

Enter Regular Hours in a Weekly Timesheet

for All Staff

Objective(s)

To enter time in a weekly timesheet.

Prerequisite(s)

Staff should have selected the weekly method of reporting time under their user preferences in TRS.

RM Profile

All staff

Access

See instructions to [access TRS](#).

Steps

1. Click the required timesheet. The Timesheet screen displays.
2. Add activities to the timesheet, if required.
3. Perform the required action:

| If... | Then... |
|--|--|
| Time has not been entered | Go to step 4. |
| Time has been entered using the daily reporting method | <ol style="list-style-type: none">a. Click the Comments icon and delete all the comments.b. Click the OK button.c. Click the Save button. The message "Timesheet successfully saved to SAP" displays.d. Delete all the activities. <p> Ensure that the time entered is noted elsewhere before deleting the activities.</p> <ol style="list-style-type: none">e. Click the Save button. The message "Timesheet successfully saved to SAP" displays.f. Close the browser window and open a new browser window.g. Access TRS.h. Click the required timesheet. The <i>Timesheet</i> screen displays. |

4. Enter hours in the 'Wk' column against a particular activity.



The entered hours cannot exceed the required hours on a capital project for any week.

5. Click the Save button to send the entered time and approved leave/holiday information to SAP. The message "Timesheet successfully saved to SAP" displays.



Approved leave and Bank holidays automatically display in the timesheet. However, staff should save the timesheet to record this data in SAP.

6. Click the **OK** button to continue.
7. Enter hours, if required, for another month:

- Click the calendar icon.
 - Select the required date.
 - Click the Go to Date icon. The selected timesheet displays.
 - Repeat steps 2 to 5 to enter hours.
- ① Use the arrow buttons to toggle between timesheets.
8. Click the Close button to return to the TRS summary screen.

Result(s)

You have entered time in a weekly timesheet.