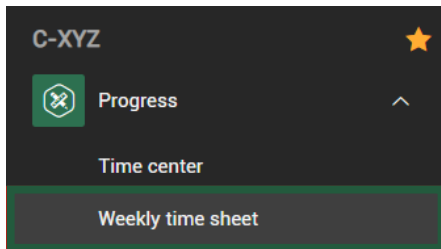



LAUNCH WEEKLY TIME SHEET

1. From the Main Menu, select your organization.
2. Select **Weekly time sheet** from the Progress section.

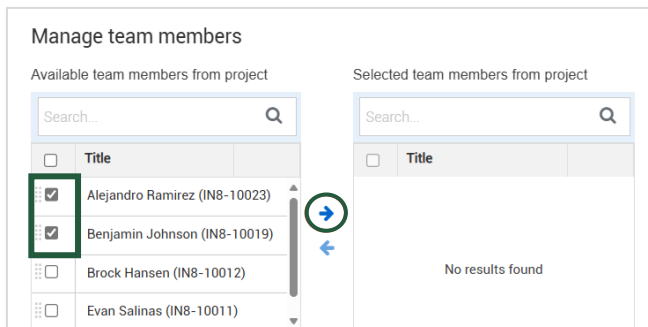


ADD TEAM MEMBERS

1. From the left panel in Weekly Time Sheet, select **Manage team members**.

 **Manage team members**

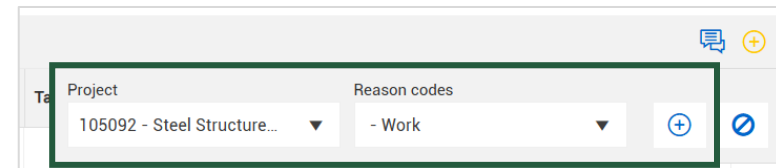
2. Select the team member(s) on the left you want to add.
3. Click on the side arrow to move the select member(s) to the **Selected team members from project** area.



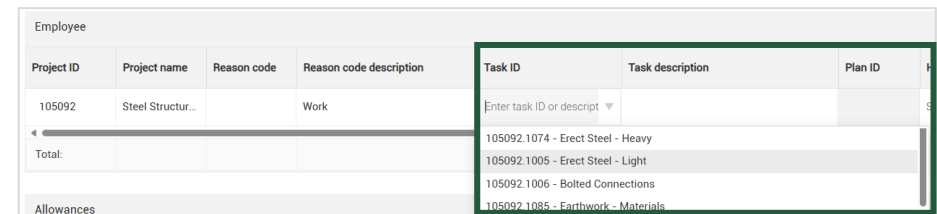
4. Click **Save**.

INPUT TIME

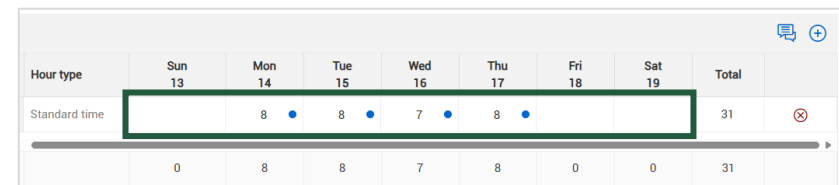
1. Select a team member from the left panel.
2. Select the **Add** icon in the Employee grid.
3. Select the project and reason code, and then click the **Add** icon.



4. From the new time card row, select a task ID.



5. Input work hours in the date fields.



6. When finished, click **Save**.

◆ SUBMIT HOURS

To submit hours in Weekly Time Sheet, select **Submit all hours**.

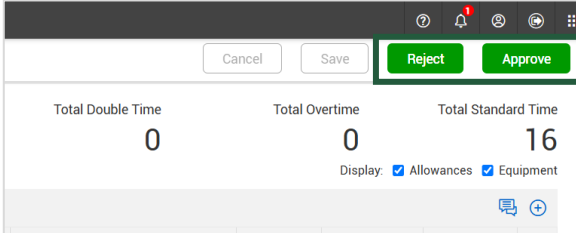


- This submits all saved hours for you and any team members.
- If supervisor approval is enabled, a notification is sent to the approver.

◆ SUPERVISOR APPROVAL

With supervisor approval enabled, submitted time sheets move to the approval step.

Supervisors can reject, edit, or approve submitted time sheets.



The screenshot shows a supervisor's approval interface. At the top, there are buttons for 'Cancel', 'Save', 'Reject', and 'Approve'. Below these buttons, there are three columns of data: 'Total Double Time' with a value of 0, 'Total Overtime' with a value of 0, and 'Total Standard Time' with a value of 16. At the bottom, there is a 'Display' section with checkboxes for 'Allowances' and 'Equipment', both of which are checked. There is also a small chat icon in the bottom right corner.

Automatic Time Sheet Approval

Time sheets are automatically approved in the following cases:

- If the setting Supervisor approval required is not enabled in Organization Settings
- If an operational resource does not have an assigned supervisor
- If a supervisor enters and/or submits an employee time sheet
- If a supervisor submits their own time sheet

NEED SOME MORE HELP?



Learn more in our Knowledge Library
learn.ineight.com



Take a course at InEight U
university.ineight.com