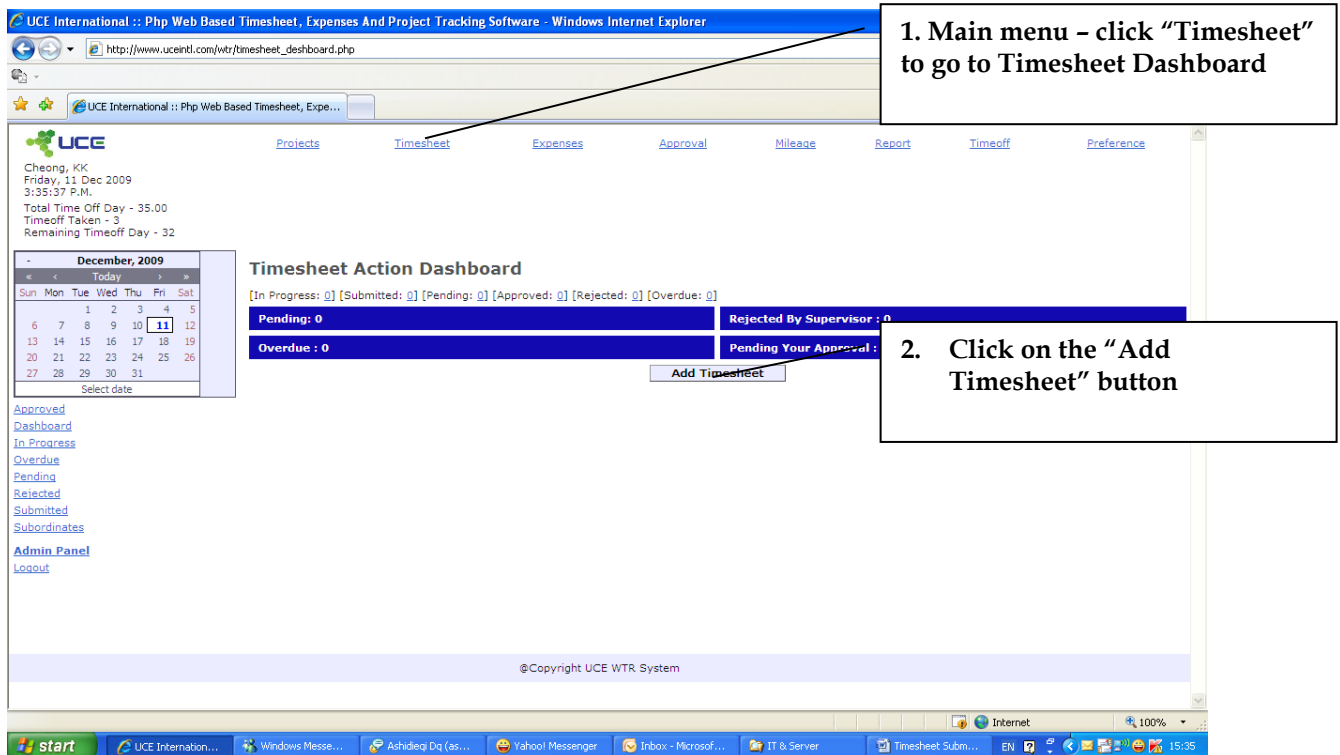## Introduction

The objection of this document is to guide the engineers to create the project timesheet. The timesheet submission is essential to ensure accurate salary payment. Any delays of submission will consequent the delay in the payment as well.

Engineers are required to submit the timesheet online every week latest by the following Monday.

At the end of month, the engineers will need to print the hardcopy and submit the card copy to their supervisor/project manager for final approval.

Process flow for timesheet submission

1. Open Internet browser and go to http:///www.uceintl.com/wtr
2. Login with username and password

1. Main menu – click "Timesheet" to go to Timesheet Dashboard

2. Click on the "Add Timesheet" button

Screenshot 1: Timesheet Dashboard

3. Click on the "Add/Remove Task

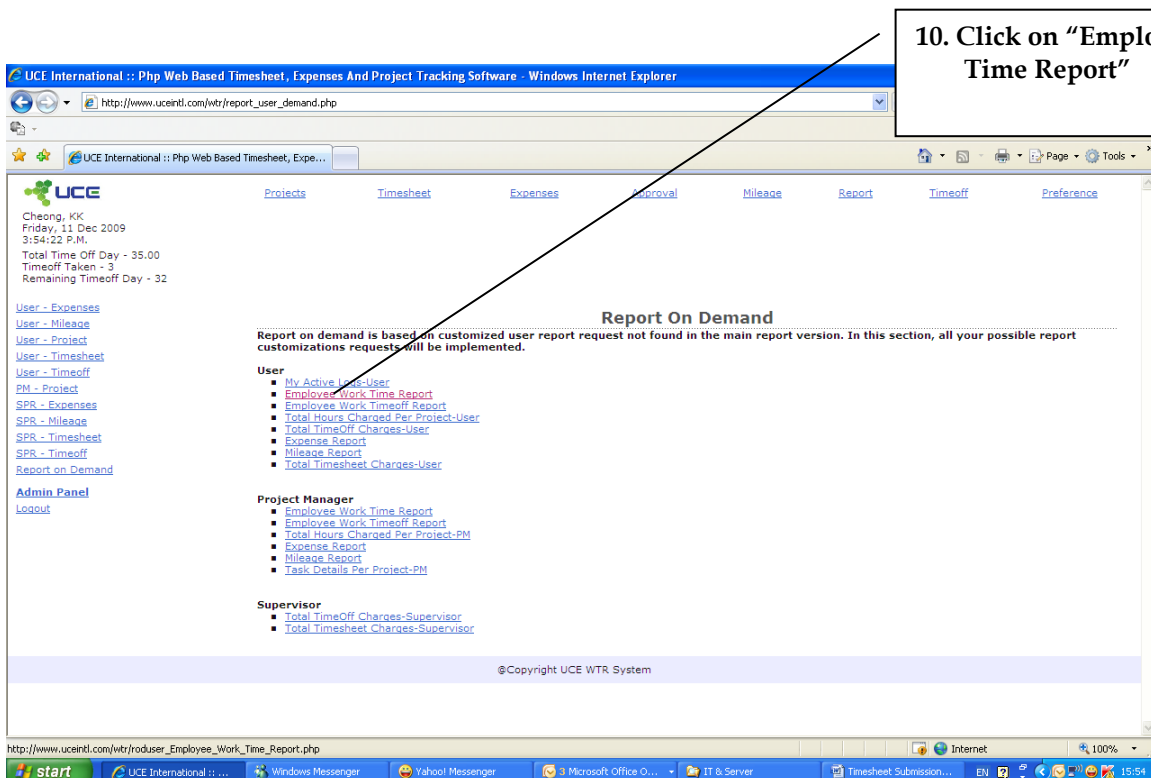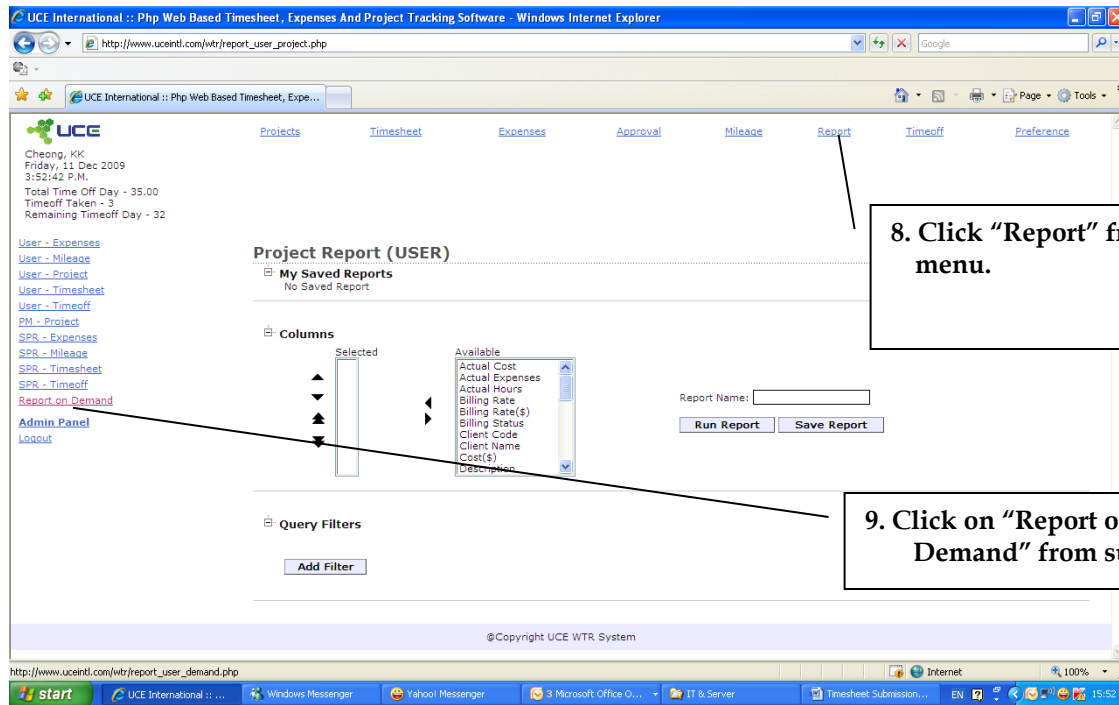4. Select the Tasks you involved in your current project

5. Enter task duration for each day

6. Click on "Update Timesheet"

7. Click on "submit" to submit timesheet
(A copy of updated timesheet would be sent by the system to your Supervisor/Project Manager)

Once your Timesheet is approved, please print out the report and submit to HR department. The report can be printed out as guideline below:

8. Click "Report" from the main menu.

9. Click on "Report on Demand" from submenu.

10. Click on "Employee Work Time Report"

Screenshot 4: Report on Demand

11. Select Project

12. Select "Date Range" and enter 1st day of month as "Start Date" and last day of month as "End Date" from side pop-up calendar

13. Click on "Run Report"

14. The window will display the timesheet. You can click the print button to print the timesheet report