

**Timesheet Guideline**

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** | **Prepared by** | **Reviewed By** | **Approved By** |
| Ver. 1.0 | 22nd Feb-2010 | Initial Version | Abhishek Rautela | Jyotsna Bareja | Jyotsna Bareja |
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# 1. Overview:

The timesheet process is used for logging in the efforts of individuals and analyzing and improving the processes and related areas after analysis and implementations.

# 2. Entry Criteria:

## 2.1 New Login Ids Creation:

When a new person joins the project team. The Project Manager sends a request to the quality department as well as the Operations head NST.

## 2.2 Timesheet Updating:

Please refer to the Timesheet Guidelines for updating the timesheet.

# 3. Roles and Responsibilities:

## 3.1 IT Operations Head\Admin (SVAM):

The IT operations head is responsible for creating the timesheet login and sending it to the QA team.

## 3.2 QA Department:

The QA team is responsible for tracking and implementation of the Timesheet process

## 3.3 Individuals:

The Individuals are responsible for filling in their timesheet regularly.

## 

# 4. Tasks:

## 4.1 Creation of Timesheet Login:

The Project managers\Infrastructure Lead sends an email to the quality department \ IT operations head for creation of a new id. is responsible for creating the timesheet login and sending it to the QA team.

The QA team sends the timesheet logins to the respective personnel along with a copy to the project manager.

## 4.2 Timesheet Process Implementation

The QA department is responsible for carrying out the implementation of the timesheet process

## 4.3 Tracking and Reporting

* A notification email is sent to all on every Friday reminding all to update their Timesheets for the week.
* On Monday, the timesheet update for the previous week is checked by the member of the quality team and a list of defaulters is made in excel sheet format.
* This report is then sent to all the defaulters and a copy is marked to the project managers and Senior Management.
* The respective project managers are responsible for getting the timesheet filled by the defaulters.

# 5. Validation:

The QA department is responsible for checking the updated timesheet of all the team members and sending the report to the project managers along with the senior management.

# 6. Output:

## 6.1 Weekly Timesheet Reports:

A weekly timesheet report is prepared on the first day of the week and is sent to Project managers and the senior management.

# 7. Exit Criteria:

Weekly Timesheet Reports sent successfully.