

4.5 Timesheets



Many organizations require their members to record their work hours for billing and productivity purposes. Typically workers would report how many hours they have worked, and to what “tasks” these hours should be applied. Hours recorded would be applied to both Direct Tasks – projects, client activities, etc., as well as various Overhead activities such as training, and vacations.

FoxSuite provides a convenient mechanism for recording worker hours beginning with the Timesheet Calendar shown below:

Timesheet: Jim Smith						
Week	Month	Details	Year	Vacation		
February 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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	

Clicking any date on the Timesheet Calendar brings up the actual member Daily Timesheet shown below.

Daily TimeSheet .. 2/4/2003						
Name:	Jim H Smith					
Date:	2/4/2003					
Organization:	Engineering					
Date		Time Categories	Charge Number or Code		Hours S.T.	Hours O.T.
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		
2/4/2003	●	Administration		...		

Submit

Workers can record up to 10 individual work activities per day – recording a customizable description of the Time Code, a Time Charge, and hours worked as Straight Time and Overtime.

Daily Time Sheet.. 2/4/2003					
Name:		Jim H Smith			
Date:		2/4/2003			
Organization:		Finance			
Date	Time Description	Charge Number or Code	Hours S.T.	Hours O.T.	
2/4/2003	Direct Task	P1004-56000	2		
2/4/2003	Meeting	OH-1006	2		
2/4/2003	Vacation	VC-1004	4		
2/4/2003	Administrative				
2/4/2003	Administrative				
2/4/2003	Administrative				
2/4/2003	Administrative				
2/4/2003	Administrative				

Once the Daily Timesheet has been submitted, the hours recorded will be shown on the individual’s Timesheet Calendar and can be clicked to return to the Timesheet itself for any editing that might be necessary.

Week						
Month	Details	Year	Vacation	Timesheet: Jim Smith		
February 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 ST Hours=8 OT Hours=0	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

The menubar at the top of the Timesheet Calendar provides links to 5 Timesheet Reports related to the individual’s recorded work hours. The **Week** link displays a summary of the worker’s hours for the current 7 day week as shown below.

Week of 2/2/2003 to 2/8/2003 for: Jim Smith

ST hours=8 OT Hours=0 Total Hours=8

Time Code	ST Hours	OT Hours	Total Hours
Direct Task	2	0	2
Meeting	2	0	2
Vacation	4	0	4

Other reports summarize the worker's hours by Month, Timecode, and provide a vacation history log.

February Monthly Hours for: Jim Smith

ST hours=8 OT Hours=0 Total Hours=8

Date	Time Code	Charge Code	ST Hours	OT Hours	Total Hours
2/4/2003	Vacation	VC-1004	4	0	4
2/4/2003	Meeting	OH-1006	2	0	2
2/4/2003	Direct Task	P1004-56000	2	0	2

2003 Hours for: Jim Smith

ST hours=63.5 OT Hours=21.5 Total Hours=85

Time Code	ST Hours	OT Hours	Total Hours
Administrative	6	3.5	9.5
Direct Task	29.5	10	39.5
Illness	4	4	8
Meeting	2	0	2
Training	5.5	1	6.5
Vacation	16.5	3	19.5

2003 Vacation Hours for: Jim Smith

Total Vacation Hours=19.5

Date	Vacation Hours
2/4/2003	4
7/1/2003	7
10/5/2003	3
10/10/2003	3
11/1/2003	2.5

The FoxSuite Timesheet Module also provides 3 global level (all members) reports for vacation, and total hours by Time Code and Charge Code.



Current Year Time Reports

- [All Vacations](#)
- [All Hours by Time Code](#)
- [All Hours by Charge Code](#)