

8Manage Timesheet



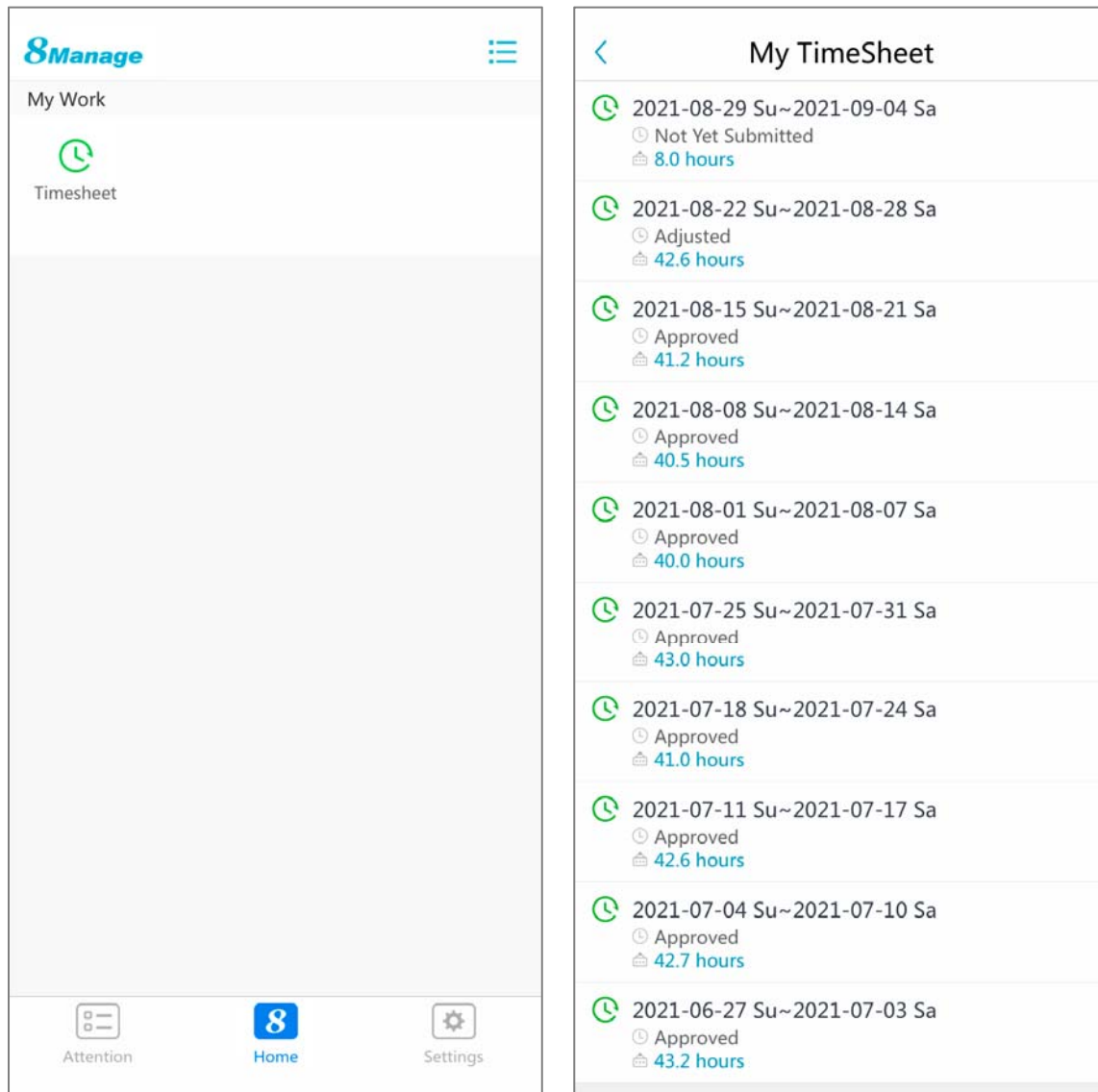
8Manage Mobile Timesheet

Employee Time Tracking Assistant

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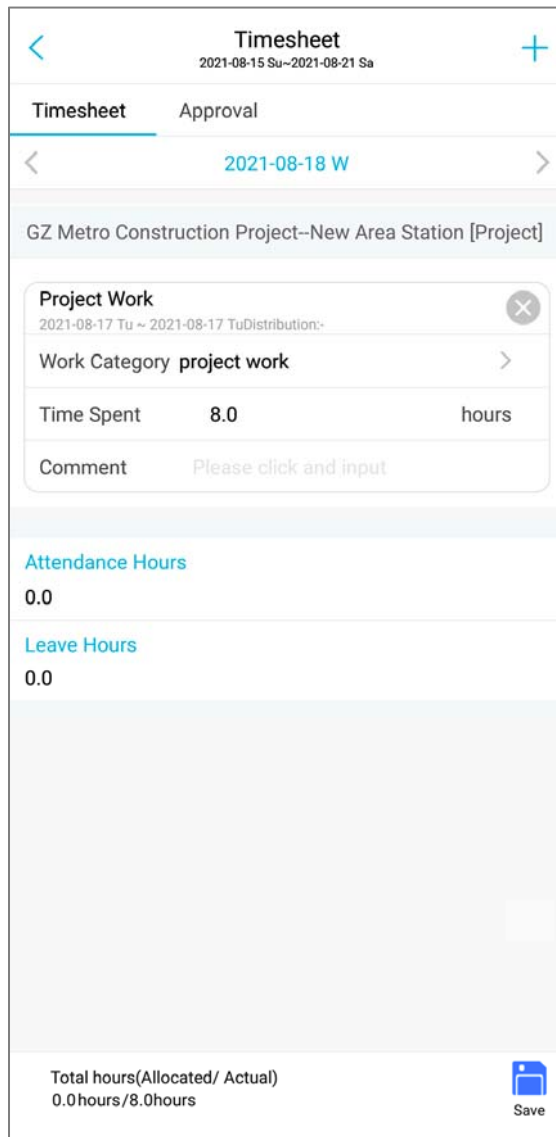
Employee Time Tracking Assistant

8Manage Mobile Timesheet helps you manage employee's time spent on projects and non-project activities more easily. No matter where you are, you can fill out, submit or approve timesheets as long as you have the internet and related permissions.



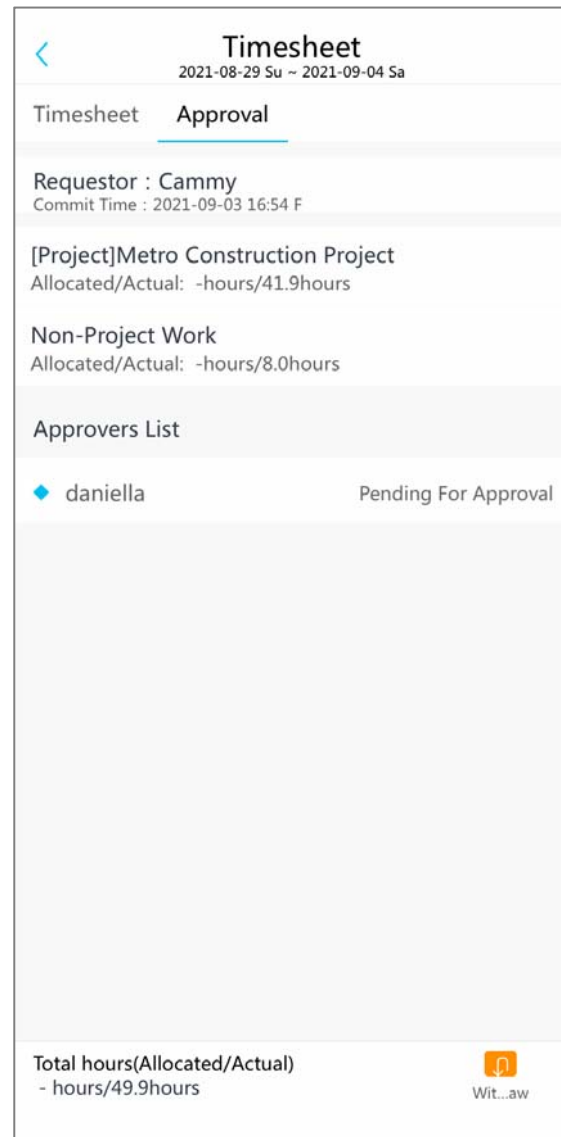
On the timesheet list, you can see the time spent in each period, and the status of each timesheet (approved, submitted, adjusted, not yet submitted or rejected), helping you get a general understanding of your timesheets.

Timesheet Completion & Submission



The screenshot shows the 'Timesheet' completion screen for the date 2021-08-18 W. The user has selected the project 'GZ Metro Construction Project--New Area Station [Project]' and the work category 'project work'. The time spent is 8.0 hours. The comment field is empty with the placeholder text 'Please click and input'. The total hours allocated and actual are 0.0 hours / 8.0 hours. A 'Save' button is visible at the bottom right.

Section	Value
Project Work	2021-08-17 Tu ~ 2021-08-17 Tu Distribution:-
Work Category	project work
Time Spent	8.0 hours
Comment	Please click and input
Attendance Hours	0.0
Leave Hours	0.0
Total hours(Allocated/ Actual)	0.0hours/8.0hours



The screenshot shows the 'Timesheet' approval screen for the date 2021-08-29 Su ~ 2021-09-04 Sa. The requestor is Cammy, with a commit time of 2021-09-03 16:54 F. The project is '[Project]Metro Construction Project' with allocated/actual hours of -hours/41.9hours. The non-project work is 8.0hours. The approver list shows daniella with a status of 'Pending For Approval'. The total hours allocated and actual are - hours/49.9hours. A 'Wit...aw' button is visible at the bottom right.

Section	Value
Requestor	Cammy
Commit Time	2021-09-03 16:54 F
[Project]Metro Construction Project	Allocated/Actual: -hours/41.9hours
Non-Project Work	Allocated/Actual: -hours/8.0hours
Approvers List	daniella (Pending For Approval)
Total hours(Allocated/Actual)	- hours/49.9hours

Users can select projects, activities, or work categories, and enter working hours along with comments. After submitting the timesheet, users can see its general condition and the approval result on the approval page.

8Manage can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

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8Manage ITSM : Service Management

8Manage HCM : Human Capital Management

8Manage OA : Office Automation

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