

# Project Management with Employee Timesheet

Designed & developed by MobileERP Softech P Ltd.

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# Step 1: Project Order is entered by the project team

The Kanban board is divided into four columns: PROJECTS, ASSIGN TEAMS, PROGRESS, and COMPLETED. Each column contains project cards with a name and a quantity. Below the columns are team assignments for Kristina, Clarke, Eddie, Calsie, MaterialIssued, InstallDone, and UnderQC, each with a project card.

Stage	Project Name	Quantity
PROJECTS	Project 5	Qty=6
ASSIGN TEAMS	Project 6	Qty=7
PROGRESS	Project 3	Qty=2
COMPLETED	Project 7	Qty=2
Team: Kristina	Project 1	Qty=100
Team: Eddie	Project 2	Qty=10
Team: MaterialIssued	Project 4	Qty=4

## New Project

Project Name \*

Starts

Ends

Estimated Effort  days (0.0 actual)

Description

## Projects

[See Closed Projects](#)

[New Project](#) [Export to Excel](#)

Name	Ends	Effort	Spent	
<a href="#">Test system Walgreens</a>	Feb 5 <sup>th</sup>	42 days	40.0 days	<a href="#">Report</a>
<a href="#">Inspect system Walgreens</a>	Mar 1 <sup>st</sup>	3 days	0.3 days	<a href="#">Report</a>
<a href="#">Repair system in City Hall</a>	Mar 4 <sup>th</sup>	64 days	12.8 days	<a href="#">Report</a>

# Step 2: Employee is Assigned to the project by project team

The screenshot displays a project management interface with four main tabs: PROJECTS, ASSIGN TEAMS, PROGRESS, and COMPLETED. The 'ASSIGN TEAMS' tab is active, showing 'Project 6' with a quantity of 7. Below it, team members Kristina, Clarke, Eddie, and Calsie are listed. Kristina's team card shows 'Project 1' with a quantity of 100. A task detail view is overlaid on the right, showing details for 'Install alarm at Bank of America'. The task is scheduled to start on 28 Jan (4 weeks ago) and end on 10 Apr. The effort is 23.5 actual days, exceeding the 20 estimated days. The description is 'Install Alarm Model 1000 XPUS, Banking' and the status is 'Open'. Below the task details is a table for assigning team members and tasks.

	Budget (remove)	Install (remove)	Manage (remove)	Test (remove)	(Add Task)▼
Christina C. Sharp (remove)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clark G. Parsons (remove)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Eddie R. Riedel (remove)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kelsie R. Ramirez (remove)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Buttons: New Team Member, Add

Step 3: Employee logs in ESS – Employee Self Service or Employee Portal and enters Timesheet for project work done once a week

The screenshot shows a grid of project assignment cards. The top row includes 'Project 5' (Qty=6), 'Project 6' (Qty=7), 'Project 3' (Qty=2), and 'Project 7' (Qty=2). The bottom row includes 'Project 1' (Qty=100), 'Project 2' (Qty=10), and 'Project 4' (Qty=4). Each card has a blue header with a name and navigation arrows, and a white body with a project name and a quantity input field.

Time Sheets to Approve		Missing Time Sheets	
Clark G. Parsons	1 weekly timesheets	Patricia P. Wesley	364 days late
Eddie R. Fiedel	1 weekly timesheets	Christina C. Sharp	21 days late
Kelsie R. Ramirez	3 weekly timesheets	Christina C. Sharp	14 days late
<a href="#">Approve Time Sheets</a>		Clark G. Parsons	14 days late
		Christina C. Sharp	7 days late
		Eddie R. Fiedel	7 days late
		<a href="#">Send Reminder Emails</a>	

The screenshot shows the 'TIME SHEETS' interface. At the top, it displays the week '2016 Feb 29<sup>th</sup> - Mar 6<sup>th</sup> (Overdue) << Current week'. Below this is a table for entering hours. The first row is 'Project / Tasks' with columns for days of the week. The second row is 'Team management (remove) Manage' with input boxes for each day. The third row shows the total hours for each day: 8, 0, 0, 0, 0, 0, 0. A blue button 'Submit for Approval' is at the bottom right.

**Employee Enters Hours Worked on Task or Project**

# Step 4: Check Project Progress

The Kanban board is organized into four main columns: PROJECTS, ASSIGN TEAMS, PROGRESS, and COMPLETED. Each column contains project cards with names and quantities. Below the columns are team cards for Kristina, Clarke, Eddie, Calsie, Material Issued, Install Done, and Under QC, each with project cards.

Column	Project Name	Quantity
PROJECTS	Project 5	Qty=6
ASSIGN TEAMS	Project 6	Qty=7
PROGRESS	Project 3	Qty=2
COMPLETED	Project 7	Qty=2
Kristina	Project 1	Qty=100
Eddie	Project 2	Qty=10
Material Issued	Project 4	Qty=4

### Projects that need your attention

Projects with over 70% effort spent, overdue, or nearing the due date

Install alarm at Bank of America	<div style="width: 118%;"><div style="width: 70%;"></div><div style="width: 48%;"></div></div> 118%	Apr 10 <sup>th</sup>
Test system Walgreens	<div style="width: 95%;"><div style="width: 70%;"></div><div style="width: 25%;"></div></div> 95%	Feb 5 <sup>th</sup>
PreSales activities, Duncan St. 29	<div style="width: 84%;"><div style="width: 70%;"></div><div style="width: 14%;"></div></div> 84%	Apr 1 <sup>st</sup>
Repair system in City Hall	<div style="width: 20%;"><div style="width: 70%;"></div><div style="width: 50%;"></div></div> 20%	Mar 4 <sup>th</sup>
Inspect system Walgreens	<div style="width: 8%;"><div style="width: 70%;"></div><div style="width: 12%;"></div></div> 8%	Mar 1 <sup>st</sup>

[See all projects](#)