

SAP Business ByDesign

Time Recording for Teams

Sample Work Instruction

Disclaimer

This demo script is based on the ByD Reference System for the Almika model company. There are Sample data used in this demo script relates to the NL country version – for other country versions different data samples might be relevant.

A prerequisite for being able to fully run this work instruction, is a sound system knowledge on SAP Business ByDesign. General assumption is that you are familiar with Project Management scenario's in SAP ByDesign. Furthermore, you need access to the SAP Cloud Platform and specific Odata Services have to be activated in your ByDesign tenant.

Although the script has been tested carefully you might nevertheless encounter different system behavior when running a demo in an actual Almika demo tenant.

Description

As a team supervisor or project administrator, you can record time for an entire team. With the easy to use wizard you can write or review time for an entire week in a few clicks. The Time Recording Employee App supports quick recording of Project and HR related time for individual team members across projects and tasks.

As a Project Manager or as Project Administrator you can validate, complete or adjust recorded time from individual team members in a single view.

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1 Process Summary

Standard SAP ByDesign allows time recording for individuals (internal and external workers) in a mobile app or in the browser. In the combination of Project related time recording and HR related time recording it is a lot of effort if you as a responsible person has to do this for a team of people.

So, this App shows in one screen the time for a week of an entire team, which reduces the effort and errors in the time recording process.

The process steps of project related time recording require;

1. Internal Employee data is correct with a hire date, time profile, and a labor resource.
2. PO for external contractor is released and approved.
3. Project data is adequately set up with released tasks, team members, planned time and dates.
4. Recording of Project and HR related time in open fiscal periods
5. Release recorded time

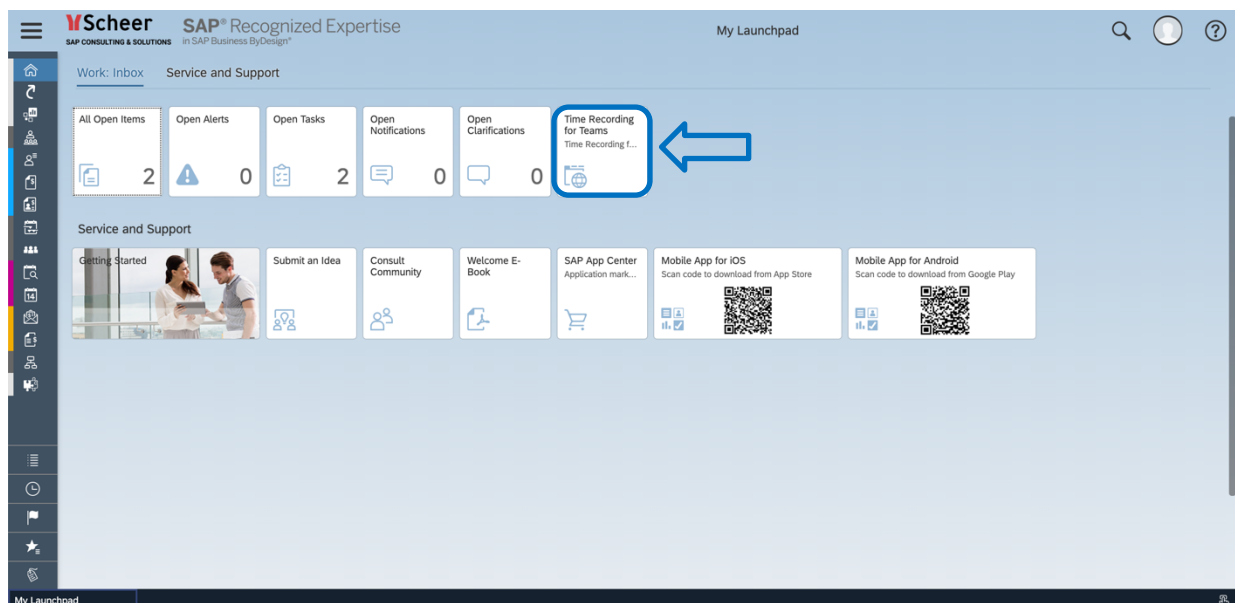
2 Data used to run the sample work instruction

The following user accounts for ByD Almika implementation are to be used to run the demo

Predefined User (Role)	Password	Component
PROJECTS01S	Welcome1	SAP BUSINESS BYDESIGN

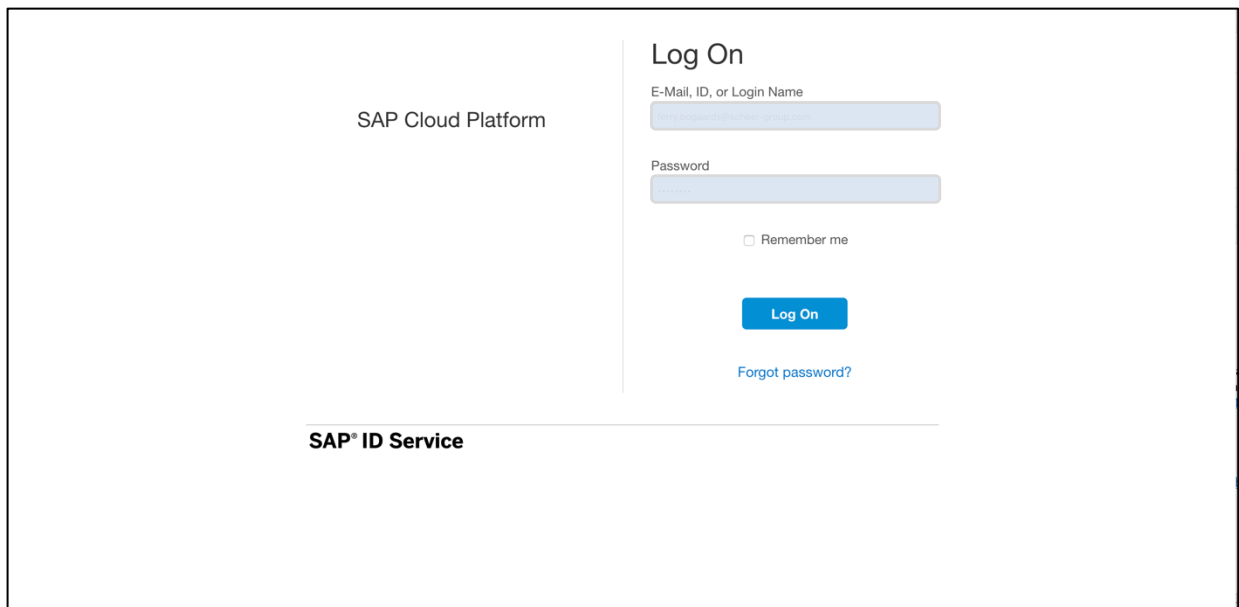
3 Start the App and find your project

You are logged on to ByDesign as Project Responsible Peter Metgod (Projects01S) and are on the ByDesign Launchpad page. Peter has personalized the layout of his home page with the title **“Time Recording for Teams”** to start the Time Recording activity.



Click on the title to start the time recording App.

When your company doesn't use Single-Sign-On (SSO), you are asked to login to the SAP Cloud Platform. This is the platform that supports the Time Recording App.



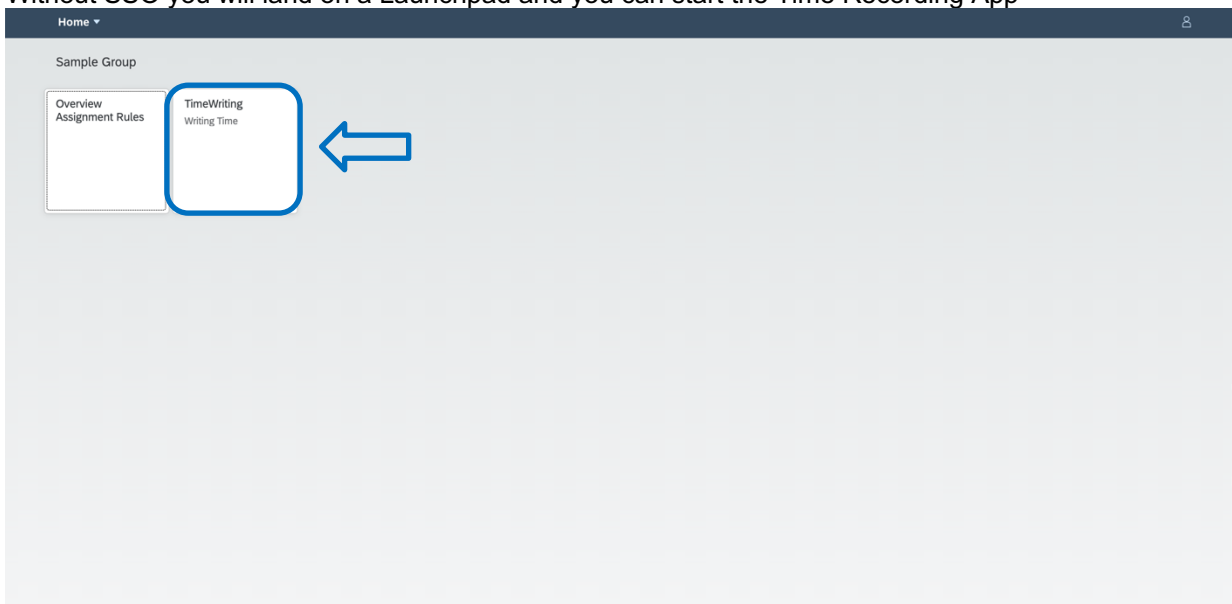
The image shows the SAP Cloud Platform login interface. On the left, the text "SAP Cloud Platform" is displayed. On the right, there is a "Log On" section with the following elements: a label "E-Mail, ID, or Login Name" above a text input field containing "my.sapsystem@sap.com"; a label "Password" above a password input field with masked characters; a checkbox labeled "Remember me"; a blue "Log On" button; and a link "Forgot password?". Below the login section, the text "SAP ID Service" is visible.

Fill in your Logon credentials and logon.

Note:

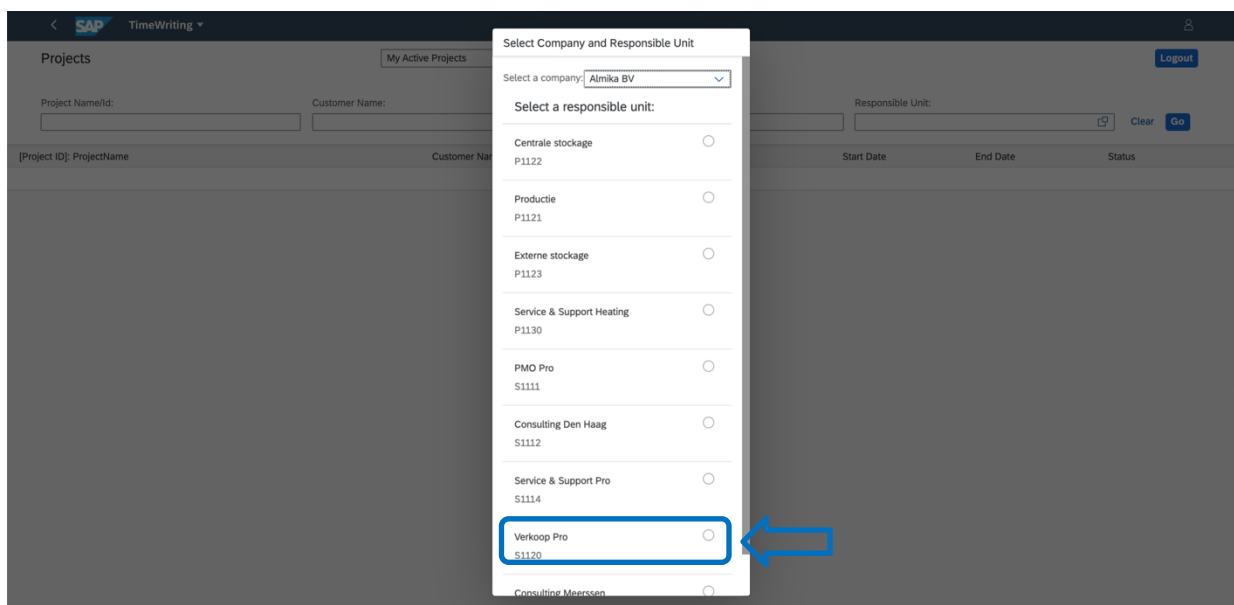
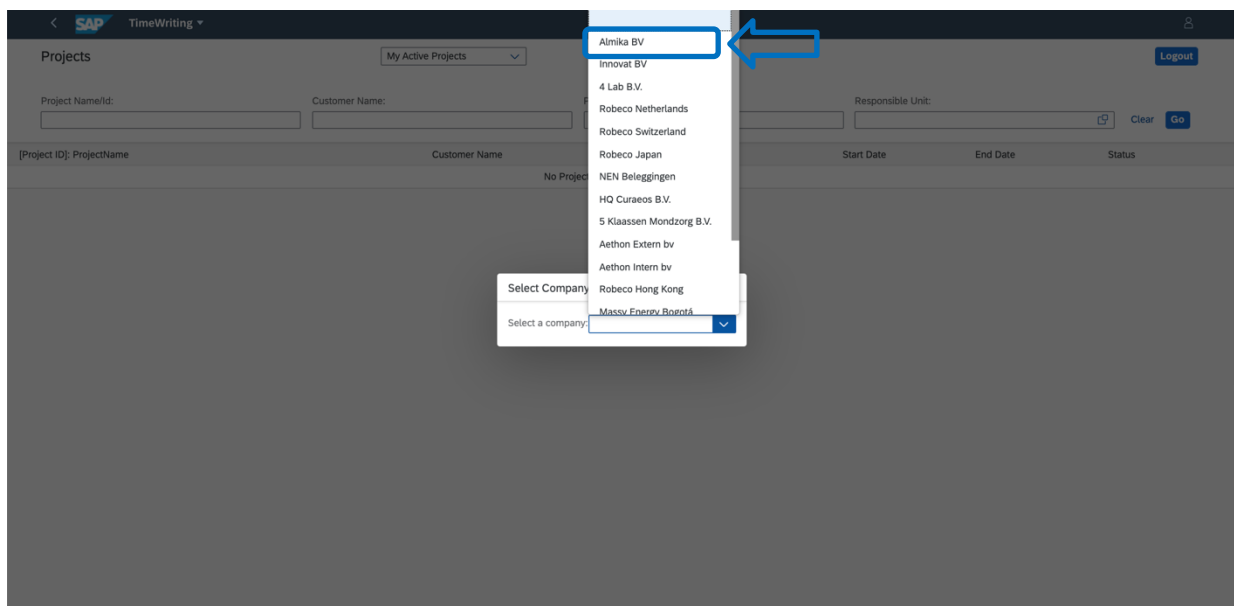
A Password to the SAP Cloud Platform is provided by your IT department. Most of the time it is the same as for your SAP Business ByDesign system.

Without SSO you will land on a Launchpad and you can start the Time Recording App



The Time recording App starts.

The App has standard the following filter and selection capabilities to define the required business context to manage the Employee recordings: By **Company** and Project **Responsible unit**



The selection by Company and Project responsible unit (dependent on your access rights) narrows down the list of projects the ones that are relevant for you for Time Recording.

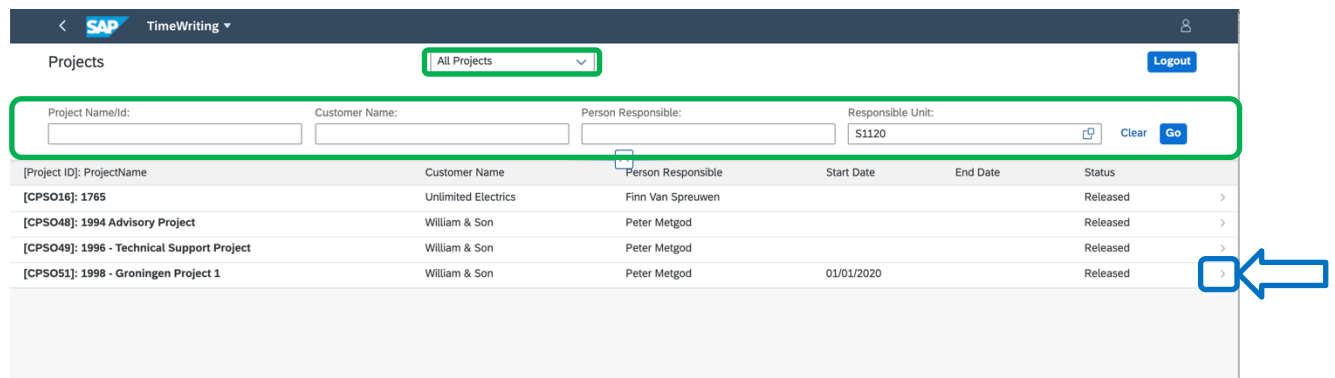
The responsible unit is the Sales Unit/Profit Center were the project and related Sales Order belongs to.

All projects linked to the responsible unit are shown.

Search for your Project by **My, Active or All projects** (top of the screen) or by selection per

- Project Name or Number
- Customer Name
- Person Responsible
- Responsible Unit

Select the applicable Project



Projects

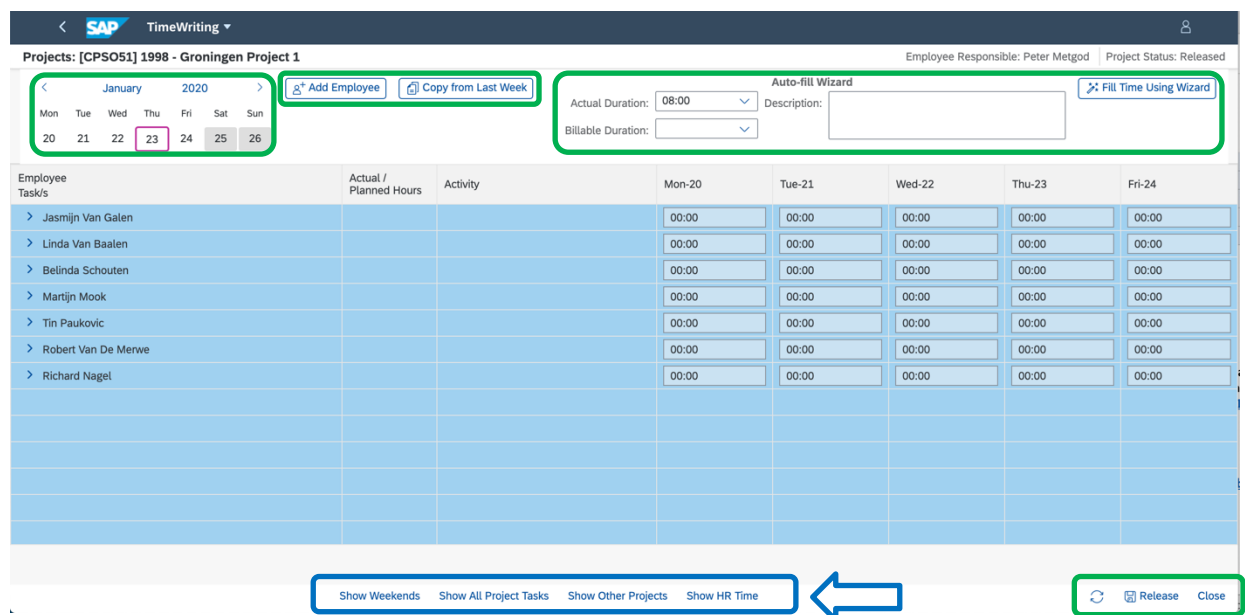
All Projects

Project Name/Id: Customer Name: Person Responsible: Responsible Unit: S1120 Clear Go

[Project ID]: ProjectName	Customer Name	Person Responsible	Start Date	End Date	Status
[CPSO16]: 1765	Unlimited Electrics	Finn Van Spreuwen			Released
[CPSO48]: 1994 Advisory Project	William & Son	Peter Metgod			Released
[CPSO49]: 1996 - Technical Support Project	William & Son	Peter Metgod			Released
[CPSO51]: 1998 - Groningen Project 1	William & Son	Peter Metgod	01/01/2020		Released

The time recording screen shows the year, month and weekdays of the current week and provides insight to the selected project:

- Employee responsible for the project (right top)
- All assigned Team Members to released project tasks (if set to; **Time Recording allowed**)
- The total of the Project and HR related hours for each employee



Projects: [CPSO51] 1998 - Groningen Project 1 Employee Responsible: Peter Metgod Project Status: Released

January 2020

Add Employee Copy from Last Week

Actual Duration: 08:00 Description: Fill Time Using Wizard

Billable Duration:

Employee Tasks	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
Jasmijn Van Galen			00:00	00:00	00:00	00:00	00:00
Linda Van Baalen			00:00	00:00	00:00	00:00	00:00
Belinda Schouten			00:00	00:00	00:00	00:00	00:00
Martijn Mook			00:00	00:00	00:00	00:00	00:00
Tin Paukovic			00:00	00:00	00:00	00:00	00:00
Robert Van De Merwe			00:00	00:00	00:00	00:00	00:00
Richard Nagel			00:00	00:00	00:00	00:00	00:00

Show Weekends Show All Project Tasks Show Other Projects Show HR Time Release Close

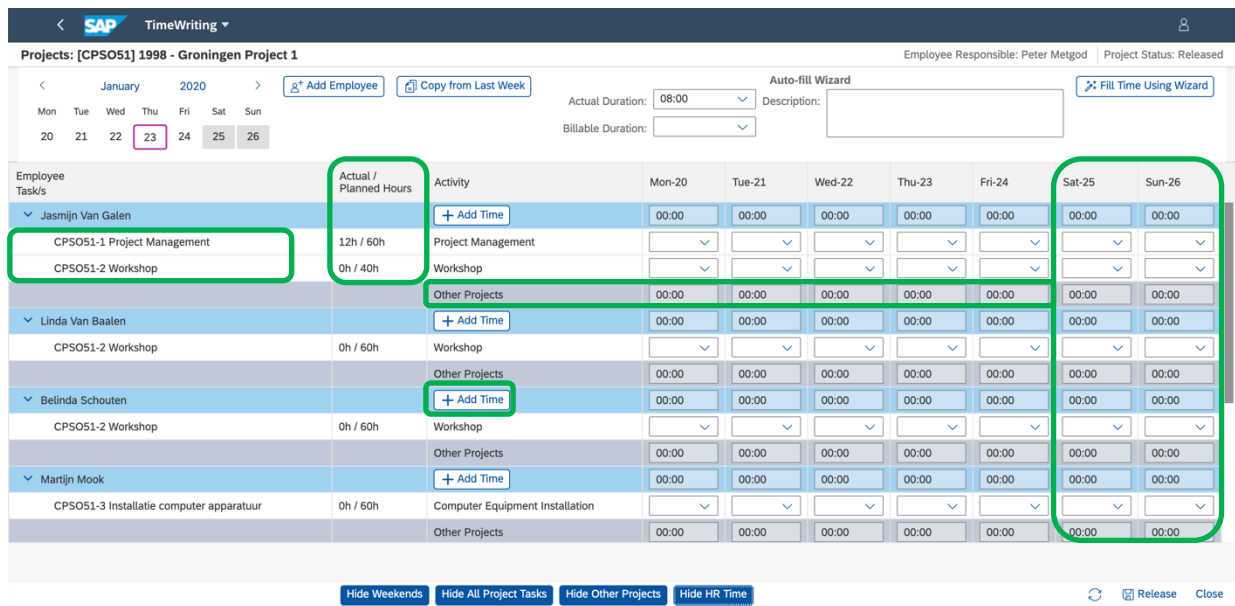
Furthermore, the screen includes;

- Screen layout features as; Show **All project tasks**, Show **All other Projects**, Show **HR time** or Show **Weekends**
- Functions as; **Add Employee**, **Copy** from Last Week, **Fill Time** using Wizard
- Activities as; Refresh, Release and Close.

Click on all screen layout buttons

The expanded screen layout shows now;

- All days of the week, including the weekend
- All released and time recording allowed Tasks were the employee is assigned to (based on an applicable start and end date of the task)
- A total of the Actual recorded and released time for that specific task
- The Planned Hours at each task
- Project time recorded on other projects (than the selected project) for that specific week.
- A new function “+ Add Time” to record HR related time for the specific employee.



Note: Tasks are not shown when;

- The project task has not the status; Released
- No employee is assigned to the project task
- The selected week for time recording is not in the defined Start and End date of the task
- The task is labeled as “Time recording Not Allowed”

4 Start Recording Project related time

The Time recording App has the following features to quickly record or adjust the hours for project related activities:

- 1 Use the Copy from last week, including the option to select the members
- 2 Record or adjust Actual and/or Billable time, including work descriptions
- 3 Record time using the Wizard.
- 4 Add an Employee to a task, who was not planned, for project time recording

4.1 Use the Copy from last week, including the option to select the members

You can copy released time from last week into the current week, if applicable. For example, a project manager spends weekly 4 hours on Project Management activities on Monday, Tuesday and Friday. In this case it saves time to copy the hours from last week.

Click on the button; [Copy from Last Week](#)

The screenshot shows the SAP TimeWriting interface for 'Projects: [CPSO51] 1998 - Groningen Project 1'. At the top, there's a navigation bar with 'SAP TimeWriting' and a user icon. Below it, the project details are shown: 'Employee Responsible: Peter Metgod' and 'Project Status: Released'. A calendar for January 2020 is visible, with a green box highlighting the week of the 20th to 26th. A blue box highlights the 'Copy from Last Week' button, with an arrow pointing to it. The main table lists employees and their tasks, with columns for days of the week (Mon-20 to Sun-26). The table includes entries for Jasmijn Van Galen, Linda Van Baalen, Belinda Schouten, and Martijn Mook, each with a '+ Add Time' button. At the bottom, there are buttons for 'Hide Weekends', 'Hide All Project Tasks', 'Hide Other Projects', and 'Hide HR Time', along with 'Release' and 'Close' buttons.

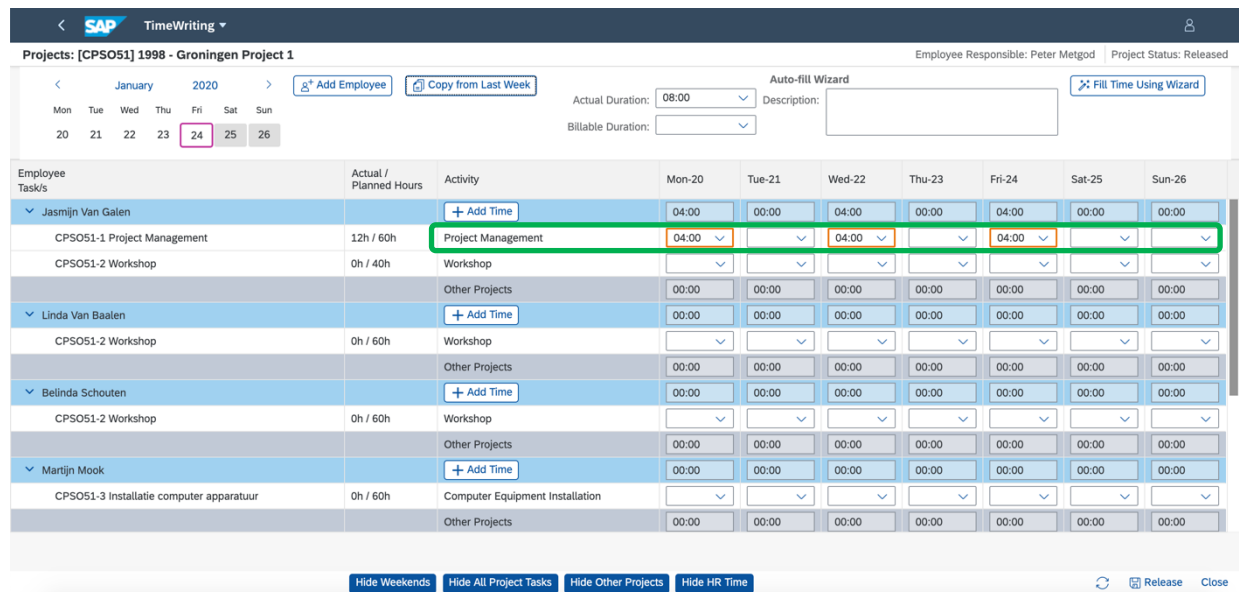
Note:

You can check the hours recorded for last week by moving the calendar (green box) to the previous week.

Select the employees you want to copy time for and click on [Select](#)

The screenshot shows the same SAP TimeWriting interface as before, but with a 'Select Employees to Copy' dialog box open. The dialog box has a search bar and a list of employees. 'Jasmijn Van Galen' is selected, indicated by a blue checkmark. A blue box highlights the 'Select' button in the dialog. The background table and buttons are dimmed. The 'Release' and 'Close' buttons are visible at the bottom right.

The hours are copied from last week into this week, but not yet released (Orange Borderline).

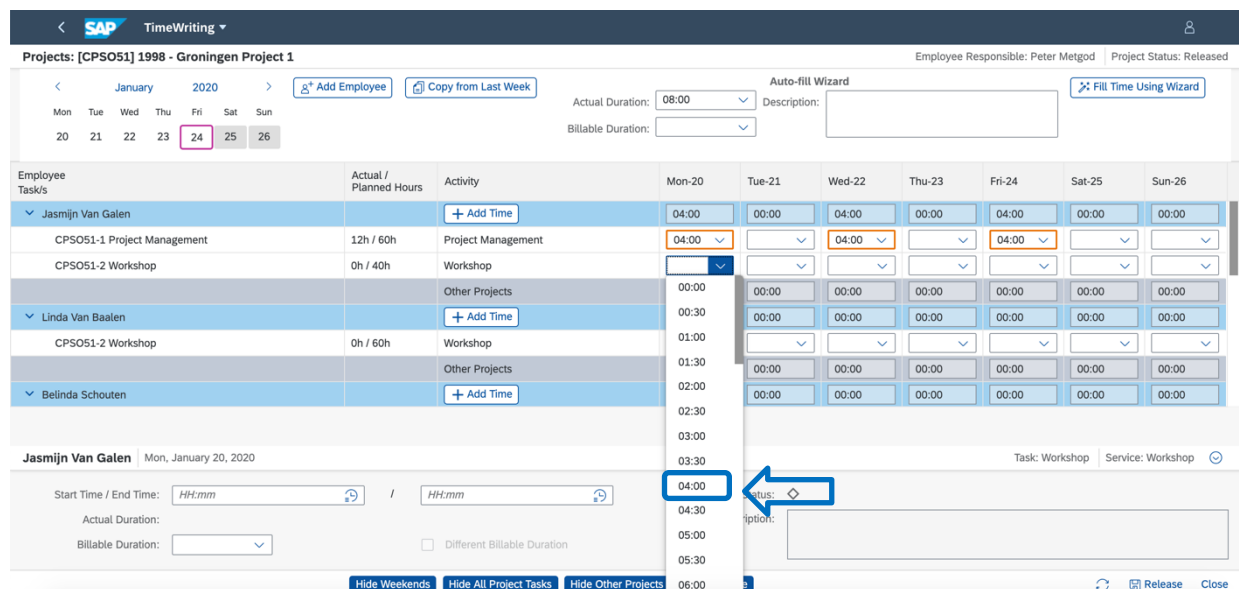


Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24	Sat-25	Sun-26
Jasmijn Van Galen		+ Add Time	04:00	00:00	04:00	00:00	04:00	00:00	00:00
CPSO51-1 Project Management	12h / 60h	Project Management	04:00		04:00		04:00		
CPSO51-2 Workshop	0h / 40h	Workshop							
		Other Projects	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Linda Van Baalen		+ Add Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
CPSO51-2 Workshop	0h / 60h	Workshop							
		Other Projects	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Belinda Schouten		+ Add Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
CPSO51-2 Workshop	0h / 60h	Workshop							
		Other Projects	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Martijn Mook		+ Add Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
CPSO51-3 Installatie computer apparatuur	0h / 60h	Computer Equipment Installation							
		Other Projects	00:00	00:00	00:00	00:00	00:00	00:00	00:00

4.2 Record or adjust Actual and/or Billable time, including work descriptions

You can enter directly time for an employee on a project task and specify the duration, start and end time, description and the billable time if different from the duration.

Click on a cell of a task and a specific date and fill in the actual hours



Start Time / End Time: HH:mm / HH:mm

Actual Duration: 04:00

Billable Duration: 04:00

Task: Workshop Service: Workshop

The Start / End Time can be entered and Billable hours when different from the Actual.
De status of the hours is **Inactive** as long as the hours are not released. So...

The screenshot shows the SAP TimeWriting interface for employee Jasmijn Van Galen on January 24, 2020. The interface includes a calendar view at the top, a table of activities with durations, and a detailed entry for 'CPSO51-2 Workshop'. The 'Actual Duration' is 04:00, and the 'Billable Duration' is also 04:00. The status is 'Inactive' (orange triangle). The work description is 'Discussed and agreed workshop planning'. The 'Release' button is highlighted with a blue arrow.

Note:

When you leave the field: "Billable Time" empty, it automatically takes the same time as the actual time.

Enter a work description, if applicable
Click on [Release](#)

The screenshot shows the SAP TimeWriting interface after clicking the 'Release' button. A success message dialog box is displayed: 'Success: Changes saved successfully. Note, actual hours might need to be refreshed.' The 'Release' button is highlighted with a blue arrow.

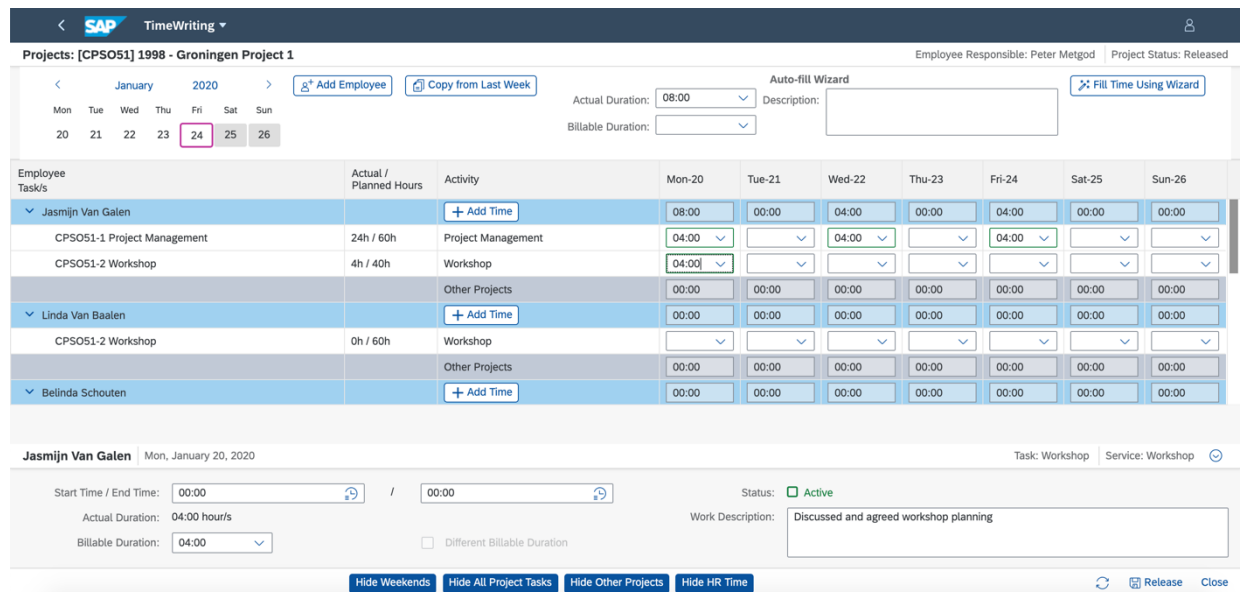
The release of the hours is successfully.

Note:

Errors can occur because the following reasons;

- A conflict with the hire date of the employee
- The Time Profile of the employee is not maintained
- No labor resource exists for the employee
- A conflict with the start or end date of the project task

The hours are released (**Green Borderline**) and the status is **Active**.



SAP TimeWriting

Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Actual Duration: 08:00 | Description:

Billable Duration:

Auto-fill Wizard | [Fill Time Using Wizard](#)

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24	Sat-25	Sun-26
Jasmijn Van Galen		+ Add Time	08:00	00:00	04:00	00:00	04:00	00:00	00:00
CPSO51-1 Project Management	24h / 60h	Project Management	04:00		04:00		04:00		
CPSO51-2 Workshop	4h / 40h	Workshop	04:00						
Linda Van Baalen		+ Add Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
CPSO51-2 Workshop	0h / 60h	Workshop							
Belinda Schouten		+ Add Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Jasmijn Van Galen | Mon, January 20, 2020

Task: Workshop | Service: Workshop

Start Time / End Time: 00:00 / 00:00

Actual Duration: 04:00 hours | Billable Duration: 04:00

Status: ☒ Active

Work Description: Discussed and agreed workshop planning

[Hide Weekends](#) [Hide All Project Tasks](#) [Hide Other Projects](#) [Hide HR Time](#) [Release](#) [Close](#)

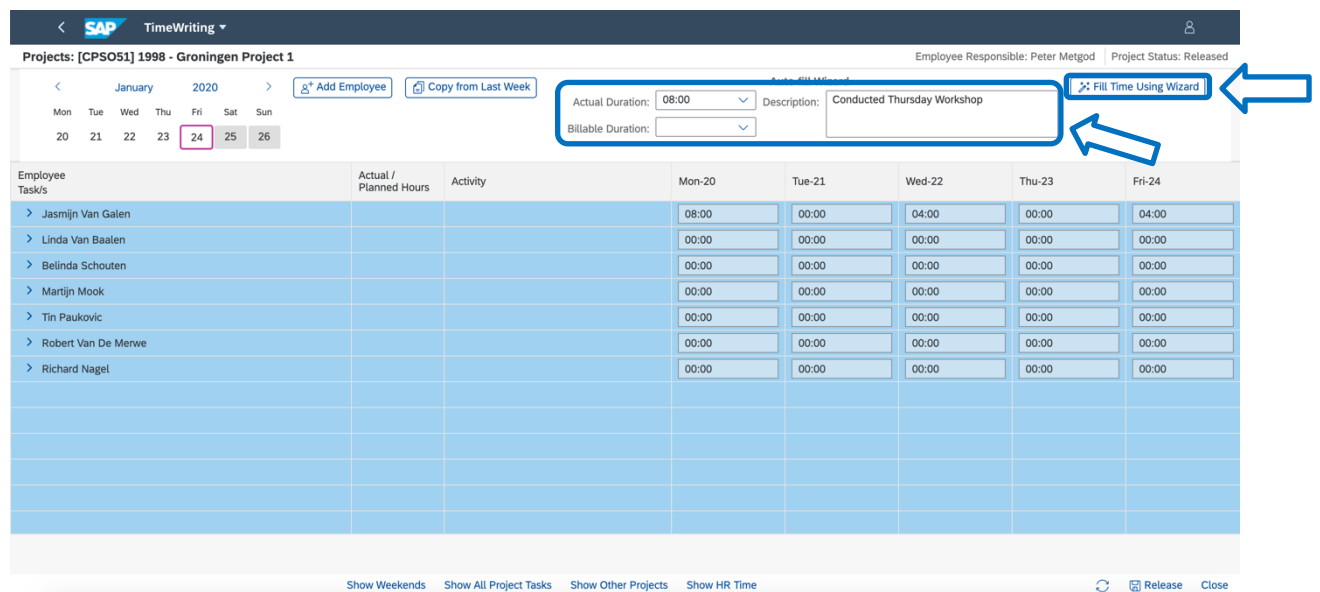
Note: The total Actual Hours in the Column: **"Actual/Planned Hours"** is updated with the released hours.

4.3 Record time using the Wizard

Record time for a selection of tasks and selection of team members for one or multiple days of the week.

In this example, we enter 8 hours for conducting a workshop on Thursday for three consultants.

Enter the duration and work description, if applicable.
Click on [Fill Time Using Wizard](#)



SAP TimeWriting

Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Actual Duration: 08:00 | Description: Conducted Thursday Workshop

Billable Duration:

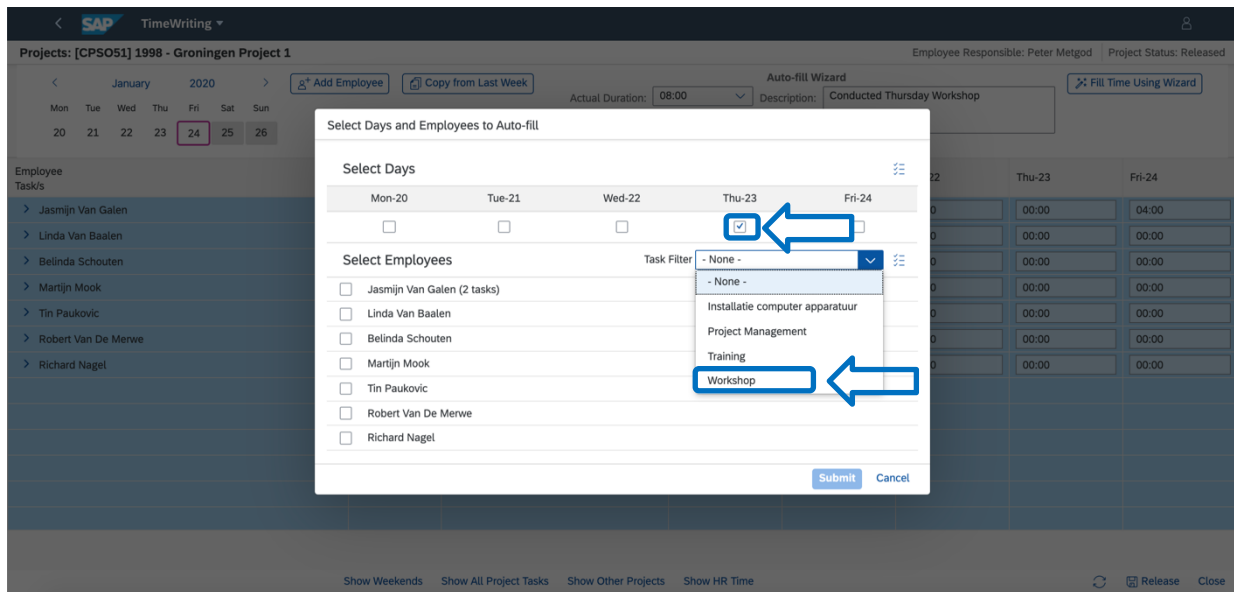
[Fill Time Using Wizard](#)

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
Jasmijn Van Galen			08:00	00:00	04:00	00:00	04:00
Linda Van Baalen			00:00	00:00	00:00	00:00	00:00
Belinda Schouten			00:00	00:00	00:00	00:00	00:00
Martijn Mook			00:00	00:00	00:00	00:00	00:00
Tin Paukovic			00:00	00:00	00:00	00:00	00:00
Robert Van De Merwe			00:00	00:00	00:00	00:00	00:00
Richard Nagel			00:00	00:00	00:00	00:00	00:00

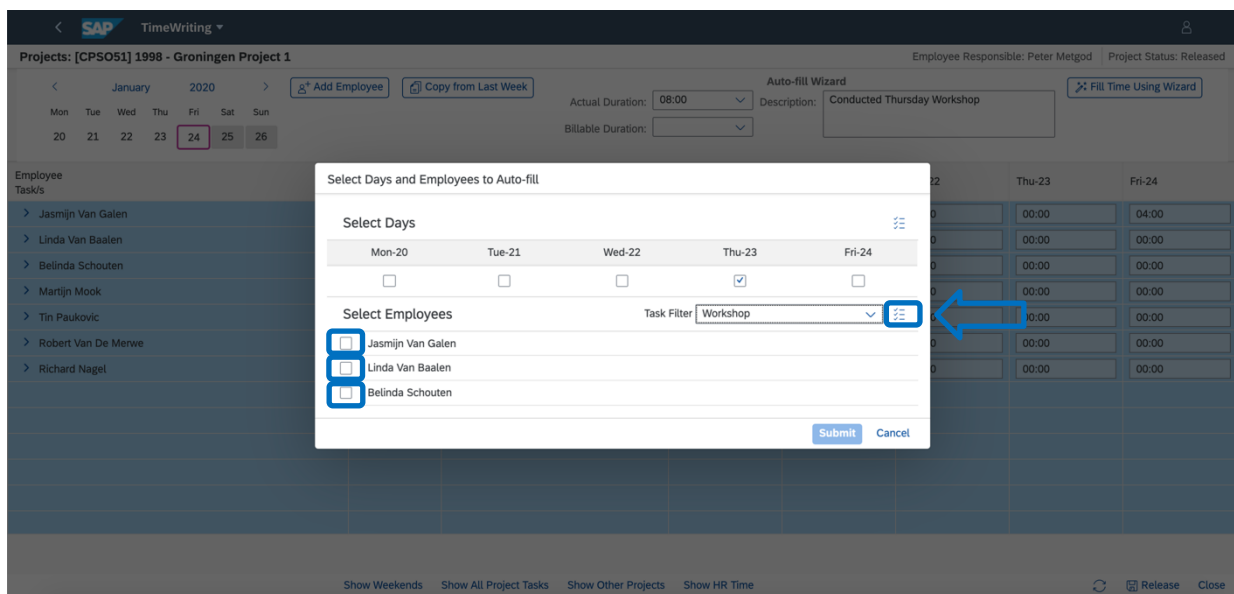
[Show Weekends](#) [Show All Project Tasks](#) [Show Other Projects](#) [Show HR Time](#) [Release](#) [Close](#)

Billable hours, if different from the Actual hours can be specified.

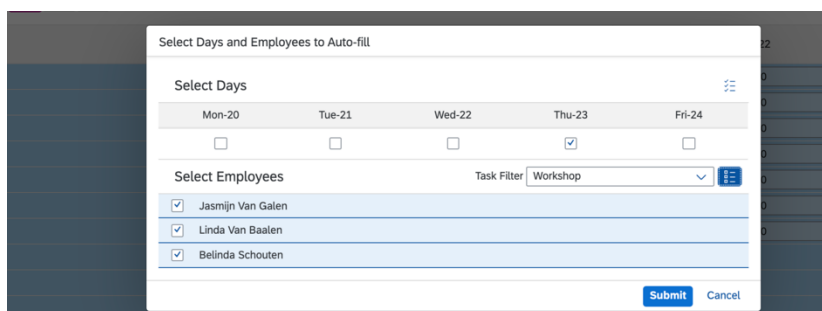
In this example the Thursday and the Task: Workshop.
[Select the appropriate day and the relevant task.](#)



Only the employees assigned to the selected task are shown.



[Select](#) the three consultants manually or click on the [Select All](#) button



[Submit](#)

SAP TimeWriting

Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Calendar: January 2020 (20-26)

Buttons: Add Employee, Copy from Last Week

Actual Duration: 08:00 | Billable Duration: | Auto-fill Wizard Description: Conducted Thursday Workshop | Fill Time Using Wizard

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
> Jasmijn Van Galen			08:00	00:00	04:00	08:00	04:00
> Linda Van Baalen			00:00	00:00	00:00	08:00	00:00
> Belinda Schouten			00:00	00:00	00:00	08:00	00:00
> Martijn Mook			00:00	00:00	00:00	00:00	00:00
> Tin Paukovic			00:00	00:00	00:00	00:00	00:00
> Robert Van De Menwe			00:00	00:00	00:00	00:00	00:00
> Richard Nagel			00:00	00:00	00:00	00:00	00:00

Buttons: Show Weekends, Show All Project Tasks, Show Other Projects, Show HR Time, Release, Close

The 8 hours on Thursday are booked for the three consultants
 Click on [Show all Project tasks](#) and put the cursor in one of the boxes.

SAP TimeWriting

Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Calendar: January 2020 (20-26)

Buttons: Add Employee, Copy from Last Week

Actual Duration: 08:00 | Billable Duration: | Auto-fill Wizard Description: Conducted Thursday Workshop | Fill Time Using Wizard

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
> Jasmijn Van Galen			08:00	00:00	04:00	08:00	04:00
CPSO51-1 Project Management	24h / 60h	Project Management	04:00		04:00		04:00
CPSO51-2 Workshop	12h / 40h	Workshop	04:00			08:00	
> Linda Van Baalen			00:00	00:00	00:00	Inactive	00:00
CPSO51-2 Workshop	8h / 60h	Workshop				08:00	
> Belinda Schouten			00:00	00:00	00:00	08:00	00:00
CPSO51-2 Workshop	8h / 60h	Workshop				08:00	
> Martijn Mook			00:00	00:00	00:00	00:00	00:00

Jasmijn Van Galen | Thu, January 23, 2020 | Task: Workshop | Service: Workshop

Start Time / End Time: HH:mm / HH:mm | Status: Inactive | Work Description: Conducted Thursday Workshop

Actual Duration: 08:00 hours | Billable Duration: 08:00 | Different Billable Duration: ☐

Buttons: Show Weekends, Hide All Project Tasks, Show Other Projects, Show HR Time, Release, Close

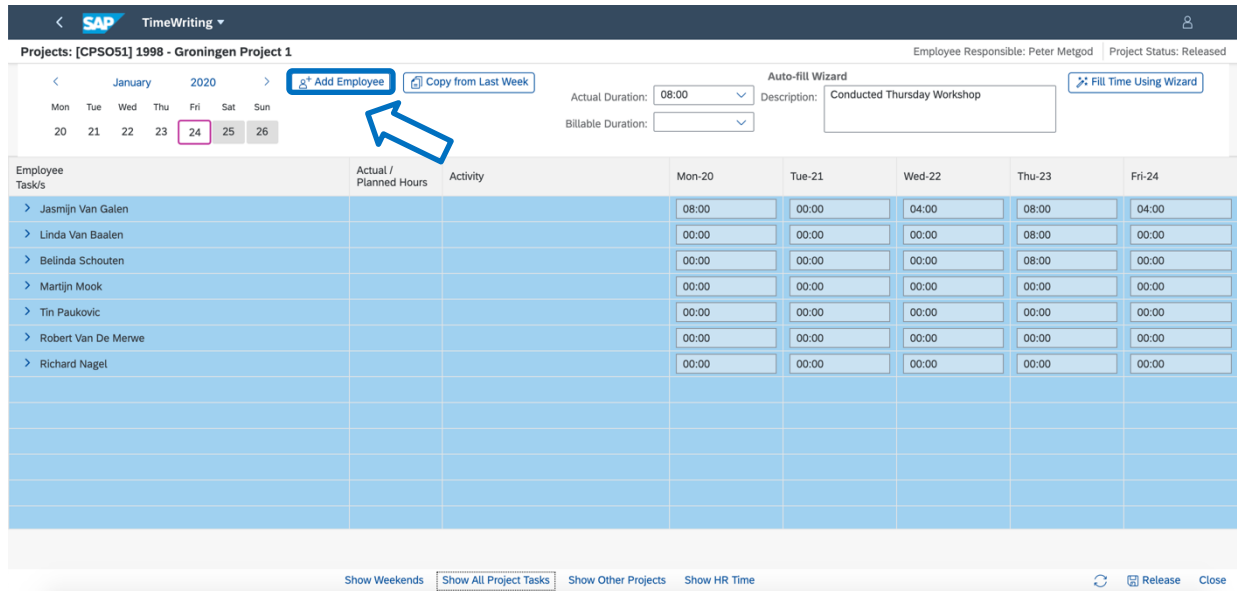
The hours are inactive ready to be released.
 Click on [Release](#).

Note:

This process can be repeated multiple time to fill out the entire time sheet of the week.

4.4 Add an Employee to a task, who was not planned, for project time recording

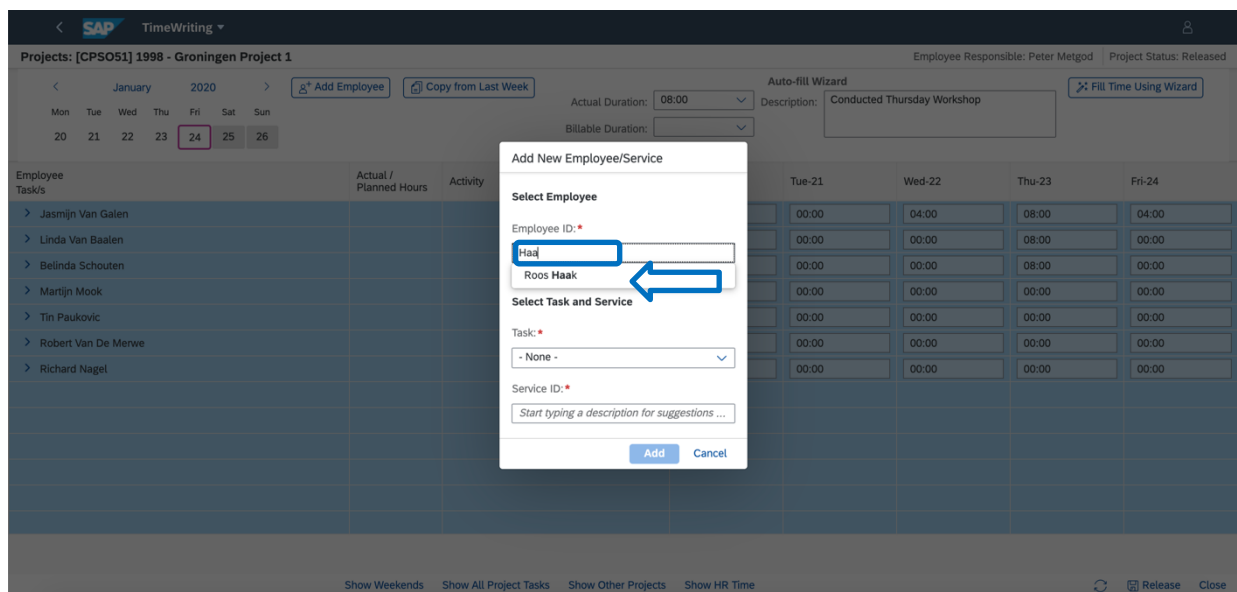
An Employee can be added, if an Employee worked on a project task but was not planned in advance.



The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. The 'Add Employee' button is highlighted with a blue arrow. The interface includes a calendar for January 2020, a table of employees and their planned hours, and an 'Auto-fill Wizard' section.

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
Jasmijn Van Galen			08:00	00:00	04:00	08:00	04:00
Linda Van Baalen			00:00	00:00	00:00	08:00	00:00
Belinda Schouten			00:00	00:00	00:00	08:00	00:00
Martijn Mook			00:00	00:00	00:00	00:00	00:00
Tin Paukovic			00:00	00:00	00:00	00:00	00:00
Robert Van De Merwe			00:00	00:00	00:00	00:00	00:00
Richard Nagel			00:00	00:00	00:00	00:00	00:00

Click on [Add Employee](#)



The screenshot shows the SAP TimeWriting interface with the 'Add New Employee/Service' dialog box open. The 'Employee ID' field is populated with 'Haak', and 'Roos Haak' is selected in the list below. The 'Task' is set to '- None -' and the 'Service ID' is empty. The 'Add' button is highlighted with a blue arrow.

Enter the name of the employee and Click on the proposed Employee

The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. A modal dialog titled 'Add New Employee/Service' is open. It contains two main sections: 'Select Employee' and 'Select Task and Service'. In the 'Select Task and Service' section, the 'Task' dropdown menu is expanded, showing a list of tasks. The 'Workshop' task is highlighted with a blue rectangular box, and a blue arrow points to it from the right. The background interface includes a calendar for January 2020, a table of employee tasks, and various navigation buttons at the bottom.

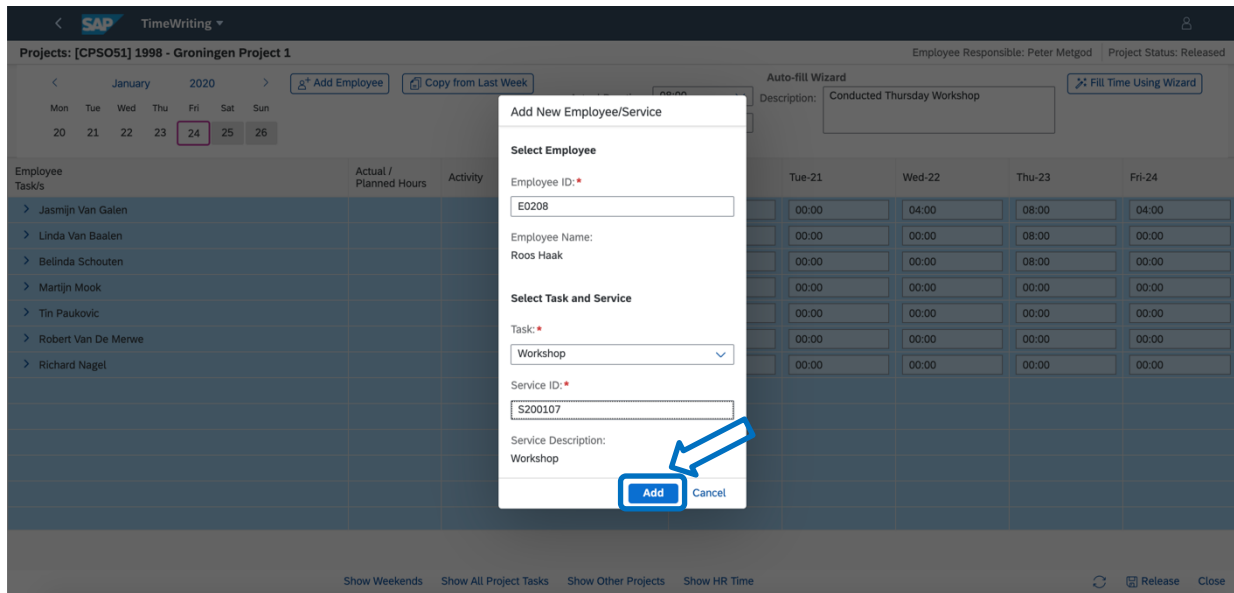
The tasks with the appropriate start and end date are shown.

[Select the appropriate task](#)

This screenshot shows the same SAP TimeWriting interface, but the 'Add New Employee/Service' dialog box is now at a different step. The 'Task' dropdown in the 'Select Task and Service' section is now set to 'Workshop'. The 'Service ID' field below it is highlighted with a blue rectangular box, and a blue arrow points to it from the right. The background interface remains the same, showing the calendar and employee task table.

[Enter the name of the description of the Service and Click on the proposed Service.](#)

Check the details for the employee you want to add



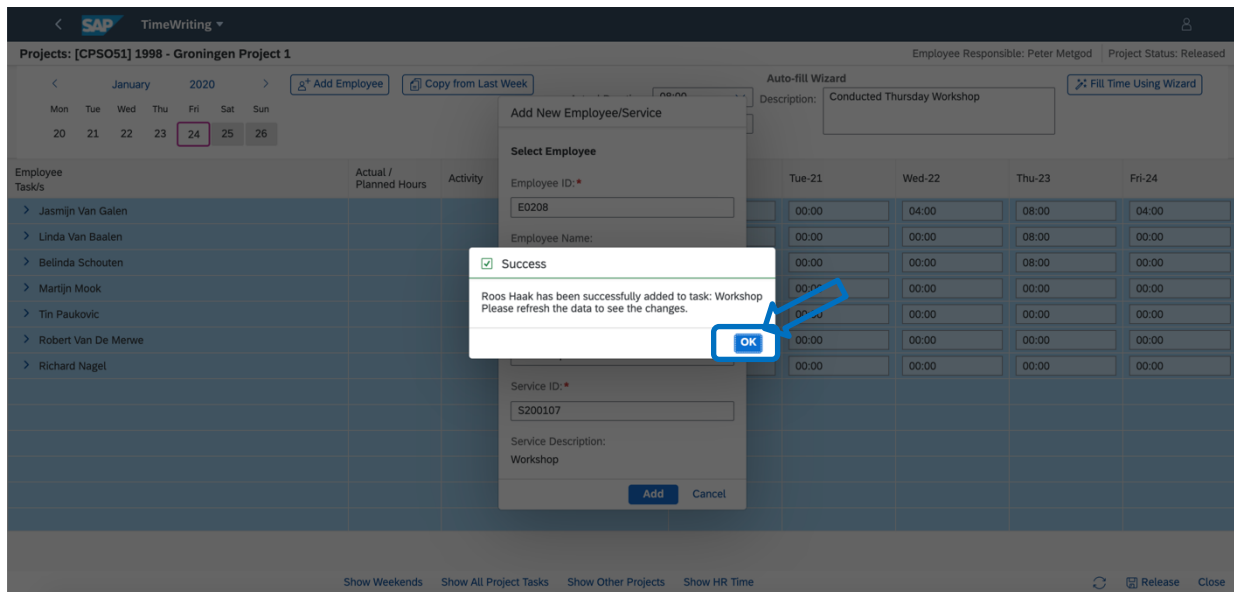
The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. A modal dialog titled 'Add New Employee/Service' is open. It contains the following fields:

- Select Employee:** Employee ID: * (E0208), Employee Name: Roos Haak
- Select Task and Service:** Task: * (Workshop), Service ID: * (S200107), Service Description: Workshop

At the bottom of the dialog are 'Add' and 'Cancel' buttons. A blue arrow points to the 'Add' button.

Click on [Add](#)

The employee is added successfully.



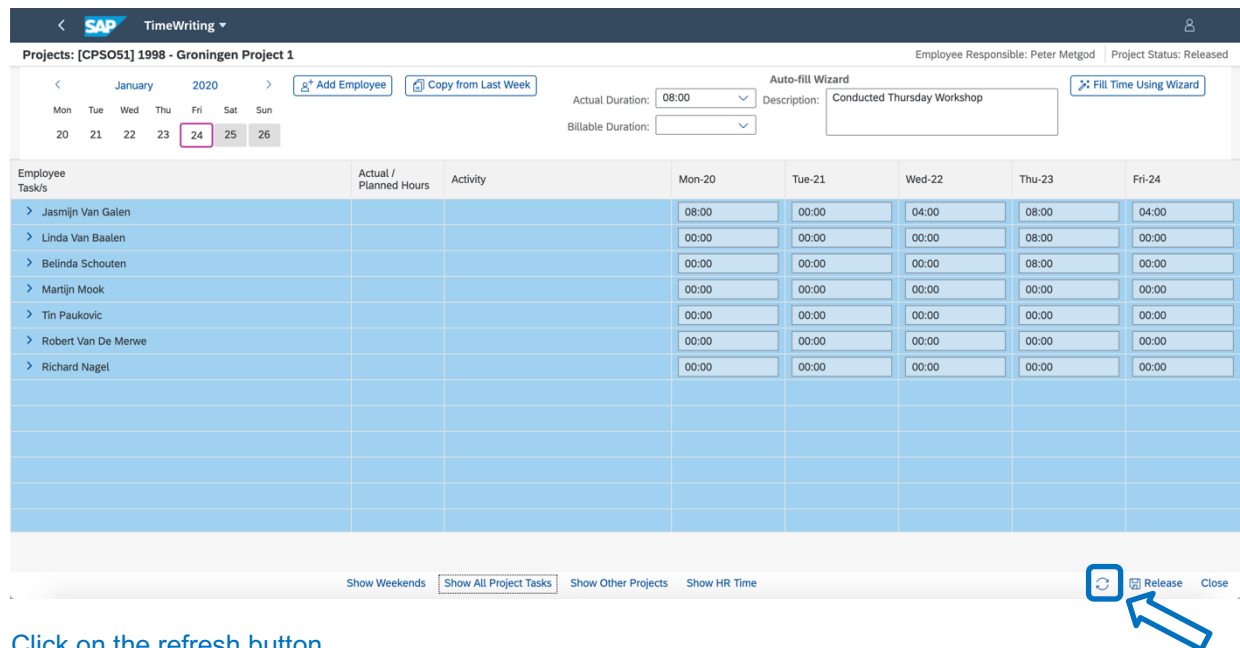
The screenshot shows the same SAP TimeWriting interface, but now a success message dialog is displayed over the 'Add New Employee/Service' dialog. The success message reads:

✓ Success
Roos Haak has been successfully added to task: Workshop
Please refresh the data to see the changes.

At the bottom of the success message dialog is an 'OK' button, which is highlighted with a blue arrow.

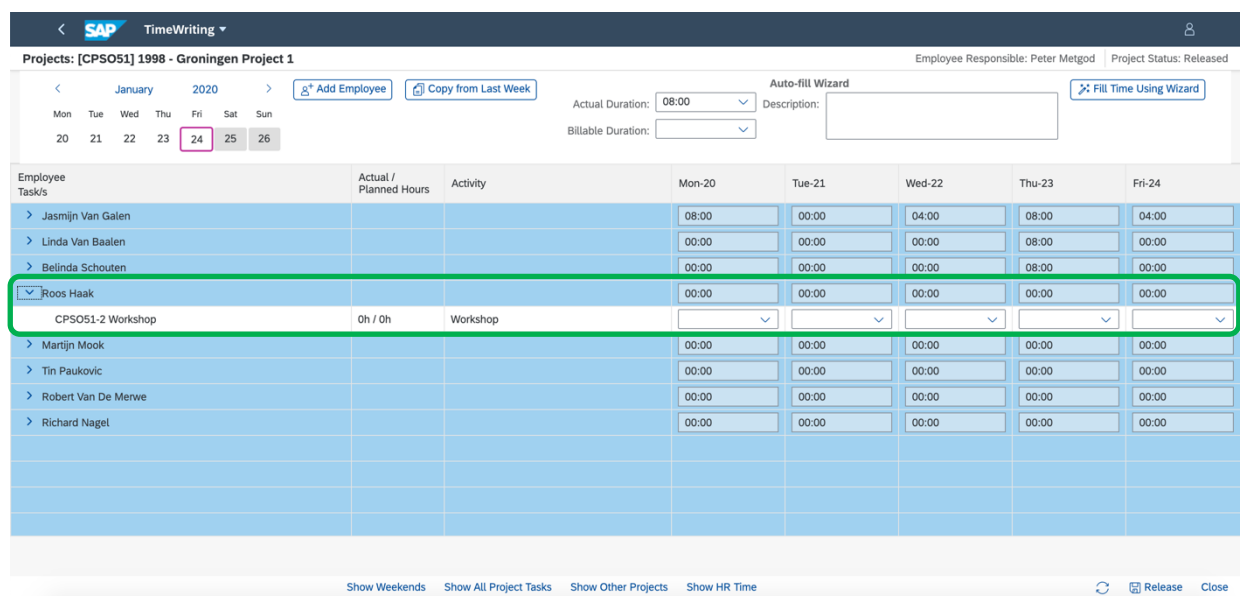
Click [OK](#)

You need to refresh the screen before the new employee shows up in this project.



The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. The calendar for January 2020 is displayed, with the 24th highlighted. The 'Auto-fill Wizard' is set to 'Conducted Thursday Workshop'. The 'Refresh' button (circular arrow icon) is circled in blue with an arrow pointing to it.

Click on the [refresh](#) button



The screenshot shows the SAP TimeWriting interface after refreshing. The new employee 'Roos Haak' is now listed in the employee task list, highlighted with a green box. The task assigned to her is 'CPSO51-2 Workshop'.

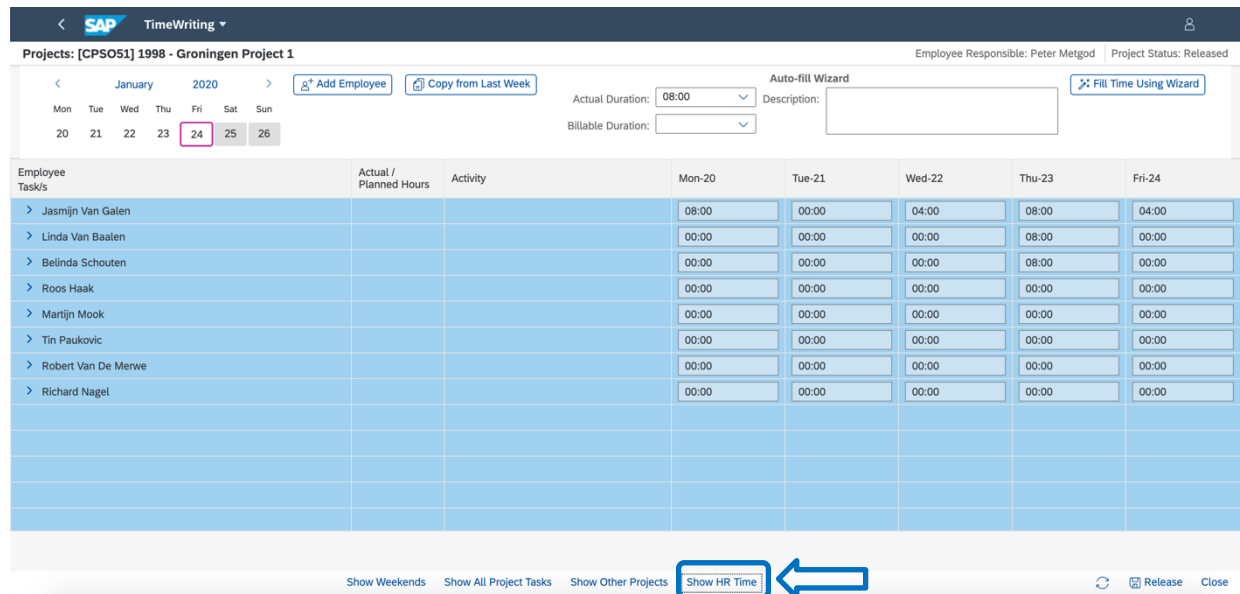
The new employee is shown with the task assigned.

Hours can now be recorded for this employee in exactly the same way as shown in the samples above.

5 Start Recording HR related time

The App allows time recording of HR related time.

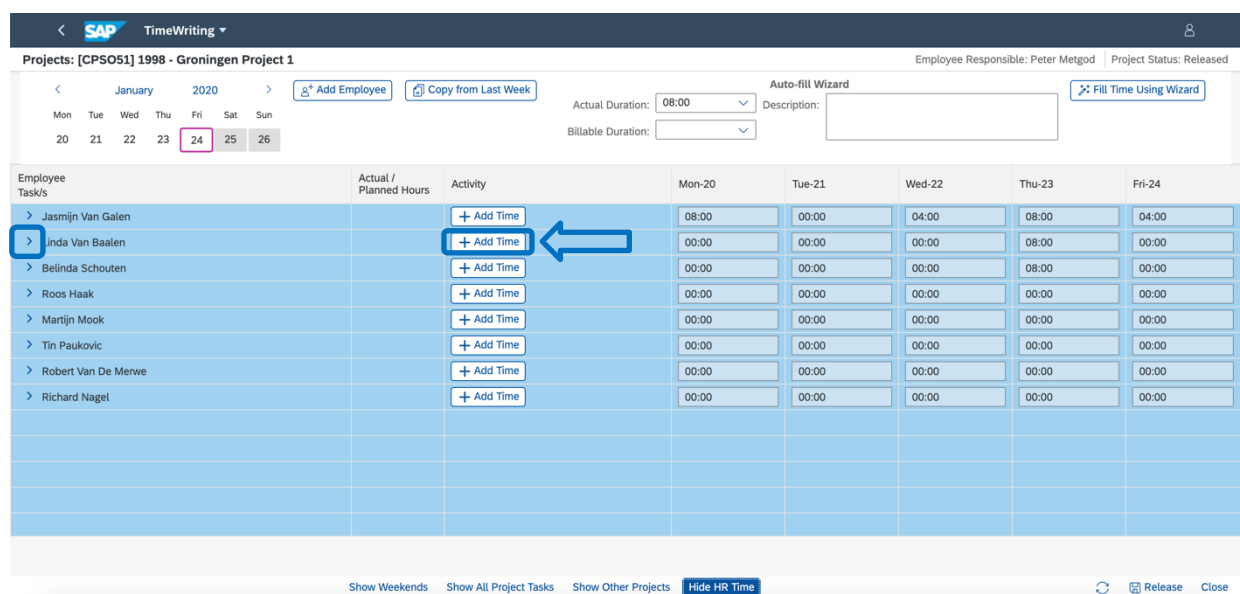
Click on the [Show HR Time](#) button



The screenshot shows the SAP TimeWriting interface for 'Projects: [CPSO51] 1998 - Groningen Project 1'. The interface includes a calendar for January 2020, with the 24th highlighted. Below the calendar is a table with columns for 'Employee Task/s', 'Actual / Planned Hours', 'Activity', and days of the week (Mon-20 to Fri-24). The table lists several employees, including Jasmijn Van Galen, Linda Van Baalen, Belinda Schouten, Roos Haak, Martijn Mook, Tin Paukovic, Robert Van De Merwe, and Richard Nagel. At the bottom of the interface, there are buttons for 'Show Weekends', 'Show All Project Tasks', 'Show Other Projects', and 'Show HR Time'. The 'Show HR Time' button is highlighted with a blue box and a blue arrow pointing to it.

The Function button appears that allows to add HR related time.

Click on arrow and the [+ Add Time](#) button



The screenshot shows the same SAP TimeWriting interface as before, but with the 'Show HR Time' button now set to 'Hide HR Time'. The table now includes a '+ Add Time' button in the 'Activity' column for each employee. The '+ Add Time' button for Linda Van Baalen is highlighted with a blue box and a blue arrow pointing to it.

In this screen an addition line for recording HR related time appears.
You can select a Time Type to specify the type of HR time that needs to be recorded.

Select the appropriate Time Type

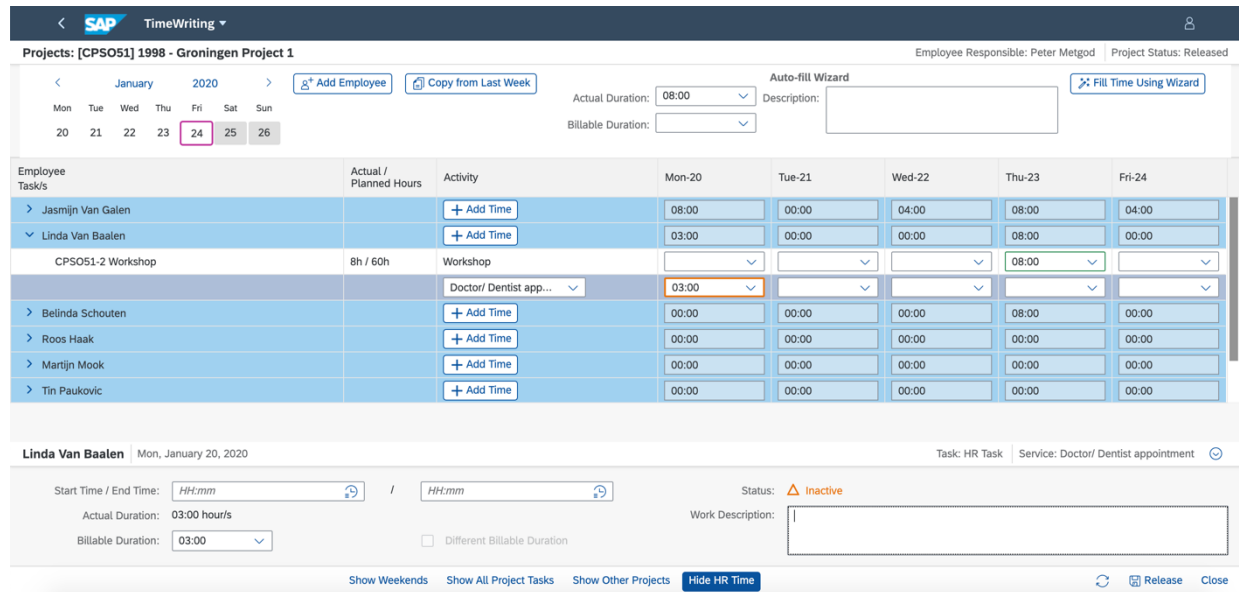
The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. The date is January 24, 2020. The interface displays a table with columns for Employee Task/s, Actual / Planned Hours, Activity, and dates from Mon-20 to Fri-24. A dropdown menu is open for the 'Activity' column, showing various time types. The 'Doctor/ Dentist appointment' option (NL0038) is highlighted with a blue box and an arrow pointing to it. Below the table, there are buttons for 'Show Weekends', 'Show All Project Tasks', and 'Show Other Project Tasks'. The 'HR Time' button is also visible.

Select or enter the hours.

The screenshot shows the SAP TimeWriting interface for project [CPSO51] 1998 - Groningen Project 1. The date is January 24, 2020. The interface displays a table with columns for Employee Task/s, Actual / Planned Hours, Activity, and dates from Mon-20 to Fri-24. A dropdown menu is open for the 'Actual / Planned Hours' column, showing a list of hours from 00:00 to 05:30. The '03:00' option is highlighted with a blue box and an arrow pointing to it. Below the table, there are buttons for 'Show Weekends', 'Show All Project Tasks', and 'Show Other Project Tasks'. The 'HR Time' button is also visible.

The hours are shown as **inactive**

Click on the [Release](#) button



Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Calendar: January 2020. Selected date: 24.

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
Jasmijn Van Galen		+ Add Time	08:00	00:00	04:00	08:00	04:00
Linda Van Baalen		+ Add Time	03:00	00:00	00:00	08:00	00:00
CPSO51-2 Workshop	8h / 60h	Workshop				08:00	
Belinda Schouten		Doctor/ Dentist app...	03:00				
Roos Haak		+ Add Time	00:00	00:00	00:00	08:00	00:00
Martijn Mook		+ Add Time	00:00	00:00	00:00	00:00	00:00
Tin Paukovic		+ Add Time	00:00	00:00	00:00	00:00	00:00

Linda Van Baalen | Mon, January 20, 2020

Task: HR Task | Service: Doctor/ Dentist appointment

Start Time / End Time: HH:mm / HH:mm

Actual Duration: 03:00 hours

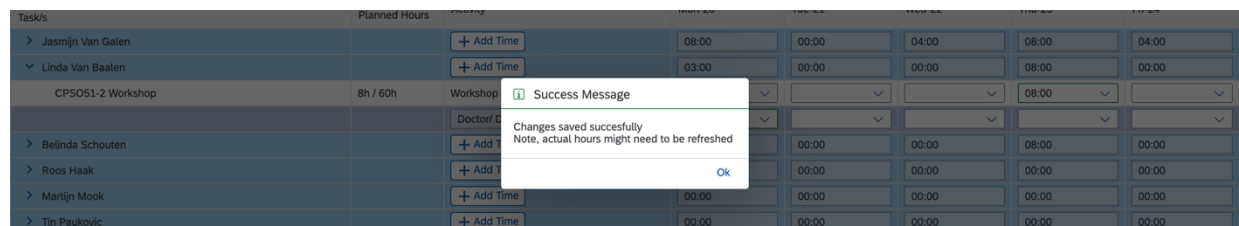
Billable Duration: 03:00

Status: Inactive

Work Description:

Buttons: Show Weekends, Show All Project Tasks, Show Other Projects, Hide HR Time, Release, Close

The time is successfully booked.

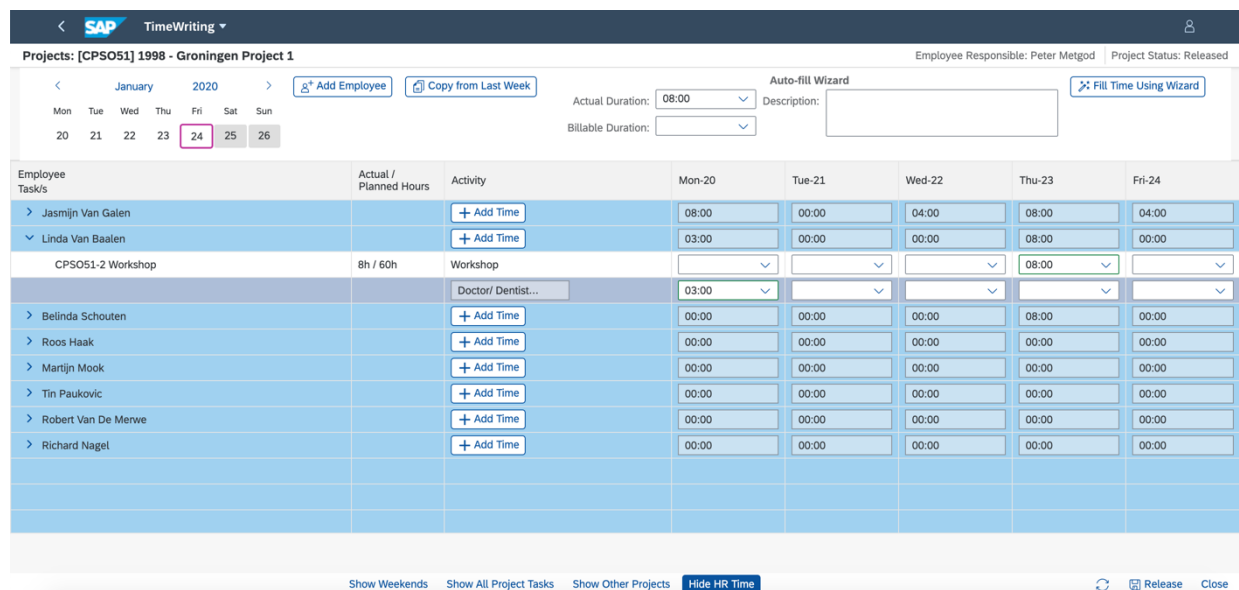


Success Message

Changes saved successfully
Note, actual hours might need to be refreshed

Ok

Check in the overview screen all recorded hours.



Projects: [CPSO51] 1998 - Groningen Project 1

Employee Responsible: Peter Metgod | Project Status: Released

Calendar: January 2020. Selected date: 24.

Employee Task/s	Actual / Planned Hours	Activity	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24
Jasmijn Van Galen		+ Add Time	08:00	00:00	04:00	08:00	04:00
Linda Van Baalen		+ Add Time	03:00	00:00	00:00	08:00	00:00
CPSO51-2 Workshop	8h / 60h	Workshop				08:00	
Belinda Schouten		Doctor/ Dentist...	03:00				
Roos Haak		+ Add Time	00:00	00:00	00:00	08:00	00:00
Martijn Mook		+ Add Time	00:00	00:00	00:00	00:00	00:00
Tin Paukovic		+ Add Time	00:00	00:00	00:00	00:00	00:00
Robert Van De Merwe		+ Add Time	00:00	00:00	00:00	00:00	00:00
Richard Nagel		+ Add Time	00:00	00:00	00:00	00:00	00:00

Buttons: Show Weekends, Show All Project Tasks, Show Other Projects, Hide HR Time, Release, Close

Done!