



India's First HR Company Listed on **NSE - Emerge**

# ApHusys Project Management & Timesheet

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## Our Vision

*"Synergizing Human Potential for Development of Business & Society"*

## Our Mission

*"To be the leader in deploying & delivering high quality, innovative, cost effective and time sensitive HR Services, leveraging human potential for the advancement of both business and society"*



The purpose of Project and Timesheet Management is to build processes and outputs into the project that assist the manager and team to complete the project in a timely manner. During the planning process, outputs are created to illustrate how project tasks will be sequenced and allocated.

The Timesheet Management process is concerned with tracking and reporting on the progress of work.

Intended audience for this presentation are

- Project Managers, Team Leads, Team

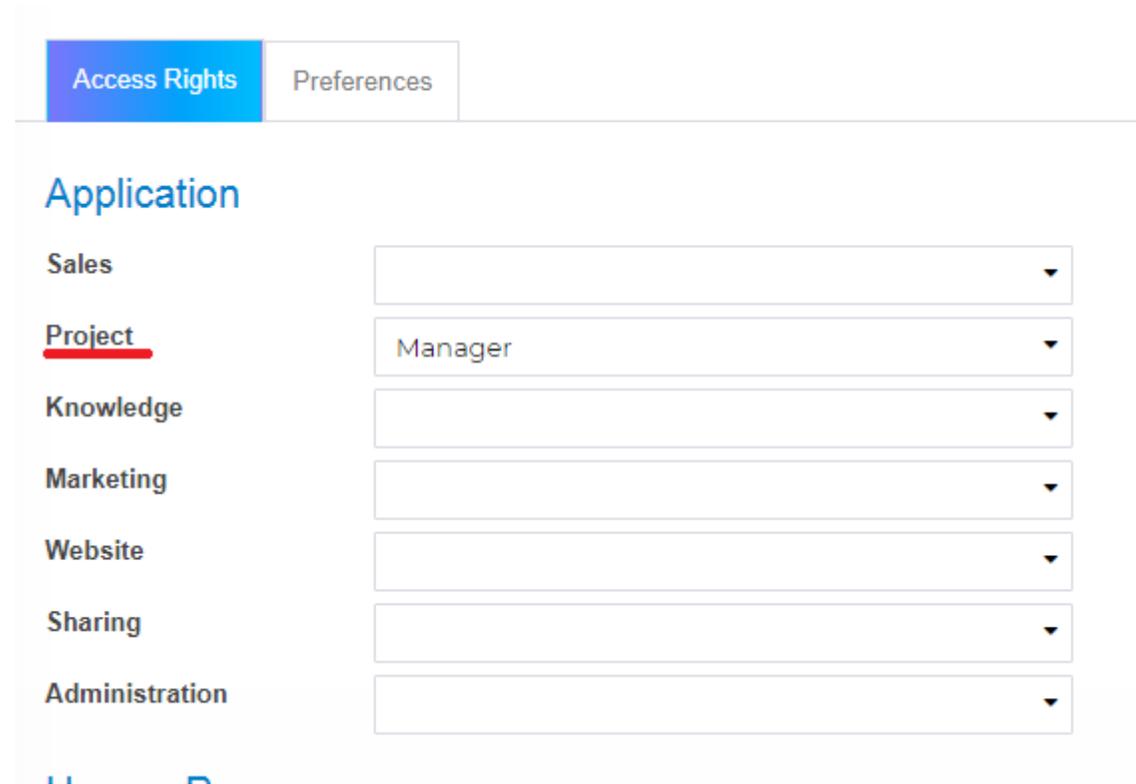
It is assumed that users of this presentation are

- Familiar with usage of PC, Laptop, Smart Phone, etc.
- Exposed to web and ecommerce applications
- Aware of cloud and cloud applications
- Undergone induction on ApHusys

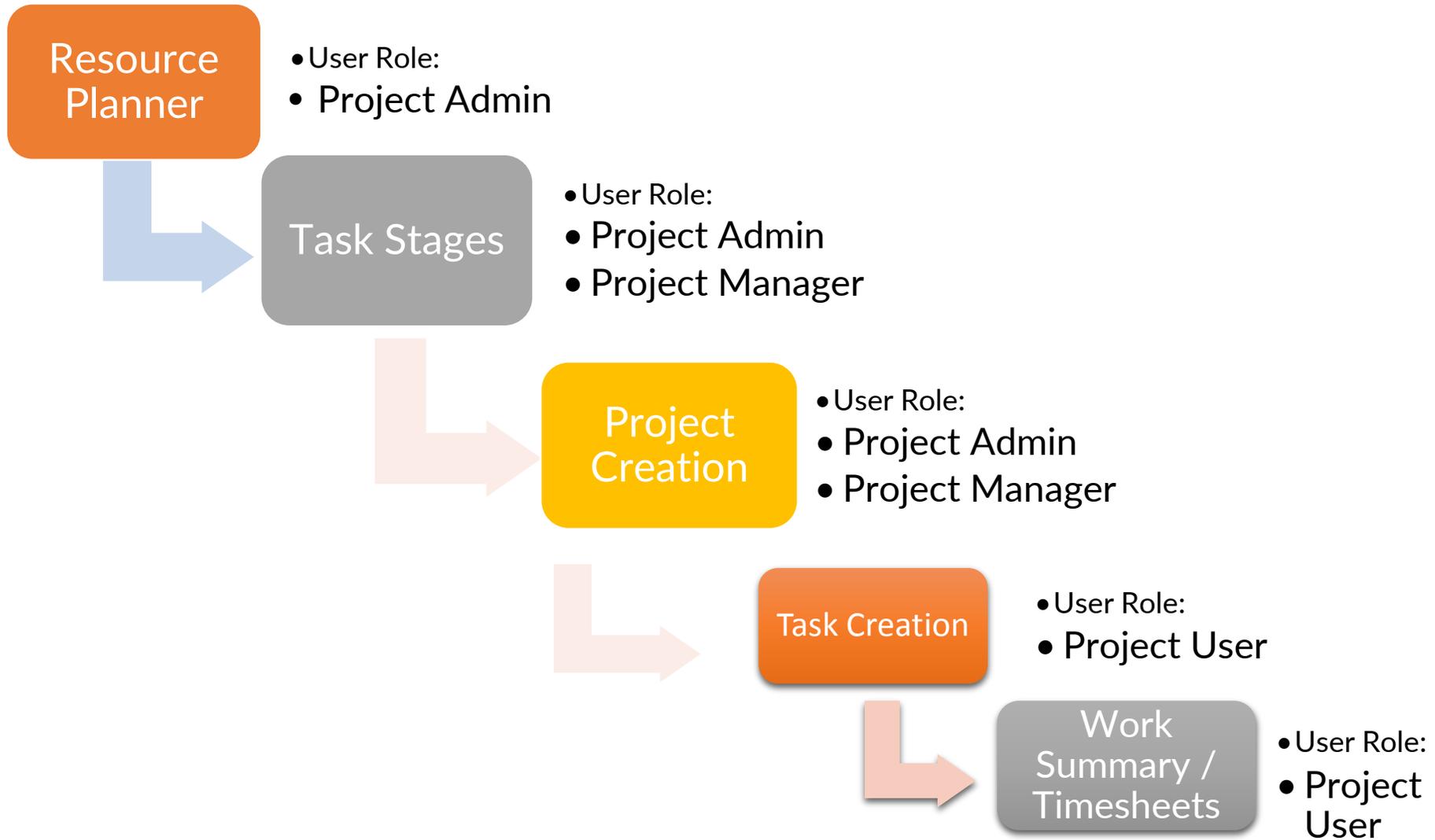
The following are the Roles that can be given in Project Management

**Path: Settings -> Action -> Users, select a record -> Edit -> Access Rights -> Project**

- Project Admin
- Project Manager
- Project User



Application	Role
Sales	
<u>Project</u>	Manager
Knowledge	
Marketing	
Website	
Sharing	
Administration	



The Project Admin will create the Resource Planner for each month

**Path: Projects & Timesheets -> Action -> Resource Planner -> Create**

Provide the following details:

- Plan Name
- Month
- Year
- Create Plan for (Either for All the Employee or for Specific group of Employee)

Resource Planner > New

Save or Discard

Create Resource Plan Allocate Resources Modify Resources

Plan Name

Month  Create Plan for

Year

Resource Plan

Project Member	Month	Year	Total Worksheet Hours	Employee Working hours	Total Available Hours

If the Plan is created for **Set of Employees**, you'll get the following options to select:

## Department Wise

Select Employees By

- Department
- Designation
- Location
- Employee

Department List

- Human Resources
- IT
- Marketing & Sales
- Research and Development
- Finance

Resource Plan

## Designation Wise

Select Employees By

- Department
- Designation
- Location
- Employee

Designation List

- Marketing Executive
- Marketing Manager
- Senior Marketing Executive
- HR Executive
- HR Manager

Resource Plan

## Location Wise

Select Employees By

- Department
- Designation
- Location
- Employee

Location List

- Bangalore
- Hyderabad (W)
- Hyderabad (H)
- Chennai
- Mumbai

Resource Plan

## Employee Wise

Select Employees By

- Department
- Designation
- Location
- Employee

Employee List

Name	Employee Code
Add an item	



After providing the details, click on **Create Resource Plan** which will display the list of Employees along with their total Working hours available for that Month

Edit Create

Attachment(s) ▾ More ▾

1/19 ◀ < > ▶ ☰ □

Create Resource Plan

Allocate Resources

Modify Resources

**Plan Name** ApHusys Implementation

**Month** 11

**Year** 2016

**Create Plan for**

All Employees

**Resource Plan**

Project Member	Month	Year	Total Worksheet Hours	Employee Working hours	Total Available Hours
Alke Deepika	11	2016	240.00	0.00	240.00
Raghu	11	2016	240.00	0.00	240.00

- **Allocate Resources:** In order to reflect the Allocation details after a Project is created, click on Allocate Resources which will calculate the Employee working hours and the available hours
- **Modify Resources:** To make changes in the existing Resource Plan, click on Modify Resources
- **More:** Click on this option to Delete or Duplicate the planner for the next month

Resource Planner > ApHusys Implementation

[Edit](#) [Create](#)
Attachment(s) [More](#)

[Allocate Resources](#) [Modify Resources](#)

Plan Name: ApHusys Implementation

Month: 11 Creat

Year: 2019

Employee List

Name	Employee Code	Work Mobile	Work Email	Department	Designation	Reporting Manager	Country
Amol	EMPO5	7458963251	amol@demo.com	Marketing & Sales	HR Executive	HR Admin	India
Raghu	EMP27	8269847563	raghu@demo.com	IT	Operations Executive	Amol Doiphode	India

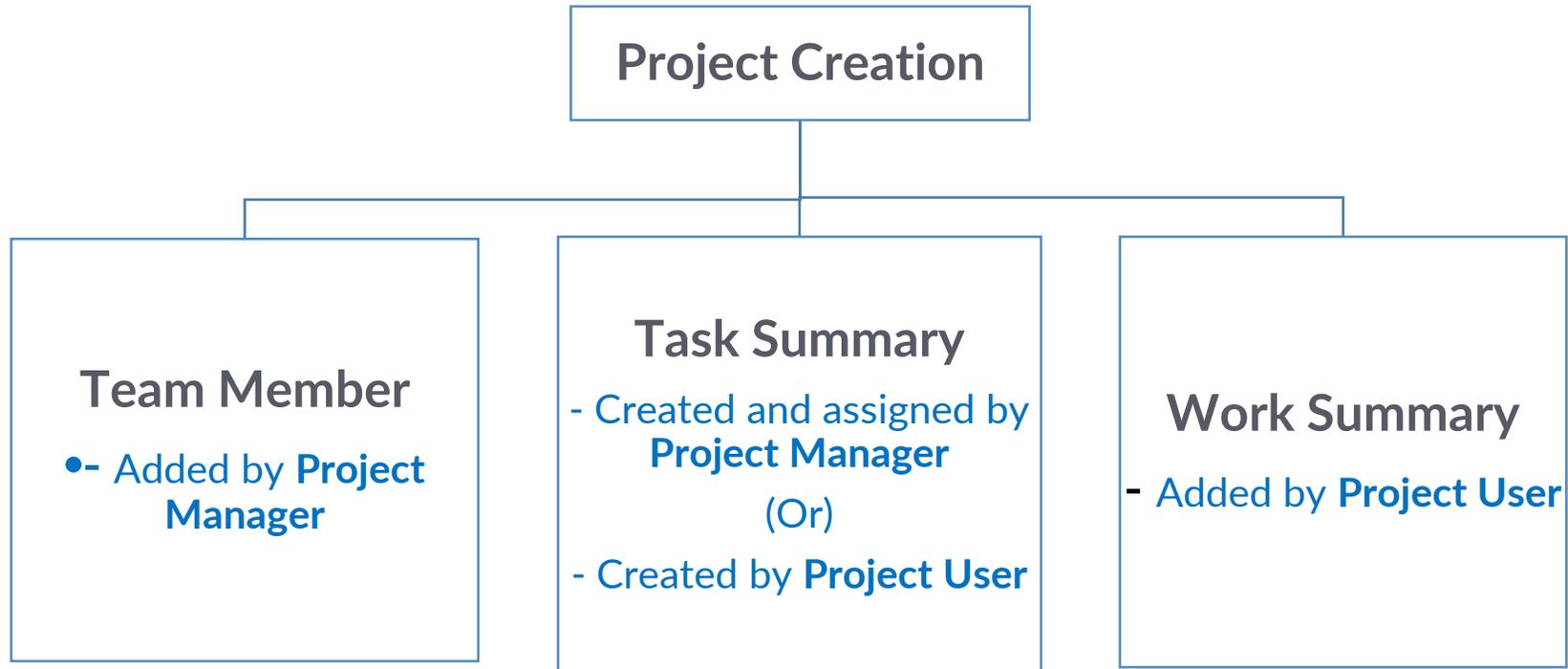
[Add an item](#)

Resource Plan

Project Member	Month	Year	Total Worksheet Hours	Employee Working hours	Total Available Hours
Alke Deepika	11	2016	240.00	0.00	240.00
Raghu	11	2016	240.00	0.00	240.00

Resource Allocation

Project Member	Start Date	End Date	Frequency	Project name	Number of Hours
<a href="#">Add an item</a>					

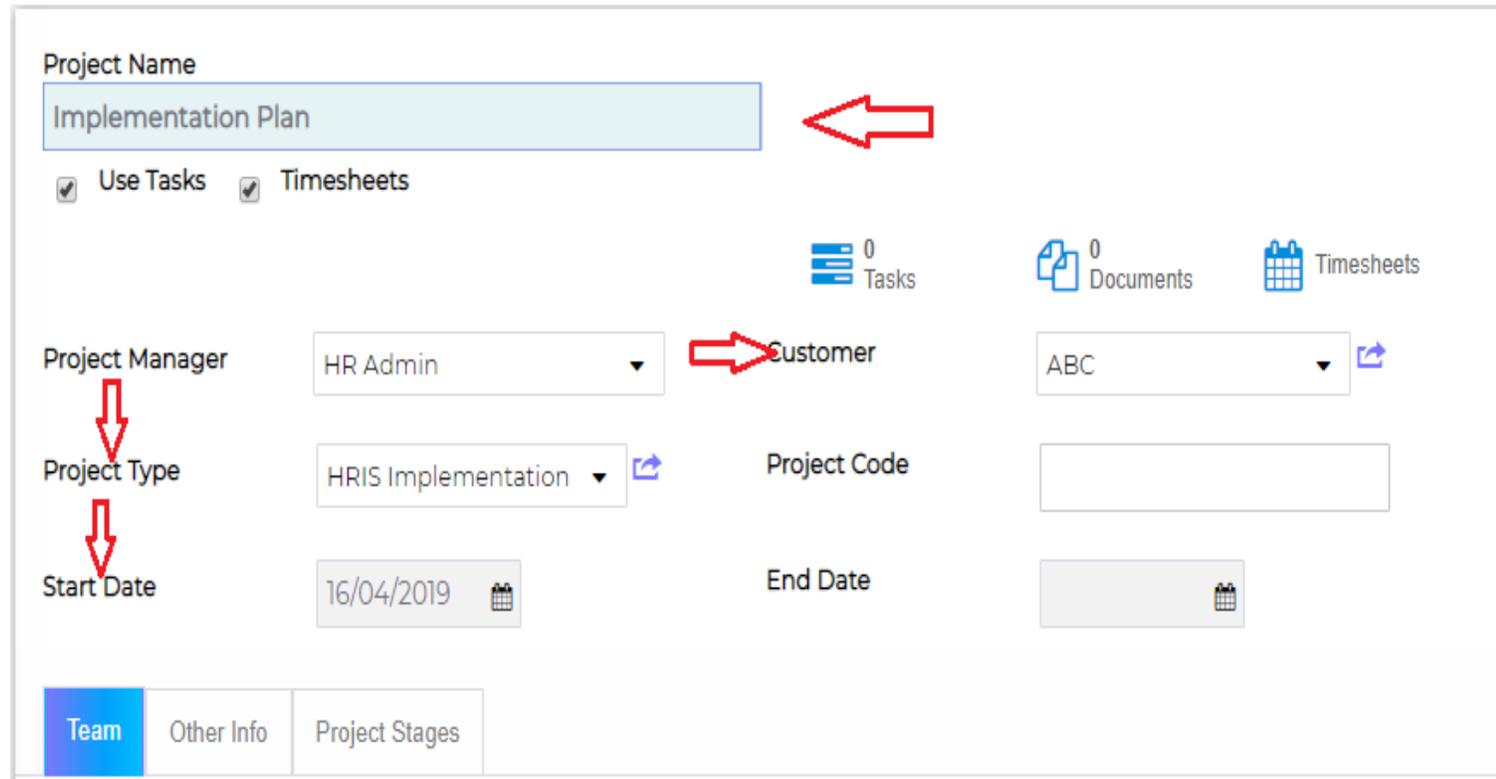


Project Manager can create the project, define the project tasks, assign them to the employees and keep a track till the completion of the project.

**Path: -> Projects & Timesheets -> Action -> Projects -> Create**

Provide the following details:

- **Project Name:** Provide the name of your Project
- **Customer:** Provide the client / customer of the respective Project
- **Project Type:** This is created only by the **Project Admin**. As a Project Manager, select the type of the project from the predefined fields
- **Project Code**
- **Start Date & End Date**



Project Name: Implementation Plan

Use Tasks  Timesheets

0 Tasks 0 Documents 0 Timesheets

Project Manager: HR Admin

Project Type: HRIS Implementation

Start Date: 16/04/2019

Customer: ABC

Project Code:

End Date:

Team Other Info Project Stages

- **Team:** Click on 'Add an item' to select the Team members of the Project. Also, before selecting, you can check the available working hours of an Employeee.

Name	Employee Code
A Arun kumar	EMP06
Abdul	EMP01
Akbar	EMP02
Alke Deepika	EMP03
<a href="#">Add an item</a>	

Add: Project Members

25 1-25 of 60

Name	Designation	Date From	Date To	Total Working Hours	Total Assigned Hours	Total Available Hours	
A Arun kumar	HR Executive	18/01/2017	16/05/2019	248.00	0.00	248.00	<a href="#">View Availability</a>
Abdul	Senior Marketing Executive	18/01/2017	16/05/2019	248.00	0.00	248.00	<a href="#">View Availability</a>
Akbar	Marketing Executive	18/01/2017	16/05/2019	248.00	0.00	248.00	<a href="#">View Availability</a>
Amar Ravi	HR Executive	18/01/2017	16/05/2019	248.00	0.00	248.00	<a href="#">View Availability</a>
Anand	Marketing Executive	18/01/2017	16/05/2019	248.00	0.00	248.00	<a href="#">View Availability</a>

- **Other Info:** The privacy settings of the Project can be chosen here.
- **Project Stages:** The stages for the Project have to be added here in the required sequence.
- **Note:** Once the Project is saved, the stages cannot be changed / deleted. Only the User with Project Admin privilege will be able to edit the Stages

Team
Other Info
Project Stages

### Administration

**Privacy / Visibility**

- Public project
- Customer related project: visible through portal
- Internal project: all employees can access
- Private project: followers Only

Team
Other Info
Project Stages

Stage Name	Folded in Kanban View
Analysis	<input type="checkbox"/>
Specification	<input checked="" type="checkbox"/>
Design	<input type="checkbox"/>
Development	<input type="checkbox"/>
Testing	<input checked="" type="checkbox"/>
Done	<input type="checkbox"/>
Cancelled	<input type="checkbox"/>
<a href="#" style="color: #007bff; text-decoration: none;">Add an item</a> <span style="color: red; font-size: 2em; vertical-align: middle;">←</span>	

## Resource Allocation

After the Project Admin creates a **Resource Planner** for the respective month, the Project Manager has to allocate the number of hours to work on the specific Project for each Team Member in **Resource Allocation Data**

Task Allocation Data

Resource Allocation Data

**Resource Allocation**

Project Member	Start Date	End Date	Frequency	Number of Hours	
Alke Deepika	01/03/2017	09/03/2017	Daily	1.00	
Amol Doiphode	15/03/2017	16/03/2017	Daily	1.00	
<a href="#">Add an item</a>					



The following details have to be provided for each Resource Allocation:

- Project Member
- Start Date & End Date specific to the Resource assigned
- Frequency (Daily or Weekly)
- Number of Hours

Open: Resource Allocation

Project Member: Alke Deepika

Start Date: 01/03/2017

End Date: 09/03/2017

Frequency: Daily

Number of Hours: 1.00





[Save](#) or [Discard](#)

Open: Resource Allocation

Project Member: Alke Deepika

Start Date: 01/03/2017

End Date: 09/03/2017

Frequency: Weekly

Sunday:       Wednesday:       Friday:   
 Monday:       Thursday:       Saturday:   
 Tuesday:

Number of Hours: 1.00



[Save](#) or [Discard](#)

Task Creation can be either done by the **Project Manager** and assign it to the Team Member or the **Project User** (team member) can create their own Tasks in **Task Allocation Data**

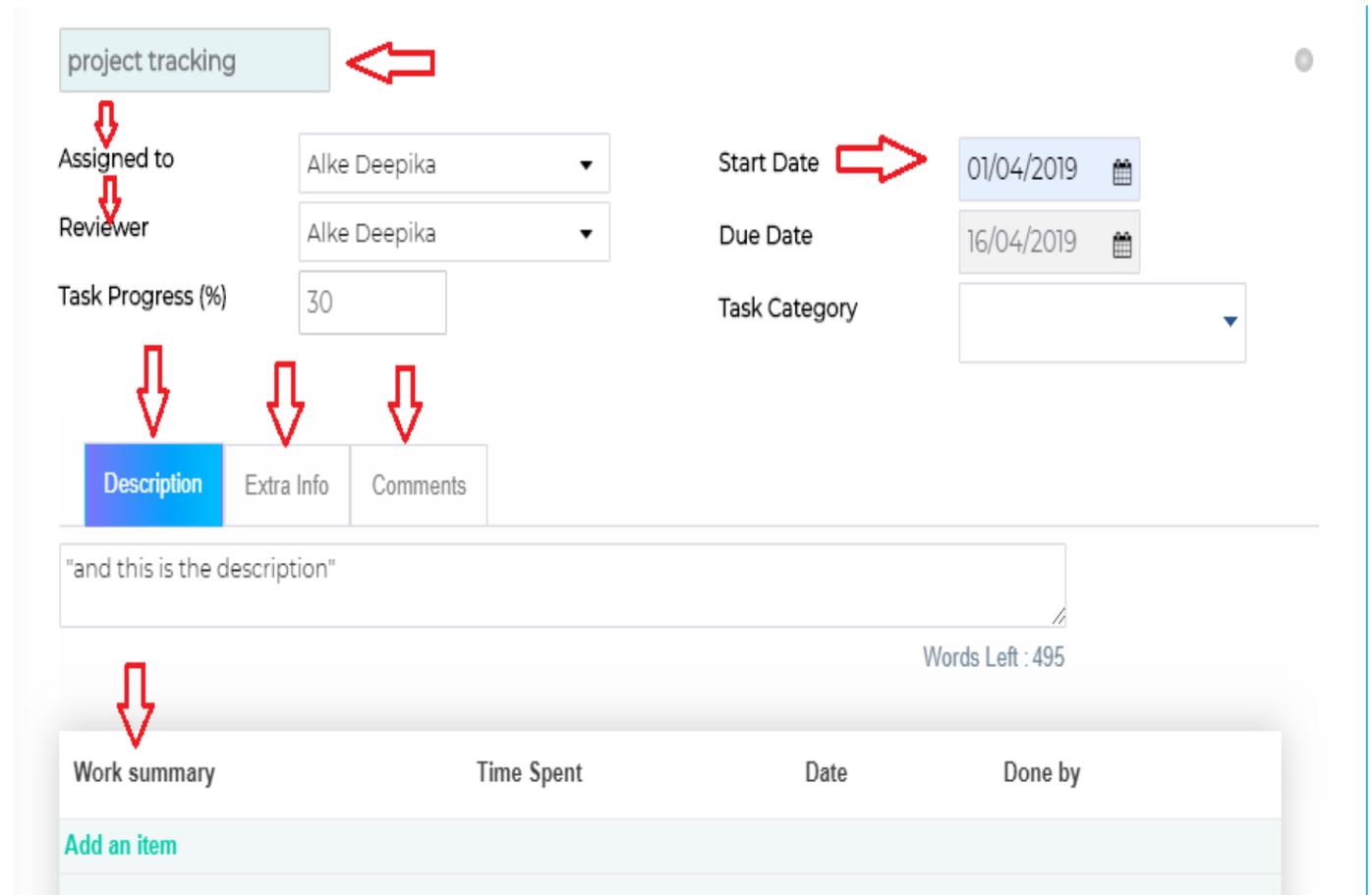
Tasks

Task Summary	Project	Task Category	Assigned to	Stage	Start Date	Due Date	Task Progress (%)	Comments
test11	Software Development		Alke Deepika	Analysis			0.00	
Test	Software Development		Alke Deepika	Analysis			0.00	
<a href="#">Add an item</a>								



To create a Task and assign it to the Team Member, click on 'Add an item' and fill the following details:

- Task Name
- Assigned to
- Reviewer
- Start Date & Due Date of the Task
- Task Category (if any)
- Description of the Task
- Extra Info (Priority, Sequence of the Task)
- Comments (if any)



The screenshot shows a task creation form for a project named "project tracking". The form includes the following fields and sections:

- Task Name:** "project tracking" (indicated by a red arrow pointing left).
- Assigned to:** "Alke Deepika" (indicated by a red arrow pointing down).
- Reviewer:** "Alke Deepika" (indicated by a red arrow pointing down).
- Task Progress (%):** "30" (indicated by a red arrow pointing down).
- Start Date:** "01/04/2019" (indicated by a red arrow pointing right).
- Due Date:** "16/04/2019" (indicated by a red arrow pointing right).
- Task Category:** (empty dropdown menu).
- Description:** "and this is the description" (indicated by a red arrow pointing down).
- Extra Info:** (empty field, indicated by a red arrow pointing down).
- Comments:** (empty field, indicated by a red arrow pointing down).
- Work Summary Table:**

Work summary	Time Spent	Date	Done by
<a href="#">Add an item</a>			

Additional details: "Words Left : 495" is shown at the bottom right of the description field.

The Assigned team member can fill the worked details in the **Work Summary**

**Work Summary:** To fill the work details, click on **Add an item**

- **Time Spent (hh:mm format)** – Provide the time spent of each sub-task
- **Date** – Select the sub-task date specify the time by moving the toggle in Hour & Minute

Open: Tasks
✕

[Analysis](#)

project tracking

Assigned to:

Reviewer:

Task Progress (%):

Start Date:

Description
Extra Info
Comments

"and this is the description"

Work summary Time Spent

Time Spent

Enter Work Summary

02:00

[Add an item](#)

16/04/2019 18:01:30

Alke Deepika

Done by

Apr 2019
✕

Wk	Su	Mo	Tu	We	Th	Fr	Sa
13		1	2	3	4	5	6
14	7	8	9	10	11	12	13
15	14	15	16	17	18	19	20
16	21	22	23	24	25	26	27
17	28	29	30				

Time: 18:01

Hour:

Minute:

Now
Done

## Do's & Don'ts

- Ensure the **Dates** provided in the Work Summaries fall between the Start date and End date of the Task
- The **Time Spent** per day should not exceed the Number of hours allocated per day for that Project. You can re-check the Allocation through the below path:

*Projects & Timesheets -> Action -> Projects, open the respective project -> Edit -> Resource Allocation Data*

### project tracking

Assigned to	Alke Deepika	Start Date	01/04/2019
Reviewer	Alke Deepika	Due Date	16/04/2019
Task Progress (%)	30.00	Task Category	

Description	Extra Info	Comments	
"and this is the description"			
Work summary	Time Spent	Date	Done by
Enter Work Summary	02:00	16/04/2019 18:01:30	Alke Deepika

As a Project User, to create a new Task, click on 'Add an item' and fill the following details:

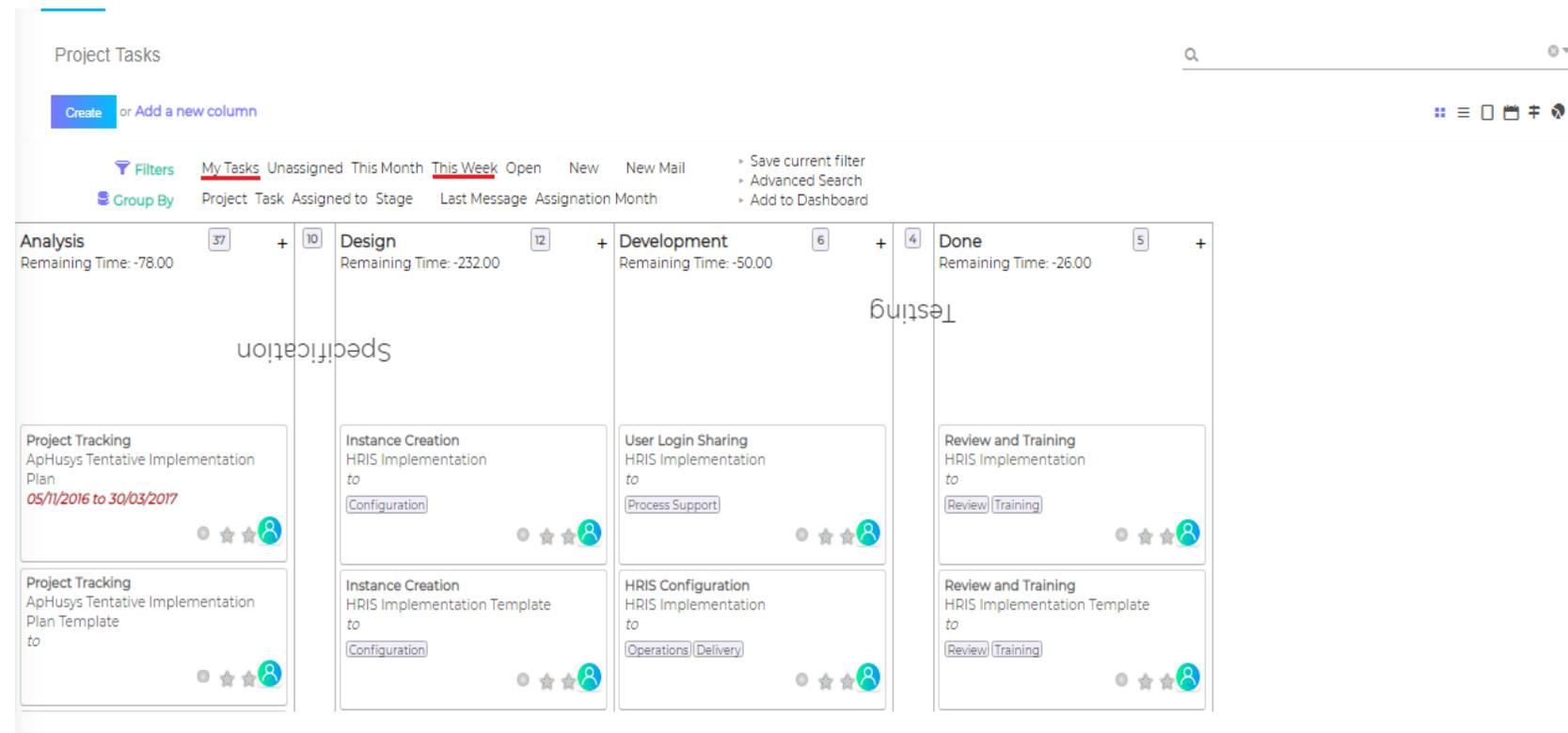
- Task Summary
- Task Start Date & End Date
- Description
- Work Summary
- Also, the **Stage** of each Task can be changed by clicking on the status tab on the top

Task Allocation Data		Resource Allocation Data						
Tasks								
Task Summary	Project	Task Category	Assigned to	Stage	Start Date	Due Date	Task Progress (%)	Comments
project tracking	Software Development		Alke Deepika	Analysis	01/04/2019	16/04/2019	30.00	
Test	Software Development		Alke Deepika	Analysis			0.00	
<a href="#">Add an item</a> 								

The Task thus created can be checked and managed through the Project Task. To check the status of the Task assigned across multiple Projects, follow the below path:

**Path: Projects & Timesheets -> Action -> Project Tasks**

- The **Stages** of each Task can be changed by dragging the **Task** box.
- These Tasks can be viewed as per your requirement by choosing the **Filters** or **Group By** option



The purpose of Timesheet is only to **Save** and **Submit** the Tasks completed.  
To submit your Timesheet of your assigned Projects, follow the path below:

**Path: Projects & Timesheets -> Action -> Timesheet**

## Alke Deepika

Timesheet Period: 10/12/2018 to 15/12/2018

 6 Timesheet
 12 Attendances

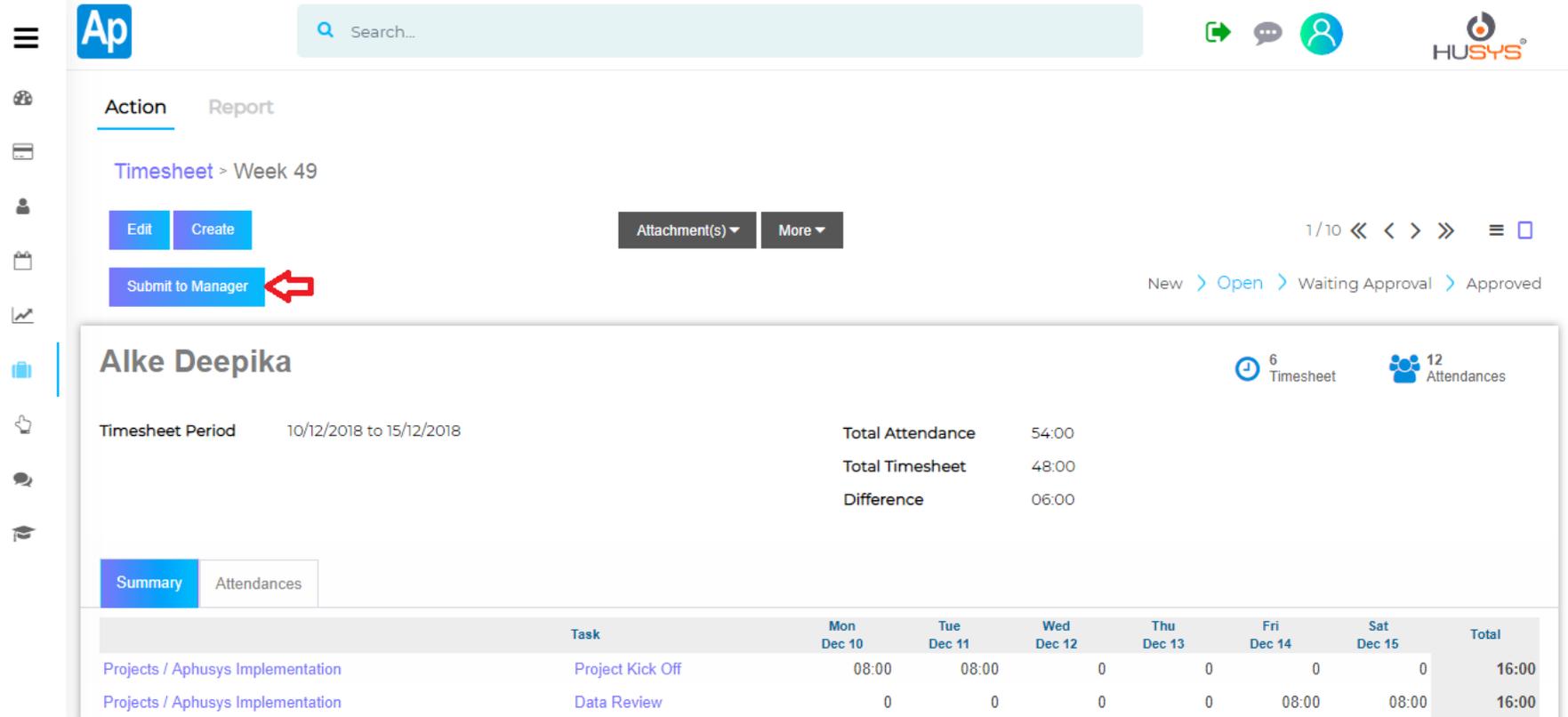
Total Attendance	54:00
Total Timesheet	48:00
<u>Difference</u>	06:00

Summary

Attendances

Task	Mon Dec 10	Tue Dec 11	Wed Dec 12	Thu Dec 13	Fri Dec 14	Sat Dec 15	Total
Projects / Aphasys Implementation Project Kick Off	08:00	08:00	0	0	0	0	16:00
Projects / Aphasys Implementation Data Review	0	0	0	0	08:00	08:00	16:00
Projects / Aphasys Implementation Data Collection	0	0	08:00	08:00	0	0	16:00
<b>Total</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>48:00</b>

Click on 'Submit to Ma  
for Approval



**Alke Deepika** 6 Timesheet 12 Attendances

Timesheet Period: 10/12/2018 to 15/12/2018

Total Attendance	54:00
Total Timesheet	48:00
Difference	06:00

Task	Mon Dec 10	Tue Dec 11	Wed Dec 12	Thu Dec 13	Fri Dec 14	Sat Dec 15	Total
Projects / Aphasys Implementation - Project Kick Off	08:00	08:00	0	0	0	0	16:00
Projects / Aphasys Implementation - Data Review	0	0	0	0	08:00	08:00	16:00

The Reporting Manager can validate and **Approve / Refuse** the Timesheet through the below path:

**Projects & Timesheets -> Action -> Timesheets Approval**

The Attendance (i.e. worked hours through Punch In & Out) is captured here as a reference to check the difference between the assigned hours and actual worked hours of an User.

To **view** the attendance falling in the Timesheet Period defined, click on the Attendance tab

**Action**    **Report**

Timesheet > Week 49

[Edit](#)    [Create](#)

[Submit to Manager](#)

Attachment(s) ▾    More ▾

1/10 << < > >> ≡ □

[New](#) > [Open](#) > [Waiting Approval](#) > [Approved](#)

## Alke Deepika

Timesheet Period    10/12/2018 to 15/12/2018



[Summary](#)    [Attendances](#)

**Total Attendance**    54:00

**Total Timesheet**    48:00

**Difference**    06:00

 6 Timesheet

 12 Attendances

	Mon Dec 10	Tue Dec 11	Wed Dec 12	Thu Dec 13	Fri Dec 14	Sat Dec 15	Total
Projects / Aphasys Implementation    Project Kick Off	08:00	08:00	0	0	0	0	16:00
Projects / Aphasys Implementation    Data Review	0	0	0	0	08:00	08:00	16:00

**Note:** The Attendance record here is only for **viewing** purpose. It is recommended not to delete or add any record here.

**1. As a User, can I add the number of hours worked directly in Timesheets?**

No. It is always recommended to provide the number of hours in the Work summary only. Timesheets is used only to submit the work report to your Reporting Manager.

**2. Can I use an old Project as reference for creating a similar Project?**

Yes. You will find an option 'Make Template' on top of the old Project, which will retain only few project details.

**3. As a Project Manager, where can give my comments on the Tasks done by the Team?**

In the Tasks -> Comments tab, Manager can give their feedback / comments on each Task.

**4. As a Project Manager, can I change the Project stages later?**

No. The stages have to be chosen only at the project creation level.

**5. As a User, can I delete a Task after creating and saving it in the Project?**

No. Task once created and saved can only be deleted by the respective Project Manager / Project Admin.

## 6. As a Team member, can I Save the Project Template?

Users with only Project Admin or Manager privilege can Save the project template.



#getHREnabled

Consulting, Operations, Technology

# THANK YOU

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