



My Timesheet

Project Name	Task name/Description	Remaining Work	Comment	Billing Category	Approval Status	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9	Sat 10/10	Sun 10/11
Consumer Technology	Create trade show materials	3h		Standard								
Consumer Technology	Design booth appearance and rough layout	3h		Standard								
Consumer Technology	Develop promotion strategy	3h		Standard								
Administrative	Auto-generated			Administrative								
Administrative	Auto-generated			Sick leave								
Administrative	Auto-generated			Vacation								
	Total	12h										

Task: Auto-generated, heading: Est 10/11
Total: 3h

Project Server Timesheet - Task Reporting

Before QPM JustOnce

Team member has to update timesheet and tasks separately

- My Timesheet: enter work/non-work time and submit to Timesheet Manager
- My Tasks: import the timesheet, update remaining work time, submit to Project Manager

Rejection by Project Manager- Team member must be sure to: Recall rejected timesheet

- Identify tasks or time that were rejected
- **Update and resubmit from TWO places:**
 - My Timesheet: make updates and submit to Timesheet Manager
 - My tasks: import from timesheet, make updates and submit to Project Manager

Time consuming, multiple steps, and can result in discrepancies between project status and time tracking.

Technical Information

Server-side add-on for Microsoft Office Project
Server 2007, SP1 or greater

Time-task update process made easier!

JustOnce

ABOUT

Single entry updates timesheet and task status to Project Manager and Timesheet Manager

- JustOnce automatically imports time to My Tasks and submits to Project Manager
- Remaining Work column dynamically changes as time is entered

Prevents submission of time against a task that has been removed from Team Member's assignments since Timesheet was created

- Simplifies and merges notification of Rejection by Project Manager and Timesheet Manager

Rejection by Project Manager automatically recalls timesheet and shows rejection & comments on My Timesheet page

- User corrects and submits once, updating timesheet and tasks to Timesheet Manager and Project Manager automatically

After QPM JustOnce

Team member only goes to ONE page to update

- Enter work and non-work time in My Timesheet
- **Remaining Work dynamically changes as time is entered**
- Update Remaining Work if needed
- Submit JUSTONCE to send updates to Timesheet Manager and Project Manager
- Everyone stays in synch

Saves time, reduces errors, results in reliable data.