



User Guide

Timesheets Application Management

All working days should be registered using the following application:
<https://portal.etsi.org/timesheet/login.aspx>.

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1 Foreword

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.

Timesheet

Informations

Period: November 2015
Resource name: Elodie Rouveroux

+ New line Request for planned days Submit actual working days

Requested Planned Done Validated Accepted

New Line

Project no. Task no. Contract no.

Project no. Task no.

Help

Project no.
Select the STF code on which you should charge time

Task no.
Select the task on which you should charge time. If your STF is not divided in specific tasks, then this field is filled-in automatically. This option is applicable for the entire line.

Close

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



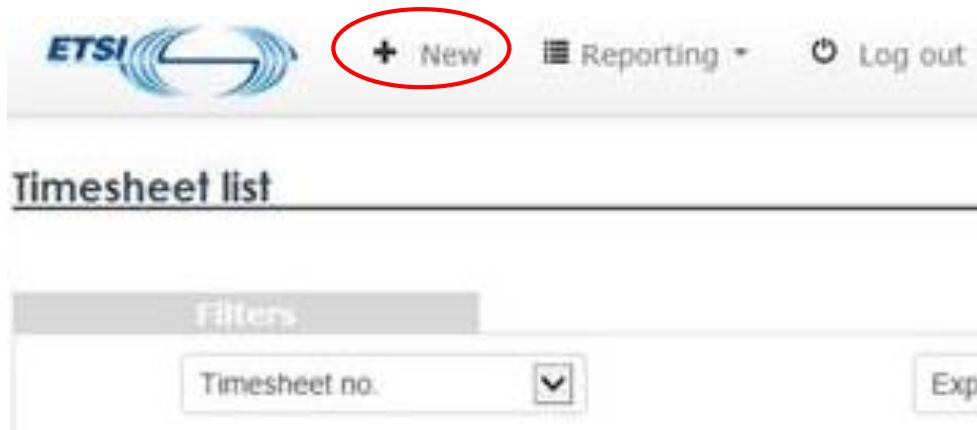
[Forgotten EOL password](#)



3 Timesheet creation

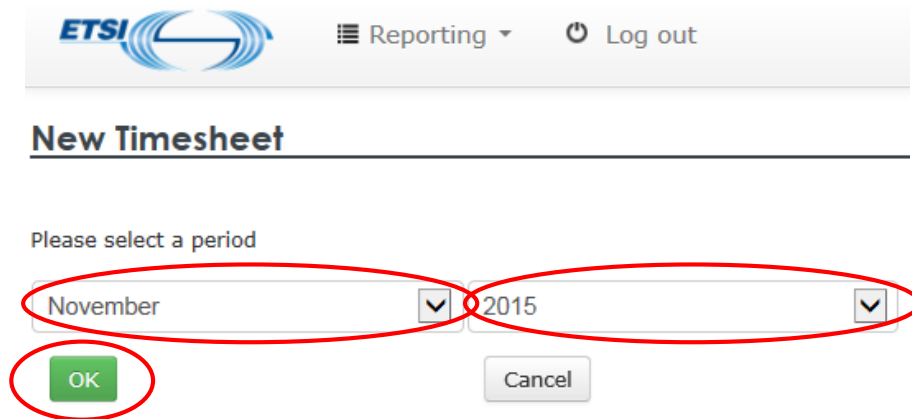
One timesheet per month can be created.

To create a timesheet: click on “**New**”.



A new window opens.

Select a period.
Click on “**OK**”.





4 Time registration

4.1 Creation of a timesheet line

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

Timesheet

Informations

🕒 Period November 2015

Resource name Expert name

+ New line Request for planned days Submit actual working days

Requested Planned Done Validated Accepted

Select the:

- “**Project no.**” (STF Number).
- “**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**”



New Line

Project no. Task no. Contract no. Work place Work type

1 2 3 4 5 6 7 8 9 10 11 12 1

0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00

Submit Cancel

The result appears as follows:

Period: November 2015

Resource name: Expert name

No. > Nb days of timesheet

+ New line Request for planned days Submit actual working days Validate done days Reject done days

Requested Planned Done Validated Accepted

Project no.	Task no.	Work place	Contract no.	Work type	Total	1	2	3	4	5	6
457 *	1	At_ETSI	457/754	MANDAYS	1,625	0	0	1	0,5	0,125	0

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)**.

⌚ Period November 2015 No.
Resource name Expert name ➤ Nb days of timesheet

+ New line Request for planned days Submit actual working days Validate done days Reject done days

Requested Planned Done Validated Accepted

	Project no.	Task no.	Work place	Contract no.	Work type	Total	1	2	3	4	5	6
<input type="checkbox"/> 	457 *	1	At_ETSI	457/754	MANDAYS	1,625	0	0	1	0,5	0,125	0

Make the modification.

Click on **“Submit”**.



4.3 Deletion

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

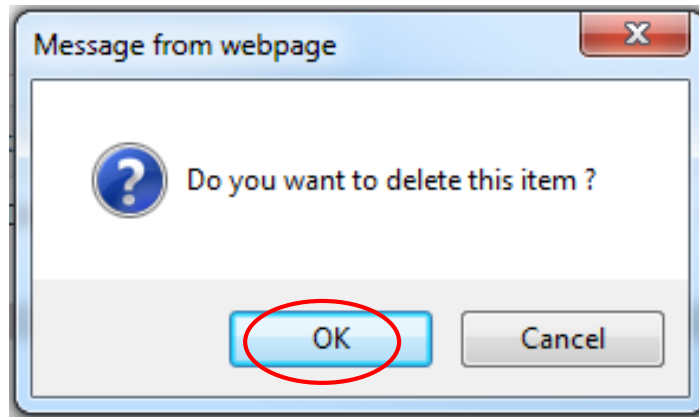
Period: November 2015
Resource name: Expert name
No. of days: Nb days of timesheet

+ New line Request for planned days Submit actual working days Validate done days Reject done days

Requested Planned Done Validated Accepted

	Project no.	Task no.	Work place	Contract no.	Work type	Total	1	2	3	4	5	6
<input type="checkbox"/>	457 *	1	At_ETSI	457/754	MANDAYS	1,625	0	0	1	0,5	0,125	0

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.

Working days status	Places	Description
Created	At or Out of ETSI	Working day is registered but not submitted
Requested	At ETSI	Working day is submitted and will be done in ETSI premises
Planned	Out of ETSI	Working day is submitted Out of ETSI premises
Planned	At ETSI	Working day has been validated by FPS administrator to be done in ETSI premises
Done	At or Out of ETSI	Working day is confirmed by the expert
Validated	At or Out of ETSI	Working day is validated by the STF leader
Accepted	At or Out of ETSI	Working day is accepted by FPS administrator

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**”.

Period
Resource name

+ New line Request for planned days

Requested Planned Done V

	Project no.	Task
<input checked="" type="checkbox"/>	457 *	1

Request for planned days

Please select a period

Start day

End day

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 FPS 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**”.

The screenshot shows a user interface for managing working days. At the top, there is a 'Period' dropdown set to 'November 2015' and a text field for 'Expert name'. Below these are three buttons: '+ New line' (green), 'Request for planned days' (black), and 'Submit actual working days' (black, circled in red). A legend below the buttons shows status indicators: Requested (yellow), Planned (orange), Done (blue), Validated (green), and Accepted (dark green). A table below the legend shows a row with a checked checkbox, an edit icon, a trash icon, 'Project no. 457 *', 'Task no. 1', 'Work place At_ETSI', and 'Contr. 457/7'. A scroll bar is visible at the bottom of the table.

Submit actual working days

The dialog box prompts the user to 'Please select a period'. It has two dropdown menus: 'Start day' with '1' selected and 'End day' with '3' selected. Both dropdowns are circled in red. Below the dropdowns are two buttons: 'OK' (green, circled in red) and 'Cancel' (grey).

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 STF Leader)).

Working days status will then change from “**Done**” to blank.
You are now able to modify your timesheet.



5.4 Validation (ONLY for STF Leader)

To validate a timesheet line, click on “**Validate done days**”.

Select the period.

Click on “**OK**”.

⊙ Period November 2015
Resource name Expert name

+ New line Request for planned days Submit actual working days Validate done days

Requested Planned Done Validated Accepted

	Project no.	Task no.	Work place	Contract no.	Work type
<input checked="" type="checkbox"/>	457 *	1	At_ETSI	457/754	MANDAYS

<

Validate done days

Please select a period

Start day End day

1 30

OK Cancel

Working days during the selected period will appear with the “**Validated**” status.



5.5 Rejection (ONLY for STF Leader)

To reject a timesheet line, click on **“Reject done days”**.

Select the period.

Click on **“OK”**.

Period: November 2015
Resource name: Expert name

No. Nb days c

+ New line Request for planned days Submit actual working days Validate done days **Reject done days**

Requested Planned Done Validated Accepted

	Project no.	Task no.	Work place	Contract no.	Work type	Total	1
<input checked="" type="checkbox"/>	457 *	1	At_ETSI	457/754	MANDAYS	1,625	0

Reject done days

Please select a period

Start day

1

End day

30

OK

Cancel

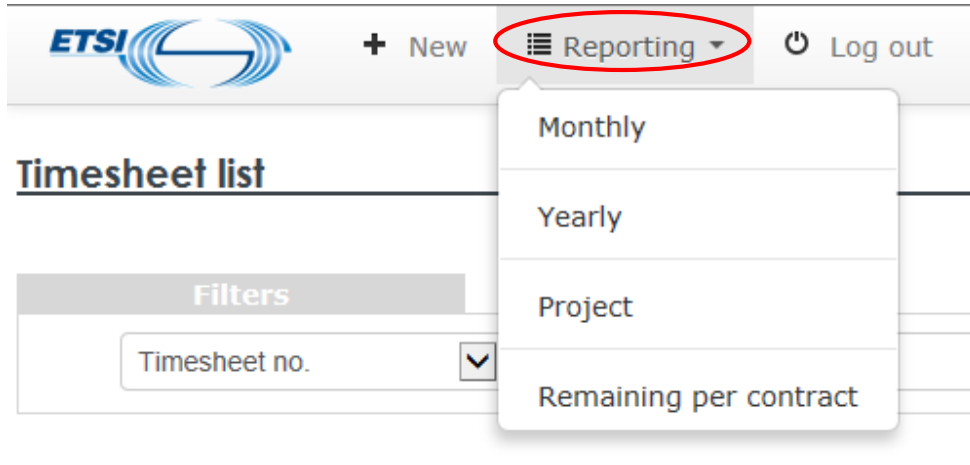
Working days during the selected period will appear with a blank status



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”**.

Monthly report

Filters

Year ▼

Month ▼

Expert ▼

STF ▼

Status ▼

Search

Reset

The chosen result will appear.

For Expert:

You will see:

- your timesheet(s) for the selected month
- the timesheet lines by STF project
- the activity name by STF project
- the total working days you have entered on the timesheet by STF project
- the status of these timesheets by STF project
- the detail of working days by day on these timesheets

Monthly report

Filters																																		
2016 ▼	January ▼	Elodie Rouveroux ▼	STF ▼	Status ▼	Search	Reset																												
STF	Activity	Total	Status	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
		8		1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE TASK 1	4	All	1	0	0,5	1	0	0,5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE TASK 2	4	All	0	1	0,5	0	1	0,5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



For STF Leader:

You will see:

- all your team timesheets for the selected month
- all the timesheet lines by STF project that your team has entered
- all activity names for all STF projects
- all total working days for all timesheets your team has entered by STF project
- all timesheets by STF project status
- all details of working days by day done by your team on all timesheets they have validated

Monthly report

Filters																																		
2016	January	Expert	STF	Status																											Search	Reset		
STF	Activity	Total	Status	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
		15		2	2	2	2	2	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE	TASK 1	4	All	1	0	0,5	1	0	0,5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE	TASK 2	4	All	0	1	0,5	0	1	0,5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Thierry Comont	USER GUIDE	TASK 1	3,5	All	1	1	0	0	0,5	0,5	0,5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Thierry Comont	USER GUIDE	TASK 2	3,5	All	0	0	1	1	0,5	0,5	0,5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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”**.

Yearly report

Filters

Year Expert STF Status **Search** Reset

The chosen result will appear.

For Expert:

You will see:

- your timesheet(s) for the year selected
- the timesheet lines by STF project
- the activity name by STF project
- the total working days you have entered by STF project
- the status of these working days by STF project
- the detail of working days by month

Yearly report

Filters

2016 STF **Search** Reset

STF	Activity	Total	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		8		8	0	0	0	0	0	0	0	0	0	0	0
Elodie Rouveroux	USER GUIDE TASK 1	4	All	4	0	0	0	0	0	0	0	0	0	0	0
Elodie Rouveroux	USER GUIDE TASK 2	4	All	4	0	0	0	0	0	0	0	0	0	0	0



For STF Leader:

You will see:

- all your team timesheets for the year selected
- all the timesheet lines by STF project that your team has entered
- all activity names for all STF projects
- all total working days by all the months your team has entered by STF project
- all status of these working days by STF project
- all details of working days by month done by your team on all timesheets they have validated

Yearly report

Filters																
2016		Expert		STF		Status		Search		Reset						
STF	Activity	Total	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		15		15	0	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE	TASK 1	4	All	4	0	0	0	0	0	0	0	0	0	0	
Elodie Rouveroux	USER GUIDE	TASK 2	4	All	4	0	0	0	0	0	0	0	0	0	0	
Thierry Comont	USER GUIDE	TASK 1	3,5	All	3,5	0	0	0	0	0	0	0	0	0	0	
Thierry Comont	USER GUIDE	TASK 2	3,5	All	3,5	0	0	0	0	0	0	0	0	0	0	



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”**.

Project report

Filters

Project no.

▼

Search

Reset

The result will appear.

Project report

Filters

USER GUIDE

▼

Search

Reset

		until 2012	2013	2014	2015	2016	Tot. days worked	Tot. days contracted
USER GUIDE	Total	--	--	--	--	15,00	15,00	400,00
	MANDAYS	--	--	--	--	7,30	7,30	50,00
	VOLUNTARY	--	--	--	--	7,70	7,70	50,00
USER GUIDE/01	Total	--	--	--	--	8,00	8,00	200,00
USER GUIDE/01	MANDAYS	--	--	--	--	3,80	3,80	50,00
	Elodie Rouveroux	--	--	--	--	3,80	3,80	--
USER GUIDE/01	VOLUNTARY	--	--	--	--	4,20	4,20	50,00
	Elodie Rouveroux	--	--	--	--	4,20	4,20	--
USER GUIDE/02	Total	--	--	--	--	7,00	7,00	200,00
USER GUIDE/02	MANDAYS	--	--	--	--	3,50	3,50	50,00
	Thierry Comont	--	--	--	--	3,50	3,50	--
USER GUIDE/02	VOLUNTARY	--	--	--	--	3,50	3,50	50,00
	Thierry Comont	--	--	--	--	3,50	3,50	--



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

Filters

ACTIVE Signed **Search** Reset

The selected result will appear.

Remaining per contract

Filters

ACTIVE Signed **Search** Reset

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

Note that this window can be opened while registering time in the timesheet.



Timesheet list

Filters
Timesheet no.

- No.
- Q TS1400284
 - Q TS1400285
 - Q TS1400281
 - Q TS1400228
 - Q TS1400224
 - Q TS1400209
 - Q TS1400207
 - Q TS1400186
 - Q TS1400108
 - Q TS1400183
 - Q TS1400112
 - Q TS1400110
 - Q TS1300100

Remaining per contract

Filters
ACTIVE Signed Search Reset

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