



Sentrifugo - Time Management User Guide



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Introduction

Sentrifugo's Time Module is a unique Timesheet Management tool. Managers can configure project details and add Employees to projects. They can view timesheets of the Employees reporting to them in a daily, weekly or monthly view format. Employees can enter the hours spent on an assigned project. Employee and project based time reports can be generated based on the details entered by the Employees.



Time Management Settings Configuration

Before your Employees can start filling the timesheets, as a Super Admin you must configure the following aspects:

- Add Clients •
- Add Projects
- Add Default Tasks
- Configuration
 - Weekly Submission Reminder
 - Timesheet Blocking Range

How do I add Clients?

Provide the basic information about your clients.

lect the option Clients from the Time module's menu. Click on the Add button.	
Home > Time > Clients > Add 4 Back to D	ashboard
Time Sheet Employee Time Sheets Clients Default Tasks Projects Configuration	
Client* a Address b Country C State d Email e Select Country Select State Select State Image: Se	
Phone Number f Fax g Point of Contact * h	
Cancel	
Figure 1	
Denotes mandatory fields	

a. Client name*



- b. Client location
- c. Country the client is located in
- d. State the client is located in
- e. Client email address
- f. Client phone number
- g. Client fax number
- h. Name of the point of contact from client side*

How do I add Projects?

Under the

Projects section there are 3 steps:

1. Configure project details: Provide information about the project.

Home > Time > Projects > Add		 Back to Dashboard
Time Sheet Employee Time Sheets C	Clients Default Tasks Projects Configuration	
Step 1 Configure the project details and def project type along with the estimate	ine the 2 Add the project related tasks, provide estimates, billable rate per hour and assign the resources	Add the project related resources, provide billable & cost rate, and assign tasks
Configure Project Details		■ BACK
Project * a Status 📀 * Select Status	b Base Project 2 C Client *	e Currency e Currency Add Currency Add Currency
Project Type * f Estin	nate ————————————————————————————————————	Description — h
Billable ONon Billable Revenue	To To	500 characters remaining (500 maximum)
Cancel		

Figure 2

* - Denotes mandatory fields

a. Project Name*



- b. Status of the Project E.g.: Initiated, In Progress, Completed etc.*
- c. The parent project name on which the current project is based on
- d. Client Name*
- e. Currency used in the project*
- f. Type of the project on basis of the income type *
- g. Estimated duration of the Project
- h. Project Description

SAVE the details to move onto the next step.

2. Add Project related tasks: Add the various tasks which are performed by the Employees in the project

When you are configuring a task for the first time, you will see the below message:

Tasks are not yet set. Click here to add the tasks

After clicking on the hyperlink, a pop up window will open.

Add Tasks	×
Default Tasks Sequently used Tasks New Task	
Name *	
Default Task	
ADD Cancel	

Figure 2.1

- Default Tasks The default tasks that had been set up in the 'Default Tasks' tab (you can create a default task here also by selecting the checkbox 'Default Task' while creating a new task)
- o Frequently Used Tasks The tasks frequently used in different projects will be populated here
- New Task For a particular project only, a new task can be added here

Choose the task category you want by selecting the radio button.



earch by Task	Q,			
asks				+ Add Ta
lame	Estimated hours	Billable Rate/hr(INR)	Billable	Actions
ctive Task				ê 🗢 🗄
eneral task				100

You can then fill in the Estimated Hours and Billable Rate of each task which you have added.

Figure 2.2

3. Add resources to Projects: You can add Managers/Employees to the project. When you are adding resources for the first time you will see the below message.



After clicking on the hyperlink, a pop up window will open.



e wwwager w Embrohea			
Managers		Selected Managers (1)	
Search Hanager Conservation Conservation Conservations	a interprojecto	Search selected manager QL Repect Ganagers (Dick on manager to remove from project)	
Asten Michael Exerviced	Fobert Anderson ExtPriceot	Add transport to propert	
William Blate	Rose Mary exercise	Eventsons Employee	
Haruger	Human Resource		
Hanagement	Coperative stand		
Ashing Bodes Extracts	And Antipe Michaeles EMPPORTAL Management		

Figure 2.3

Click on the Manager/Employee you wish to add to the project and then the name will appear on the right side column as selected Managers/Employees. Click on ADD TO PROJECT

After the resources have been added the Super Admin/Manager can fill in the billable rate & cost rate.

Role	▼ S	earch by Employee Q		
Resources				a 🗕 + Add Resource
Employee		Billable Rate/hr (INR)	Cost Rate/hr (INR)	Actions
Robert Anderson M				b — 🧞 💿 🗑



a. Add more resources

b. Assign tasks to resources and on clicking this option a pop up (shown below) window will open.



EMPP0007 Human Resource		
♥ Unassigned ◎ Assigned ◎ All a		Search by Task
Task	Estimated hours	
General task		
Active Task		

Figure 2.5

- a. You can filter the tasks displayed by clicking on a radio button (Unassigned/Assigned/All)
- b. After selecting the tasks you wish to assign to the resource, click on ASSIGN TASK

How do I add Default Tasks?

Add the various default tasks performed by the Employees in your organization. E.g.: Developing, Documentation, Testing etc.





łome→ Time→ Default	Tasks > Add				
Time Sheet	Employee Time Sheets	Clients	Default Tasks	Projects	Configuration
Default Task * 💶	— a				
SAVE Cancel					
		Figure 3	1		
enotes mandatory fi	elds				

a. Enter the various default tasks existing in your organization one by one and **SAVE** each task* (default tasks are not editable but can be deleted if not assigned to any Employee)

How do I configure the weekly reminder and timesheet blocking range?

Weekly Submission Reminder

Set a day in a week to send email notifications to your workforce to remind them about filling their timesheets and sending them for approval.

Timesheet Blocking Range

Define a time period within which the Employees' timesheet will be blocked for a month. Sentrifugo offers you two options to accomplish this feature:

- 1 End of month
 - By the end of every month, all Employees must submit their timesheets



- Two days of grace period i.e. 1st and 2nd of the next month, are provided to the Employees to submit their timesheets. On the 2nd of every month, a notification will be sent as a reminder about blocking the timesheet.
- On the 3rd of every month, if the Employees have not submitted their timesheets, their previous month's timesheet will be blocked.
- 26th previous month 25th next month
 - By the 25th of every month, all Employees must submit their timesheets.
 - Two days of grace period i.e. 26th and 27th of the next month, are provided to the Employees to submit their timesheets. On the 27th of every month, a notification will be sent as a reminder about blocking the timesheet.
 - On the 28th of every month, if the Employees have not submitted their timesheets, their previous month's timesheet will be blocked.









- b. Click on Configuration in the Time menu.
- c. Click on EDIT to setup the configurations
- d. Select a day from the dropdown for Weekly Submission Reminder
- e. Select an option to determine your monthly timesheet block range
- f. Click on **SAVE** to apply these changes to your entire organization (editable later)



Can the Super Admin fill timesheets?

ime → Time Sh	neet							▲ Back to I
<mark>Sheet</mark>	Employee Time She	ets Clients	Default Tasks	Projects Con	figuration			
	🛗 Octobe	er 2015						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
				Figure 5				

The Super Admin can view the current month's calendar and can't fill in timesheets unlike rest of the users.



Can the Super Admin Approve/Reject Employee Timesheets?

The Super Admin can view the timesheets of all Employees and can also Approve/Reject them.

e > Time > Empl	oyee Time Sheets						 Back to Dashb
Time Sheet	Employee Time Sheets	Clients Default	Tasks Projects	Configuration	b		
Week View	🛗 October 2015	Search by Employe	ee Q. All		II For Approval Rejected	Blocked Enable	ed Approved
John Michae	el	Robert Ander	son d	William Blak	(e		
Status	No Entry	Status	Approved	Status	Approved		
Total Hrs	00:00	Total Hrs	69:05 @ View	Time Total Hrs	60:00		
					e		
Ron Born		Mel Gibson		Rose Mary			
Status	For Approval	Status	For Approval	Status	No Entry		
Total Hrs	106:00 View Time	Total Hrs	98:00	Time Total Hrs	00:00		
✓ Approve	Ø Reject	✓ Approve	Ø Reject				
Ronald Krist	iano	Bradly Coope	r				
Status	No Entry	Status	Approved				
Total Hrs	00:00	Total Hrs	55:00 • View	Time			

Figure 6

- a. The view type (Weekly/Monthly). Click on the word Weekly View to change it to Monthly View mode.
- b. Categories based on status of Timesheet
- c. Timesheet status (No Entry, Approved, Rejected etc.)
- d. View the Timesheet in detail
- e. Total no. of hours worked
- f. Approve Timesheet
- g. Reject Timesheet

The Figure 6.1 shows the Weekly view options, in which the Timesheets of the Employees can be viewed for each week of the month.



Month View 🛗 October 2015	Search by Employee Q All
Week-3 Clic October 11, 2015 - October 17, 2015	k to choose the week
Week-1 W	eek-2 Week-3
	Figure 6.1

After completing all the above mentioned steps, your Time module is now ready to use.



What is the role of a Reporting Manager in Time module?

Note: Reporting Managers can belong to any role (Management/Manager/HR/Employee/System Admin) as long as they have Employees reporting to them.

A Reporting Manager has access to all the functions like the Super Admin, except for the '**Configuration**' function.

Reporting Managers have an extra feature of viewing the list of Employees who haven't submitted their timesheets yet.

Home > Time > Time SI	heet						a — 🌲 (5)	 Back to Das
Time Sheet	Employee Time Sheets	s Clients	Projects					Enter Tim
Week View								
	🛱 October	2015				Tot	al Hours - 135:05	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1 ^{HD}	2 "	3	
					08:00	00:00	00:00	
					Approved	No Entry	No Entry	
	1	5	6	7	Q	Q	10	
	4	00.00	06.55	1	0	9	10	
	08:00	08:00	00:55	08:11	05:59	08:00	00:00	
	Yet to submit	Approved	Approved	Approved	Approved	Approved	No Entry	
	11	12	13	14	15	16	17	
	08:00	08:00	08:00	08:00	08:00	08:00	08:00	
	Approved	Approved	For Approval	For Approval	For Approval	For Approval	For Approval	
	18	19	20	21	22	23	24	
	05:00	06.00	07.00	08.00				
	00.00	00.00	01.00	00.00				
	For Approval	For Approval	For Approval	For Approval	2.2	0.0	01	
	25	26	21	28	29	30	3	
				Figure 7				

a. Click here to view the list of Employees who haven't submitted their timesheets. The number in the parentheses () denotes the number of Employees in the list.



Weekly View for Pending Submissions:

me→ Time→ Pendin	g Submissions						(5) Back to Dashboar
Time Sheet	Employee Time Sheets	Clients Proje	cts				Enter Time
October 2015			We October 11, 201	ek-3 V 15 - October 17, 2015			Week Month
Pending Submiss	sions		Week-I We	eek-2 Week-3			
Employee	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat
Ron Born	Submitted	Approved	Yet to Submit	Yet to Submit	Yet to Submit	No Entry	Weekend
Rimmy Jim	Weekend	No Entry	No Entry	No Entry	No Entry	No Entry	Weekend
Jony lydia	Yet to Submit	Submitted	Submitted	No Entry	No Entry	No Entry	Weekend
Rony Joel	Weekend	No Entry	No Entry	No Entry	No Entry	No Entry	Weekend
Cheryl Jone	Weekend	No Entry	No Entry	No Entry	No Entry	No Entry	Weekend

Figure 7.1

Monthly View for Pending Submissions:

me→ Time→ Pending Submissi	ons		4 (5) • Back to Dashboar
Time Sheet Employ	ree Time Sheets Clients Projects		Enter Time
October 2015			Week Month
Pending Submissions			
Employee	Week-1	Week-2	Week-3
Ron Born	Submitted	Submitted	Yet to Submit
Rimmy Jim	Yet to Submit	Yet to Submit	Yet to Submit
Jony lydia	Approved	Yet to Submit	Yet to Submit
Rony Joel	Yet to Submit	Yet to Submit	Yet to Submit





How do I fill in timesheets?

When you log in to your Sentrifugo account and navigate to the Time module, this is how the screen will appear:

Time She	et	Projects						a 🗕	Enter
	6	Your time sheet has been a	approved View Details						8
									<u> </u>
	0	Week- 3 time sheet(s) of O	ctober has not been sul	omitted.					
	_								
Week Vie	ew	— b							
		🛱 October	2015				Тс	otal Hours - 32:00	— C
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	2	3	
		4	5	6	7	8	9	10	
					08:00	d 08:00	08:00	08:00	
					Approved	Approved	• e Approved	Approved	
		11	12	13	14	15	16	17	
		00:00	00:00	00:00	00:00	00:00	00:00	00:00	
		No Entry	f No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	
		18	19	20	21	22	23	24	
		00:00	00:00						
		No Entry	No Entry						
		25	26	27	28	29	30	31	
					Figure 8				

- a. Will redirect you to the screen where you can fill in the timesheets
- b. Shows the the weekly timesheets (For viewing purpose only)
- c. Total number of hours worked by you in a month
- d. Total number of hours worked by your in a day
- e. Status of the timesheet e.g.-Approved
- f. Status of the timesheet e.g.- No entry



You will see the following message if your timesheet has been approved:



If you've not filled in the timesheet for a particular week, you will find the following message:

Week- 3 time sheet(s) of October has not been submitted.

If you want to enter hours into the timesheet, you should click on Enter Time and the following window will open:

me > Time > Enter Time							a 🗕 🐥 (5)	 Back to Dashbo
Time Sheet Projec	cts							Enter Time
🛗 October 2015		c	October 1	Week 3 1, 2015 - October 17, 20	15 b			
Project	Sun 11 Oct, 2015	Mon 📋 12 Oct, 2015	Tue 13 Oct, 2015	Wed 14 Oct, 2015	Thu 15 Oct, 2015	Fri 16 Oct, 2015	Sat 17 Oct, 2015	Hours
 Amicus d 								00:00
Development — e								00:00
	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	00.00
	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Veekly Note — f								
Enter note							g	h I
							Save	ave & Submit



- a. Reminders for filling in timesheets
- b. You can change to whichever week you want
- c. Daily notes/comments (You can give details about the tasks and the number of hours for the day)
- d. Project name
- e. Task name
- f. Weekly notes/comments (You can give details about the tasks and the number of hours for the week)
- g. Saves the timesheet (can be modified even after saving)



h. Saves & submits the timesheet for approval

How do I view Projects assigned to me?

Click on **Projects** to view the projects to which you have been added to and to view the project details.

me Sheet	Projects			Enter Time
PROJECTS				Q D
Action	Project	Start Date	End Date	Client
	Amicus			Google

Figure 8.2

a. Click on this icon to view the details of the project.

					• • •
Time Sheet Projects					Enter Time
Project Details					▲ BA
Project	Amicus		Client	Google	
Description Pharma Proejo		t	Project status Initiated		
Start Date	2015-10-10		End Date	2015-12-12	
Estimated Hours 46					
TASKS					C J
Name		Estimated Hours		Actual Hours	
Development		20		32:00	

Figure 8.3

The above figure shows the details of the Project. The details are added by the Super Admin/Manager.