

# Online Timesheet Instructions for Consultants

**Step 1** – Select **Time** -> **Timesheets** -> **My Timesheets**



ADMIN PIM LEAVE TIME PERFORMANCE FAQ

**Employee Information**

Employee Name

Supervisor Name

Job Title

Search Reset

TIMESHEETS

- MY TIMESHEETS
- EMPLOYEE TIMESHEETS

REPORTS

TS EXPORTS

**Step 2** – Select for drop down -> **week**, click **edit**



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**Timesheet for Week** 12-10-2015 to 18-10-2015

Project Name	Activity Name
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Status: Not Submitted

**Step 3** – Enter **Project Name**: Viiew – Viiew Timesheets -> **Activity name**: General



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**Edit Timesheet for Week 12-10-2015**

Project Name	Activity Name
<input type="checkbox"/> Viiew - Viiew Time Sheets	General

**Step 4** – Enter **hours** per day

\*\*\* Set time using a : e.g. 7hrs 30mins = 7:30 \*\*\*

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 5** – Save

Project Name	Activity Name
<input type="checkbox"/> Viiew - Viiew Time Sheets	General <input type="button" value="v"/>

Deleted project activities are not editable

**Step 6** – Submit



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**Timesheet Saved Successfully**

**Timesheet for Week** 12-10-2015 to 18-10-2015

Project Name	Activity Name
Viiew - Viiew Time Sheets	General
<b>Total</b>	

**Status: Not Submitted**

You have now submitted your timesheet – your manager will receive a notification