

Timesheet

Bugs

- The Add Case button works on occasion. If a case is not there it is likely to add. Yet, there are some of the cases that will not add.
- The select multiple button has check boxes next to the cases sometimes but they don't always delete
- No success or error messages

Time sheet allows employees to keep track of their task, time, rate, all within eCourt.

When an employee is working on a task they can use this window to select the location and date.

Typical Workflow

1. Select a date and location to bring up **add entry** form
2. Fill out details on Add entry form and click save
3. Click *submit for approval* (you'll see pending approval on the bottom of the time sheet)

Kaushik Mehta	Sa 16	Su 17	Mo 18	Tu 19	We 20	Th 21	Fr 22	Sa 23	Su 24	Mo 25	Tu 26	We 27	Th 28	Fr 29	Sa 30	Su 31	Totals
GP2	+	+	10.00	+	+	+	+	+	+	+	+	+	+	+	+	+	10.00
General Project 3	+	+	10.00	10.00	10.00	10.00	1.00	+	+	+	+	+	+	+	+	+	41.00
General Project 4	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	0.00
General Project 5	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	0.00
General Project 6	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	0.00
King County	+	+	+	+	+	+	+	+	+	5.60	+	+	+	+	+	+	5.60
Macon-Bibb	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	0.00
Test Project	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	0.00
	0.00	0.00	20.00	10.00	10.00	10.00	1.00	0.00	0.00	5.60	0.00	0.00	0.00	0.00	0.00	0.00	56.60

☐ Weekends ☒ Select Multiple ☐ Add Case

Time sheet selectors

☐ Weekends ☒ Select Multiple ☐ Add Case

Weekends - Toggle between access to weekend availability

Add Case - Allows ability to add another case and or project to the left panel

Select Multiple - displays checkboxes to allows ability to multiple select to either mass edit, change dates, or delete

ADD ENTRY WINDOW

Selecting on a date will then open the **add entry** window.

Add Entry For: 07/19/16

Time Entry
Expense

Select Weekdays
Select All

Su	Mo	Tu	We	Th	Fr	Sa
						16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TIME ENTRY

Case
GP5: General Project 5

Phase

Task

User
Mehta, Kaushik (Partner)

Billable

Activity

Date Incurred
07/19/201

Hours
0.00

Memo

Billable Rate

+ -- SYSTEM USE ONLY ---

Save
Cancel

On this form you can modify **Dates** and specify any details. This form is configured in system property [timesheet.form.code.add.time.entry]

Add Expense

The **add expense** area will list expenses such as airfare or hotel fees and allow them to be submitted for approval. Expenses use the



icon on the timesheet.

+ Add Expense
Search...

	DOE	Case	Category	Notes	Amount	Status
☐		General Project 3	Hotel		0.00	Pending
☐		General Project 4	Hotel		0.00	Pending

Submit For Approval
Scroll to top

The add expense form is configured in the system property [timesheet.form.code.add.expense.entry]

System Properties

CATEGORY	KEY	VALUE	DESCRIPTION
timesheet	timesheet.daily.hour.min.warning	8	Minimum number of hours before show warning, on previous days.
timesheet	timesheet.daily.hour.warning	10	Total number of hours to have before the system shows a warning.

timesheet	timesheet.expense.entry.velocity.template		Velocity display template for expense entries in timesheet.
timesheet	timesheet.form.code.add.expense.entry	ADD-ExpenseEntry	Code for expense entry in timesheet.
timesheet	timesheet.form.code.add.time.entry	ADD-TimeEntry-JW	Code for time entry in timesheet.
timesheet	timesheet.form.code.update.expense.entry		Code for expense update in timesheet.
timesheet	timesheet.form.code.update.time.entry	UP-TimeEntry	Code for time update in timesheet.
timesheet	timesheet.form.code.update.timeOff		Time off form code for timesheet.
timesheet	timesheet.mileage.dollar.conversion	0.55	Conversion rate from mileage to amount.
timesheet	timesheet.minimum.num.projects	5	Minimum number of projects to display in time card view. This applies to projects with no time entries for the current period.
timesheet	timesheet.show.weekends	true	Time Sheet displays weekends.
timesheet	timesheet.supervisor.role	Judge or Project Manager	Role for supervisors on a case.
timesheet	timesheet.time.entry.velocity.template	\$object.case.caseName [\$lookupListTool.getLabel("TIME_ENTRY_ACTIVITY", \$object.activity)]	Velocity display template for time entries in timesheet.
timesheet	timesheet.time.off.case		Time Sheet cases to hold off times (comma seperated list of Case Ids).
timesheet	timesheet.timeframe	BIMONTHLY or WEEKLY	Time Sheet time frame.