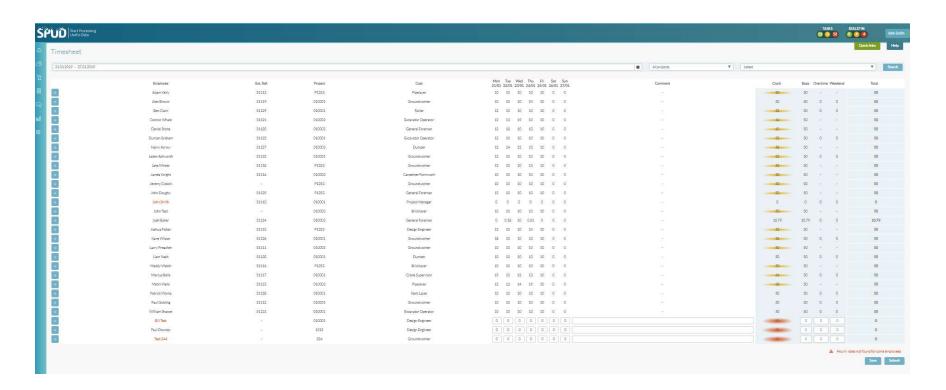
SPUD Start Processing Useful Data		Filling in a Timesheet
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-06	Issue No: 01	Issue Date: 01.06.19

## **Labour / Timesheet**



SPUD Start Processing Useful Data		Filling in a Timesheet
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-06	Issue No: 01	Issue Date: 01.06.19

- 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 submit
- 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.