

## Filling in a Timesheet

|                  |              |                      |
|------------------|--------------|----------------------|
| ISSUE REFERENCE: | SC DCI-0001  |                      |
| Doc. No. SNTR-06 | Issue No: 01 | Issue Date: 01.06.19 |

### Labour / Timesheet

Start Processing Useful Data

TASKS BULLETIN John Smith

Timesheet All projects Latest Search

21.01.2019 - 27.01.2019

| Employee       | Emp. Ref. | Project | Cost               | Week |      |     |      |     |     |     | Comment | Summary |       |          |         |       |
|----------------|-----------|---------|--------------------|------|------|-----|------|-----|-----|-----|---------|---------|-------|----------|---------|-------|
|                |           |         |                    | Mon  | Tue  | Wed | Thu  | Fri | Sat | Sun |         | Clock   | Base  | Overtime | Weekend | Total |
| Adam Kelly     | S1113     | P1253   | Pipelayer          | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Alex Brown     | S1119     | 010001  | Groundworker       | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Ben Clark      | S1129     | 010001  | Roller             | 12   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Connor White   | S1121     | 010003  | Excavator Operator | 12   | 13   | 19  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Daniel Stone   | S1120     | 010003  | General Foreman    | 12   | 16   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Duncan Graham  | S1122     | 010001  | Excavator Operator | 12   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Harry Arroy    | S1127     | 010003  | Dumper             | 12   | 14   | 12  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Jaden Aghvorth | S1123     | 010001  | Groundworker       | 12   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| John Winter    | S1116     | P1253   | Groundworker       | 12   | 10   | 10  | 12   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| James Knight   | S1114     | 010003  | Carpenter Formwork | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Jeremy Cobalt  | -         | P1253   | Groundworker       | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| John Doughty   | S1128     | P1253   | General Foreman    | 12   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| John Smith     | S1130     | 010001  | Project Manager    | 0    | 0    | 0   | 0    | 0   | 0   | 0   | -       | 0       | 0     | 0        | 0       | 0     |
| John Test      | -         | 010003  | Bricklayer         | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Josh Baker     | S1124     | 010003  | General Foreman    | 0    | 0.18 | 0   | 0.61 | 0   | 0   | 0   | -       | 10.79   | 10.79 | 0        | 0       | 10.79 |
| Joshua Fisher  | S1115     | P1253   | Design Engineer    | 12   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Kate Wilson    | S1125     | 010001  | Groundworker       | 18   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Larry Peadar   | S1111     | 010003  | Groundworker       | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Liam Nash      | S1130     | 010001  | Dumper             | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Maddy Walsh    | S1116     | P1253   | Bricklayer         | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Marcus Bells   | S1117     | 010001  | Crane Supervisor   | 19   | 10   | 12  | 13   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Mark Wells     | S1123     | 010003  | Pipelayer          | 12   | 13   | 14  | 19   | 10  | 0   | 0   | -       | 50      | 50    | -        | -       | 50    |
| Patrick Moran  | S1128     | 010001  | Kerb Layer         | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Paul Golding   | S1113     | 010001  | Groundworker       | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| William Sharpe | S1121     | 010001  | Excavator Operator | 10   | 10   | 10  | 10   | 10  | 0   | 0   | -       | 50      | 50    | 0        | 0       | 50    |
| Bill Test      | -         | 010001  | Design Engineer    | 0    | 0    | 0   | 0    | 0   | 0   | 0   | -       | 0       | 0     | 0        | 0       | 0     |
| Paul Douney    | -         | 3012    | Design Engineer    | 0    | 0    | 0   | 0    | 0   | 0   | 0   | -       | 0       | 0     | 0        | 0       | 0     |
| Test D44       | -         | 224     | Groundworker       | 0    | 0    | 0   | 0    | 0   | 0   | 0   | -       | 0       | 0     | 0        | 0       | 0     |


⚠ Hourly rates not found for some employees

Save Submit



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- Select the week or date range that you wish to add the timesheet too. Then the specific project that you require.
- Select the specific box associated for the day you wish to add hours too.
- Once happy with the hours added to the timesheet press the save button.
- Once all hours have been added and saved for the week, the timesheet is now ready to be submitted where it can no longer be edited. To submit the time sheet click 
- This will add hours worked for these users to your labour report and commit the costs to the CVR.

### Access Rights Required

Add [save timesheet](#) access right to the users who need to save the timesheet

Also, add the additional right to [submit timesheet](#) for those users who may be required to submit timesheets.