

# Timesheet Management System

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**BIS Timesheet Management System**

Please login

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**Login page:**



**B I S** **BIS Timesheet Management System**

Username :

Password :

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Business Integration Software Ltd. UK

**After login:**

Welcome BIS admin [Log out](#)



**B I S** **BIS Timesheet Management System**

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**Holidays**

Select Context user:

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## User's roles:

In the role section use can add a multiple roles and give the permission to access the features and services and edit roles and services.

Attendance Companies Employees Projects Reports Timesheets Roles Mail Notifications

Change Settings Logs History Leaves

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Designation Name:

Select Roles:

- create timesheet ( RoleId - 0 )
- approve timesheet ( RoleId - 1 )
- view attendance report ( RoleId - 2 )
- view attendance report for all employees ( RoleId - 3 )
- add/edit employees ( RoleId - 4 )
- view employees ( RoleId - 5 )
- add/edit company ( RoleId - 6 )
- view company ( RoleId - 7 )
- mark attendance ( RoleId - 8 )
- Add/Edit Finencial Code ( RoleId - 9 )
- View Finencial Code ( RoleId - 10 )
- Add/Edit Designation ( RoleId - 11 )
- View Designation ( RoleId - 12 )
- MailNotification Template ( RoleId - 13 )
- Header and Footer Settings ( RoleId - 14 )
- Edit Profile ( RoleId - 15 )
- Change Password ( RoleId - 16 )
- Log History ( RoleId - 17 )
- My Leaves History ( RoleId - 18 )
- Request For Leave ( RoleId - 19 )
- Approve/Disapprove Leaves ( RoleId - 20 )

Add Designation Reset

## Employee section:

In the employee section by default employee section shows a activate users we can add, view and update employees in this section.

Attendance Companies **Employees** Projects Reports Timesheets Roles Mail Notifications

Change Settings Logs History Leaves

Find Inactive Users Add Employee Search Employee

FIRSTNAME	PICTURE	STATUS	EMAIL	OPERATION
Admin		 active	admin@softwarehouse.co	 View  Edit
Jitendra		 active	jitendra@softwarehouse.co	 View  Edit
Yogesh		 active	yogesh@softwarehouse.co	 View  Edit
Kapil		 active	kapil.panwar@softwarehouse.co	 View  Edit
Bhawani		 active	bhawani.shankar@softwarehouse.co	 View  Edit
Vinay		 active	vinay.sharma@softwarehouse.co	 View  Edit
Radheshyam		 active	radhe@softwarehouse.co	 View  Edit

## Inactivate users:

Attendance Companies **Employees** Projects Reports Timesheets Roles Mail Notifications

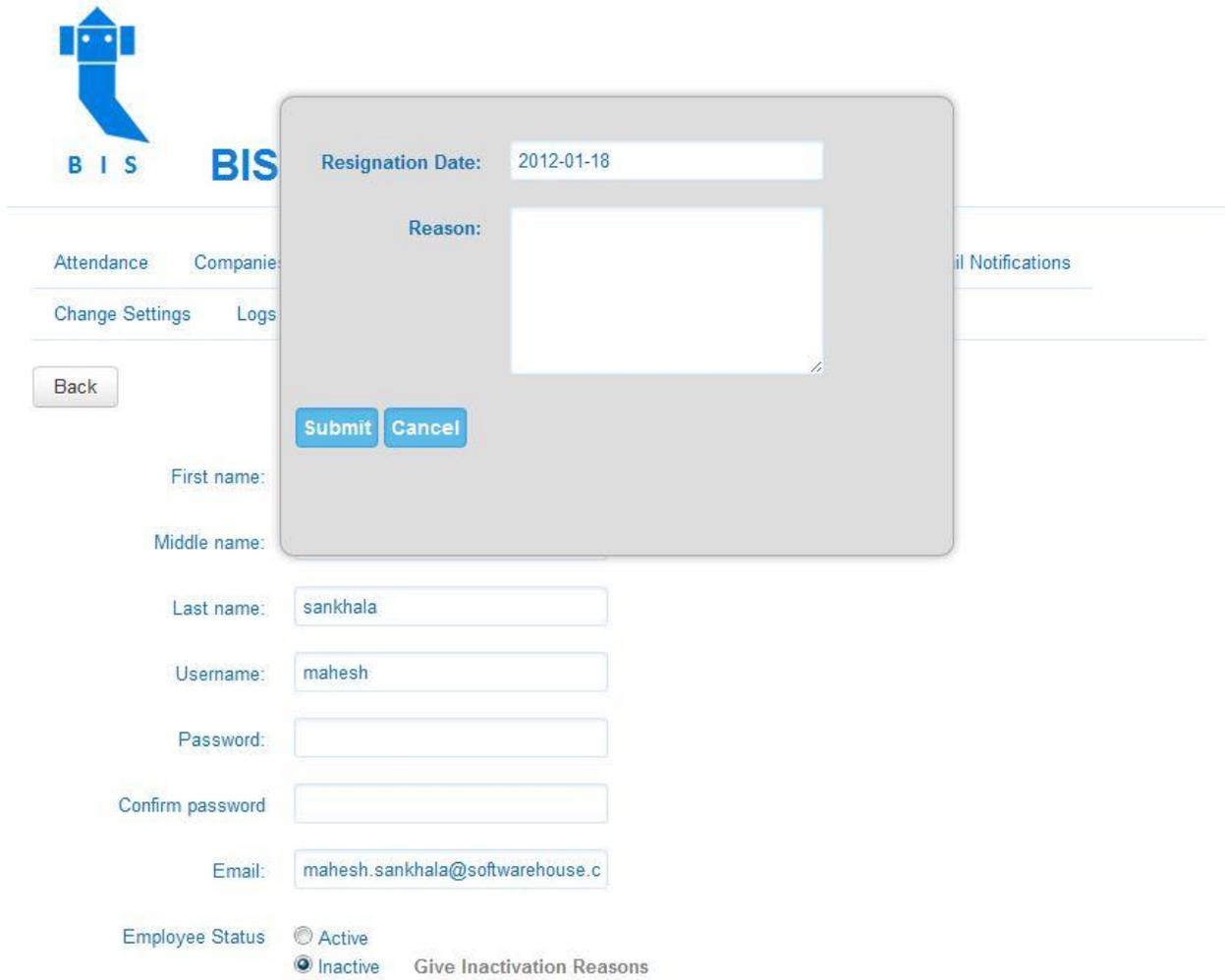
Change Settings Logs History Leaves

Find Active Users Add Employee Search Employee

FIRSTNAME	PICTURE	STATUS	EMAIL	OPERATION
Narayan		 inactive	narayan@softwarehouse.co	 View  Edit
mahesh		 inactive	mahesh.sankhala@softwarehouse.co	 View  Edit
nupur		 inactive	nupur.narang@softwarehouse.co	 View  Edit
draksha		 inactive	draksha@softwarehouse.co	 View  Edit

**Add inactivate reasons:**

If user is going to resign then admin can add his resignation date and resign related reason.



The screenshot displays a web application interface for managing employee profiles. On the left, there is a navigation menu with the 'BIS' logo and several menu items: 'Attendance', 'Companies', 'Change Settings', 'Logs', and 'Email Notifications'. A 'Back' button is also present. The main content area shows an employee profile form with the following fields: 'First name:', 'Middle name:', 'Last name:' (containing 'sankhala'), 'Username:' (containing 'mahesh'), 'Password:', 'Confirm password:', and 'Email:' (containing 'mahesh.sankhala@softwarehouse.c'). Below these fields, the 'Employee Status' is set to 'Inactive' (indicated by a selected radio button), with the option 'Give Inactivation Reasons' selected. A modal dialog box is overlaid on the form, containing a 'Resignation Date:' field (filled with '2012-01-18') and a 'Reason:' text area. At the bottom of the modal are 'Submit' and 'Cancel' buttons.

## Companies section:

In the company section admin add a multiple company's branches, view and update company. The company includes the information about name, location, description and website.

Attendance	Companies	Employees	Projects	Reports	Timesheets	Roles	Mail Notifications
Change Settings	Logs History	Leaves					
							<a href="#">Add Company</a>
NAME	LOCATION	DESCRIPTION	WEBSITE	OPERATION			
Bis Software Bikaner	Bikaner, India	We are softwarehouse based in bikaner rajasthan india	www.softwarehouse.co				
Bis Software UK	United kingdom	We are software house.					
Business Integration Software Ltd	UK	Software House UK	www.bisconsultancy.com				

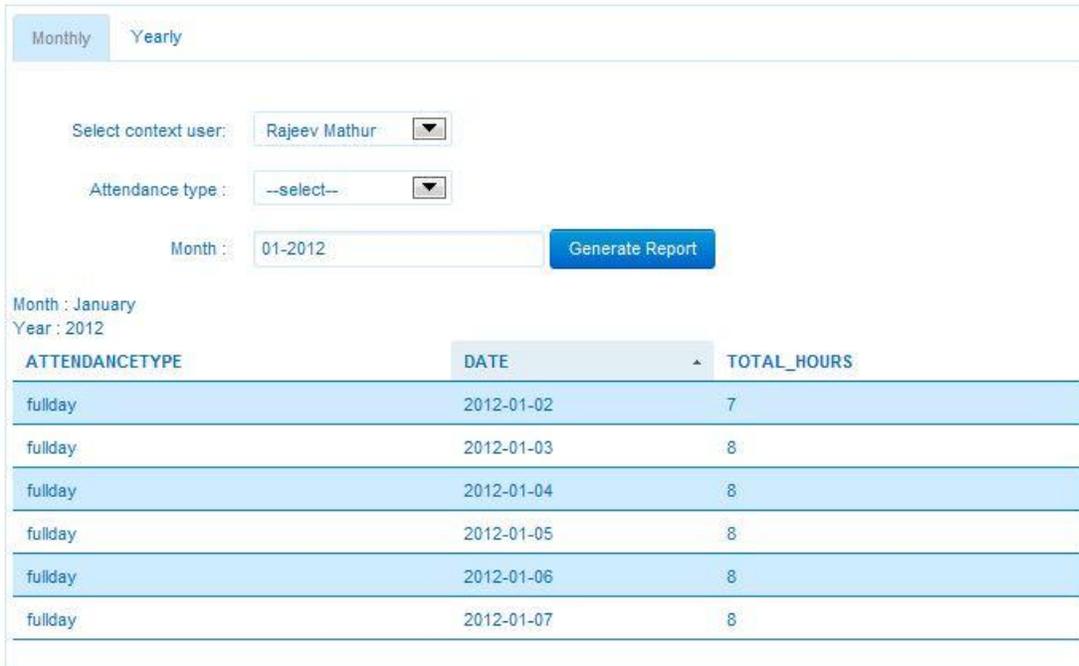
## Project codes:

In the project code section we can add, view and update multiple projects code

Attendance	Companies	Employees	Projects	Reports	Timesheets	Roles	Mail Notifications
Change Settings	Logs History	Leaves					
							<a href="#">Add Finance Code</a>
NAME	FINANCECODE	DESCRIPTION	ASSIGNTO	CREATION_DATE	STATUS	OPERATION	
Testing	Test-0000	Testing of Products or Projects	-	January 11, 2012, 10:56 am	active		
Shopping Cart	DEV-0005	Shopping Cart	Jitendra Agarwal	January 11, 2012, 10:59 am	active		
School Mgmt. System	DEV-0003	School Mgmt. System	-	January 11, 2012, 10:58 am	active		
OnlinetestPlus	DEV-0002	Online Examination System	Yogesh Yadav	January 11, 2012, 10:58 am	active		
Matrimonial Website Module	DEV-0004	Matrimonial Website Module	Bhawani	January 11, 2012, 10:58 am	active		
Human Resource	HR-0001	Maintaining Human Resouce for Company	Neeraj Sharma	January 14, 2012, 3:51 pm	active		
Computer System Admin/Maintenance	INF-0001	Maintaining Computer systems and system administration	-	January 11, 2012, 11:01 am	active		

## Reports:

The report section shows the monthly and yearly attendance report of employees. In this section firstly select the context user after then choose the attendance type and month and it will shows a result.



The screenshot displays a web interface for generating attendance reports. At the top, there are two tabs: 'Monthly' (selected) and 'Yearly'. Below the tabs, there are three input fields: 'Select context user:' with a dropdown menu showing 'Rajeev Mathur', 'Attendance type:' with a dropdown menu showing '--select--', and 'Month:' with a text input field showing '01-2012'. A blue 'Generate Report' button is positioned to the right of the month input. Below the input fields, the current filter settings are displayed: 'Month : January' and 'Year : 2012'. A table with three columns is shown: 'ATTENDANCETYPE', 'DATE', and 'TOTAL\_HOURS'. The table contains seven rows of data for the month of January 2012.

ATTENDANCETYPE	DATE	TOTAL_HOURS
fullday	2012-01-02	7
fullday	2012-01-03	8
fullday	2012-01-04	8
fullday	2012-01-05	8
fullday	2012-01-06	8
fullday	2012-01-07	8

And if you want to get yearly report then select yearly tab. And go to select context user and select attendance type and year then it will show a yearly report. If you not select attendance type then it will show a all type attendance report.

## Users Timesheet:

The timesheet section includes three sections

1. My Timesheet
2. Timesheet History
3. Approve Timesheet

In the **My Timesheet** section you can create your weekly timesheet and save it.

The **Timesheet History** section stores the all record of employee's timesheet that is pending, rejected and saved. The line manager can view his team member's timesheet only approved, pending and rejected. And team member can view only self timesheet and edit timesheet if this is saved or rejected.

The **Approve Timesheet** is shows the incoming pending timesheet. The line manager can view this timesheet and approve this timesheet. And the administrator can view all users timesheet and approve or disapprove user's timesheet.



## BIS Time Sheet Management

Attendance Companies Employees Projects Reports Timesheets Roles Mail Notifications

Change Settings Logs History Manage Overtime Timesheet Validations

My Timesheet Timesheet History Approve timesheet

Select Month :

If you select a month which you want to submit then select weeks from this month and after you can see a form of timesheet.

This is the employee section:



## BIS Timesheet Management System

Attendance   Reports   **Timesheets**   Edit Profile   Change Password

My Timesheet   Timesheet History

**2012-02-01 to 2012-02-05**

FINANCIAL CODE	Mon Jan 30	Tue Jan 31	Wed Feb 01	Thu Feb 02	Fri Feb 03	Sat Feb 04	Sun Feb 05	TOTAL
<input type="text" value="MGMT-001_General_Mgmt"/> <input type="button" value="Add Row"/> <input type="button" value="Cancel"/>								
<input type="button" value="Add row"/> <span style="float: right;">Total</span>								

The financial codes that are represent the project codes. The weekly days are shown in the diagram. You can select the project from the dropdown list and add a row command. Then you can see the input fields. In which you can enter the time in hours. Then you see look like that..

**2012-02-01 to 2012-02-05**

FINANCIAL CODE	Mon Jan 30	Tue Jan 31	Wed Feb 01	Thu Feb 02	Fri Feb 03	Sat Feb 04	Sun Feb 05	TOTAL
MGMT-001_General_Mgmt	<input type="text" value="7:00"/>	<input type="text" value="6:00"/>	<input type="text" value="8:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	21:00 <a href="#">Delete</a>
DEV-0002_OnlinetestPlus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>
<input type="text" value="DEV-0002_OnlinetestPlus"/> <input type="button" value="Add Row"/> <input type="button" value="Cancel"/>								
<input type="button" value="Add row"/> <span style="float: right;">Total</span>								<b>21:00</b>

The “total” section is shows that the total hours you are worked to a particular financial code. If you enter the all the data then you can save this timesheet. Then the saved timesheet you look like that..

### Timesheet for Bhawani Shankar

2012-02-01 to 2012-02-05								
FINIENCIAL CODE	Mon Jan 30	Tue Jan 31	Wed Feb 01	Thu Feb 02	Fri Feb 03	Sat Feb 04	Sun Feb 05	TOTAL
DEV-0002_OnlinetestPlus	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
MGMT-001_General_Mgmt	07:00:00	06:00:00	08:00:00	00:00:00	00:00:00	00:00:00	00:00:00	21:00:00
<b>Total Hour</b>	07:00:00	06:00:00	08:00:00	00:00:00	00:00:00	00:00:00	00:00:00	<b>21:00:00</b>

Approver: Jitendra Kumar

[Submit to Approve](#)

[Edit This Timesheet](#)

Using this section you can edit your timesheet or submit to approve this timesheet into the approver. The approver section that is shows your line manager. The admin and your approver can approve the timesheet

If you want to edit this timesheet then you look like that..

### Timesheet for Bhawani Shankar

2012-02-01 to 2012-02-05								
PROJECT	Mon Jan 30	Tue Jan 31	Wed Feb 01	Thu Feb 02	Fri Feb 03	Sat Feb 04	Sun Feb 05	TOTAL
DEV-0002_OnlinetestPlus	10:00	4:00	00:00	00:00	00:00	00:00	00:00	14:00 <a href="#">Delete</a>
MGMT-001_General_Mgmt	07:00	06:00	08:00	00:00	00:00	00:00	00:00	21:00 <a href="#">Delete</a>
<a href="#">Add row</a>	Total							<b>35:00</b>

[Submit](#)

And you edit this timesheet and submit to save.

If you want to submit your timesheet for approval. Then it will request password verification and check minimum weekly hours that is managed by the “Timesheet Validation” section. In which the admin can manage the minimum required hours. If your total hours are satisfied the minimum hours and you enter your right password then you will be able to submit your timesheet.

My Timesheet    Timesheet History

Timesheet successfully Updated

**Timesheet for Bhawani Shankar**

2012-02-01 to 2012-02-05

FINIENCIAL CODE	Mon Jan 30	Tue Jan 31	Wed Feb 01	Thu Feb 02	Fri Feb 03	Sat Feb 04	Sun Feb 05	TOTAL
DEV-0002_OnlinetestPlus	10:00:00	04:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	14:00:00
MGMT-001_General_Mgmt	07:00:00	06:00:00	08:00:00	00:00:00	00:00:00	00:00:00	00:00:00	21:00:00
<b>Total Hour</b>	17:00:00	10:00:00	08:00:00	00:00:00	00:00:00	00:00:00	00:00:00	<b>35:00:00</b>

Approver: Jitendra Kumar

Submit to Approve

Edit This Timesheet

The **Timesheet History** section:

My Timesheet    Timesheet History

EMPLOYEE NAME	LINE MANAGER	DATE	APPROVE STATUS
Bhawani Shankar	Jitendra Kumar Agarwal	January 30, 2012, 6:07 pm	Saved
Bhawani Shankar	Jitendra Kumar Agarwal	January 28, 2012, 6:59 pm	Saved
Bhawani Shankar	Jitendra Kumar Agarwal	January 28, 2012, 6:57 pm	Pending
Bhawani Shankar	Jitendra Kumar Agarwal	January 18, 2012, 5:41 pm	Approved
Bhawani Shankar	Jitendra Kumar Agarwal	January 16, 2012, 6:42 pm	Approved
Bhawani Shankar	Jitendra Kumar Agarwal	January 10, 2012, 4:06 pm	Approved

If your timesheet status is pending for approval then admin can view as...

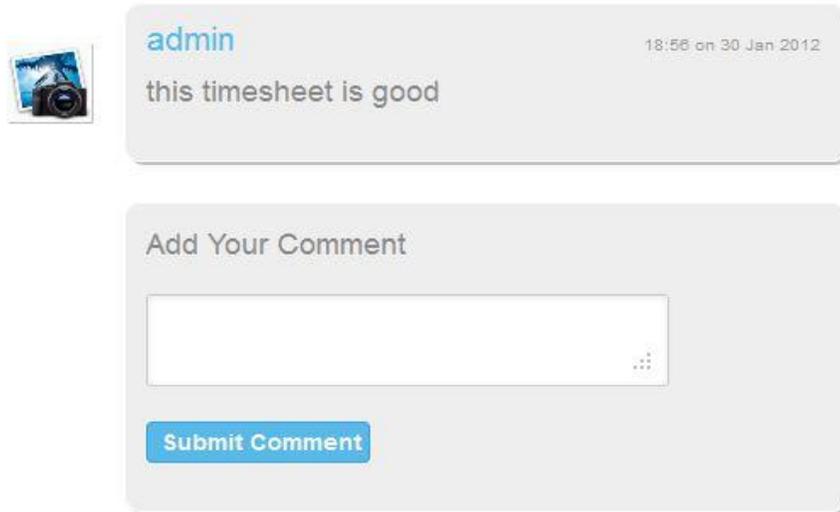
EMPLOYEE NAME	DATE	APPROVE
Bhawani Shankar	January 28, 2012, 6:57 pm	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Jitendra Agarwal	January 28, 2012, 10:17 am	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Yogesh Yadav	January 27, 2012, 12:11 pm	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Jitendra Agarwal	January 23, 2012, 7:12 pm	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Neeraj Sharma	January 23, 2012, 11:23 am	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Yogesh Yadav	January 22, 2012, 3:28 pm	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject

And after admin or line manager select the timesheet and approve or disapprove and write comment on this.

Timesheet History		Approve timesheet						
<b>Timesheet for Jitendra Agarwal</b>								
<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject								
<b>2012-01-23 to 2012-01-29</b>								
FINICIAL CODE	Mon Jan 23	Tue Jan 24	Wed Jan 25	Thu Jan 26	Fri Jan 27	Sat Jan 28	Sun Jan 29	TOTAL
DEV-0001_BookingPlus	08:15:00	08:15:00	08:15:00	06:15:00	08:40:00	08:30:00	00:00:00	48:10:00
<b>Total Hour</b>	<b>08:15:00</b>	<b>08:15:00</b>	<b>08:15:00</b>	<b>06:15:00</b>	<b>08:40:00</b>	<b>08:30:00</b>	<b>00:00:00</b>	<b>48:10:00</b>
<div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Add Your Comment</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Submit Comment"/> </div> </div>								

In which admin can write a comment on this

This is look like that...



The admin or approver can only comment for pending or rejected timesheet. And the users edit timesheet only for saved or rejected timesheet. In admin have any doubt related to timesheet then he is reject timesheet and writes comment on this. And team member again edit this timesheet and resubmit this again.

## Mail Notification System:

In the mail notification system two types of notifications.

1. Timesheet is Due
2. Please Approve Timesheet

### Mail Notification System

Notification Type:

Enabled:  Activity Status

Subject:

Body:

In which you can edit, enable or disable notify system. This is a Timesheet alert system. It will run on Monday for the line managers and run on Saturday for the team members. And remind about the timesheet.

**Change Settings:**

In the change settings the user can edit the logo, footer and header.

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### Change Settings

Change Header Text:

Change Header Logo:

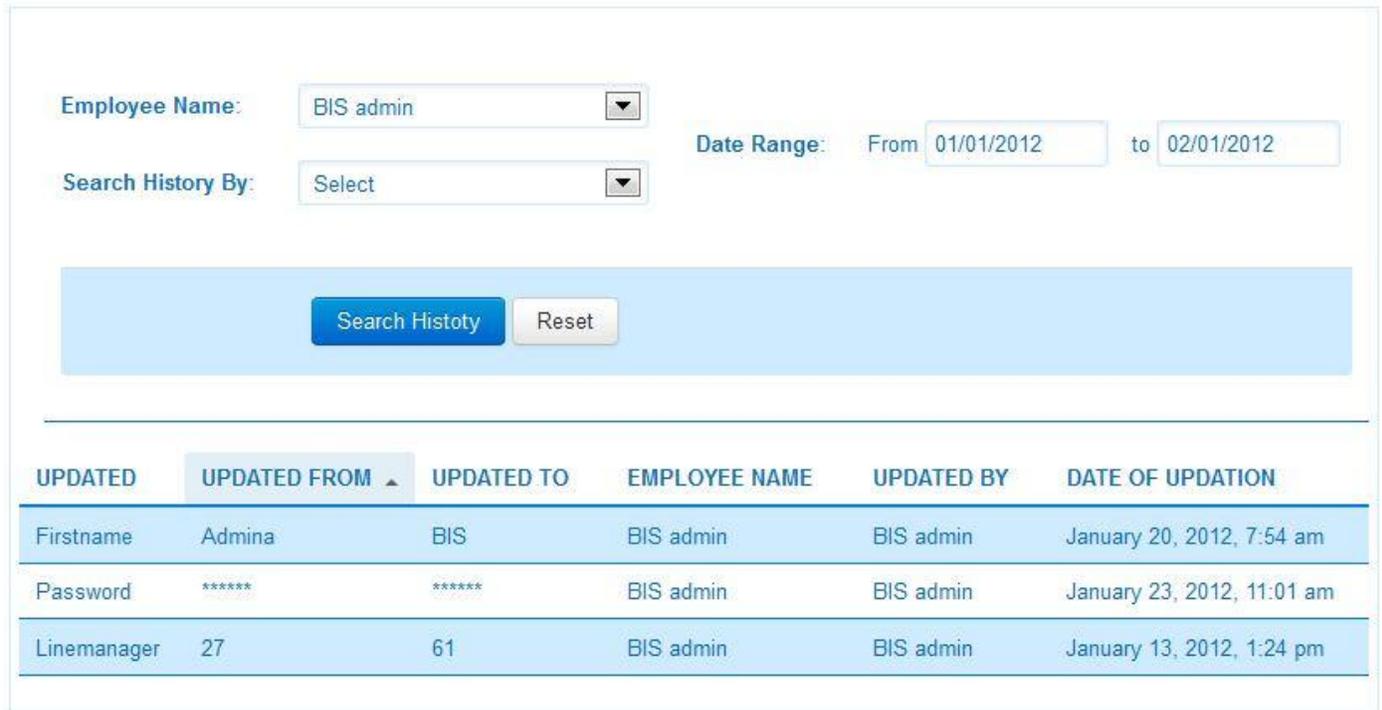
Footer Text:



### **Logs History:**

The logs history section record the all logs related to users update. Like user update his name or password or other information. Then this section shows the all history for selected user.

This is look like that...



The screenshot displays a web interface for viewing logs history. It includes search filters for Employee Name, Search History By, and Date Range. Below the filters are 'Search History' and 'Reset' buttons. A table below shows the history of updates for the selected user.

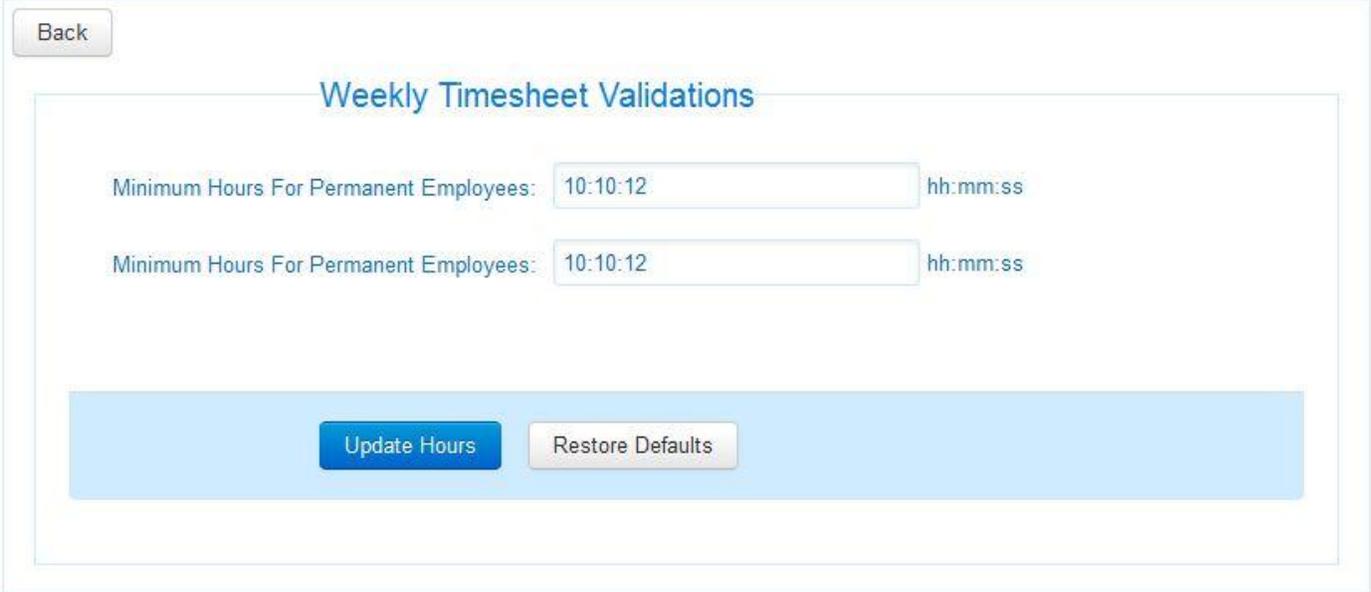
UPDATED	UPDATED FROM ▲	UPDATED TO	EMPLOYEE NAME	UPDATED BY	DATE OF UPDATION
Firstname	Admina	BIS	BIS admin	BIS admin	January 20, 2012, 7:54 am
Password	*****	*****	BIS admin	BIS admin	January 23, 2012, 11:01 am
Linemanager	27	61	BIS admin	BIS admin	January 13, 2012, 1:24 pm

The admin can see a logs history by user, type and within date range.

### Timesheet Validations:

The timesheet validation section shows that the minimum hours to validate the timesheet is user work less then minimum hours of timesheet validation then it will not able to submit timesheet and his attendance is not marked.

Of users timesheet satisfied the minimum hours of users type then he is submit his timesheet.



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### Weekly Timesheet Validations

Minimum Hours For Permanent Employees: 10:10:12 hh:mm:ss

Minimum Hours For Permanent Employees: 10:10:12 hh:mm:ss

Update Hours Restore Defaults

This is the sample timesheet validation form. In which user can edit or update the minimum hours to validate timesheet.

**Attendance and leave section:**

The administrator can change everything. He is able to manage employees leave section. He is mark employees leave for future, past and present. And he is the only one that add/edit holidays.

Holidays			
NAME	DATE	DESCRIPTION	OPERATION
Republic Day Holiday	2012-01-26	Indian Republic Day	View  Edit  Delete
Second Saturday	2012-01-14		View  Edit  Delete
Deepawali	2012-11-13	Deepawali Break	View  Edit  Delete
Deepawali	2012-11-14	Deepawali Break	View  Edit  Delete
Holi	2012-03-08	Holi	View  Edit  Delete
Independence Day	2012-08-15	India Independence Day	View  Edit  Delete

And add holidays are look like.....

Back

Name:

Date:

Description:

Jan 2012

Su	Mo	Tu	We	Th	Fr	Sa
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				

The all users can be able to view attendance for all other employees. This is look like as..

Select Context user: Jitendra Agarwal

2012 Jan						
Prev	Sun	Mon	Tue	Wed	Thu	Next
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

The red column represents the leaves, the green are show the full days, the mixture of red and green is represents the half day and the umbrella is shows the company official holidays.

The normal employee only can mark his leave for today and future after the approval from admin or his line manager. And he is not able to cancel leaves in past. Only futures leaves can changeable by him.

Admin can change leaves for all employees.

If the user want to leave request. Then he leaves send the message using email or call. If the admin of line manager is approve his leave request then the requests employee going to his profile and mark leave it self.

### **Change password:**

In the change password section the user can change his password with verification of his old password.

### Change Password

Enter Your Old Password:   **Your Old Password Successfully Matched**

New Password:

Password Confirmation:

### Edit Profile:

In the edit profile section the user can update his profile. He is able to update basic information's.

This is look like as...

First name:

Middle name:

Last name:

Date of Birth:

Address:

Others: