

How to add special time into my timesheet?

You made some special time (overtime, stand-by, ...)?

Open your timesheet and select the appropriate workweek (see Quick Reference Guide “How to complete my timesheet”)

To add special time; click on the “+” icon at the right of the date.

Project Project row	Scheduled total	Entered total	Mon 08	Tue 09
Internal Activities		0.00	0/8	0/8
Reserve (new employee without mission)		0.00		
Choose a project			0/8	0/8

You will then get the following window and you have to :

- Choose the project on which you have made this special time,
- Choose the right type of special time in the list,
- Define the quantity of special time. In decimal hours. Ex.: from 12:00 to 14:30 → 2,5 hours.

You can add several special time by day.

Note : If the window is too small to display the entire description, you can enlarge the window

Add special time

Project *

Choose an option...

Type *

Choose an option...

Project row

Choose an option...

Quantity

Comment

Add

In case your special time is a weekly stand-by, this special time has to be defined on the last day of the week and quantity must be 1.

The overtimes must be defined in advance in each project to allow you to fill it in your Timesheet. Based on information received from the PM, the overtimes will be billable or not. If you can't add overtime in your Timesheet, please contact immediately your Backoffice.