

How to complete my timesheet?

a) IMPORTANT NOTICES

- The ASA SX user will connect at least once a week to fill his/her timesheet!
- At the end of the month, you have to submit your Timesheet partially (you automatically get the message if the last day of the month is not a Sunday). As we have to close the month for our Finance Dept, **NO EXCEPTION WILL BE ALLOWED.**
- Your timesheet is directly connected to the related project. Each hour reported in the timesheet directly generate an estimated revenue.
→ **It is essential to select the right project and the right task.**
- **Each subcontractor** must submit an ASA SX time sheet. This is mandatory to approve the subcontractor invoices. The number of hours mentioned on the subcontractor's invoice must be the same as the number of hours filled in the ASA SX time sheet.

b) YOUR TIMESHEET

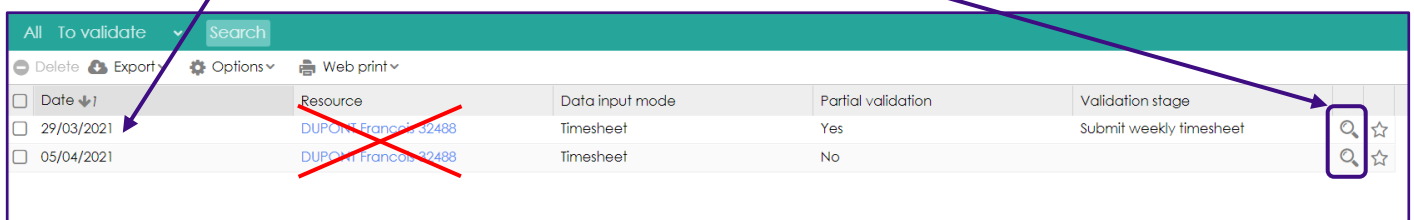
On the Side bar, select the feature Time, then the Current or Previous timesheet.

Remark :

When you select the submenu "Timesheets", you will have a list of timesheets, one per week.

To open one of the timesheets,

- or you click on the magnifying glass
- or double click on the right week.



Date	Resource	Data input mode	Partial validation	Validation stage
29/03/2021	DUPONT Francois 32488	Timesheet	Yes	Submit weekly timesheet
05/04/2021	DUPONT Francois 32488	Timesheet	No	

BUT DO NOT click on your name. You may get an error message.



By clicking on "Current timesheet" in the menu, you edit the timesheet of the present week.

Your name the current week Previous or next week Copy button (see below) Print Button

The screenshot shows the ASA SX timesheet interface. At the top, there's a header bar with the user's name 'DUPONT Francois', the current week 'W6-2021', and navigation buttons for 'New row', 'Copy', 'Display scheduled tasks', 'Entered comments', 'Validation stages', 'Documents (0)', and 'Synchronise from actions'. Below this is a table with columns for 'Project', 'Scheduled total', 'Entered total', and days of the week (Mon 08 to Sun 14). The table contains several rows for different projects, each with a search bar and input fields for scheduled and entered hours. At the bottom of the table, there are buttons for 'Update', 'Submit weekly timesheet', and a comment icon.

Your project and activities Your daily hours Add daily comments Save your changes Submit your weekly timesheet Add weekly comment

How to copy as daily time?
(use of **copy** button)

- Fill in the first day
- Go to the last day
- Click on "Copy" button

Update = save data with possibility to modify them later.
Submit = save data, no possibility to modify. Next step is validation by PM.