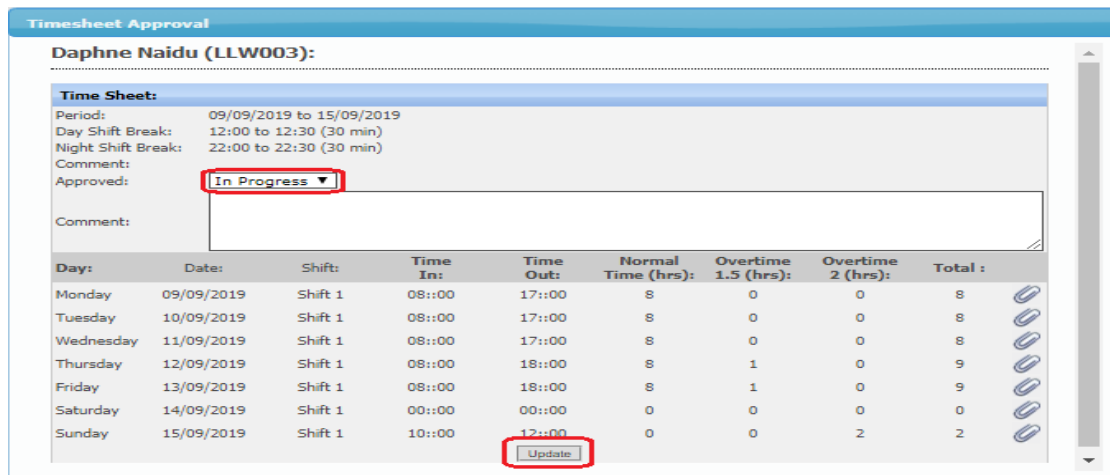


The screenshot shows the 'Tasks (1 Items)' dropdown menu. The 'Own Tasks' option is highlighted with a red box. Below the menu, there are sections for 'Your Tasks: user', 'Leave for Approval', 'Expense(s) for Approval', and 'Timesheet(s) for Approval'. The 'Timesheet(s) for Approval' section contains a table with one entry for Daphne Naidu, with an 'Approve' button highlighted in red.

Employee	From:	To:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Options:
#1 Daphne Naidu	09/09/2019	15/09/2019	40	2	2	Approve

Click on the approve button show above.

The below window will open up which will allow you approve or decline the timesheet by clicking on the dropdown box shown below. Once done click on the Update button.

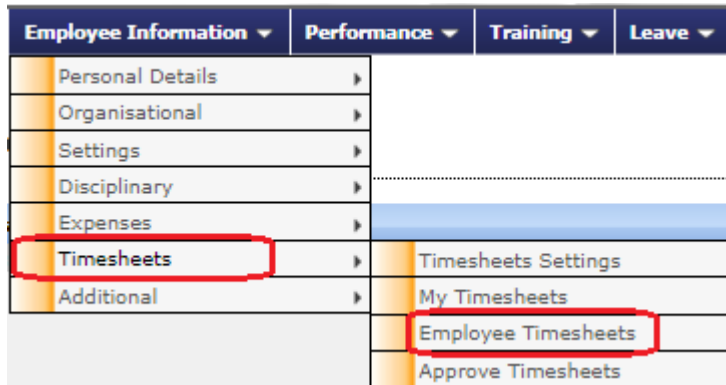


The screenshot shows the 'Timesheet Approval' window for Daphne Naidu (LLW003). The 'Time Sheet' section shows the period from 09/09/2019 to 15/09/2019. The 'Approved:' dropdown menu is set to 'In Progress' and is highlighted with a red box. Below the dropdown is a table with columns for Day, Date, Shift, Time In, Time Out, Normal Time (hrs), Overtime 1.5 (hrs), Overtime 2 (hrs), and Total. The 'Update' button at the bottom is also highlighted with a red box.

Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
Monday	09/09/2019	Shift 1	08::00	17::00	8	0	0	8
Tuesday	10/09/2019	Shift 1	08::00	17::00	8	0	0	8
Wednesday	11/09/2019	Shift 1	08::00	17::00	8	0	0	8
Thursday	12/09/2019	Shift 1	08::00	18::00	8	1	0	9
Friday	13/09/2019	Shift 1	08::00	18::00	8	1	0	9
Saturday	14/09/2019	Shift 1	00::00	00::00	0	0	0	0
Sunday	15/09/2019	Shift 1	10::00	12::00	0	0	2	2

Employee Timesheets :

To start using the Employee Timesheet hover your cursor over the Employee Information tab, this will open up more fields as shown below, and then select Timesheets and then Employee Timesheets.



Completing your Employee Timesheet.

To capture daily hours worked for all your employees that report to you click on the Add button shown below.

Daphne Naidu (LLW003): **Add**

Period: 18/09/2019 View

Employee Time Sheets:																									
Date:	18/09/2019	Day:	Wednesday	Employee No:		First Name:		Surname:		Shift:		Time In:		Time Out:		Normal Time (hrs):	0	Overtime 1.5 (hrs):	0	Overtime 2 (hrs):	0	Total Hours:	0	Approved:	
No timesheets have been added.																									


This will bring up the below screen which will allow you to select the date you want to capture from the calendar icon shown below and thereafter click Next.

Daphne Naidu (LLW003): Add

Add Employee Time Sheets:

Add Time Sheet:

Select Date: 18/09/2019 📅 Next

- **Date :**
- Click the  icon next to the open field. The calendar pop-up will open.
(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)
- Select the month and year from the drop down lists on top, then click on the date. If the date is today's date, click Today below the dates. The pop-up will close, uploading the date.

This will generate a daily timesheet for all employees that report to you so that you may capture their working hours, by selecting their shift, time in and time out from a dropdown box and thereafter capture your normal time, overtime @ 1.5 and overtime @ 2. Once done click on the Add button shown below.

Daphne Naidu (003): Add

Add Employee Time Sheets:

Date: 18/09/2019
Day: Wednesday

Employee No:	First Name:	Surname:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
010	Maria	Dube	Shift 1 (Day) ▼	00:00 ▼	00:00 ▼	0	0	0	0
009	Nomazizi Margaret	Dladla	Shift 1 (Day) ▼	00:00 ▼	00:00 ▼	0	0	0	0
007	Thokozani Bhekizitha	Cebekulu	Shift 1 (Day) ▼	00:00 ▼	00:00 ▼	0	0	0	0
013	Tshoene Daisy	Hlahla	Shift 1 (Day) ▼	00:00 ▼	00:00 ▼	0	0	0	0
						0	0	0	0

- **Shift** : Select your type of shift worked from the dropdown box.
- **Time In** : Click on the dropdown boxes to select your starting time.
- **Time Out** : Click on the dropdown boxes to select the time you finished work.
- **Normal Time** : Manually enter hours worked.
- **Overtime 1.5** : Manually enter hours worked.
- **Overtime 2** : Manually enter hours worked.
- Once done click on the add button shown above.

Viewing Capture Employee Timesheets :


To view a timesheet that was captured for a specific date click on the calendar icon shown below select your date and then click on the view button.

Daphne Naidu (003): Add

Employee timesheets have been added.

Period: 18/09/2019

Employee No:	First Name:	Surname:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:
010	Maria	Dube	Shift 1 (Day)	08:00	17:00	8	0	0	8	Yes <input type="button" value="View"/>
009	Nomazizi Margaret	Dladla	Shift 1 (Day)	08:00	18:00	8	1	0	9	Yes <input type="button" value="View"/>
007	Thokozani Bhekizitha	Cebekulu	Shift 1 (Day)	17:30	08:00	8	0.5	0	8.5	Yes <input type="button" value="View"/>
013	Tshoene Daisy	Hlahla	Shift 1 (Day)	08:00	17:00	8	0	0	8	Yes <input type="button" value="View"/>
						32	1.5	0	33.5	

- **Date** :
- Click the  icon next to the open field. The calendar pop-up will open.
(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)
- Select the month and year from the drop down lists on top, then click on the date. If the date is today's date, click Today below the dates. The pop-up will close, uploading the date.

Once an employees timesheet is added by a superviour this will also populate the employee My Timesheet screen to be viewed, as shown below.

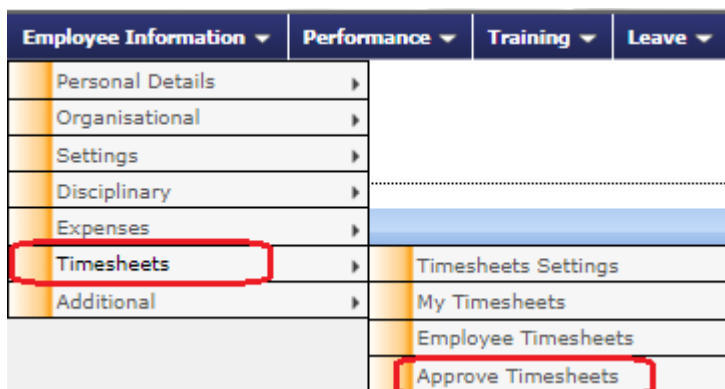
Maria Dube (010): Add

Period: 01/09/2019 to 30/09/2019 View

Employee Time Sheet:						
Date(s):	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total Hours:	Approved:	
Monday 16/09/2019	8	0.5	0	8.5	Yes	Request Approval Edit View
Tuesday 17/09/2019	8	1	0	9	Yes	Request Approval Edit View
Wednesday 18/09/2019	8	0	0	8	Yes	Request Approval Edit View
	24	1.5	0	25.5		

Approved Timesheets :

To Approve a timesheet hover your cursor over the Employee Information tab, this will open up more fields as shown below select Timesheets and then Approved Timesheets.




This will bring up the below screen which will allow you to select the date/period you want to approve/decline from the calendar icons shown below and thereafter click on the Next button.

Lebo Marc (600950):

Time Sheets:

Add Time Sheet:

Period: 01/09/2019 to 30/09/2019 Next

- **Date :**
- Click the  icon next to the open field. The calendar pop-up will open.
(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)
- Select the month and year from the drop down lists on top, then click on the date. If the date is today's date, click Today below the dates. The pop-up will close, uploading the date.

This will bring up a consolidated view per a department/business unit which you would be able to view all normal, overtime @ 1.5 and overtime @ 2.

Lebo Marc (600950):

Time Sheets:
Add Time Sheet:
Period: 01/09/2019 to 30/09/2019 Next

Time Sheets:
Add Time Sheet:
Period: 01/09/2019 to 30/09/2019

Business Unit:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):
<input checked="" type="checkbox"/> Human Resources	96	5	0
<input type="checkbox"/> Talanger Holdings	40	2	2
Select All / Unselect All			
	136	7	2

Approve Selected

To approve the hours, select by ticking in the box next to the departments/business units hours you wish to approve and click on the Approve Selected button.