



**UniPhi 19**

# **Timesheet Administrator License Manual**



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## About This Manual

The aim of this manual is to provide instructions for managing timesheet administration tasks for Timesheet Administrators. This is a type of UniPhi license that allows for the administration of timesheets for their organisation.

## How to use this Manual

As you read this manual you will notice the following icons recurring which will help to highlight and enable you to quickly locate activities and summary areas, they will also assist with tips for keeping



### **Puzzle Piece:**

The puzzle piece appears at the beginning of each session and any major section to mark the overview of that item's content or concept.



### **Cogs:**

The cogs denote a step by step activity to be completed using UniPhi by the participant relative to the section it is located in.



### **Light bulb:**

The light bulb denotes a helpful hint or tip you should be aware of.

Screenshots have been used throughout the manual to demonstrate what you should be viewing as you move through the activities. They are for illustrative purposes only. Details such as dates, budget figures and other entered text/data may vary.

## Timesheets Administrators



For UniPhi deployments that have cross organisational collaboration, the Timesheet Administration license allows for each organisation to have one or more people manage time sheet functionality.

The access and functionality given to a Timesheet Administrator is limited to the time sheet data of the person's organisation.

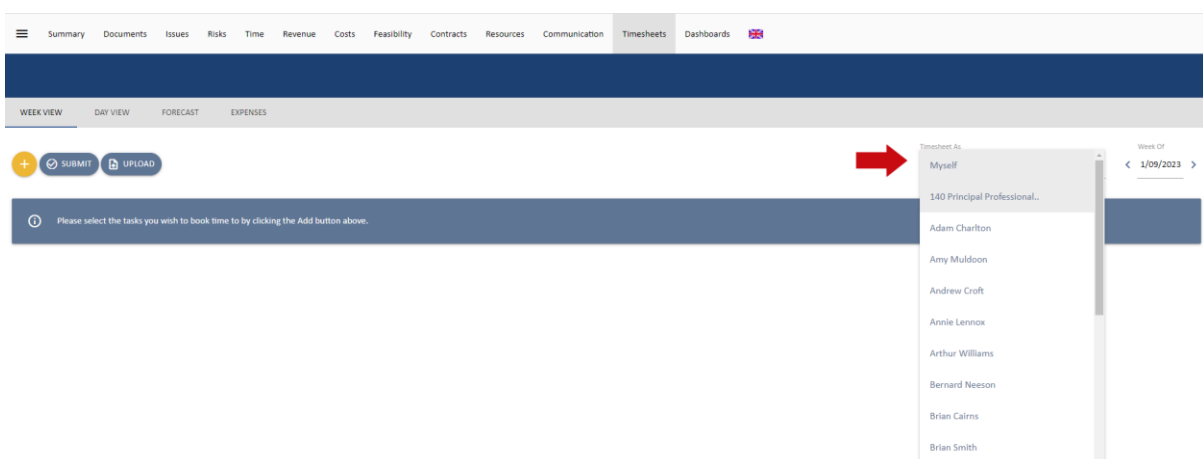
This functionality includes:

- Timesheet As – enter the timesheet for another person in your organisation.
- Submit – submit all/some the timesheets for people in your organisation for a given week.
- Roll Back – re-open submitted timesheets for people in your organisation for a given week.
- Reports – timesheet reports limited to your organisation's timesheet data.



### Timesheet As

The default selection is for the logged in user to “Timesheet As” “Myself”, to enable you to submit our own timesheet.



1. Select someone else from the list to enter or amend an open timesheet for the displayed week.
2. Select the Add button, to search for a WBS activity to add to the timesheet.

Summary Documents Issues Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets Dashboards

WEEK VIEW DAY VIEW FORECAST EXPENSES

### Add Task

Project

Select Project

- 956 Doncaster Road
- A406 Hangars Lane
- A406 Hangars Lane - Concept Design
- Cheerful Views Estate
- Happy Views Stage 1
- Coffee Machine Upgrade
- Coffee Machine Upgrade 200 Queen St Melbourne
- CSL Royal Park Campus Redevelopment
- Demonstration Programme/Project
- Demonstration Project/Sub-Project 1
- Demonstration Project/Sub-Project 2
- Demonstration Project/Sub-Project 3

3. The timesheet code/Task ID will appear. Check the box next to the relevant task to save it to the list of codes in the time sheet.

Summary Documents Issues Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets



WEEK VIEW DAY VIEW FORECAST EXPENSES

### Add Task

Project

956 Doncaster Road

- Task ID Task
- Client Meeting
- Project Design
- Project Management







Please select the tasks you wish to book time to by clicking the Add button above.

### Add Task

Project  
956 Doncaster Road

- Task ID Task
- Client Meeting
- Project Design
- Project Management





 

 Please select the tasks you wish to book time to by clicking the Add button above.

#### 4. Enter the relevant time.

Summary Documents Issues Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets Dashboards

WEEK VIEW DAY VIEW FORECAST EXPENSES

Timesheet As: Myself Week Of: 4/09/2023

ID	Task	Mon 4/09	Tue 5/09	Wed 6/09	Thu 7/09	Fri 8/09	Sat 9/09	Sun 10/09	Week Total	Actual Hours	Comments
16140	956 Doncaster Road			5				5	15		
	Client Meeting				6			6	0		
	Project Management										
	<b>Total Hours</b>	0	0	5	6	0	0	0	11		

#### 5. Select Submit to submit the timesheet for that week. The view will display greyed-out cells for submitted timesheets.

Summary Documents Issues Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets Dashboards											
WEEK VIEW DAY VIEW FORECAST EXPENSES											
+ SUBMIT RE-OPEN UPLOAD Timesheet As Myself Week Of 4/09/2023											
ID	Task	Mon 4/09	Tue 5/09	Wed 6/09	Thu 7/09	Fri 8/09	Sat 9/09	Sun 10/09	Week Total	Actual Hours	Comments
16140	956 Doncaster Road			5				5	20		
	Client Meeting				6			6	6		
	Project Management										
	<b>Total Hours</b>	0	0	5	6	0	0	0	11		

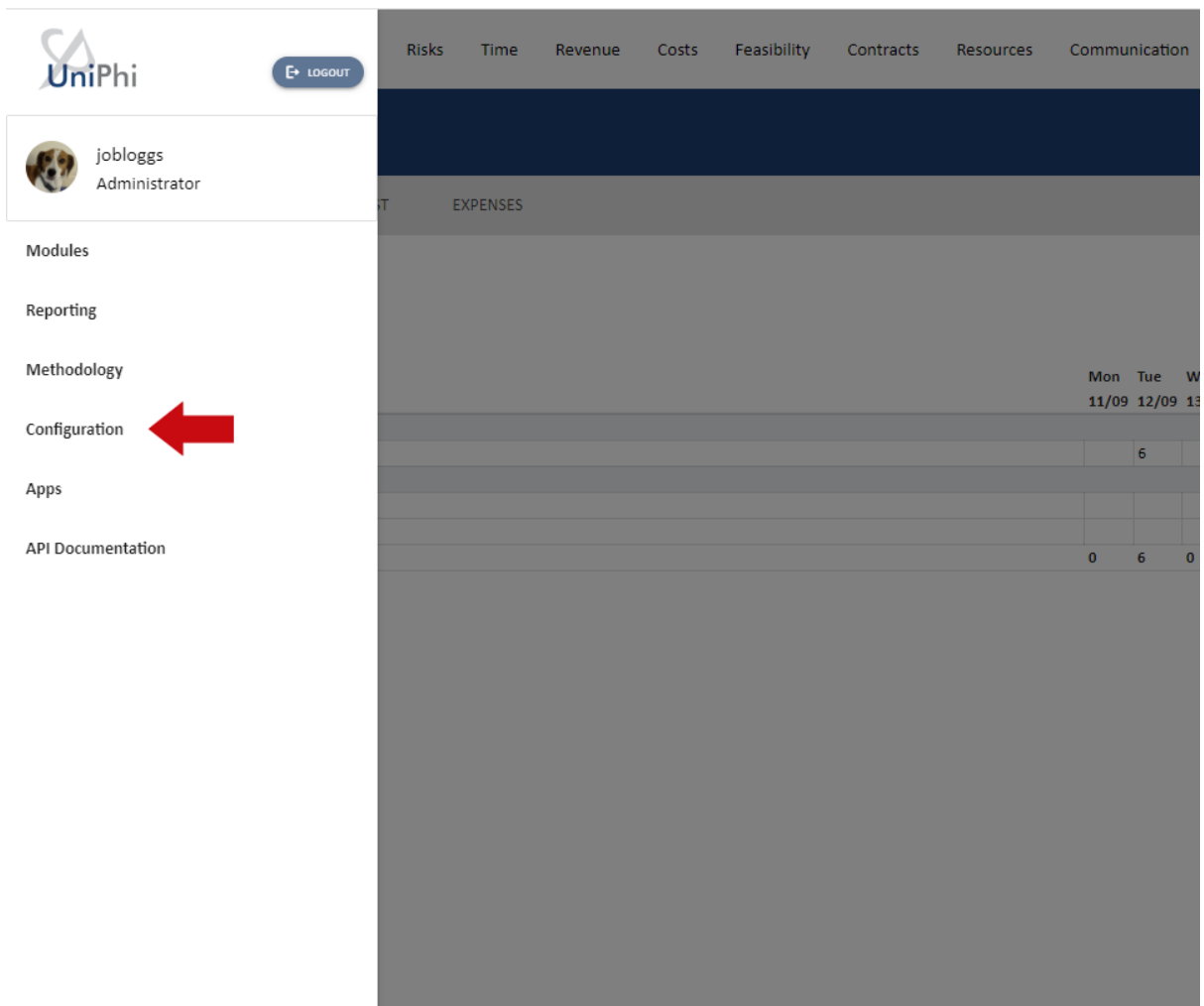


If a team member does not appear in the list for “Timesheet As” it will be because they are linked to a different organisation or they have not had a UniPhi license assigned to them.



## Submit Timesheets

As a Timesheet Administrator, you can submit timesheets on behalf of users in your organisation, across all WBS codes for a particular week. Under Configuration > Timesheets > Submit, you can see the list of users. Against which, their submission status will be displayed, together with the total submitted and “unsubmitted” hours.



The screenshot shows the UniPhi web application interface. On the left is a navigation menu with the UniPhi logo and a 'LOGOUT' button. The user profile for 'jobloggs Administrator' is visible. The main menu includes 'Modules', 'Reporting', 'Methodology', 'Configuration' (highlighted with a red arrow), 'Apps', and 'API Documentation'. The top navigation bar contains 'Risks', 'Time', 'Revenue', 'Costs', 'Feasibility', 'Contracts', 'Resources', and 'Communication'. The main content area is titled 'EXPENSES' and displays a table with columns for 'Mon', 'Tue', and 'W'. The table shows data for the dates 11/09, 12/09, and 13/09, with values 0, 6, and 0 respectively.

	Mon	Tue	W
	11/09	12/09	13/09
		6	
	0	6	0



Contracts

Currency Rates

Custom Lists

Document Export

Email

Financial Years

Issues

Metrics

Prioritisation

Project

Resources

Risks

Roles


System

Tax Rates


Templates

Template Variables

Time


Timesheets 

TPI

Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets Dashboards 

EXPENSES

	Mon 11/09	Tue 12/09	Wed 13/09	Thu 14/09	Fri 15/09	Sat 16/09	Sun 17/09	Week Total	Actual Hours	Comm
		6						6	6	
				7				7	7	
	0	6	0	7	0	0	0	13		

Summary Documents Issues Risks Time Revenue Costs Feasibility Contracts Resources Communication Timesheets Dashboards 

ADMIN STANDARD TASKS PENALTY RATES **SUBMIT** ROLLBACK EXPENSE TYPES IMPORT SETTINGS

Week Of  
< 10/09/2023 >

<input type="checkbox"/>	Resource Name	Week Submitted	Unsubmitted Hours	Submitted Hours	Approved Hours
<input type="checkbox"/>	140 Principal Professional..	No	0	0	0
<input type="checkbox"/>	Adam Charlton	No	0	0	0
<input type="checkbox"/>	Amy Muldoon	No	0	0	0
<input type="checkbox"/>	Andrew Croft	No	0	0	0
<input type="checkbox"/>	Annie Lennox	No	0	0	0
<input type="checkbox"/>	Arthur Williams	No	0	0	0
<input type="checkbox"/>	Bernard Neeson	No	0	0	0

1. Check the box next to a name to select one user or check the box at the top of the list for all users. The Submit icon will appear.



<input type="checkbox"/>	Resource Name	Week Submitted	Unsubmitted Hours	Submitted Hours	Approved Hours
<input type="checkbox"/>	140 Principal Professional..	No	0	0	0
<input type="checkbox"/>	Adam Charlton	No	0	0	0
<input type="checkbox"/>	Amy Muldoon	No	0	0	0
<input type="checkbox"/>	Andrew Croft	No	0	0	0
<input type="checkbox"/>	Annie Lennox	No	0	0	0
<input type="checkbox"/>	Arthur Williams	No	0	0	0
<input type="checkbox"/>	Bernard Neeson	No	0	0	0

2. Select Submit and all the open timesheets a for that week will change to the Submitted status



<input checked="" type="checkbox"/>	Resource Name	Week Submitted	Unsubmitted Hours	Submitted Hours	Approved Hours
<input checked="" type="checkbox"/>	140 Principal Professional..	No	0	0	0
<input checked="" type="checkbox"/>	Adam Charlton	No	0	0	0
<input checked="" type="checkbox"/>	Amy Muldoon	No	0	0	0
<input checked="" type="checkbox"/>	Andrew Croft	No	0	0	0
<input checked="" type="checkbox"/>	Annie Lennox	No	0	0	0
<input checked="" type="checkbox"/>	Arthur Williams	No	0	0	0



## Roll Back Timesheets

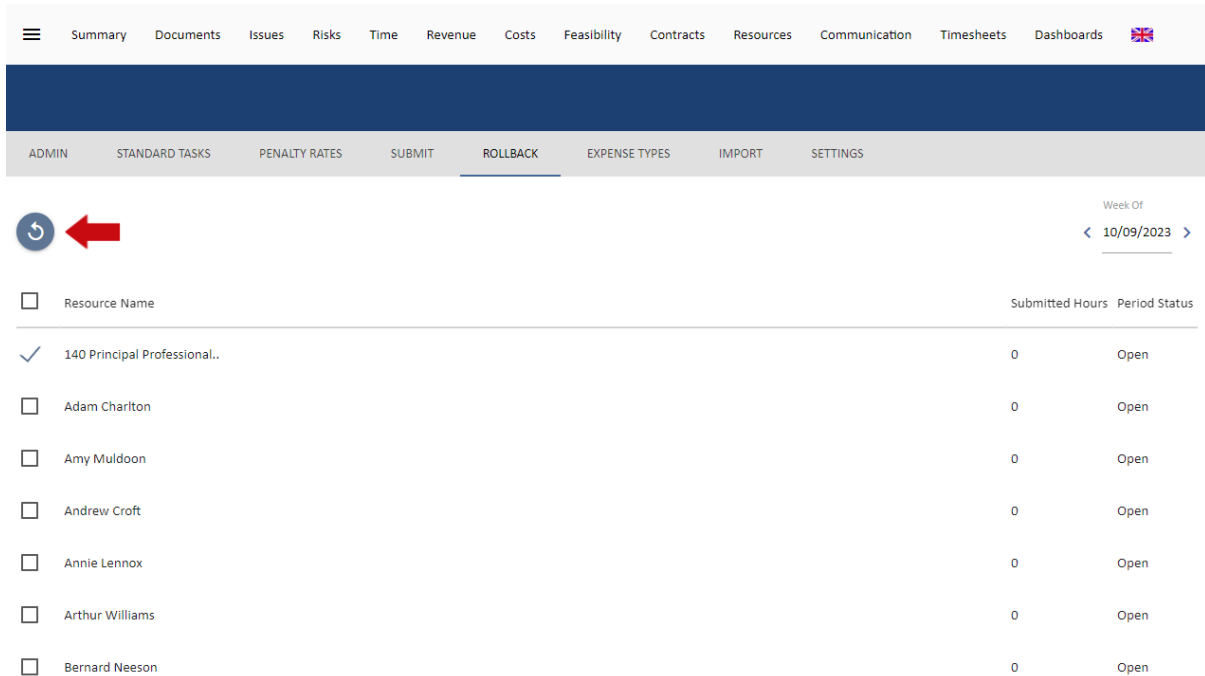
Occasionally a Timesheet may need to **Rollback** (the Team member may have missed a day, entered incorrect hours, used the wrong task, etc.). A Timesheet Administrator can reopen time sheets for users in their organisation.

<a href="#">ADMIN</a> <a href="#">STANDARD TASKS</a> <a href="#">PENALTY RATES</a> <a href="#">SUBMIT</a> <a href="#">ROLLBACK</a> <a href="#">EXPENSE TYPES</a> <a href="#">IMPORT</a> <a href="#">SETTINGS</a>			
			Week Of
			<a href="#">&lt;</a> 10/09/2023 <a href="#">&gt;</a>
<input type="checkbox"/>	Resource Name	Submitted Hours	Period Status
<input type="checkbox"/>	140 Principal Professional..	0	Open
<input type="checkbox"/>	Adam Charlton	0	Open
<input type="checkbox"/>	Amy Muldoon	0	Open
<input type="checkbox"/>	Andrew Croft	0	Open
<input type="checkbox"/>	Annie Lennox	0	Open
<input type="checkbox"/>	Arthur Williams	0	Open
<input type="checkbox"/>	Bernard Neeson	0	Open

1. The RollBack view shows who has submitted timesheets for the selected week. Check the box next to the people who need to have their timesheets rolled back.

<a href="#">ADMIN</a> <a href="#">STANDARD TASKS</a> <a href="#">PENALTY RATES</a> <a href="#">SUBMIT</a> <a href="#">ROLLBACK</a> <a href="#">EXPENSE TYPES</a> <a href="#">IMPORT</a> <a href="#">SETTINGS</a>			
			Week Of
			<a href="#">&lt;</a> 10/09/2023 <a href="#">&gt;</a>
<input type="checkbox"/>	Resource Name	Submitted Hours	Period Status
<input type="checkbox"/>	140 Principal Professional..	0	Open
<input type="checkbox"/>	Adam Charlton	0	Open
<input type="checkbox"/>	Amy Muldoon	0	Open
<input type="checkbox"/>	Andrew Croft	0	Open
<input type="checkbox"/>	Annie Lennox	0	Open
<input type="checkbox"/>	Arthur Williams	0	Open
<input type="checkbox"/>	Bernard Neeson	0	Open

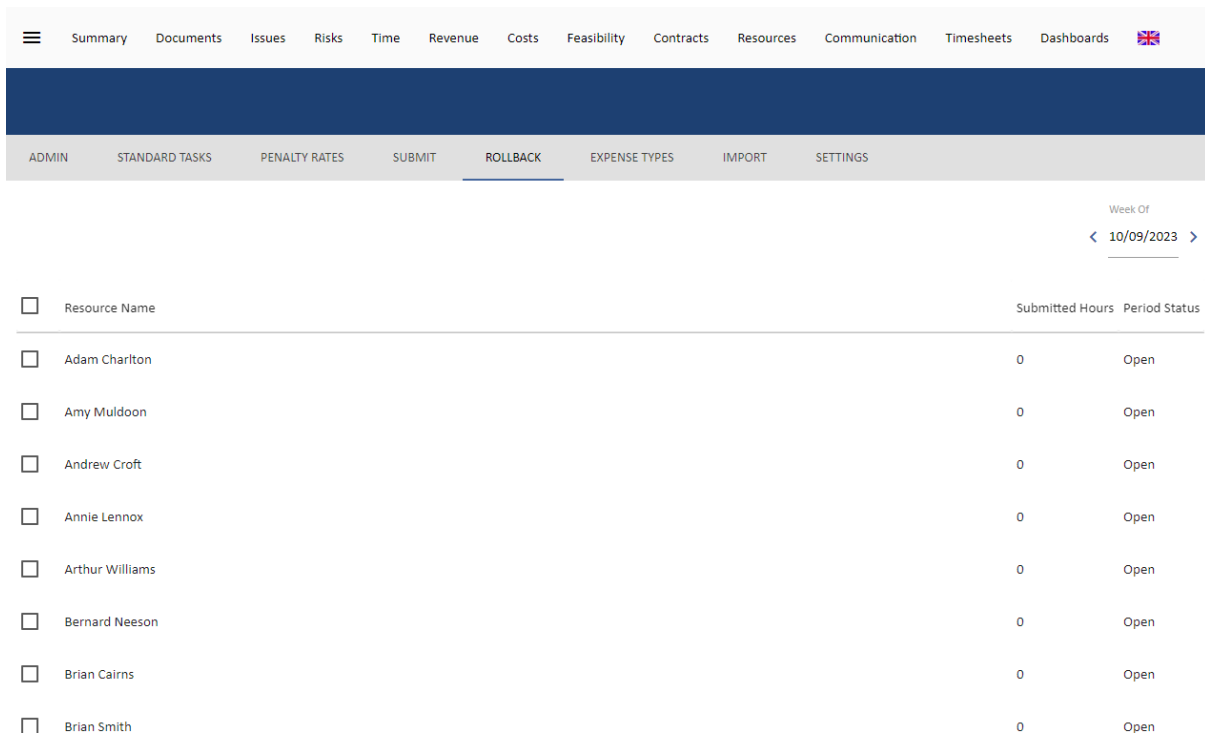
2. Select the RollBack button to reopen those timesheets. Note this will open up all timesheets from the date you select and onwards. If it the Week Of selected is 2 weeks ago, the last two weeks will be reopened.



The screenshot shows the UniPhi interface with the 'ROLLBACK' tab selected. A red arrow points to a circular refresh icon. The 'Week Of' is set to 10/09/2023. The table below lists resources with their submitted hours and status.

<input type="checkbox"/>	Resource Name	Submitted Hours	Period Status
<input checked="" type="checkbox"/>	140 Principal Professional..	0	Open
<input type="checkbox"/>	Adam Charlton	0	Open
<input type="checkbox"/>	Amy Muldoon	0	Open
<input type="checkbox"/>	Andrew Croft	0	Open
<input type="checkbox"/>	Annie Lennox	0	Open
<input type="checkbox"/>	Arthur Williams	0	Open
<input type="checkbox"/>	Bernard Neeson	0	Open

3. The people whose timesheets have been rolled back will disappear from the list.




The screenshot shows the UniPhi interface with the 'ROLLBACK' tab selected. The 'Week Of' is set to 10/09/2023. The table below lists resources with their submitted hours and status.

<input type="checkbox"/>	Resource Name	Submitted Hours	Period Status
<input type="checkbox"/>	Adam Charlton	0	Open
<input type="checkbox"/>	Amy Muldoon	0	Open
<input type="checkbox"/>	Andrew Croft	0	Open
<input type="checkbox"/>	Annie Lennox	0	Open
<input type="checkbox"/>	Arthur Williams	0	Open
<input type="checkbox"/>	Bernard Neeson	0	Open
<input type="checkbox"/>	Brian Cairns	0	Open
<input type="checkbox"/>	Brian Smith	0	Open



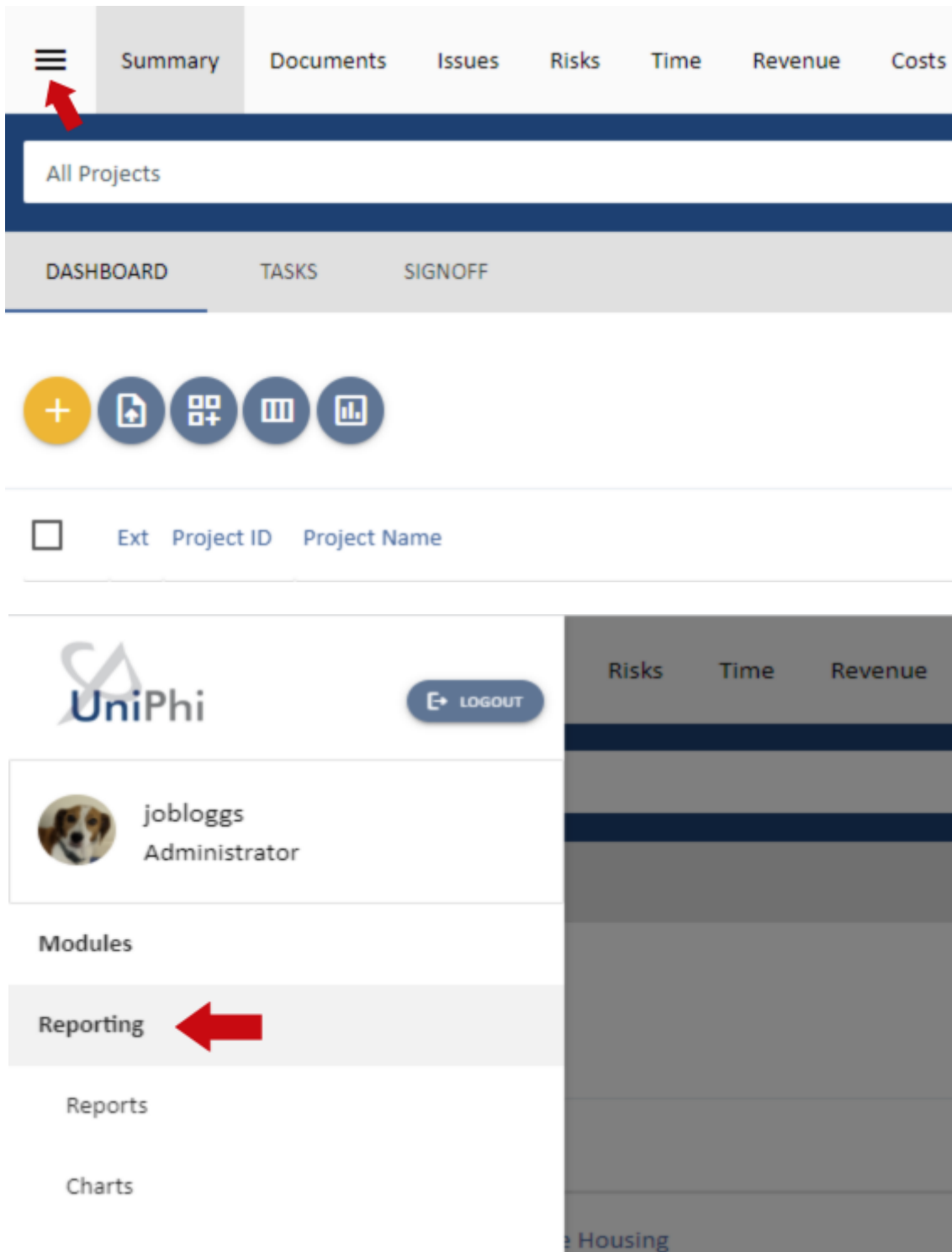
If you go back to closed financial periods, the Period Status field will say “Closed” and you will not be able to Rollback timesheets for those periods. If a time sheet needs to be entered or amended, you will need to request that the financial period to be reopened by a System Administrator.

<a href="#">Summary</a> <a href="#">Documents</a> <a href="#">Issues</a> <a href="#">Risks</a> <a href="#">Time</a> <a href="#">Revenue</a> <a href="#">Costs</a> <a href="#">Feasibility</a> <a href="#">Contracts</a> <a href="#">Resources</a> <a href="#">Communication</a> <a href="#">Timesheets</a> <a href="#">Dashboards</a> 			
<a href="#">ADMIN</a> <a href="#">STANDARD TASKS</a> <a href="#">PENALTY RATES</a> <a href="#">SUBMIT</a> <a href="#">ROLLBACK</a> <a href="#">EXPENSE TYPES</a> <a href="#">IMPORT</a> <a href="#">SETTINGS</a>			
		Week Of	
		<a href="#">&lt;</a> <a href="#">4/03/2020</a> <a href="#">&gt;</a>	
<input type="checkbox"/>	Resource Name	Submitted Hours	Period Status
	140 Principal Professional..	0	Closed
	Adam Charlton	0	Closed
	Amy Muldoon	0	Closed
	Andrew Croft	0	Closed
	Annie Lennox	0	Closed
	Arthur Williams	0	Closed
	Bernard Neeson	0	Closed



## Reports

Timesheet Data entered into UniPhi can be viewed and extracted to an MS Excel file via UniPhi’s Reports module. The Reports module is available from the UniPhi menu in the top left of the application, under Reporting > Reports.



The screenshot shows the UniPhi dashboard interface. At the top, there is a navigation bar with tabs for Summary, Documents, Issues, Risks, Time, Revenue, and Costs. A red arrow points to a hamburger menu icon on the left. Below the navigation bar, there is a search bar containing the text "All Projects". Underneath the search bar, there are three tabs: DASHBOARD, TASKS, and SIGNOFF. Below these tabs, there is a row of five circular icons: a yellow plus sign, a blue document icon, a blue grid icon, a blue bar chart icon, and a blue line chart icon. Below the icons, there is a table header with a checkbox, "Ext", "Project ID", and "Project Name". The main content area is partially obscured by a sidebar menu. The sidebar menu includes the UniPhi logo, a "LOGOUT" button, a user profile for "jobloggs Administrator", and a "Modules" section. Under "Modules", there are three items: "Reporting" (highlighted with a red arrow), "Reports", and "Charts". The background of the main content area shows a table with columns for "Risks", "Time", and "Revenue".

Two reports are available:

- Timesheet Export – a line by line export of the time sheet data in a flat format
- Timesheet Audit – shows changes to the time sheet data from a selected status date.