

## ORGANIZATION SETTINGS

To use Weekly Time Sheet, the following settings must be enabled in Organization Settings:

- Unique Budget Codes
- Reason Codes

## USER SETUP

Weekly Time Sheet users must have both a user record in the suite and an employee record in the project.

### User Record

- User records are created in **Suite administration > User management**.
- User must have a role assigned at the organization level.
- User's role must have appropriate permissions for Weekly Time Sheet.

### Employee Record

- Employee records are created in **Master data libraries > Operational resources**.
- Ensure that the employee has current Start and End dates and that the setting **Employee available for selection in weekly timesheet** is enabled.

Time reporting

Employee available for selection in daily plan

☒

Employee available for selection in weekly timesheet

☒

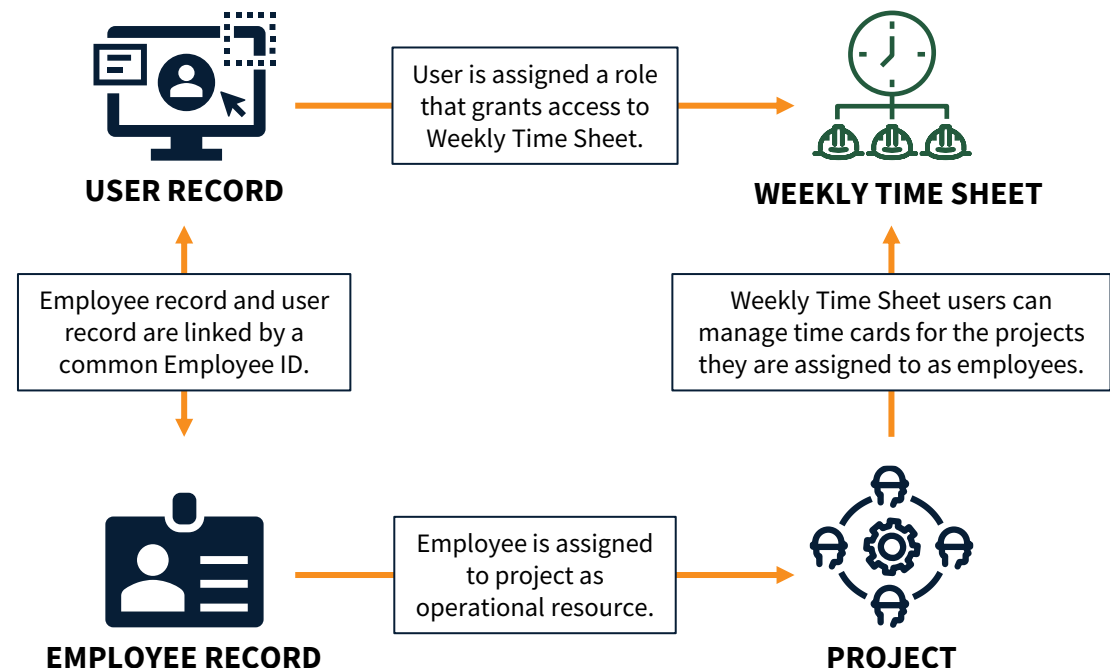
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## CUSTOM ROLES

Custom roles can be created to grant specific access to Weekly Time Sheet.

Refer to the following table when setting up custom roles:

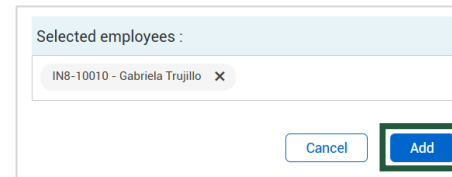
Function	Section	Permissions
<b>Access Weekly Time Sheet</b> (Administrator Level 0 - Base)	Master data libraries > Operational employees	<ul style="list-style-type: none"> <li>View employees</li> </ul>
	Progress > Weekly time sheet	<ul style="list-style-type: none"> <li>View my weekly time sheet</li> </ul>
<b>Manage personal time sheets</b> (Administrator Level 1 – Project Admin)	Progress > Weekly time sheet	<ul style="list-style-type: none"> <li>Add my weekly time sheet</li> <li>Edit my weekly time sheet</li> <li>Delete my weekly time sheet</li> </ul>
<b>Manage team time sheets</b> (Administrator Level 1 – Project Admin)	Progress > Weekly time sheet	<ul style="list-style-type: none"> <li>View team time sheets</li> <li>Add team time sheets</li> <li>Edit team time sheets</li> <li>Delete team time sheets</li> <li>Approve team time sheets for others</li> </ul>

**NOTE:** The minimum permissions required to access Weekly Time Sheet are “View employees” and “View my weekly time sheet.”

## ASSIGN EMPLOYEES

The employee record must be assigned to a project in order to be available for selection in Weekly Time Sheet.

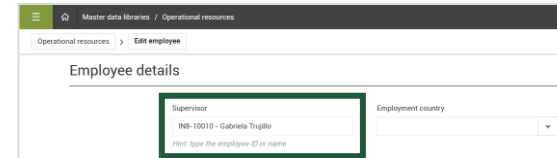
- From the Project menu, select **Assigned operational resources**.
- Select the **Add** icon from the top toolbar.
- Select the employees you want to add to the project. Then click **Add**.



## SUPERVISOR APPROVAL

Complete the following actions to set up supervisor approval for time sheets:

- In Organization Settings > Progress > Weekly Time sheet: Enable the setting **Supervisor approval required**.
- On the employee record in Master data libraries > Operational resources:
  - Assign a supervisor.



- Enable the setting **Requires supervisor approval**.

