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A Quick Guide to TMS Timesheets

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1 Introduction

Mitrefinch Time and Attendance System, TMS, generates work records that represent clocking in/out activity at a terminal.

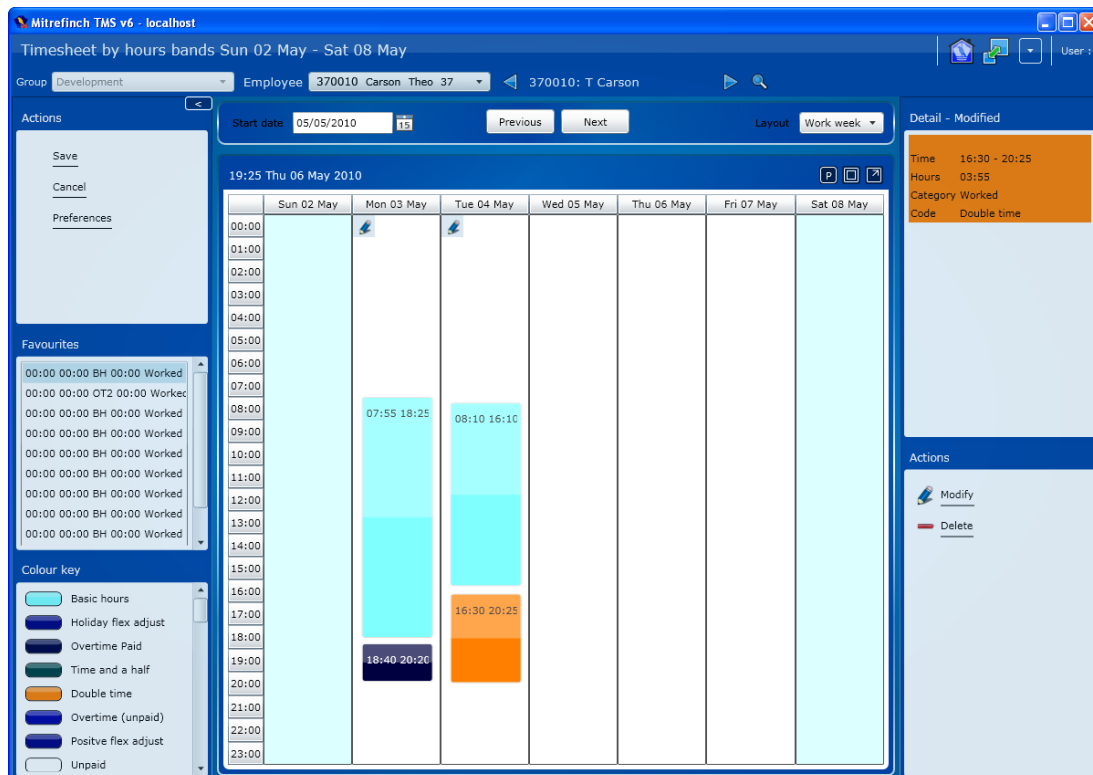
Prior to TMS Version 6, employees had to maintain their work records via the Clock card, i.e. to correct or add a clocking. In TMS Version 6 we have added timesheets.

TMS Timesheets use the same data as the Clock Card but display it in a way that is very simple to understand.

TIMESHEETS ALLOW YOU TO:

- Enter all your hours for a period of time at once
- Create and modify a working record in an intuitive and visual manner
- Draw and expand work shifts on a time based grid
- Allocate time to certain projects
- If required, all changes made on timesheets can be sent to the department Supervisor as employee requests, to be checked off and authorised

To display your timesheet for the current week select Timesheets from the Employee main menu:

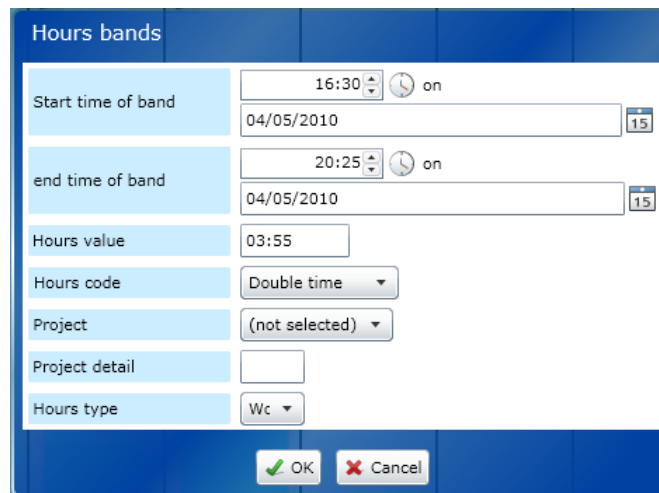


The screenshot shows the 'Mitrefinch TMS v6 - localhost' application window. The main area is a timesheet grid for the week of Sun 02 May to Sat 08 May. The grid has columns for each day and rows for hourly intervals from 00:00 to 23:00. On Monday, May 3rd, there is a light blue block from 07:55 to 18:25 and a dark blue block from 18:40 to 20:20. On Tuesday, May 4th, there is a light blue block from 08:10 to 16:10 and an orange block from 16:30 to 20:25. The interface includes a left sidebar with 'Actions' (Save, Cancel, Preferences), 'Favourites' (a list of work record codes), and a 'Colour key' (Basic hours, Holiday flex adjust, Overtime Paid, Time and a half, Double time, Overtime (unpaid), Positive flex adjust, Unpaid). The top right shows 'Detail - Modified' for the selected shift: Time 16:30 - 20:25, Hours 03:55, Category Worked, Code Double time. Below this is an 'Actions' section with 'Modify' and 'Delete' options.

You can record worked hours simply by clicking on the grid and then dragging out an appropriate hours band. When you have finished click **Save** on the top left-hand side of the form.

2 Edit an Hours Band

To edit an hours band, select it and then click the **Modify** button on the right-hand side of the form. The following form will then be displayed:



The screenshot shows a form titled "Hours bands" with the following fields and controls:

- Start time of band:** A time selector set to 16:30 with a clock icon and an "on" indicator.
- end time of band:** A time selector set to 20:25 with a clock icon and an "on" indicator.
- Start date:** A date field set to 04/05/2010 with a calendar icon.
- End date:** A date field set to 04/05/2010 with a calendar icon.
- Hours value:** A text input field containing "03:55".
- Hours code:** A dropdown menu currently showing "Double time".
- Project:** A dropdown menu currently showing "(not selected)".
- Project detail:** An empty text input field.
- Hours type:** A dropdown menu currently showing "Wc".

At the bottom of the form are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

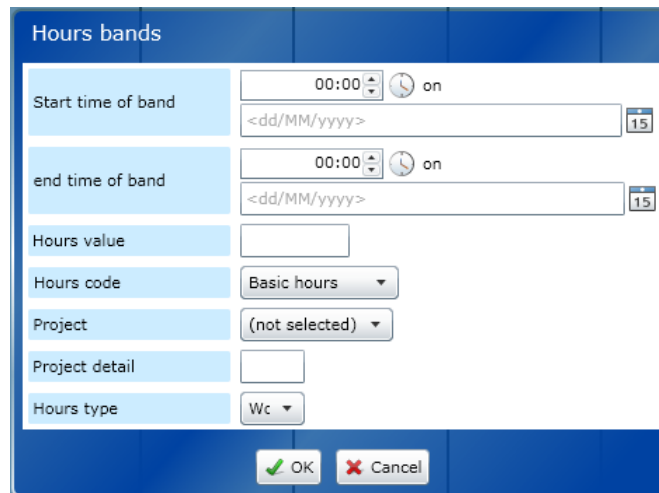
Choose the relevant **Hours code** from the drop-down list and then click **OK**.

Different hours bands will be displayed in different colours on the timesheet accordingly.

3 Favourites

You can setup 'favourite' hours bands via the box on the left-hand side of the form. This saves you from having to set up identical hours bands over and over again. You can setup a maximum of ten hours bands.

Click on a line in the list and then click the **Modify** action that appears on the right-hand side of the form. The following form will be displayed:



The screenshot shows a form titled "Hours bands" with the following fields and controls:

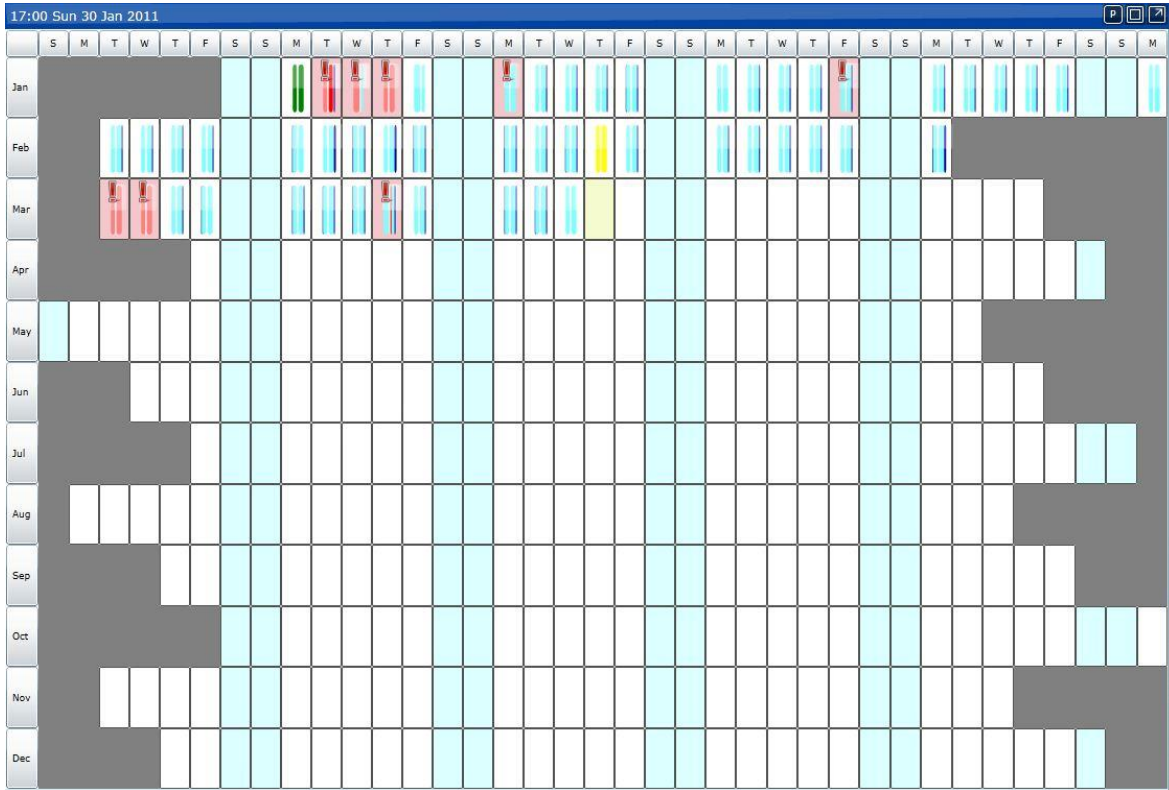
- Start time of band:** A time selector set to 00:00 with a clock icon and an "on" label, followed by a date input field with a calendar icon and the number 15.
- end time of band:** A time selector set to 00:00 with a clock icon and an "on" label, followed by a date input field with a calendar icon and the number 15.
- Hours value:** An empty text input field.
- Hours code:** A dropdown menu with "Basic hours" selected.
- Project:** A dropdown menu with "(not selected)" selected.
- Project detail:** An empty text input field.
- Hours type:** A dropdown menu with "Wc" selected.

At the bottom of the form are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Setup the hours band as you want it and then click **OK**.

4 Viewing Options

The **Layout** drop-down list at the head of the timesheet form allows you to view the grid across a year, a month or a year.



	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Jan																														
Feb																														
Mar																														
Apr																														
May																														
Jun																														
Jul																														
Aug																														
Sep																														
Oct																														
Nov																														
Dec																														

5 Group Timesheets

Supervisors can view group timesheet – displays a group of employees

Group Timesheet Mon 14 Mar 2011 - Sun 20 Mar 2011

Group: Development Employee: 370086 Peers Neil 370086: NP Peers Start date: 18/03/2011 User: master 10:36:17

Previous Next

22:15 Mon 14 Mar 2011

	Mon 14 Mar	Tue 15 Mar	Wed 16 Mar	Thu 17 Mar	Fri 18 Mar	Sat 19 Mar	Sun 20 Mar	EWTD work
310000: M Parkin				16:27				
310034: G Oakland	✓							26:11
377016: M Fu								
377018: J Neary	09	09	09	09				06:52
890000: O Stannard								
310077: J H Duggan	✓	1	?	?				30:20
310085: M Pim								
360078: R Stafford-Jones		1						24:02
370001: B Ellis	1	1		?				28:51
370008: J Mennell	1		1	1	09			31:39
370010: T Carr-Brion	1	1						30:38
370018: G Manning								
370019: D Gotlib	1	1	1					28:28
370044: K Davison	1	1	1	1				28:16
370045: G Parkinson								
370077: DA Allsopp								31:59
370078: MDG Grum	1	09	09	09				07:15
370079: R Elsdon	0	1	1	1				34:47
370080: MFE Fenton								
370081: JL Laws	1	1	1					32:17
370082: MTR Tripp								
370083: KWN Warren	1	1	1	1				31:09
370084: S Walker	1	1	1	1				30:34
370085: ML Lison								
370086: NP Peers	1	1	1	1				33:12
377009: G Hornby								
377013: C Toner	1	1	1	1				31:22
377014: S Hobson								
377015: C Macdonald								

Actions: Save, Cancel, Preferences

Favourites: Required break, Basic hours, Holiday flex adjust, Overtime Paid, Time and a half, Double time, Overtime (unpaid), Positive flex adjust

Colour key: Basic hours, Holiday flex adjust, Overtime Paid, Time and a half, Double time, Overtime (unpaid), Positive flex adjust, Unpaid, Alarm, etc.

Detail: Overview (Name: 360078: R Stafford-Jones, Date: Tue 15 Mar), Work record (Shift: Development non, Standard day: 10:00 - 16:00, Standard hours: 07:30, Reason:), Basic hours (Type: Worked, Time: 09:31 - 09:50, Hours: 00:19, Project: Departmental Tax), Project detail (Emails), Basic hours (Type: Worked, Time: 09:50 - 10:00, Hours: 00:10, Project: Mitrefinch IT Dept), Totals on Tue 15 Mar (EWTD work: 02:01)



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