## Overview

This Job Aid defines the steps for team members to follow for submitting and recalling/updating Timesheets in Sensei IQ.

There are two (2) independent activities associated with working with Timesheets.

1. Submit Timesheet
2. Recall and Update Timesheet

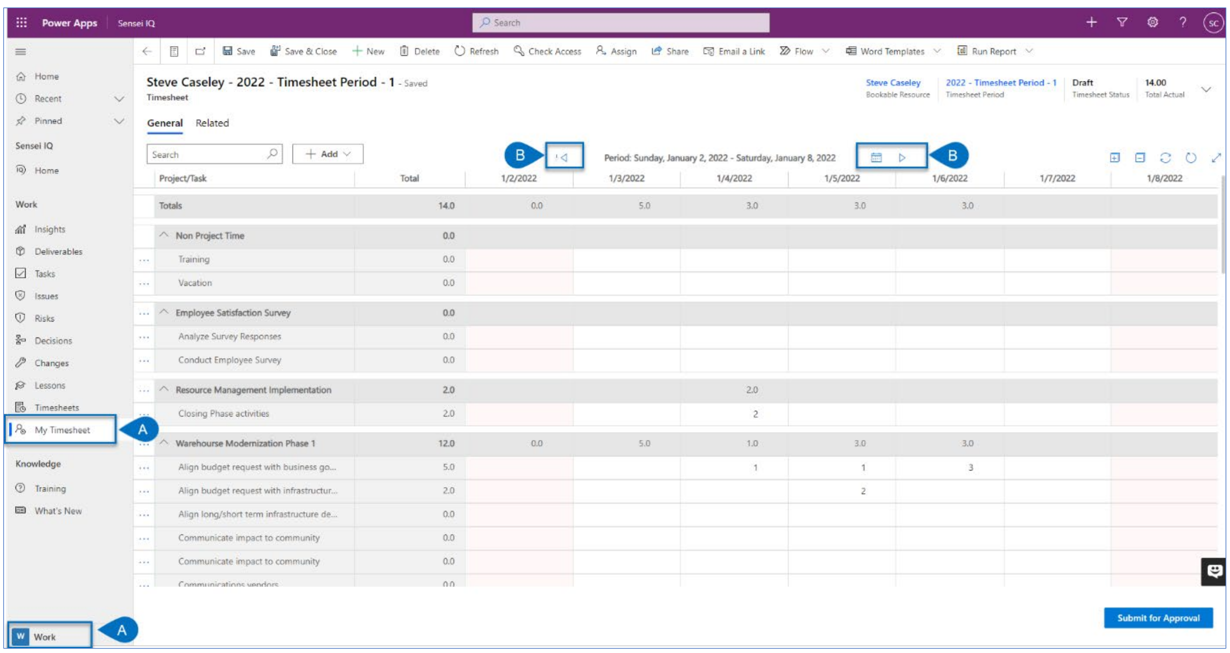
# Submit Timesheet

**Team Member** **Work – My Timesheet**

### 1. COMPLETE TIMESHEET

a. Ensure you are in the **Work** Area and select **My Timesheet**.

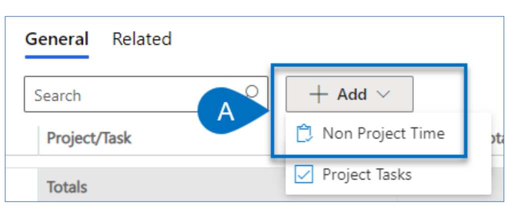
b. Validate the **Timesheet period** and adjust as needed using the **back/forward buttons** or the **Date picker.**



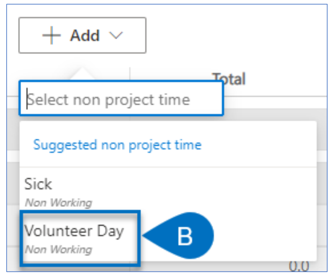

c. Enter the **appropriate number of hours into each cell** on the timesheet to record time worked **on Project and Non-Project Tasks**.

### 2. ADD NON-PROJECT ROWS TO TIMESHEET

a. Add additional **Non-Project rows** into the timesheet by selecting **+Add** and then **Non Project Time.**



b. Select the **appropriate non-project category.**

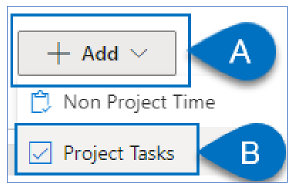



c. Record the hours into the **appropriate cell** on the Timesheet.

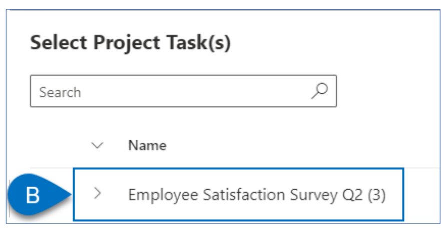
## 3. ADD PLANNER TASK ROWS TO TIMESHEET

If your organization uses **Task Level timesheets and Planner synced plans**, you will need to **manually add your planner task** to your Timesheet following this procedure.

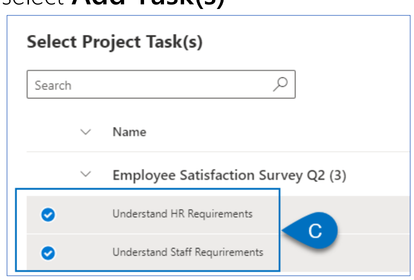
a. Add additional **Project rows** for your Planner tasks into the timesheet by selecting **+Add** and then **Project Tasks.**




b. Select the **appropriate project.**




c. Select the **appropriate tasks** and then select **Add Task(s)**




d. Record the hours into the **appropriate cell** on the Timesheet.

## 4. ADD NEW PROJECT ROWS TO TIMESHEET

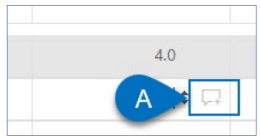
a. Meet with your **Project Manager** to discuss the requirement for additional tasks. Once the Project Manager has added the additional tasks to the project plan **click refresh and load any missing default tasks** from the right side of the Timesheet sub ribbon **to add the new tasks** into your Timesheet.

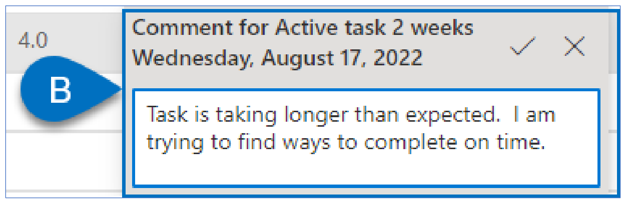

b. Record the hours into the **appropriate cell** on the Timesheet.

## 5. ADD COMMENTS TO A TIMESHEET CELL

a. **Hover your mouse** over the timesheet cell and select the **comments icon**.

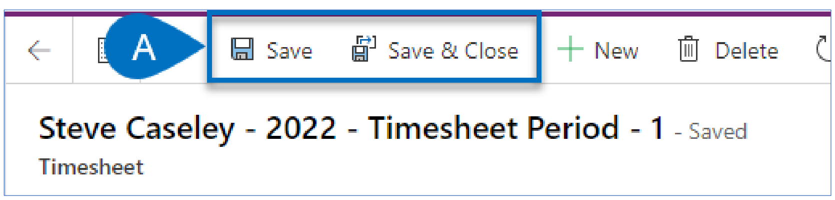



b. Provide the **appropriate comments** and **click the checkmark** to save it.



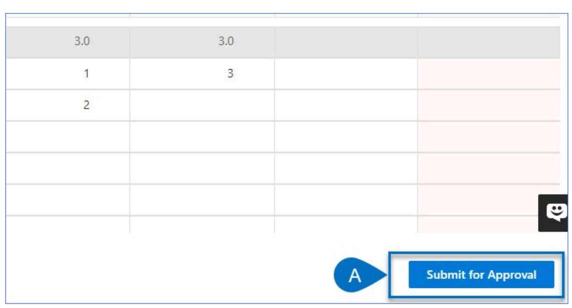

## 6. SAVE THE TIMESHEET

a. **Once all time has been recorded** (for the day), **click Save and Close** to record the daily updates or click **Save** if it's the end of the time period and you're ready to submit the completed timesheet for Approval.




## 7. SUBMIT THE TIMESHEET FOR APPROVAL

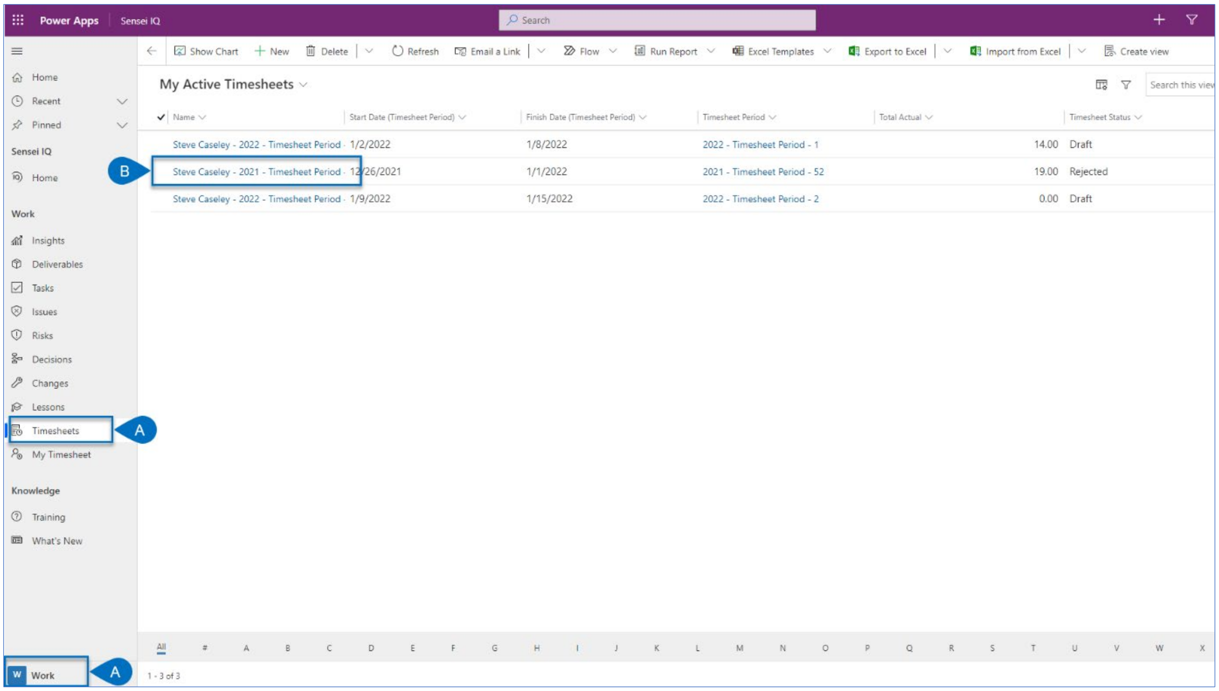
a. Once the **timesheet is completed**, click **Submit for Approval** on the bottom right of the screen to submit the timesheet to your timesheet manager for approval. Depending on organizational configuration, your timesheet may be auto approved, but you must still click Submit for Approval.




# Recall and Update Timesheet

## 1. RECALL TIMESHEET

a. Ensure you are in the **Work** Area and select **Timesheets**.
b. **Select the timesheet** you wish to **recall.**




c. Click **Recall Timesheet** in the bottom right of the screen.
d. Adjust the timesheet and resubmit as defined above in Submit Timesheet.