User Guide
Timesheets Application Management

All working days should be registered using the following application:

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1 Foreword

This applies for all types of projects you are involved in (STF, TTF, EC/EFTA projects).

If you need help in this application, click on the underlined label, a contextual help will appear. It describes the information in the related field.

If you have any comments or need further assistance, please don’t hesitate to contact us at: STFLink@etsi.org
2 Connection

To connect: use your EoL account credentials.
If you don't have your credentials, please contact STFLink@etsi.org.

Login

Password

OK

Forgotten EOL password
3 Timesheet creation

One timesheet per month can be created.

To create a timesheet: click on “New”.

A new window opens.

Select a period.
Click on “OK”.

New Timesheet

Please select a period

November 2015

OK
4 Time registration

4.1 Creation of a timesheet line

To create a new timesheet line click on “New Line”.

Select the:
- “Project no.”.
- “Task no.”.
- “Contract no.”.
- “Work place” (“Out of ETSI” or “At ETSI”).
- “Work type” (“Mandays” or “Voluntary” working days).

Select a day and enter the appropriate amount of time.

Note that “1” means full day (8 hours), then “0,5” means 4 hours, “0,25” means 2 hours, etc.

Click on “Submit”
Note that a monthly timesheet can have more than one line, depending on the:

- project number, if more than one contract has been signed.
- task number, if more than one task has been allocated.
- work place, if both allocations are used.
- work type, if both working types are used.
4.2 Modification

To modify an existing timesheet line: click on the orange button (with a pen inside).

Make the modification.

Click on “Submit”.
4.3 Deletion

To delete an existing timesheet line: click on the grey button (with a bin inside).

A new window opens. Click on “OK”.
5 Actions

5.1 Working days status description

The working days follow a validation process to be validated in the system. The associated status changes accordingly. The status depends on its achievement and the working place.

<table>
<thead>
<tr>
<th>Working days status</th>
<th>Places</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>At or Out of ETSI</td>
<td>Working day is registered but not submitted</td>
</tr>
<tr>
<td>Requested</td>
<td>At ETSI</td>
<td>Working day is submitted and will be done in ETSI premises</td>
</tr>
<tr>
<td>Planned</td>
<td>Out of ETSI</td>
<td>Working day is submitted Out of ETSI premises</td>
</tr>
<tr>
<td>Planned</td>
<td>At ETSI</td>
<td>Working day has been validated by FA Administrator to be done in ETSI premises</td>
</tr>
<tr>
<td>Done</td>
<td>At or Out of ETSI</td>
<td>Working day is confirmed by the expert</td>
</tr>
<tr>
<td>Validated</td>
<td>At or Out of ETSI</td>
<td>Working day is validated by the Project leader</td>
</tr>
<tr>
<td>Accepted</td>
<td>At or Out of ETSI</td>
<td>Working day is accepted by FA Administrator</td>
</tr>
</tbody>
</table>

An automatically generated email will be sent to you when a status changes in the timesheet.
5.2 Schedule working days (Status “Requested” or “Planned”)

To schedule working days (in the future): click on “Request for planned days”
Select the period.
Click “OK”.

Working days, “At ETSI” premises, during the selected period will appear in “Requested” status.
Working days, “Out of ETSI” premises, during the selected period will appear in “Planned” status.

Note that when a working day has the status “Planned”, you can no longer modify your timesheet.
If you want to remove the “Planned” status from an entry, you have to liaise with FA Administration (email: stflink@etsi.org).
You will be able to modify your timesheet.
5.3 Confirm days worked (Status “Done”)

To confirm days have been worked (in the past), click on “Submit actual working days”. Select the period. Click on “OK”.

![Image of a timesheet interface]

Working days during the selected period will appear in “Done” status.

If you are an expert, you have no further actions.

Note that when a working day has the status “Done”, you can no longer modify your timesheet. If you want to remove the “Done” status from these days, the Leader must reject them accordingly (see Rejection (ONLY for Project Leader)). Working days status will then change from “Done” to blank. You are now able to modify your timesheet.
5.4 Validation (ONLY for Project Leader)

To validate a timesheet line, click on "Validate done days".
Select the period.
Click on “OK”.

<table>
<thead>
<tr>
<th>Period</th>
<th>Resource name</th>
<th>November 2015</th>
<th>Expert name</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ New line</td>
<td>Request for planned days</td>
<td>Submit actual working days</td>
<td>Validate done days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested</th>
<th>Planned</th>
<th>Done</th>
<th>Validated</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project no.</td>
<td>Task no.</td>
<td>Work place</td>
<td>Contract no.</td>
<td>Work type</td>
</tr>
<tr>
<td>✔</td>
<td>✔</td>
<td>457 *</td>
<td>1</td>
<td>At_ETSI</td>
</tr>
</tbody>
</table>

![Validate done days](image)

Working days during the selected period will appear with the “Validated” status.
5.5 Rejection (ONLY for Project Leader)

To reject a timesheet line, click on “Reject done days”. 
Select the period.
Click on “OK”.

Working days during the selected period will appear with a blank status
6  Reporting

To make a search, click on “Reporting”. Select the type of research (Monthly, Yearly, Project or Remaining per contract).
6.1 Reporting/Monthly

This is the time reported on one for any one month by an expert, by project or by activity, according to the different status of days on timesheets.

Make your selection using the filters. Click on “Search”.

The chosen result will appear.

For Expert:

You will see:
- your timesheet(s) for the selected month
- the timesheet lines by Project
- the activity name by Project
- the total working days you have entered on the timesheet by Project
- the status of these timesheets by Project
- the detail of working days by day on these timesheets
For Project Leader:

You will see:
- all your team timesheets for the selected month
- all the timesheet lines by Project that your team has entered
- all activity names for all Projects
- all total working days for all timesheets your team has entered by Project
- all timesheets by Project status
- all details of working days by day done by your team on all timesheets they have validated
6.2 Reporting/Yearly

This is the time reported on in one year by all experts, by project or by activity, according to the different status of days on timesheets.

Make your selection using the filters. Click on “Search”.

The chosen result will appear.

For Expert:

You will see:
- your timesheet(s) for the year selected
- the timesheet lines by Project
- the activity name by Project
- the total working days you have entered by Project
- the status of these working days by Project
- the detail of working days by month
For Project Leader:

You will see:
- all your team timesheets for the year selected
- all the timesheet lines by Project that your team has entered
- all activity names for all Projects
- all total working days by all the months your team has entered by Project
- all status of these working days by Project
- all details of working days by month done by your team on all timesheets they have validated

Yearly report

<table>
<thead>
<tr>
<th>STF</th>
<th>Activity</th>
<th>Total</th>
<th>Status</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Elodie Rozenoux USER GUIDE TASK 1</td>
<td>4</td>
<td>All</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Elodie Rozenoux USER GUIDE TASK 2</td>
<td>4</td>
<td>All</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3,5</td>
<td>Thierry Coment USER GUIDE TASK 1</td>
<td>3,5</td>
<td>All</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3,5</td>
<td>Thierry Coment USER GUIDE TASK 2</td>
<td>3,5</td>
<td>All</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
6.3 Reporting/Project

This is the total of time reported globally and for each year, on one project, by all experts.

A new window opens.
Select the project number using the filters.
Click on “Search”.

The result will appear.
6.4 Reporting/Remaining per contract

This is the total of time you have reported globally, by project, by project status, by contract number, by contract status, by work type.

A new window opens filtered with all **ACTIVE** projects and **Signed** contract statuses. Select on filters the project status and the contract status. Click on “**Search**”.

### Remaining per contract

<table>
<thead>
<tr>
<th>Filters</th>
<th>ACTIVE ▼</th>
<th>Signed ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="search.png" alt="Search" /></td>
<td><img src="reset.png" alt="Reset" /></td>
<td></td>
</tr>
</tbody>
</table>

The selected result will appear.

### Remaining per contract

<table>
<thead>
<tr>
<th>Project</th>
<th>Project status</th>
<th>Contract no.</th>
<th>Contract status</th>
<th>Work type</th>
<th>Total days contracted</th>
<th>Total days worked</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>457</td>
<td>ACTIVE</td>
<td>457/754</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>200</td>
<td>104,625</td>
<td>95,375</td>
</tr>
<tr>
<td>478</td>
<td>ACTIVE</td>
<td>478/11</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>22</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>665</td>
<td>ACTIVE</td>
<td>666/55</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>105</td>
<td>67,6</td>
<td>37,4</td>
</tr>
<tr>
<td>PCA201409</td>
<td>ACTIVE</td>
<td>PCA201409/04</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>30</td>
<td>4</td>
<td>26</td>
</tr>
<tr>
<td>USER GUIDE</td>
<td>ACTIVE</td>
<td>USER GUIDE/01</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>50</td>
<td>1,9</td>
<td>48,1</td>
</tr>
<tr>
<td>USER GUIDE</td>
<td>ACTIVE</td>
<td>USER GUIDE/01</td>
<td>Signed</td>
<td>VOLUNTARY</td>
<td>50</td>
<td>2,1</td>
<td>47,9</td>
</tr>
</tbody>
</table>

Note that this window can be opened while registering time in the timesheet.
<table>
<thead>
<tr>
<th>No.</th>
<th>Project</th>
<th>Project status</th>
<th>Contract no.</th>
<th>Contract status</th>
<th>Work type</th>
<th>Total days contracted</th>
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<td></td>
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<td>22</td>
<td>0</td>
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<td>ACTIVE</td>
<td></td>
<td>PCA201409/04</td>
<td>Signed</td>
<td>MANDAYS</td>
<td>30</td>
<td>4</td>
<td>20</td>
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<td></td>
<td>50</td>
<td>2,1</td>
<td>47,9</td>
</tr>
</tbody>
</table>