

Introduction

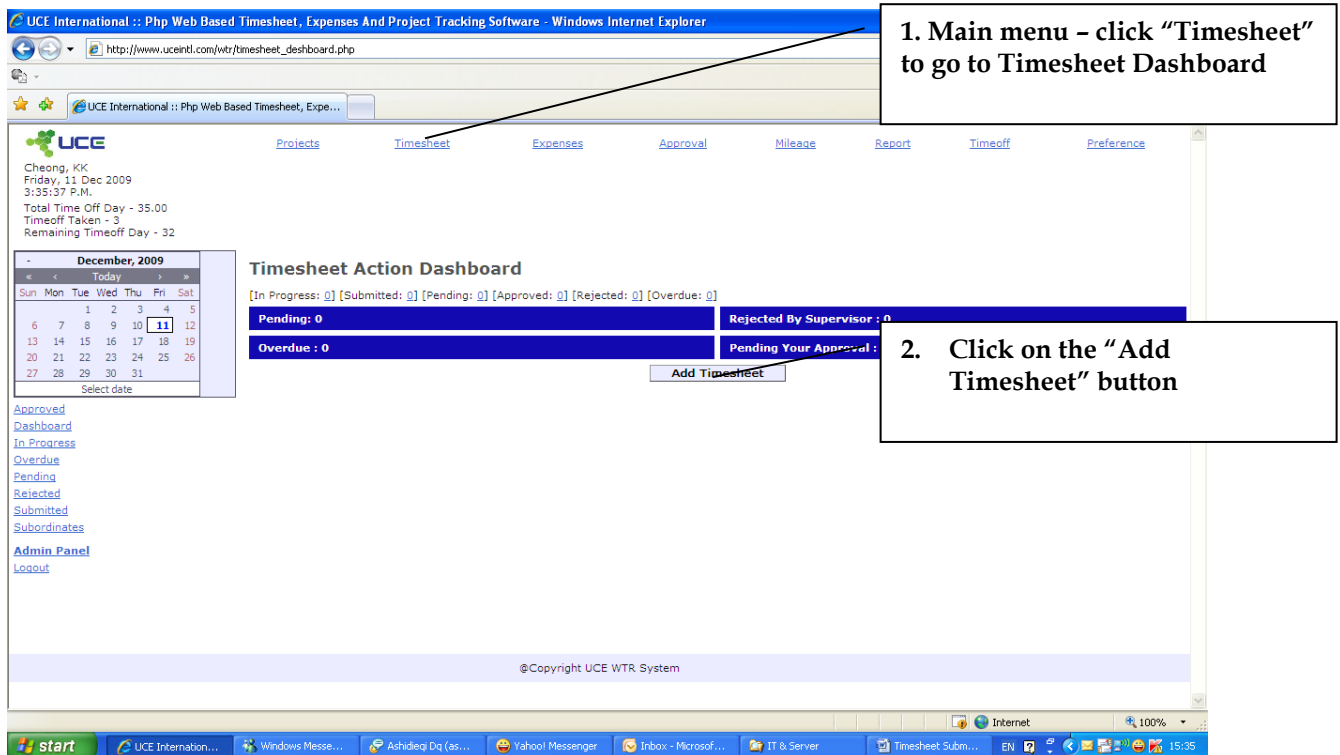
The objection of this document is to guide the engineers to create the project timesheet. The timesheet submission is essential to ensure accurate salary payment. Any delays of submission will consequent the delay in the payment as well.

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

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http://www.uceintl.com/wtr/timesheet_add.php

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Timesheet Cheong, KK

Cheong, KK
Friday, 11 Dec 2009
3:37:25 P.M.
Total Time Off Day - 35.00
Timeoff Taken - 3
Remaining Timeoff Day - 32

December, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select date

Approved
Dashboard
In Progress
Overdue
Pending
Rejected
Submitted
Subordinates
Admin Panel
Logout

Minimum Hours/Day : 10.00 Minimum Hours/Week : 50.00

[Week: 06-12-2009 to 12-12-2009]

Add/Remove Task Import from Last Week

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Done

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3. Click on the "Add/Remove Task"

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http://www.uceintl.com/wtr/timesheet_task_add.php

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Open Projects

Admin Panel
Logout

Week : 06-12-2009 to 12-12-2009

☐ Open Project ☐ Closed Project ☒ Both

- Vietnam NSN VMS 3G Rollout
- Indonesia NSN HCPT 2G-3G Rollout & MS Project
- Bangladesh Office Expenses
- Vietnam Office Expenses
- Training Business Development
- Globe Gain Plus Project
- Globe Wimax BTS Installation
- Indonesia Office Expenses
- Philippine Office Expenses
- Malaysia Huawei DIGI 2G/3G Site Audit Project
- Malaysia Huawei DIGI 2G-3G RNO Phase 2 Project OT
- Malaysia Huawei DIGI 2G-3G RNO Phase 2 Project
- Malaysia Huawei DIGI 2G-3G DT Phase 1 Project OT
- Malaysia Huawei DIGI 2G-3G DT Phase 1 Project
- Malaysia Office Operation
- Vietnam HTC EGSM Project
 - ☒ Perform Networktest
 - ☒ Perform 2G Network Tuning
 - ☒ Attend Project Meeting
 - ☐ timeoff

Update Cancel

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4. Select the Tasks you involved in your current project

5. Enter task duration for each day

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Cheong, KK
Friday, 11 Dec 2009
3:49:19 P.M.
Total Time Off Day - 35.00
Timeoff Taken - 3
Remaining Timeoff Day - 32

December, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select date

[Approved](#)
[Dashboard](#)
[In Progress](#)
[Overdue](#)
[Reaction](#)

Timesheet Cheong, KK

Minimum Hours/Day : 10.00 Minimum Hours/Week : 50.00

[Week 06-12-2009 to 12-12-2009]

duplicate task delete task pending task approved task comments

Menu	Tasks	Billing	Sun 6th	Mon 7th	Tue 8th	Wed 9th	Thu 10th	Fri 11th	Sat 12th	Total
Vietnam HTC EGSM Project - VND-HUA TK01	Perform Drivetest - TSK-693913	Billable		10						10
Vietnam HTC EGSM Project - VND-HUA TK01	Perform 2G Network Tuning - TSK-379236	Billable								0
Vietnam HTC EGSM Project - VND-HUA TK01	Attend Project Meeting - TSK-502403	Billable								0
Total Hours :			0	10	0	0	0	0	0	10

Comment for : December 07th 2009
Perform Drivetest at site 2234

Add/Remove Task Update Timesheet Submit

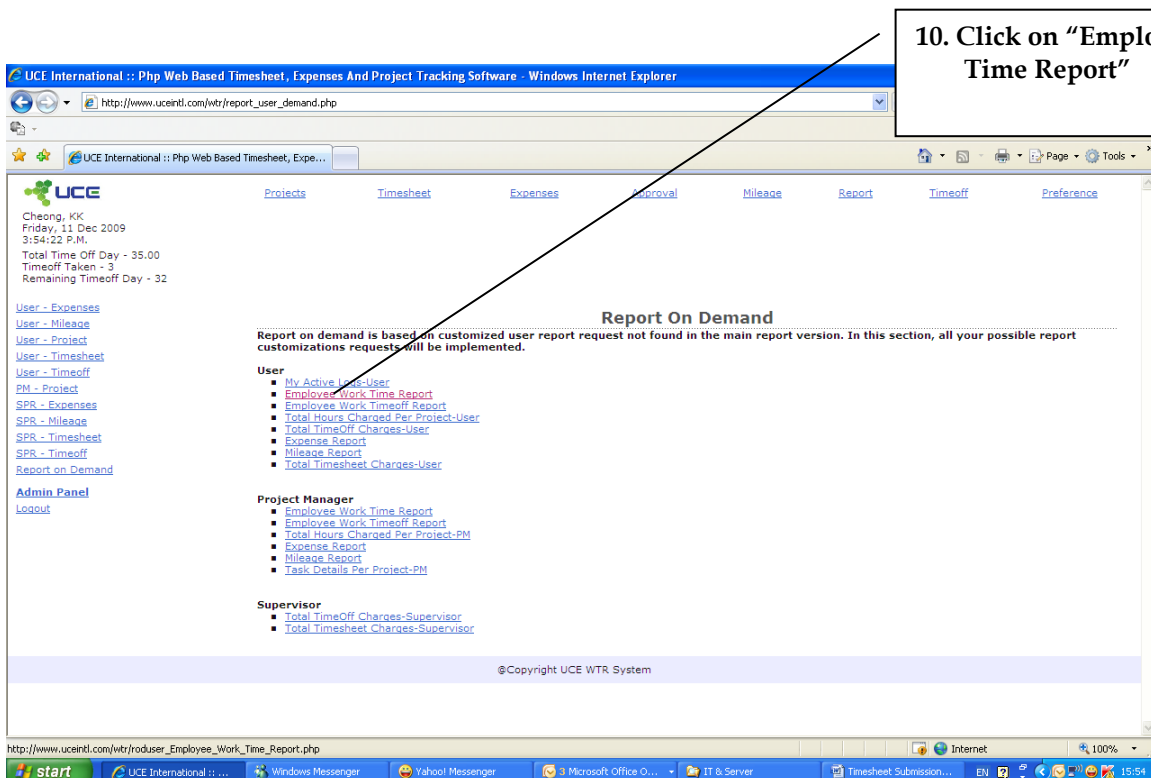
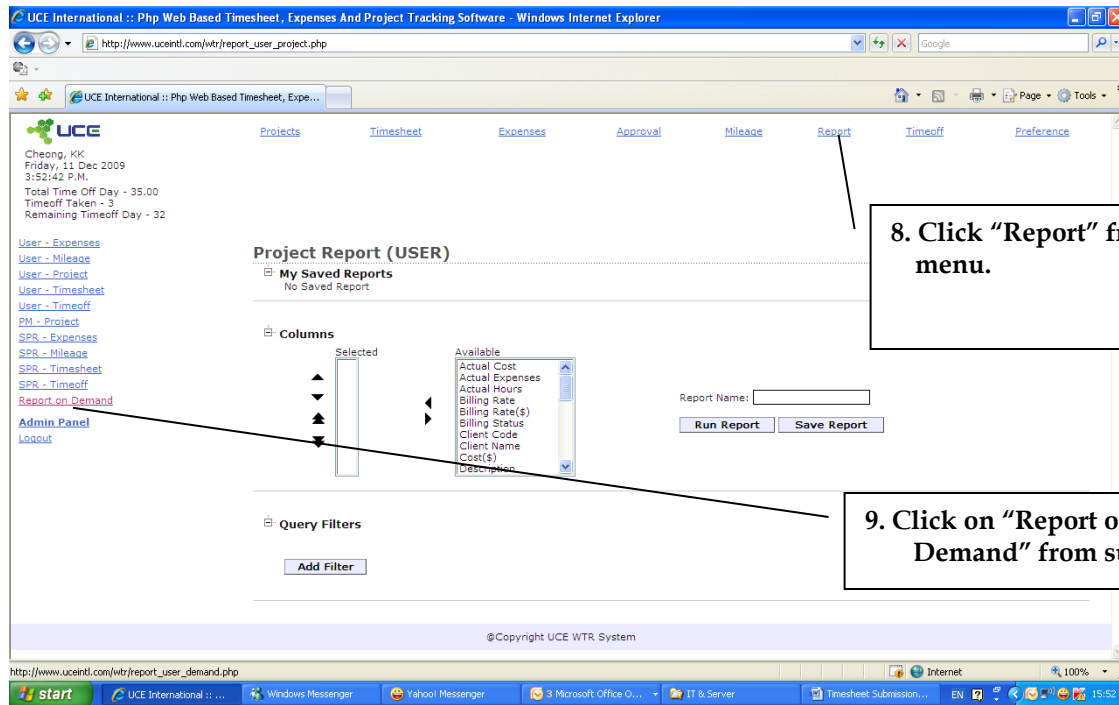
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6. Click on "Update Timesheet"

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

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



Screenshot 4: Report on Demand

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http://www.uceintl.com/wtr/rodsuser_Employee_Work_Time_Report.php

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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"

Employee Work Time Report

Project Name:
 Globe Gain Plus Project - Phi-687655
 Globe Wimax BTS Installation - Phi-677414
 Indonesia NSN HCT 2G-3G RNO & MS Project
 Indonesia Office Expenses - IOR-SUB EX05
 Malaysia Huawei DiGi 2G-3G DT Phase 1 Project
 Malaysia Huawei DiGi 2G-3G RNO Phase 2 Project

Date Range:
☒ Current Month
☐ Date Range

Output:
☒ Display
☐ MS Word
☐ MS Excel

Status: ☐ Open ☐ Closed ☒ All

Run Report ROD Menu

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Done

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http://www.uceintl.com/wtr/rodsuser_Employee_Work_Time_Report.php

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

Report Result

Print Report

Project Member : Cheong, KK
 Project Manager: Lee, Don
 Project Name: Malaysia Huawei DiGi 2G-3G RNO Phase 2 Project (MYR-HUA TK09)
 Client: Huawei Malaysia

[Day]	[WeekDay]	[Work Description]	[Start Time]	[End Time]	[T]
01-10-2009	Thu	-	-	-	
02-10-2009	Fri	-	-	-	
03-10-2009	Sat	-	-	-	
04-10-2009	Sun	-	-	-	
05-10-2009	Mon	-	-	-	0.00
06-10-2009	Tue	-	-	-	0.00
07-10-2009	Wed	-	-	-	0.00
08-10-2009	Thu	-	-	-	0.00
09-10-2009	Fri	-	-	-	0.00
10-10-2009	Sat	-	-	-	0.00
11-10-2009	Sun	-	-	-	0.00
12-10-2009	Mon	-	-	-	0.00
13-10-2009	Tue	-	-	-	0.00
14-10-2009	Wed	-	-	-	0.00
15-10-2009	Thu	-	-	-	0.00
16-10-2009	Fri	-	-	-	0.00
17-10-2009	Sat	-	-	-	0.00
18-10-2009	Sun	-	-	-	0.00
19-10-2009	Mon	-	-	-	0.00
20-10-2009	Tue	-	-	-	0.00
21-10-2009	Wed	-	-	-	0.00
22-10-2009	Thu	-	-	-	0.00
23-10-2009	Fri	-	-	-	0.00
24-10-2009	Sat	-	-	-	0.00
25-10-2009	Sun	-	-	-	0.00
26-10-2009	Mon	-	-	-	0.00
27-10-2009	Tue	-	-	-	0.00
28-10-2009	Wed	-	-	-	0.00

Done

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