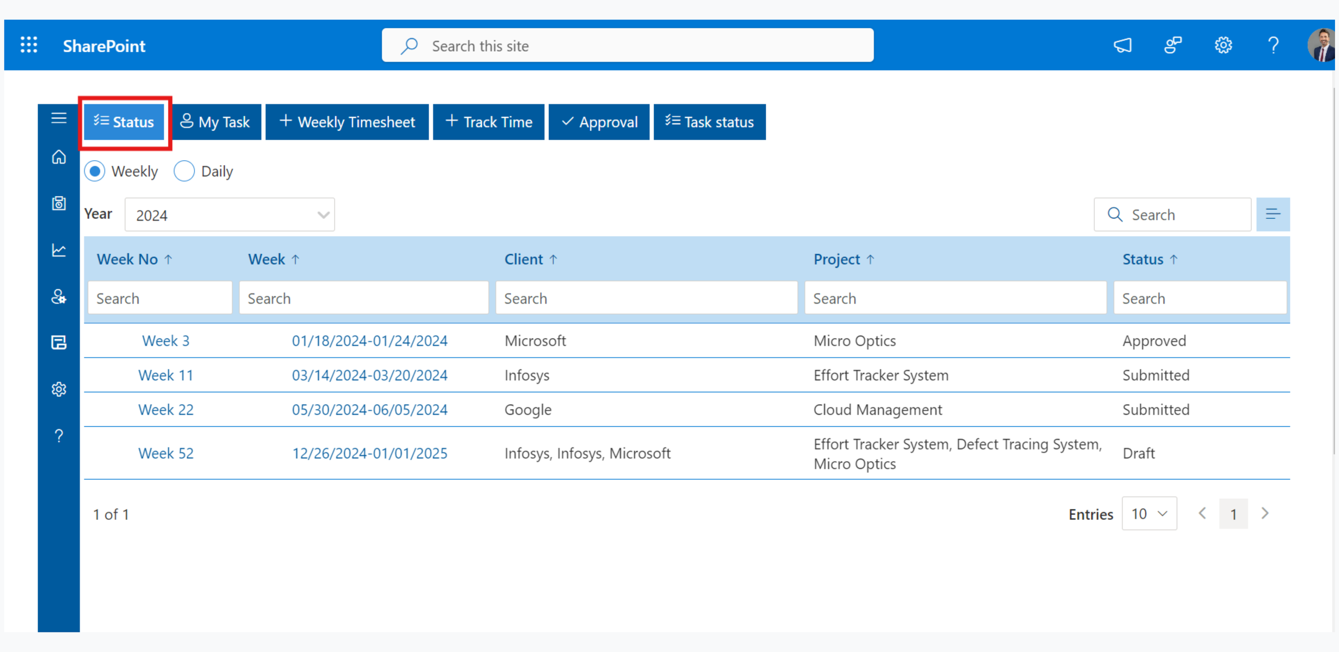
Home Page

The home page of the Timesheet application is the first page where users can access various features related to their timesheet management:

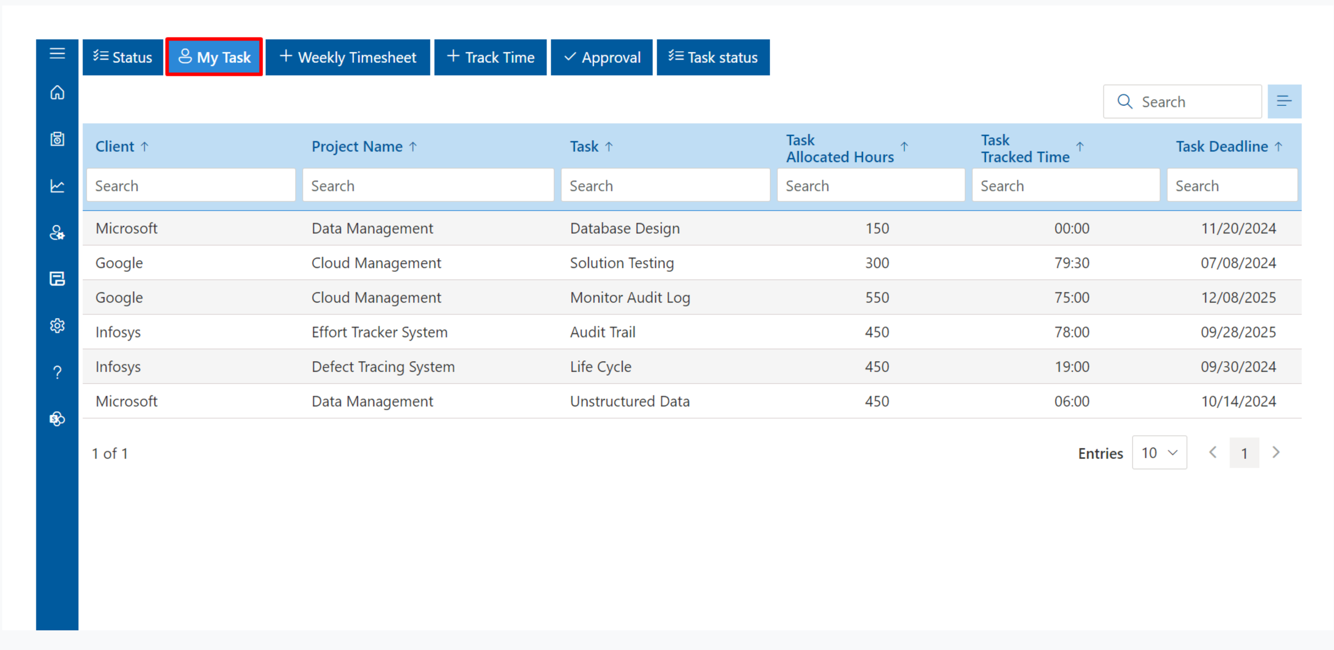
- Status
- My Tasks
- Weekly Timesheet
- Track Time (Daily Time Tracking)
- Approval
- Task Status

Home

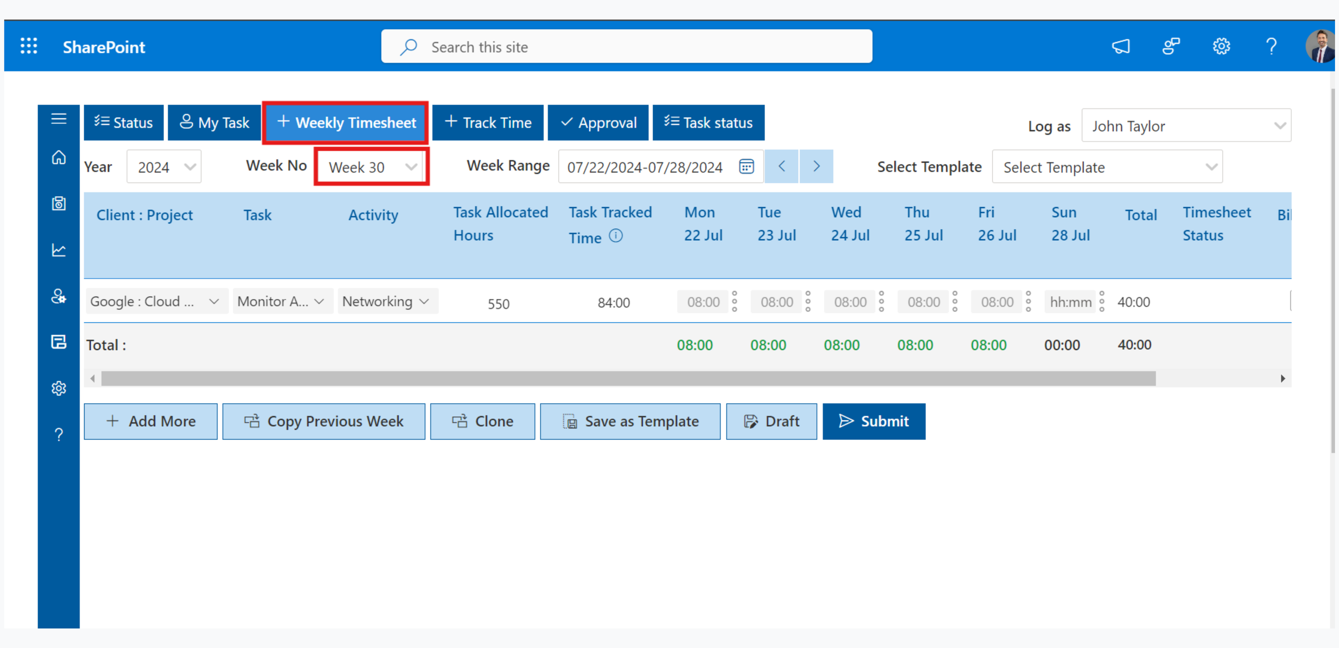
Status: Users can view the status of their submitted, approved, and draft timesheets. To check the status of weekly submitted timesheets, select the "Weekly" radio button. To check the status of daily submitted timesheets, select the "Daily" radio button.



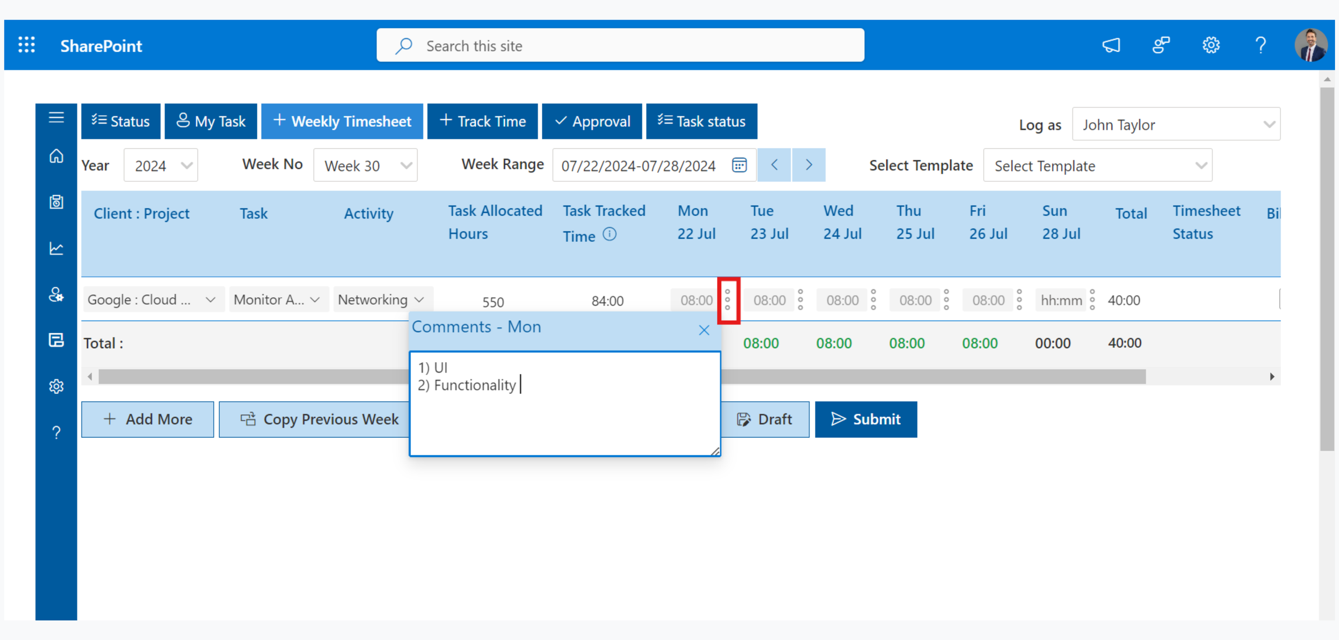
My Tasks: Users can find all the tasks assigned to them, including details such as allocated hours, tracked hours, and task deadlines.



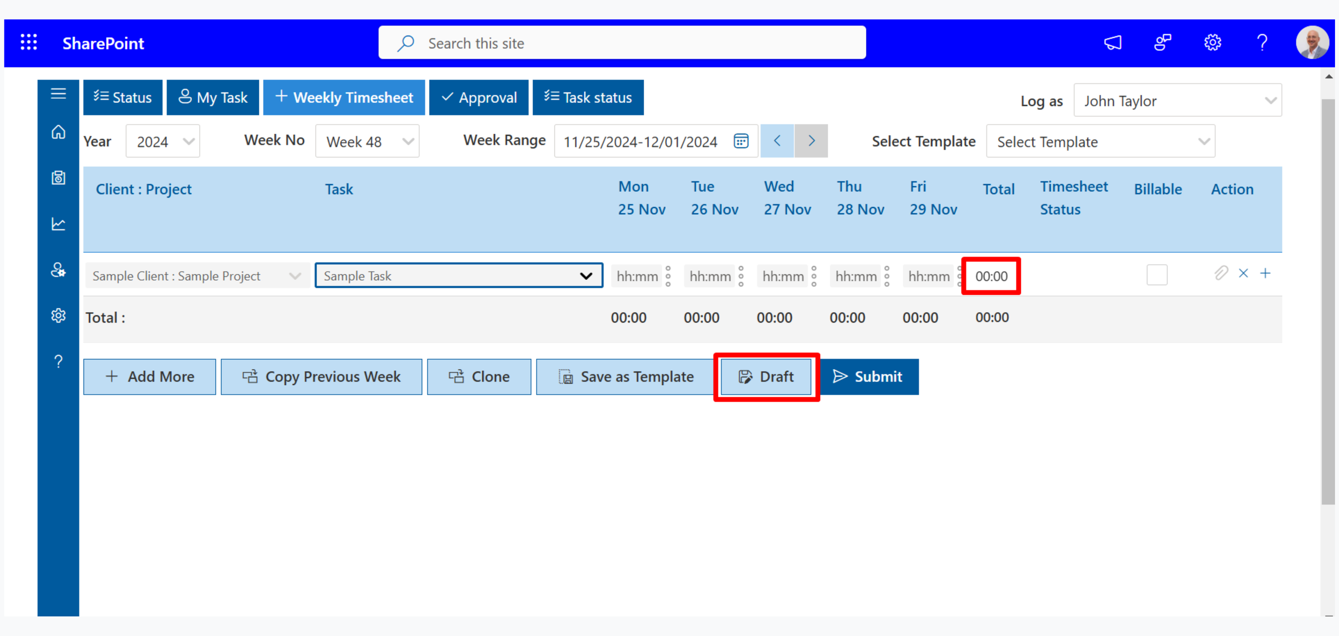
Weekly Timesheet: Users can fill out and submit their weekly timesheets by selecting the "Week" option.

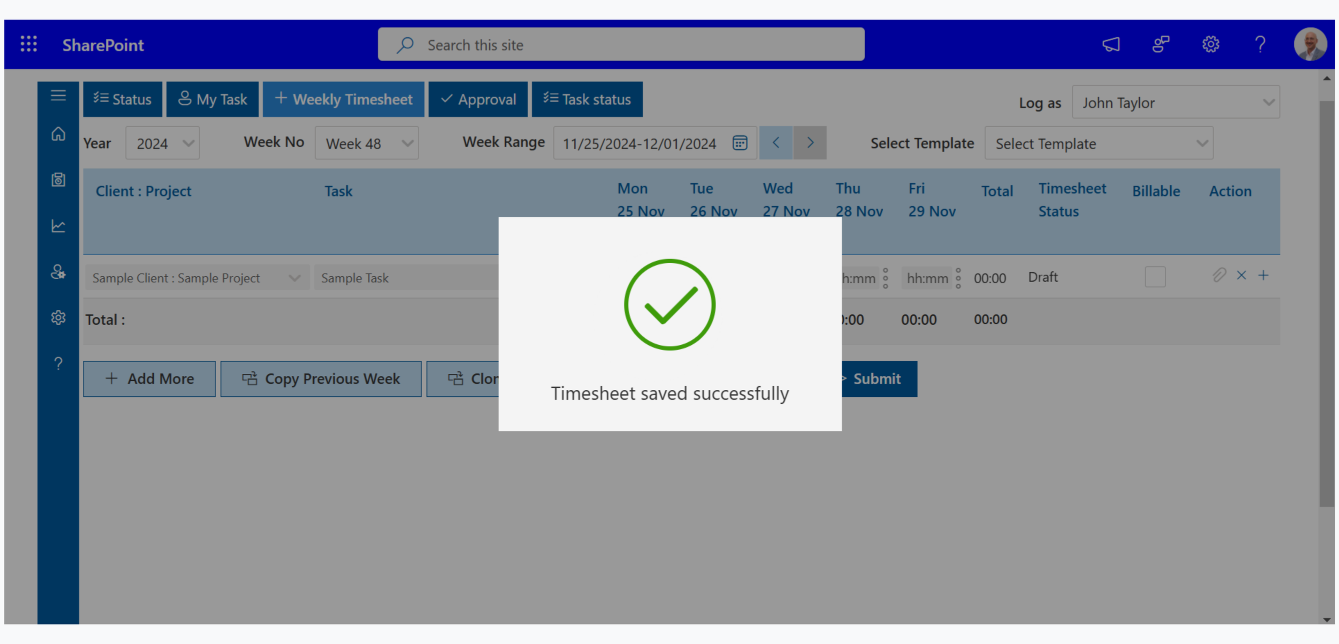


For instance, if you spent 8 hours on Monday completing a task and wish to add comments about your work (such as UI work or functionality implementation), you can add these comments. If you want to save the timesheet for later submission, click the "Draft" button. To delete a submitted timesheet, click the "Cancel" or "Cross" icon on the right side.

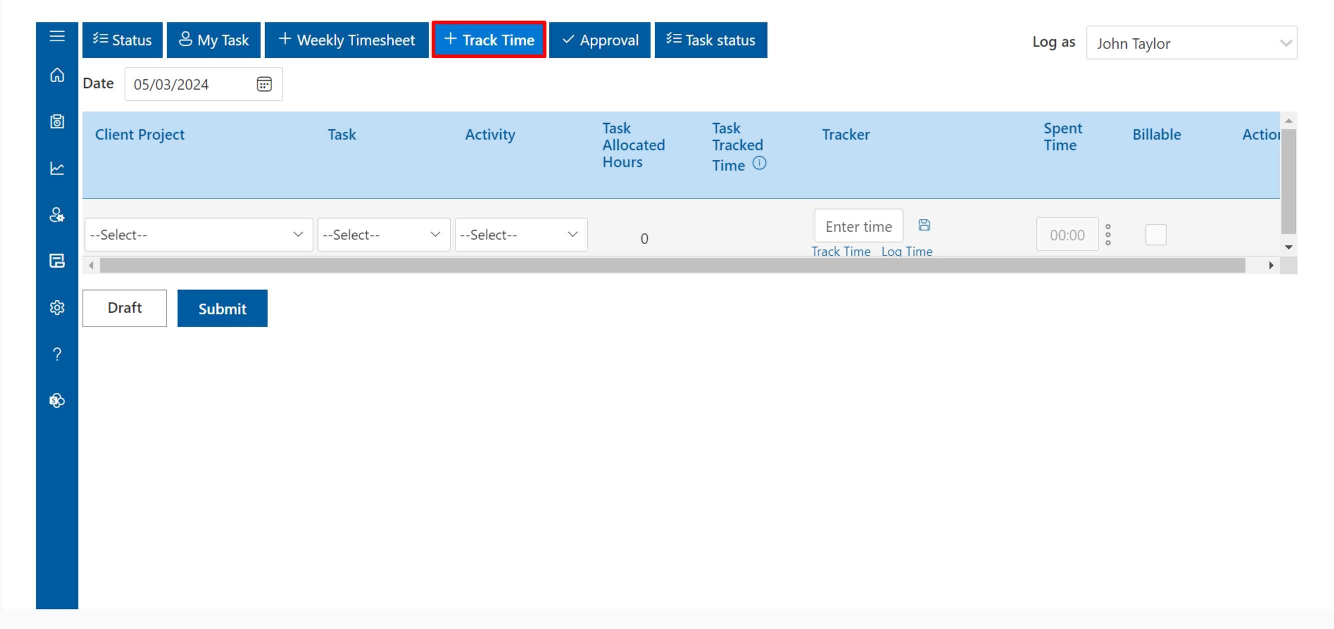


Users now have the flexibility to save a timesheet as a draft by selecting only the projects and tasks, without needing to input the hours immediately.





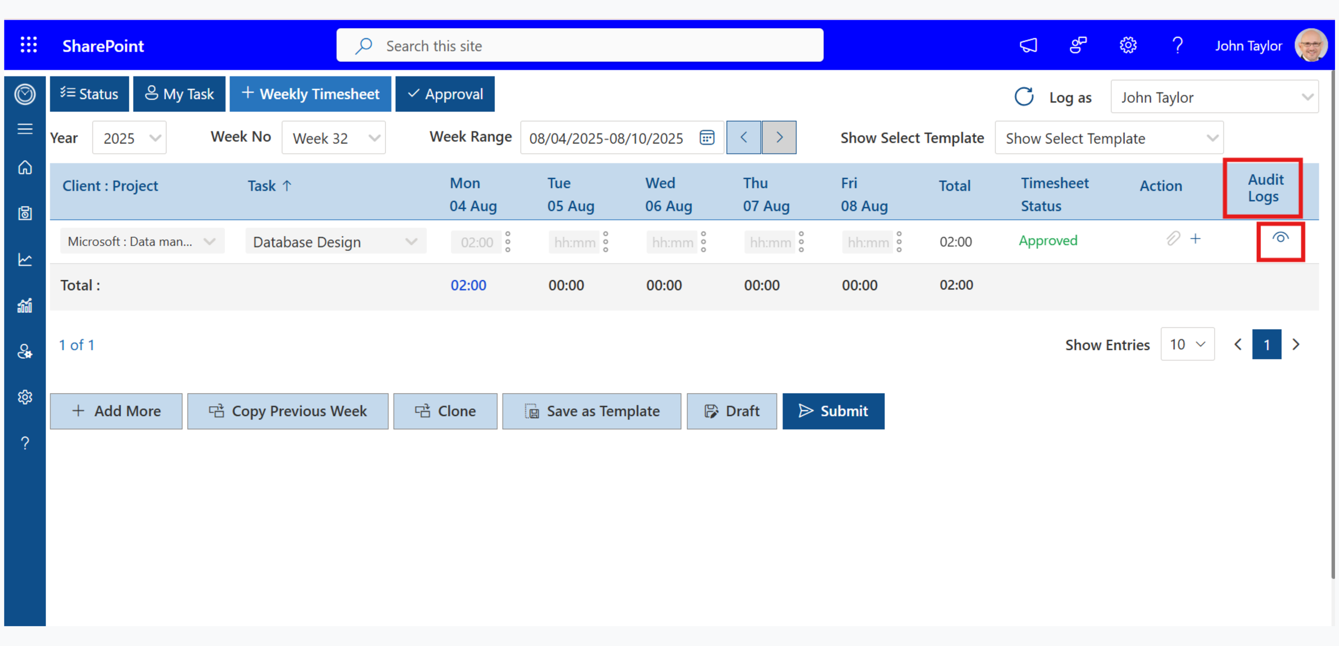
Track Time (Daily Time Tracking): Users can submit hours for a single day by selecting the date, project, and task. They can then enter the time and add comments by clicking the comment icon. Once the information is entered, users can save the data. Users can add additional hours for other projects or tasks and save them as well. Finally, clicking the "Submit" button will add the daily timesheet to the weekly timesheet. For example, if a timesheet is submitted for January 1st, and the weekly timesheet covers January 1st to January 5th, the January 1st entry will automatically be added to the weekly timesheet.



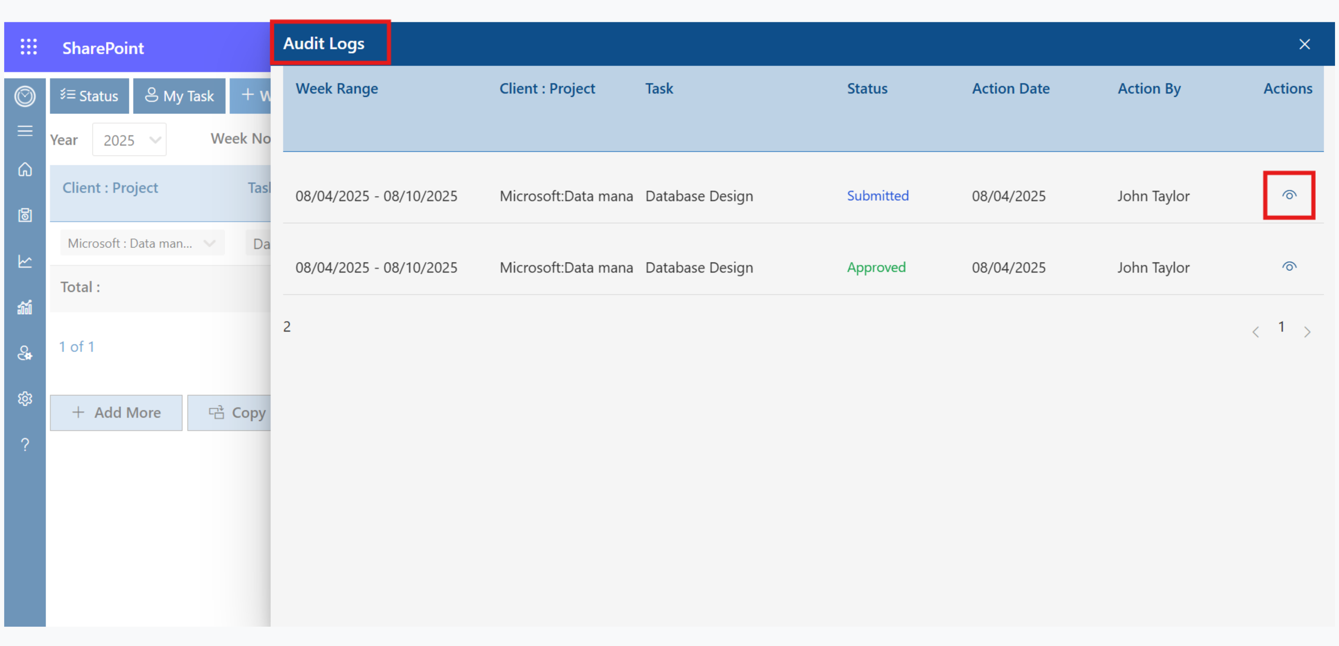
Audit Log

The **Audit Log** feature in the Weekly Timesheet module allows users to view the complete history of actions performed on a timesheet entry — including submission, approval, and user details with timestamps.

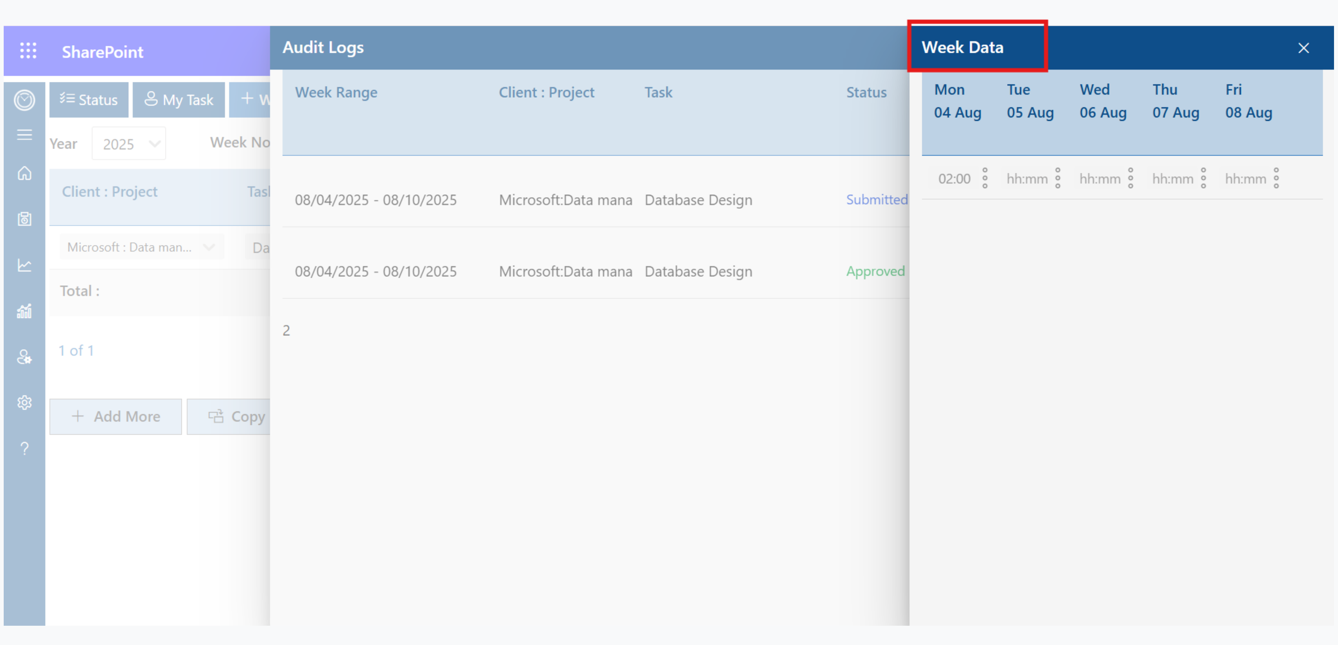
1. Navigate to the **Weekly Timesheet** tab.
2. In the timesheet table, click on the **eye icon** located under the **Audit Logs** column.



Clicking the audit log icon opens a panel displaying a comprehensive view of the weekly timesheet, including the week range, associated client and project, task name, and the current status of the timesheet.

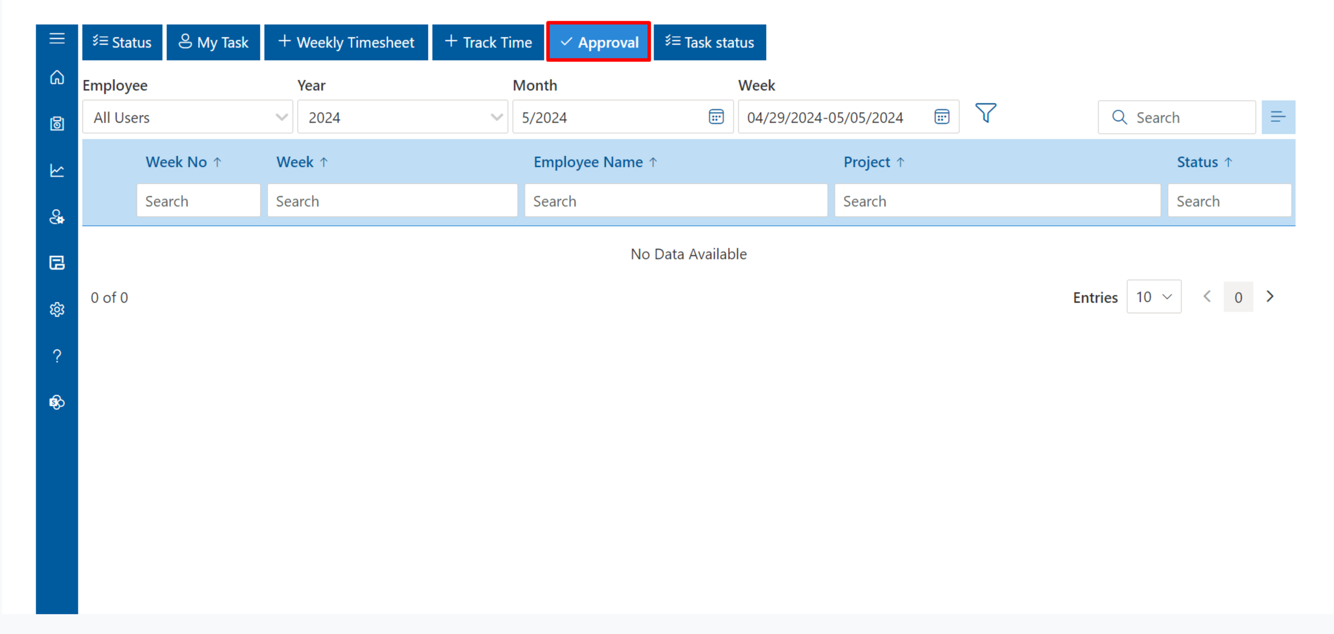


When clicking on a specific action entry, the corresponding week data for that task will be displayed for detailed review.

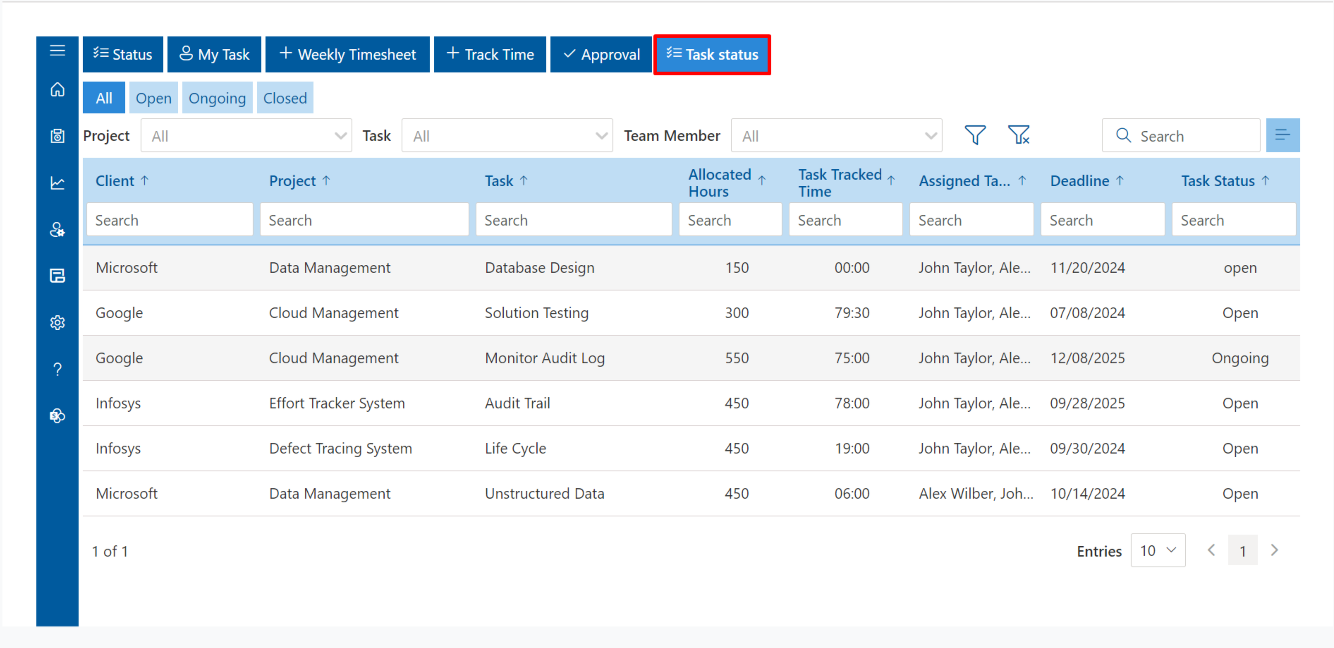


This log ensures transparency and accountability for all timesheet actions.

Approval: Admins, program managers, and project managers can view the approval tab and approve or reject users' timesheets.
Filters such as employee name, month, or week can be applied to retrieve submitted timesheets. Once the week number is selected, the details are expanded, and approval or rejection buttons are available. After approval or rejection, users will receive email notifications with comments.



Task Status: This section allows users to review the status of tasks, which can be marked as open, closed, or ongoing.



9/26/2025

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