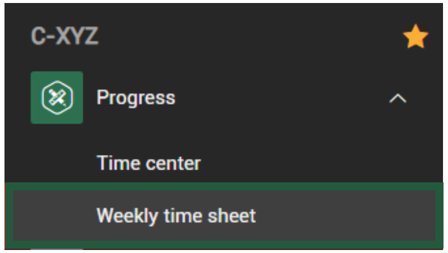
QUICK GUIDE

WEEKLY TIME SHEET MANAGEMENT

InEight® PROGRESS

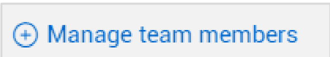
LAUNCH WEEKLY TIME SHEET

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

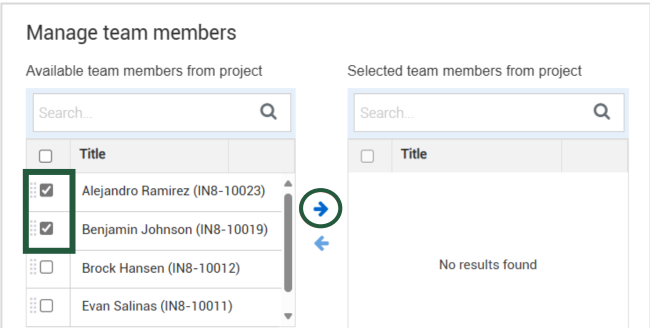


ADD TEAM MEMBERS

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



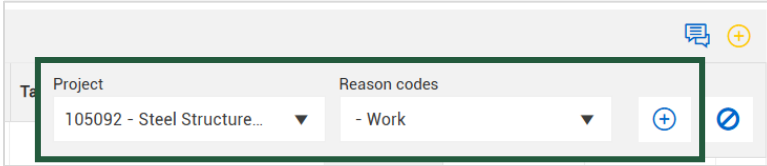
2. Select the team member(s) on the left you want to add.
3. Click on the side arrow to move the select member(s) to the **Selected team members from project** area.



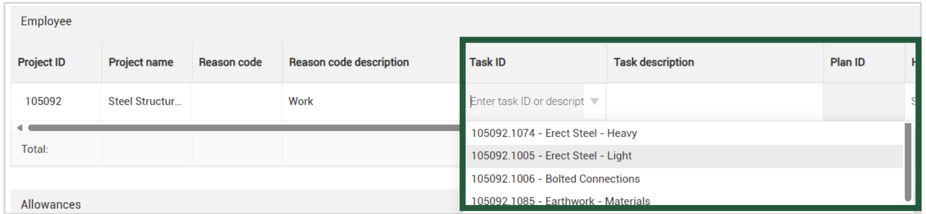
4. Click **Save**.

INPUT TIME

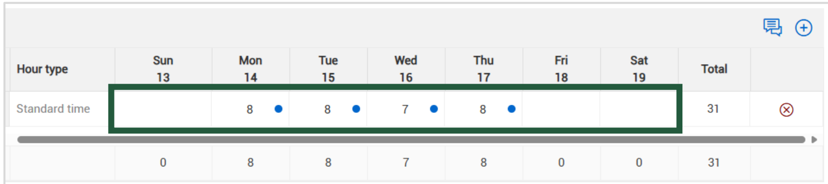
1. Select a team member from the left panel.
2. Select the **Add** icon in the Employee grid.
3. Select the project and reason code, and then click the **Add** icon.



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



5. Input work hours in the date fields.



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

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SUBMIT HOURS

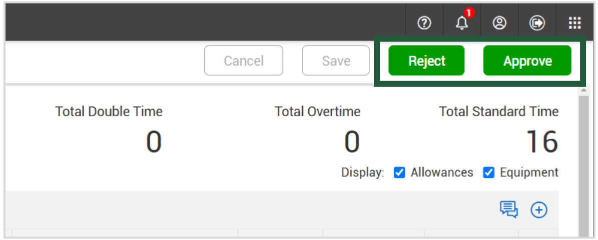
To submit hours in Weekly Time Sheet, select **Submit all hours**.

- 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.



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?

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