

TIME SHEETS User Manual

SHUTTLE ENTERPRISE SERVER

What are TIME SHEETS? In SHUTTLE, Time Sheets are offered as a set of functions that are more than useful for time management and measurement. When used pro-actively, Time Sheets are invaluable for Enterprise Resource and Procedure planning. It is only when we discover from decent Time Sheet statistics where and how our time is actually spent, that we can introduce sensible change in procedures and policies that will profit the Company as a result.

Rather than think of Time Sheets as a method of 'policing', we may instead look at it as an honest tool to assist us in planning our time and procedures. For example, in a certain Office Environment, it was found that an inordinate amount of time was spent in handling a specific Document type. Once this fact became apparent, and after investigation, it was found that the procedural Rules for handling this Document type resulted in it being moved around the Department far too much, and by revisiting the reasons for this, a new set of procedures was implemented, and the time spent on this Document type was cut in half.

Another perfectly valid use for Time Sheets is for the recording of Recoverable Time, e.g. Auditors, Lawyers, Administrators and others who re-charge their time.

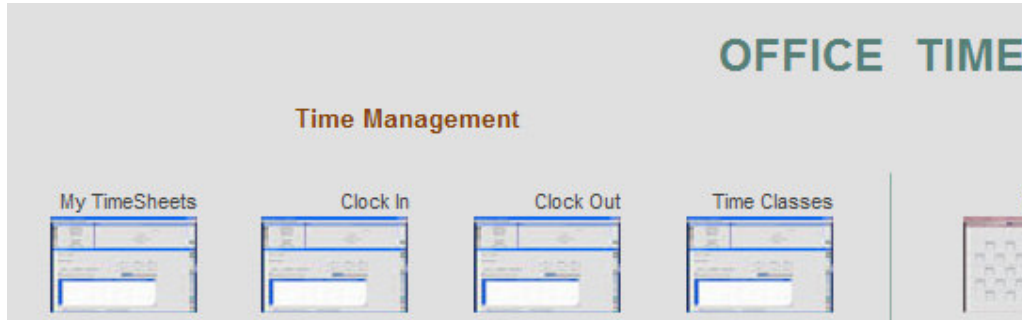
Not to mention how revealing it is in many Companies when people begin to realize how much time is spent in Meetings, and when these Meetings are scrutinized for necessity and length, dramatic savings (of the 'time' resource type) are often achieved.

Before designing the SHUTTLE Time Sheets, the following function points were accepted :

- 1) Users would not wish all and sundry to see their Time Sheets, and therefore the system should allow each User to control Access to his / her Time Sheet.
- 2) There should be a facility to define Common Tasks that are often included on Time Sheets, so that these could be selected with ease to facilitate the completion of the Time Sheets. Of a certainty, these Common Tasks might be very different from one User to the next, and therefore each User should be able to administer a private list of Common Tasks. And then, why not allow Users to 'open up' their Common Tasks listing to others to copy from if they wish, i.e. not to have to repeat the work when their Job Descriptions were similar.
- 3) There should be a 'Clock In' and 'Clock Out' for the Day, for those who needed or chose to use this.
- 4) It should be easy to amend a Time Sheet entry, delete it or MOVE it to another Time Sheet.
- 5) There should be a facility to define Time Classes or Categories, which would make analysis of 'Time Spent' more meaningful.
- 6) There should be a Graphical View available for Time Analysis.
- 7) There should be a Report to indicate where Recoverable Time was not recovered, i.e. where time is usually 'Charged Out' those entries that were never Recovered would lose the Company money.
- 8) Time Sheets should integrate to Diaries and Task Desk, since both of these contain Items on which Users spend their work time.

The moment one reads through the points motivated above, the whole TIME SHEET facility in SHUTTLE becomes exceedingly easy to understand and use.

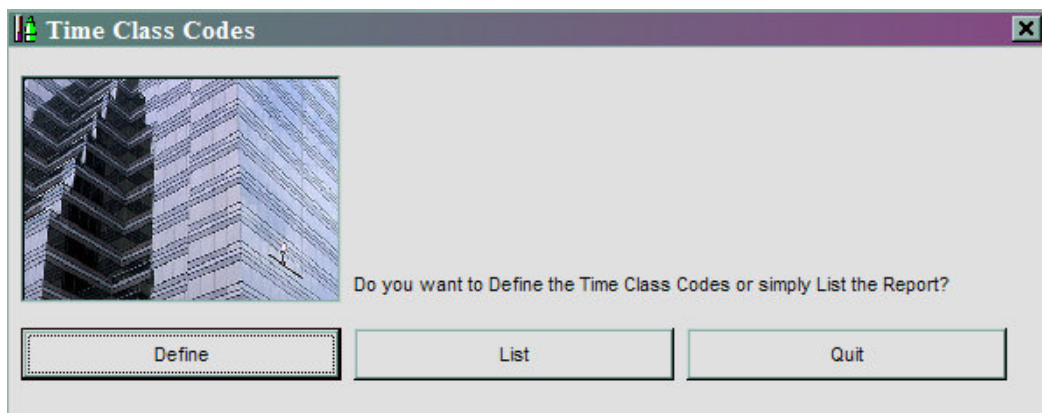
Below, we show the top left corner of the Screen offered by the OFFICE TIME Wizard (Time Sheets can also be reached from USER SERVICES and all Data Screens that you use in the system).



Note 'Clock In' and 'Clock Out', which require little explanation. You simply click 'Clock In' for the system to record your earliest activity for the day (arrival at work?), whereas Clock Out will allow you 5 minutes extra to get out of the Office. If the boss grabs you at the door as you are leaving, you can click Clock Out again to record the 'later' time that you actually got away. With Clock In, unfortunately, you cannot turn back the time or make it earlier than you actually 'selected' Clock In.

Now before we have a look at the Time Sheet Screen Form, we shall have a look at 'Time Classes' and 'Common Tasks', since we need to refer to those while discussing the Time Sheets.

The TIME CLASSES option is not necessarily available to everybody, since there might be local rules as to which Time Classes should be recognized. As such, TIME CLASS definition may be done by an Administrator, rather than by any User.



'LIST' will produce a Report of Defined Time Classes. 'DEFINE' will lead to the Screen shown below.

Time Class Code

Description

Always Billed

You may code the Keys for your Time Classes any way you like. The idea, though, is to keep it short. And of course you can have any number of Time Classes you may require. Each Time Class has a Description, and ONLY those Time Classes that are re-charged, i.e. flagged for possible inclusion on the 'Missing Billing Report' are checked as 'Always Billed'. Easy as that.

COMMON TASKS are reached from the Time Sheet Form (we will see the Button when we look at the Time Sheets in a moment), and look like this –

My Common Tasks [X]

Common Tasks facilitate the completion of Time Sheets.

When you setup Common Tasks that you often perform, you can select from this List while completing Task Sheet entries.

EDIT allows you to change the parameters or Description of one of your Common Tasks, and DELETE allows you to remove a Common Task. COPY is your opportunity to capitalize on someone else's work and grab your own copies from theirs, while LIST will produce a listing of your defined Common Tasks. We need to have a look at the definition of a Common Task –

TimeSheets: Common Task Defaults

Only the TITLE is mandatory,
but the more Defaults you specify,
the easier the TimeSheets get ...

Default Task Title: Administration

Default Time Class: Administration

Expected Time to Complete: 00:30

Translate

Default Time to Apply: 00:30:00

Exit Save

Choose Hours / Minutes, then choose TRANSLATE to get it in here

We give a Common Task a Title, which will appear on the Time Sheet whenever we include it. We may optionally associate a Task with a Time Class (which we select from the Lookup of available Classes), because this facilitates analysis of time spent (as we will see with VIEWS later on).

We may also set a default time to apply whenever we select this Common Task, and this just makes it easier to complete the Time Sheets. Many Common Tasks have a 'time slice' that is more or less the same whenever the Task is performed. Of course, the system will allow you to change this default time on the Time Sheet, if necessary.

So, time to look at the Time Sheet and it's functions :

1 Main | 2 Notes

My Time Sheets

Views | Accessibility | Common Tasks

User: Data Manager

TimeSheet Date: 24/09/2003

Edit | Delete | Move

New | Exit | Save

>>>	Title	Time From	Time To	Time Applied	Billing Reference
1					

Clocked In: Clocked Out: Sheet Total: 00:00

When we enter the Time Sheet Screen, it will always default to TODAY. A simple dbl-click on the 'Time Sheet Date' field will allow us to open any Time Sheet for another Date.

There is a Button for 'Common Tasks', which we have already discussed. The other points we want to home in on, are :-

- Clock In (will show automatically if you have Clocked In for this Date)
- Clock Out (will show automatically if you have Clocked Out for this Date)
- New (Add a Line Entry for this Time Sheet)
- Edit (Change a Line Entry for this Time Sheet)
- Delete (Remove a Line Entry)
- Move (Move a Line Entry to another Time Sheet)
- Notes (Free Format Text, which will also appear on Time Sheet Reports)
- Accessibility (Who may 'see' your Time Sheet Data)
- Views (Reports and Graphical Views)

NEW Time Sheet Line Entry

TITLE could be captured or selected from Common Tasks (dbl-click for Lookup), and Billing is only used for Recoverable Time (can also be indicated at a later stage);

TIME SHEET LINE ENTRY

User	Data Manager
Task Title	Start of Day Briefing
Billing Reference	
Time Class	Meeting (Internal)
Detail	

Time Class may default from a Common Task, or else it may be selected from the Lookup

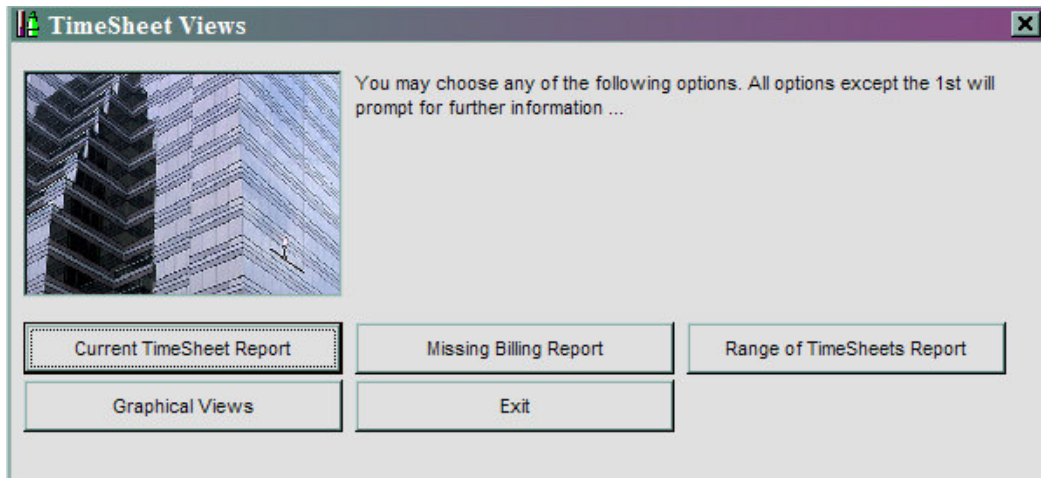
Select Time From / To

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">HOURS</td> <td style="text-align: center;">MINUTES</td> </tr> <tr> <td>Time From</td> <td>00 00</td> </tr> <tr> <td>Time To</td> <td>00 00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Translate</td> </tr> </table>	HOURS	MINUTES	Time From	00 00	Time To	00 00	Translate		<p>OR Select Time Applied</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">HOURS</td> <td style="text-align: center;">MINUTES</td> </tr> <tr> <td>Time Applied</td> <td>00 30</td> </tr> <tr> <td colspan="2" style="text-align: center;">Translate</td> </tr> </table>	HOURS	MINUTES	Time Applied	00 30	Translate	
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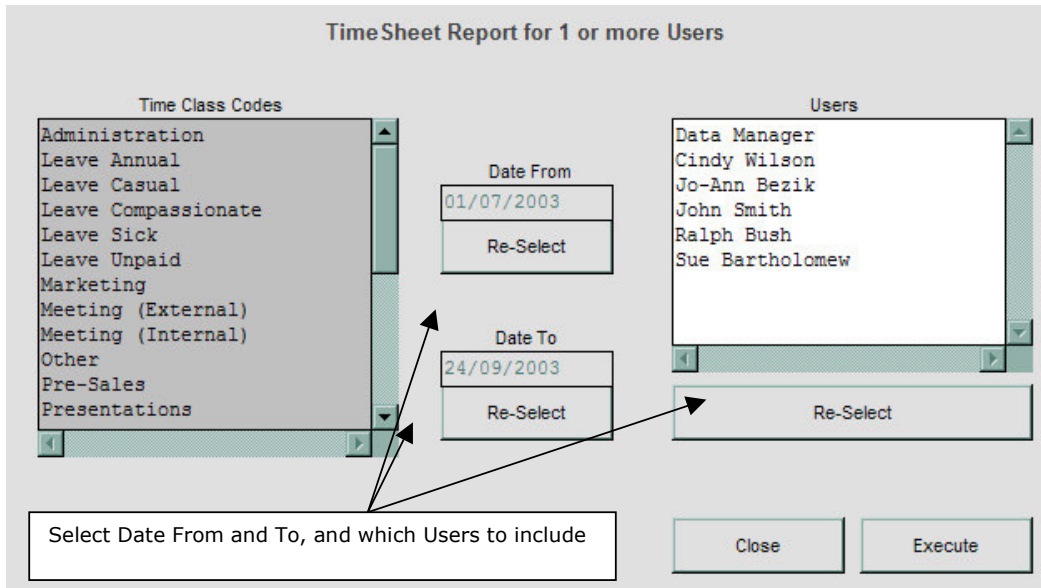
TimeSheet Date	24/09/2003
Item Key	1305160337
Time From	
Time To	
Time Applied	00:30:00

Exit	Save
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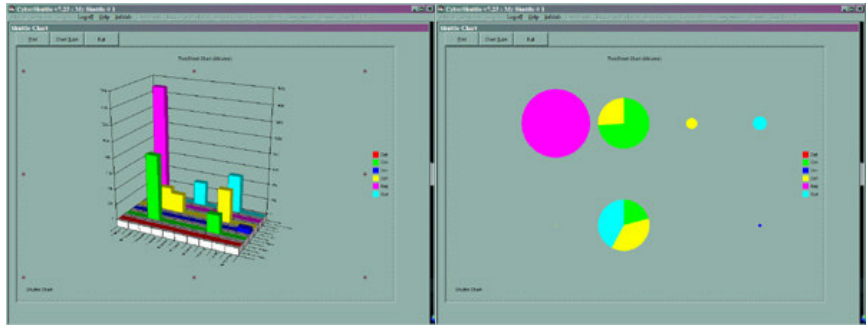
The DETAIL Field is optional, i.e. to indicate further information where necessary. TIME APPLIED is mandatory, and can be indicated either as Time From / To, or simply as Time Applied (select from the left and choose TRANSLATE). Of course, with Common Tasks, the TIME APPLIED may default, if indicated on the Common Task. And that's it, we can choose SAVE.



CURRENT TIMESHEET REPORT will turn the current active Time Sheet into a Report, while MISSING BILLING REPORT will highlight Recoverable Time for which no 're-charge reference' is on file, and RANGE OF TIME SHEETS produces a report of Time Sheets for a selected Date Range. The latter two options allow you to include a group of Users whose Time Sheets are 'visible' to you, as shown below –



The Graphical View, likewise, allows you to 'home in' on selected Time Class Codes, and selected Users, to produce a 'view' of where the time has gone ...



What remains to be shown is how the Time Sheets are integrated to TASKS and DIARIES ...

Project: <input type="text" value="Not a Project Entry"/>	DIARY ACTIONS : Target Diary: <input type="text" value="Data Manager"/> *Originator: <input type="text" value="Data Manager"/> Diary Date: <input type="text" value="24/09/2003"/> <input checked="" type="checkbox"/> Confidential
Contact Person: <input type="text"/> Diary Category: <input type="text"/> Priority: <input type="text" value="Medium"/>	Title: <input type="text" value="Attend Staff Briefing"/>
Appointment Time: <input type="text" value="11:00"/> Duration: <input type="text" value="00:00"/>	Detail: <input type="text"/>
Time Sheet Entries: <input type="text"/>	Encrypt Detail Decrypt Detail Create Task Time Sheet Sign Off CRM Event Exit Save
Customer Relationship Management CRM Event: <input type="text"/> DataMart: <input type="text"/>	

When click SIGN OFF on a Diary Entry, we automatically get an option to include the item in our Time Sheet

DIARY SIGNOFF
with optional
Time Sheet Update

User: Data Manager
Task Title: Attend Staff Briefing
Billing Reference:
Time Class:
Detail:

Select Time From / To

Time From: 00:00
Time To: 00:00
Translate

OR Select Time Applied

Time Applied: 00:00
Translate

TimeSheet Date: 24/09/2003
Item Key: 1305174538
Time From:
Time To:
Time Applied:

Buttons: Neither: Just Exit, No TimeSheet, just Sign Off, Update TimeSheet and Sign Off

To include on Time Sheet or not is a simple choice ...

As is the case with a Task Sign Off ...

TASK SIGNOFF
with optional
Time Sheet Update

User: Data Manager
Task Title: Produces Sales Report
Billing Reference:
Time Class:
Detail:

Select Time From / To

Time From: 00:00
Time To: 00:00
Translate

OR Select Time Applied

Time Applied: 00:00
Translate

TimeSheet Date: 24/09/2003
Item Key: 1305174762
Time From:
Time To:
Time Applied: 01:00:00

Buttons: Neither: Just Exit, No TimeSheet, just Sign Off, Update TimeSheet and Sign Off

There is one more useful Utility we need to have a look at, and that is Time Tracker –

What is Time Tracker?

It is your Time Keeper Utility for use with CyberShuttle (an optional download with your CyberShuttle software). Use of Time Tracker is entirely optional. It is simply a utility for those who need a convenient way to measure time spent on defined activities.

With Time Tracker you can manage up to 20 different Activity Clocks at a time, and you can change the Task Descriptions as and when you have a need to. As soon as you select a Task, it starts the clock ticking, and automatically stops the previous Task Clock.

When you fill in your SHUTTLE TimeSheet, you have all the information you need. Even if you do not use SHUTTLE TimeSheets, you may still find the Time Tracker useful.

Time Tracker is usually installed on the \CyberShuttle Installation path, and you create a separate Shortcut on your Desktop for it. Time Tracker may be used independently from CyberShuttle, i.e. you do not need to be logged on to a Shuttle Service while using Time Tracker.



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