

# Web TimeSheet Project & Billing Edition Time & Attendance Edition

Version 8.2

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## ADMINISTRATOR'S GUIDE



# Notices

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# CHAPTER 1

## Welcome

Welcome to the *Web TimeSheet Administrator's Guide*. This document is intended to guide you, the Web TimeSheet administrator, through the process of setting up and managing the Web TimeSheet system.

All information in this guide applies to both the Project & Billing Edition and the Time & Attendance Edition, unless specifically stated.




## About Web TimeSheet


Web TimeSheet is a web-based application designed to help you and your organization manage time, time off, and expenses effectively. With Web TimeSheet, your employees can enter data quickly and easily, at any time, and from anywhere with Internet access. Once submitted, items are automatically forwarded to the appropriate supervisor or manager for approval. Additionally, reports can be generated to track data such as project costs, client billing totals, productivity rates, and payroll details.

Unlike traditional PC applications or client-server applications, the only software that is required on each user's PC is a standard Javascript-enabled web browser. The application is installed and runs on your web server, or it can be hosted by Replicon to reduce your administration and equipment costs.

## Document Conventions

This user guide uses the following conventions:

- References to other areas in the document are shown *in italics and in blue* to indicate active links internal to the document. To automatically navigate to the section being referenced, select the link.
- Hyperlinks to websites or e-mail addresses are shown in blue and underlined to indicate active links external to the document. To open a new browser window to the website or to send an e-mail to the address, select the link.
- Key information is highlighted using a blue background for quick reference. An icon is used to indicate the type of information being provided, as follows.
  - The  icon indicates a note, which provides a reminder of an important requirement or further details on how the software operates.
  - The  icon indicates a warning notice. Warnings point out features or actions that can have negative results if used incorrectly.
  - The  icon indicates a tip or hint designed to assist you in using the product more efficiently.

 The online help system uses these same conventions for easy identification of important notes, warnings, and tips.

## Contacting Support

If you would like assistance configuring or using Web TimeSheet, please contact our Customer Support and Implementation team using one of the following methods:

**Direct Phone:** 403-262-6519 ext 3

**Toll-Free Phone:**

North America: 1-877-662-2519 ext 3

Europe: 00-800-6622-5192 ext 3

Australia/New Zealand: 0011-800-6622-5192 ext 3

**E-mail:** [support@replicon.com](mailto:support@replicon.com)

**Web-Based Form:** [www.replicon.com/Support/RequestHelp.aspx](http://www.replicon.com/Support/RequestHelp.aspx)

**Fax:** 403-233-8046

## CHAPTER 2


# Learning about Web TimeSheet's Features

This chapter provides information on the features offered in Web TimeSheet. It is important that you are familiar with the features so you can make informed decisions when setting up the system.

## Understanding the Basic Features

Web TimeSheet provides many features to meet both simple and complex requirements. However, at the basic level, Web TimeSheet allows you to:

- Track time worked
- Track time off
- Track expenses
- Manage projects
- Report on and export data for any of the above

 The features that are available to you and your users depends on the edition you have purchased, as explained in [Understanding the Features Specific to each Edition](#) on page 13.

## How Timesheets Work

Web TimeSheet allows you to track the time that users work, as follows:

1. You set up time tracking options, including the period that each timesheet should cover.
2. A new timesheet is automatically created for each user when a new period starts.
3. Depending on the type of timesheet being used, the user either:
  - Enters the duration of time they work each day (e.g. 8 hours)
  - Enters the times that they work (e.g. 8:00 AM to 12:00 PM, and 1:00 PM to 5:00 PM)
  - Punches in and out to record when they start and stop working

If using the Project & Billing Edition, the user can choose the project and task that was worked on during each time segment.

If using the Time & Attendance Edition, the system automatically calculates the user's overtime.

4. Once the period has ended, the user submits the timesheet.
5. The timesheet is automatically sent to one or more approvers.
6. The approvers approve the timesheet.
7. If using the Project & Billing Edition, the time can be exported for client billing or compared against project estimates.


If using the Time & Attendance Edition, the time data can be exported to a payroll system, such as ADP.

## How Offline Timesheets Work

If a user does not have access to Web TimeSheet, they can enter and submit time using "offline timesheets", as follows:

1. An external, POP3-compliant e-mail address is specified for each user.

2. Using a button in their timesheet, the user, or an administrator, requests an offline version be sent to that address.
3. Web TimeSheet sends the timesheet as an HTML form attached to the e-mail.
4. The user retrieves the e-mail and saves the form to their local machine.
5. The user opens the form in a web browser, enters their time, and saves the form.
6. The user requests to send the form back to Web TimeSheet, by selecting the button in the form.
7. Once the user is again connected to the Internet, the form is sent to Web TimeSheet.
8. In Web TimeSheet, the timesheet is now filled out and can be viewed and submitted for approval as usual.

 Offline timesheets and offline expense sheets have the following constraints:

- The client machine must have a local e-mail client installed.
- The e-mail client must allow for sending/receiving attachments.
- They are only supported by the Microsoft Internet Explorer browser, version 6.0 or higher.
- If using Microsoft Outlook, the **Mail Format** must be set to **Plain Text** (not **HTML**).

## How Time Off Works Time & Attendance Edition

In the Time & Attendance Edition, you can track the time off owed to and taken by users. Web TimeSheet provides this with three features:

- Automatic accruals and resets
- Time off bookings
- Time off entry on the timesheet

### Automatic Accruals and Resets

Web TimeSheet can be used to track the amount of time off employees earn, as follows:

1. You define a number of types of time off, to categorize the time off taken by users.
2. You set accrual and reset policies for each time off type, for each user.
3. The user's balance is automatically adjusted based on the accrual and reset policies.

### Booking Time Off

For time off requiring advance approval, Web TimeSheet allows users to book time off, as follows:

1. A user requests time off by submitting a time off booking, with the appropriate time off type selected.
2. Once the booking is submitted:
  - The user's balance is reduced by the amount of time off requested.
  - The booking is automatically sent to one or more approvers.
  - The booking is displayed in the user's time off calendar.
3. The approvers approve the booking.
4. The booking is displayed in other user's time off calendars, if they have permission to view others' bookings.
5. If time off is being tracked as exception time, the data can be exported to a payroll system.

If a user is using a timesheet, any bookings will also be shown on their timesheet. The booking must be approved before the timesheet can be approved.

## Recording Time Off in the Timesheet

If time off does not require approval ahead of time, Web TimeSheet provides users the ability to record time off directly in their timesheet, as follows:

1. A user adds a time off row to their timesheet, selects a time off type, and enters the amount of time off taken.
2. The time off is displayed in the user's time off calendar.
3. The user submits the timesheet, once all the time for that period has been entered.
4. The user's balance is reduced by the amount of time off entered.
5. The timesheet is automatically sent to one or more approvers.
6. The approvers approve the timesheet.
7. The time and time off from the timesheet can be exported to a payroll system, such as ADP.

## How Expenses Work

With a license for the **Expense** module, you can track the expenses incurred by users, as follows:

1. A user fills out and submits an expense sheet, uploading any available receipts. If using the Project & Billing Edition, the user can choose which project each expense was associated with.
2. The expense sheet is automatically sent to one or more approvers.
3. The approvers approve the expense sheet.
4. The finance department can reimburse the user based on the approved expense sheets.
5. If using the Project & Billing Edition, the expenses can be exported for client billing or reviewed against project estimates.

Offline expense sheets are also available when users are away from the office. Offline expense sheets follow the same process outlined in [How Offline Timesheets Work](#) on page 10.

## How Projects Work Project & Billing Edition

The Project & Billing Edition allows you to define projects to enter time and expenses against, as follows:

1. A project manager adds a project to Web TimeSheet, specifying the client the project is being completed for, if applicable.
2. The project manager specifies who will be working on the project.
3. If the project is being billed to a client, the project manager sets the billing rates for the project.
4. The project manager creates tasks within the project and enters estimates.
5. The project manager specifies which expenses can be claimed under the project.
6. When entering time on their timesheet, users working on the project allocate their time against the project and task. Users also select the project when entering expenses.
7. The costs and billing charges associated with the time and expenses are automatically calculated by the system.
8. Time and expenses can be exported for client billing. Additionally, the project manager can periodically review the actual costs against the estimates, to ensure the project is on track.

## Understanding the Features Specific to each Edition

Web TimeSheet is available in two editions:

- Web TimeSheet Project & Billing Edition
- Web TimeSheet Time & Attendance Edition

You can purchase seats for either edition, depending on the features you require.

### Web TimeSheet Project & Billing Edition

With the Project & Billing Edition, you can:

- Track time against projects and tasks
- Review up-to-date project costs at any time, and compare them to estimates
- Automatically calculate client billing totals
- Transfer data to and from Microsoft Project and Intuit QuickBooks for project management and billing purposes

### Web TimeSheet Time & Attendance Edition

The Time & Attendance Edition allows you to:

- Track total time worked or track when users are working
- Automatically calculate regular and overtime, including multiple levels of overtime
- Track time off owed to and taken by users
- Export data to payroll systems, including ADP

### What if I Need Features from Both Editions?

If you need features from both editions, you can purchase seats for both, such as 100 Time & Attendance seats and 10 Project & Billing seats. The seats can be assigned in two ways as explained below.

#### Assigning Different Seats to Different Users

If some users require only Time & Attendance features and some require Project & Billing features, you can purchase seats for both editions and assign Time & Attendance seats to one group and Project & Billing seats to another.

For example, you may require Time & Attendance seats for hourly employees so they can enter their hours for pay calculations. Salaried employees may only require time tracking to bill clients, in which case they only need Project & Billing seats.

#### Assigning Both Seats to One User

If a user requires access to features in both editions, you can assign one Time & Attendance and one Project & Billing seat to the user.

For example, the majority of the employees in a company may only track their time off. However, the IT department may also be required to track their time against projects. In this case, any users in the IT department would be assigned both seats.


## Other Web TimeSheet Features

In addition to tracking time, time off, and expenses, Web TimeSheet provides the following:

- Automatic e-mail reminders when items are due
- Customizable approval paths, with multiple approver levels available
- The ability to enter and submit time and expenses through e-mail when users are out of the office
- Support for entry in any number of currencies, with automatic conversions based on exchange rates you specify
- Custom fields to track information specific to your organization
- A database backup utility, if using a SQL Server database
- The ability to organize users in department hierarchies
- Automatic notification when Web TimeSheet updates are available
- Security features, including support for a number of authentication methods and password requirements
- The option to provide another user access to enter and approve items on your behalf
- Customizable permission levels to control what actions users can take and what features they can access
- The ability to provide limited system access to those external to your company, if using the Project & Billing Edition
- A customizable interface

# Accessing Web TimeSheet

Once a Replicon-hosted implementation of Web TimeSheet has been created for you, or Web TimeSheet has been installed on a server within your organization, you can access Web TimeSheet using the *admin* account that is automatically set up during installation.

 For information on installing Web TimeSheet or the system requirements necessary to access Web TimeSheet, please see the [Web TimeSheet Installation Guide](#).

## Accessing Web TimeSheet from your Browser


You can access Web TimeSheet using a web browser on your local computer or on a computer outside your office network, providing you have Internet access. To access Web TimeSheet from a computer outside your network, the computer must have TCP/IP network access to your organization's web server.

To run Web TimeSheet from a web browser:

1. Open your browser application and enter the URL for Web TimeSheet in the web address field.

 Those using the Replicon-hosted implementation can access Web TimeSheet through the **Customer Login** section of [www.replicon.com](http://www.replicon.com).


2. If you are using Integrated Windows authentication, you will be automatically logged in. Otherwise, the Web TimeSheet login page is displayed. Enter the login name *admin* and the appropriate password, and select the **Enter** button.
3. To ensure full functionality of the application, you should allow pop-ups for the Web TimeSheet website. For information on how to disable pop-up blockers, refer to [Disabling Pop-Up Blockers for the Web TimeSheet Site](#) on page 17.

 If you have problems accessing Web TimeSheet from outside your network, contact your network administrator.

## Determining the Web TimeSheet URL

If you are using a self-hosted installation, the URL that Web TimeSheet can be accessed at depends on the type of server you are using, and has the following format:

Server Type	Protocol	URL Format
IIS	ISAPI (default)	<code>http://server_name:port_number/cgi/rt.dll</code>
	CGI	<code>http://server_name:port_number/cgi/rt.exe</code>
Internal web server	N/A	<code>http://server_name:port_number/TimeSheet</code>

 You can replace `server_name` with the IP address of the server. You will only need to enter a port number if your web server uses a port other than port 80.

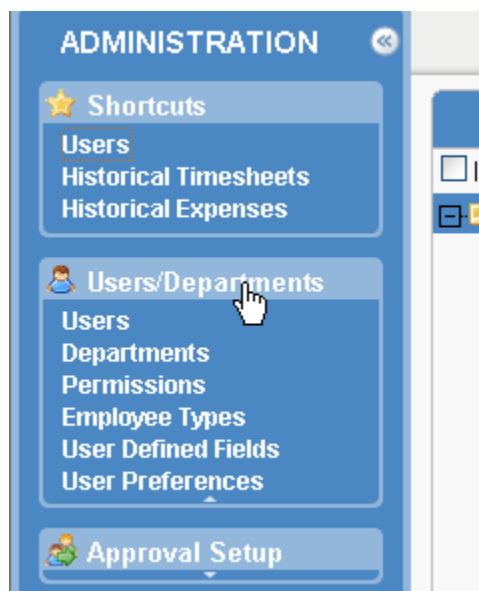
Consult your network administrator if you are having problems accessing Web TimeSheet. It may be helpful for the network administrator to set up a URL that is more easily remembered and route it to the actual Web TimeSheet URL.

## Navigating in Web TimeSheet

Use the Web TimeSheet menu bar at the top of the page to navigate through the application based on the type of work you are doing. When setting up Web TimeSheet, the majority of the work will be done in the **Administration** section.



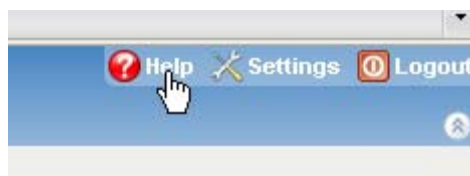
Once you have selected an item from the top menu bar, that section of Web TimeSheet displays. A more detailed menu of features available within that section is provided on the left side of the application. Click on the heading of each menu to open or close it.



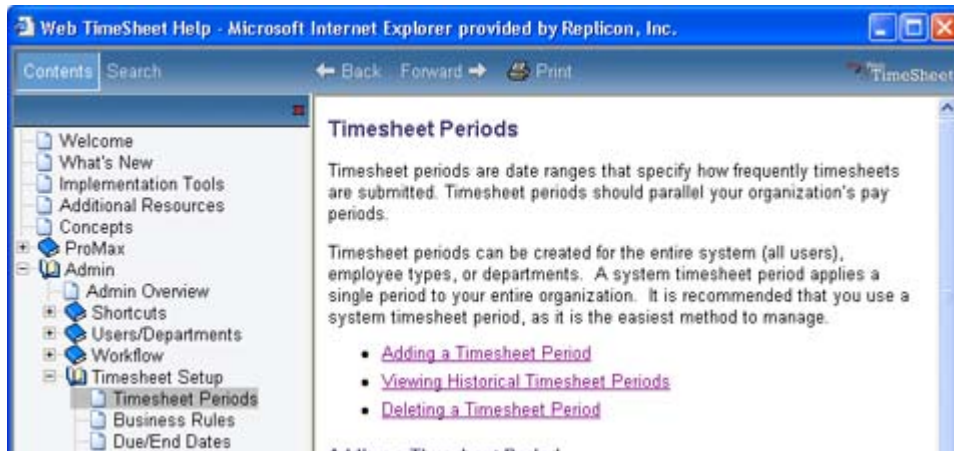
## Accessing the Online Help


Web TimeSheet includes an online help system that provides comprehensive information on using the software to complete key tasks. During the system configuration, if you require further information on setting up an item, consult the online help.

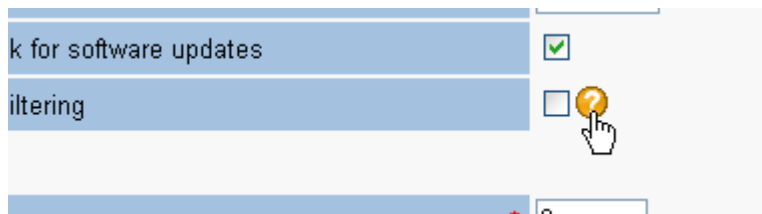
To access the online help, select **Help** in the upper, right corner of the application.



The **Web TimeSheet Help** window will open, with the right pane showing the topic most closely related to your location in the application. Within the left pane, you can choose other topics from the table of contents or click **Search** to search throughout the help system. To move between topics you have previously viewed, use the **Back** and **Forward** buttons. When using the Internet Explorer browser, you can print the contents of the right pane by selecting the **Print** button.



When the  icon is shown next to a field, click the icon to access help information specific to that field. The help window will display again, providing further details regarding the field.




## Disabling Pop-Up Blockers for the Web TimeSheet Site

To ensure full functionality of the application, you should disable pop-up blockers for the Web TimeSheet website. To allow pop-ups within Web TimeSheet:

- If you are using Microsoft Internet Explorer:
  - a. Select **Tools > Pop-up Blocker > Pop-up Blocker Settings**
  - b. Enter the Web TimeSheet URL in the field provided.
  - c. Select the **Add** button, and then the **Close** button, and then the **OK** button.
- If you are using Mozilla Firefox:
  - a. Select **Tools > Options**.
  - b. Select the **Content** icon.
  - c. Select the **Exceptions** button next to the **Block pop-up windows** check box.
  - d. Enter the Web TimeSheet URL in the field provided.
  - e. Select the **Allow** button, and then the **Close** button, and then the **OK** button.

If you use another pop-up blocking application, refer to that application's documentation for information on how to disable pop-up blocking for a specific site.

 All of your users should complete this step once they begin using the system. This same information is available to them in the online help.

## CHAPTER 4

# Overview of Setting Up the System

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This chapter provides an overview of the steps required to set up the system. It also provides information on some of the administrative tasks you may be required to complete once the system is in use.

## Before you Begin

It is recommended that you spend some time evaluating the types of users that will be accessing Web TimeSheet, and which of the system features they will be using. See [Chapter 2, Learning about Web TimeSheet's Features](#) on page 10 for information on the available features.

## Getting Input from Others in your Organization

To complete the set up, you may need input from others in your organization, including the following:

- Payroll Manager
- Finance Manager
- Approving Supervisor
- Project Manager
- IT/IS Manager

It may be helpful if you speak with them before you start setting up the system to find out key information such as:

- How often time needs to be collected
- How users are paid, including how overtime is calculated
- How users earn time off
- The processes that should be followed for approvals
- How projects will be set up and used
- How clients are billed
- Whether there are any security policies that must be followed

## Setting Up Web TimeSheet

Before users start entering time, time off, or expenses, you must:

1. Configure user-related options, including:
  - a. Department and employee types
  - b. Timesheet options
  - c. Time off options, if using the Time & Attendance Edition
  - d. Expense options, if using expenses
  - e. Automated e-mail reminder settings
2. Set general system options.
3. Choose what features and actions are available to users by defining permission profiles.
4. Add each employee that will be using the system as a user, assigning them options, permissions, and license seats based on what the user will be using the system for.

5. Create projects for users to enter time and expenses against, if using the Project & Billing Edition.

Chapters 5 through 13 provide details on each of these steps. To help you keep track of which tasks you have completed, a checklist is provided at [www.replicon.com/products/product-documentation.aspx](http://www.replicon.com/products/product-documentation.aspx).

These chapters are arranged in the order you should complete them, as many items are dependent on others. For example, before setting timesheet periods, you should define departments. Therefore, if you choose to create timesheet periods based on departments, all of the departments will be available for selection when defining the timesheet periods.

## Working with the Pre-Defined Data

In order to help you get Web TimeSheet up and running as quickly as possible, a number of pre-defined values have been created for administrative items such as employee types, permission profiles, and approver types.

If these pre-defined options meet your needs, you can skip configuring those items. Otherwise, you can customize the existing values to meet your requirements by editing, deleting, or adding to them.

## Adding Large Amounts of Data

Depending on your requirements, you may need to add large amounts of data to Web TimeSheet. There are a number of features available to help you add data quickly:

- An import utility, which requires you to enter the data in Comma-Separated Value (CSV) files and then import those files (see the *Web TimeSheet Data Import Utility User Guide*)
- A “Quick Add” feature, which allows you to add a number of users at once, using a grid-format for entering their details (see [Adding Multiple Users at Once](#) on page 58)
- A “Based On” feature, which provides you the option to base new user, permission profiles, and projects on existing ones (see [Adding Projects using a Template](#) on page 77)

## Once the System is Ready

After you complete the set up process, you can train your users so they can begin entering data.

Once Web TimeSheet is in use, you may need to complete the following tasks:

- Administer timesheets, time off bookings, and expenses
- Run reports to check project costs, billing amounts, and payroll totals
- Export data to other systems for payroll, project management, or billing purposes
- Add new license seats
- Perform regular back ups
- Upgrade Web TimeSheet when new features or bug fixes become available

These tasks are covered in chapters 14 through 16.

## CHAPTER 5

# Creating Departments and Employee Types to Organize Users

This chapter explains how to set up departments and employee types, which will be used to organize and categorize users. This step must be completed before setting up timesheet options or adding users.

## Items to Set Up before Adding Departments or Employee Types

Before adding departments or employee types, the following must be configured:

Item to Configure	How it's Used	Page
System Preference for Hierarchy Filtering	Controls whether users can see data for departments outside their branch of the organizational structure	<a href="#">20</a>
User Defined Fields	Required if you wish to capture additional, custom information for each department or employee type	<a href="#">22</a>

## Deciding Whether to Enable Hierarchy Filtering

You should consider enabling hierarchy filtering if you want to limit users' visibility and access to departments, projects, and other users based on their placement within the organization's hierarchy.

Some examples of why you may choose to use hierarchy filtering are:

- There are a number of users administering the system, such as one for each business unit. Hierarchy filtering will, for example, prevent the administrator from Business Unit A from being able to view and edit details for users in Business Unit B.
- You have a number of project managers and want to prevent them from adding users from other departments to their team.
- You want to allow a department manager to report on data for everyone in their direct department, plus those in the sub-departments, but want to prevent them from reporting on higher-level departments.


Hierarchy filtering can be enabled at:

Administration > System > System Preferences > Security section

## Creating the Hierarchy

A hierarchy is defined by creating and organizing departments within Web TimeSheet. The top level of the hierarchy is, by default, labeled *Company*. The departments users are assigned to indicates their placement in the hierarchy.

## How Hierarchy Filtering Affects Users

 Users can only complete the actions mentioned below if they are assigned a permission that allows for it. For information on permissions, see [Chapter 12, Controlling what Users can Access](#) on page 60.

### *Department Visibility*

When hierarchy filtering is enabled, the following department-related limitations are placed on each user:

- Users can only view and edit their department and their department's sub-departments.
- Users can only add departments as sub-departments to their department.
- When adding or editing a user, only the user's department and its sub-departments can be assigned to the new user.

### *Project Visibility* **Project & Billing Edition**

When hierarchy filtering is enabled in the Project & Billing Edition, the following project-related limitations are placed on each user:

- Users can only view, add, and edit projects in their department and their department's sub-departments.
- When adding or editing a project, the project can only be made visible to the user's department and its sub-departments. Only users within the visible departments can be assigned to the project team or to tasks in the project.

### *User Visibility*

When hierarchy filtering is enabled, the following limitations related to other users are placed on each user:

- Users can only view, add, and edit users in their department and in their department's sub-departments.
- When adding or editing a user, only users in the department or sub-departments of the user doing the adding or editing (the currently logged in user) can be selected as their supervisor.
- Users can only view historical data for the users in their department and its sub-departments.

For information on how reports are affected by hierarchy filtering, see the online help.

## Visibility and Multiple Department Assignments

A user can have more than one department assigned to them, thus expanding their visibility within the system. When more than one department is assigned to a user, the above limitations apply to each department. For example, if a user is assigned *Department A* and *Department B*, they will be able to view and edit users in *Department A* and its sub-departments and will also be able to view and edit users in *Department B* and its sub-departments. This occurs regardless of whether *Department A* and *Department B* are in the same branch of the hierarchy.

## Hierarchy Filtering and Permissions

Permissions control what features a user has access to and what actions they can take, while hierarchy filtering controls what data a user has access to. The two can be used in conjunction to increase security within your Web TimeSheet implementation.

For example, a user's permissions control whether they can edit projects, but the user's place in the department hierarchy controls which projects are visible to the user. With the combination of permissions and hierarchy filtering, the user can edit projects, but only those projects visible to them. If hierarchy filtering is not enabled, the user has access to edit any project defined in the system. Conversely, if the user's permissions

do not include the ability to edit projects, they will not be able to edit any projects, including those visible to them based on their department.

## Excluded from Hierarchy Filtering

A few items are not affected by hierarchy filtering, meaning the user's assigned departments have no effect on the user's visibility to the following:

- **Administration items**

All of the configurable items in the **Administration** menu, excluding **Users** and **Departments**, are visible to all users who have been provided access in their assigned permissions.

- **Approvals**

If a user is included in an approval path, they will be able to see the complete timesheet, expense sheet, or time off booking when approving the item. The data displayed for approval will only be based on their assigned permissions, not on the departments assigned to them. However, as a user's supervisor is often configured as an approver, remember that hierarchy filtering does limit who can be chosen as a supervisor.

- **Productivity data**

Productivity data for all users, projects, and departments is visible to any user with access to the Productivity section of **Projects**.

## Setting Up Custom Fields for Departments and Employee Types

If you want to track information beyond the basic department and employee type fields, you should create user defined fields. For each user defined field you create, you can enter information in that field when adding a department/employee type.

You do not have to create user defined fields before adding departments and employee types. If you decide later that you need to track additional details, you can set up user defined fields and edit existing departments and employee types to assign a value for those fields.

Department user defined fields are configured at:

Administration > Users/Departments > User Defined Fields > Department tab

Employee type user defined fields are configured at:

Administration > Users/Departments > User Defined Fields > Employee Type tab

For each field you create, you can specify:

1. The name of the field, as it will appear for the department/employee type
2. The type of field, as detailed in [Types of User Defined Fields Available](#) on page 23
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when adding a department/employee type, if any
5. Whether you are required to enter a value

## Types of User Defined Fields Available

The following types of fields can be created:

Type	Description
Date	A date, either typed in the field or selected from a calendar. The default date can be either a specific date, or you can use the formula <code>\$Today</code> to default the date to today's date
Number	A numeric value, possibly with decimals
Drop-down	A pre-defined drop-down list the user must select from
Text	Free-format text, with a maximum number of characters allowed

## Creating Departments


You can use departments to organize users by hierarchical structure, geographic regions, or functional groups within your organization. Users can be assigned to one or more departments and, if hierarchy filtering is enabled, a user's department assignments limit that user's access to other users, departments, and projects.

Departments should be added from the top of the organizational structure down, and can be configured at:

Administration > Users/Departments > Departments

For each department you create, you must specify:

1. The parent department
2. The name of the new department
3. The values for any custom fields you defined

 You can drag-and-drop departments to move them around the organizational structure.

## Defining Employee Types

Employee types can be used to group users along any criteria you choose. Each user's assigned employee type can be used to filter or group data in reports. Employee types are only required if the period that a timesheet covers varies by user, and is not based on their department.

Employee types are defined at:

Administration > Users/Departments > Employee Types

For each employee type you add or edit, you must specify:

1. The name, which will be used when assigning a type to a user
2. The values for any custom fields you defined

## CHAPTER 6

# Setting Up Timesheet Options

This chapter provides information on how to set up the system so time can be entered and tracked, as detailed in [How Timesheets Work](#) on page 10. These steps must be completed before timesheet users can be added.

## Items to Set Up before Adding Users or Entering Time

### Required

Before adding users and allowing them to enter time, the following must be configured:

Item to Configure	How they're Used	Page
Time entry method	Defines what format is used to record time	<a href="#">25</a>
Timesheet Periods	Defines how much time each timesheet covers and, therefore, how often time is submitted	<a href="#">28</a>
Approver Types and Approval Paths	Defines who approves each timesheet	<a href="#">30</a>
System Preferences (Timesheet Screen)	Required only if users will need to enter more than 24 hours in a day. Also specifies how columns are displayed on timesheets in the Project & Billing Edition.	<a href="#">31</a>

### Required for Payroll

If you have a Time & Attendance Edition license and users are entering time for payroll purposes, the following must also be configured:

Item to Configure	How they're Used	Page
Pay Codes	Specifies the amount that is paid for overtime	<a href="#">32</a>
Overtime Rules	Defines how overtime is calculated and paid	<a href="#">32</a>
Validation Rules	Specifies the minimum or maximum number of hours required to be entered on a timesheet	<a href="#">33</a>

### Required for Project Costing or Billing

If you have a Project & Billing Edition license and are tracking time for project costing or billing, projects must be configured before users enter time, as detailed in [Chapter 13, Creating Clients and Projects](#) on page 72.

## Optional

You can set up the following time entry features at any time:

Item to Configure	How they're Used	Page
Due/End Dates	Determines how soon timesheets need to be submitted and approved, and how far in advance time can be entered (defaults are already in place)	<a href="#">30</a>
Activities	To classify time worked, for reporting purposes. When used with projects, activities allow you to define global tasks without adding them to each project.	<a href="#">34</a>
User Defined Fields	To capture additional, custom information on the timesheet	<a href="#">35</a>
Disclaimers	To display a message on the timesheet to remind users of important information, such as the deadline for submission	<a href="#">35</a>

## Selecting a Time Entry Method

Web TimeSheet allows users to enter time using a number of timesheet styles. A user's time entry method is configured within their assigned permission type. Therefore, you can assign different time entry methods to different users.

- For information on each of the time entry options, refer to [Understanding the Available Time Entry Method](#) below.
- For help deciding which option is right for you, refer to [Deciding which Time Entry Method to Use](#) on page 27.
- For information on assigning time entry type permissions, refer to [Assigning a Time Entry Method Permission to a User](#) on page 27.

## Understanding the Available Time Entry Method

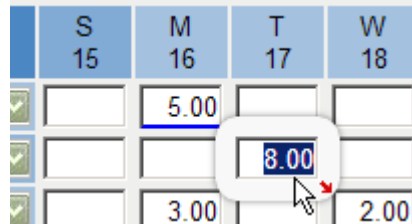
There are four time entry options to choose from. You can assign users one of the following time entry methods:

- **Standard** timesheet
- **In-Out** timesheet
- **Standard** timesheet OR **In-Out** timesheet, as the user prefers
- **Locked In-Out** timesheet

Each of these options is described further in the sections that follow.

## Standard Timesheet

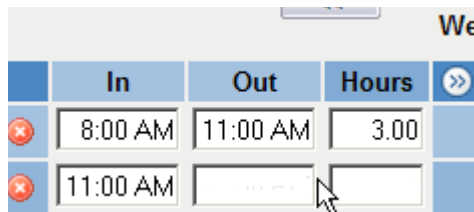
If a user is assigned a **Standard** timesheet, they enter the duration of time they worked. The complete timesheet period is shown on one page.



	S 15	M 16	T 17	W 18
<input checked="" type="checkbox"/>		5.00		
<input checked="" type="checkbox"/>			8.00	
<input checked="" type="checkbox"/>		3.00		2.00

## In-Out Timesheet

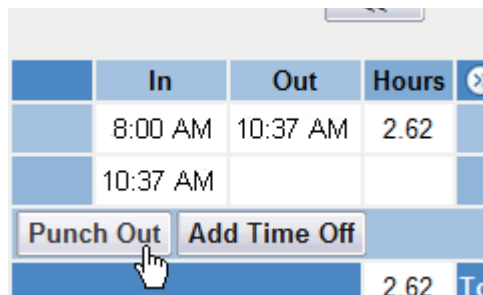
If a user is assigned an **In-Out** timesheet, they enter the time they start and stop working and Web TimeSheet will automatically calculate the duration. Or, the user may enter the start time and the duration, and Web TimeSheet will determine their stop time. Each day within the timesheet period is shown on its own page.



	In	Out	Hours	>>
<input checked="" type="checkbox"/>	8:00 AM	11:00 AM	3.00	
<input checked="" type="checkbox"/>	11:00 AM			

## Locked In-Out Timesheet

If a user is assigned a **Locked In-Out** timesheet, they punch in and out when they start and stop working. Users cannot edit the time they have entered. Each day within the timesheet period is shown on its own page.

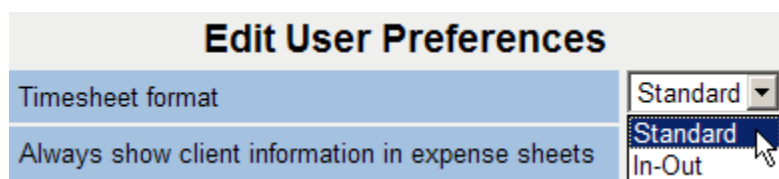


	In	Out	Hours	>>
	8:00 AM	10:37 AM	2.62	
	10:37 AM			
	<input type="button" value="Punch Out"/>	<input type="button" value="Add Time Off"/>		
			2.62	To

The **Locked In-Out** timesheet is useful in systems that, for audit and accountability purposes, require an accurate, non-editable record of time worked by employees.

## Standard OR In-Out Timesheet

If a user is assigned a **Standard** or **In-Out** timesheet, they can choose to use either of those timesheet types, and may switch between types at any time.




**Edit User Preferences**

Timesheet format	Standard
Always show client information in expense sheets	Standard In-Out

## Timecard Time & Attendance Edition

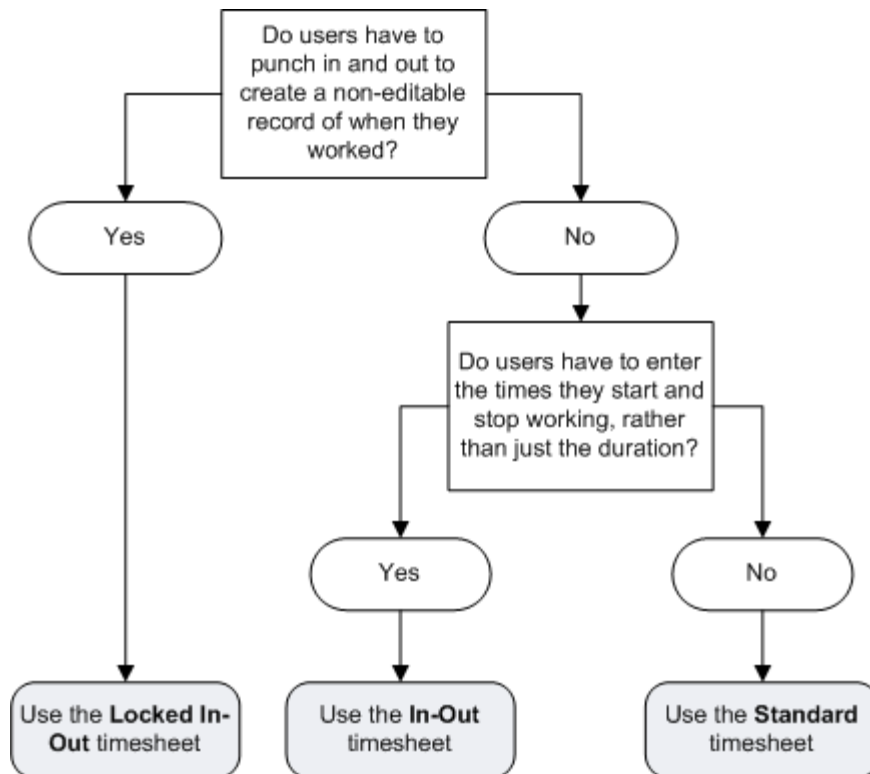
An additional option, time entry through timecard, is available with a Time & Attendance Edition license. If a user is assigned a timecard, they punch in and out when they begin and end work.

However, if you require a non-editable record of time worked, it is recommended that you use the **Locked In-Out** timesheet. By using the **Locked In-Out** timesheet instead of the timecard, the same functionality will be available to users, but approvals, overtime calculations, and more comprehensive reporting will be available to administrators.

 Users can use a timecard and a **Standard** timesheet in conjunction. However, the data entered in timecards is NOT automatically copied to timesheets, nor visa versa.

## Deciding which Time Entry Method to Use

The chart below may assist you in deciding which time entry method best suits your requirements. For more information on each of the time entry methods, refer to [Understanding the Available Time Entry Method](#) on page 25.

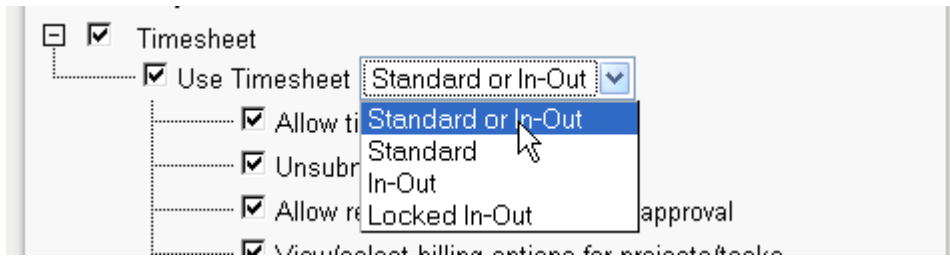


Users can be given the option of using either the **Standard** or **In-Out** timesheet, as explained in [Standard OR In-Out Timesheet](#) on page 26.

## Assigning a Time Entry Method Permission to a User

Each user is assigned a time entry method via their assigned permissions. Different users can be assigned different time entry formats. You should set the desired time entry method when defining these permissions

later in [Chapter 12, Controlling what Users can Access](#) on page 60. Then, you can assign the permission to the appropriate user as explained in [Setting User Options](#) on page 55



## Defining the Period Each Timesheet Covers

Timesheet periods are date ranges that specify the amount of time each timesheet covers and, therefore, how frequently timesheets are submitted.

You can create either:

- A single timesheet period for all users (*System* timesheet period), or
- A different timesheet period for each employee type or department

Timesheet periods can be configured at:

Administration > Timesheet Setup > Timesheet Periods

For each timesheet period you create, you must select:

1. Whether the period will apply to all users (*System*), or will be based on employee types or departments. The “types” of timesheet periods are separated by tabs in the **Timesheet Periods** page.
2. The employee type or department the timesheet period should apply to, if applicable
3. The length of time each timesheet should cover, either:
  - Weekly
  - Bi-weekly
  - Semi-monthly
  - Monthly
  - A weekly period, that adjusts in length to ensure time data for the end of the month is available for payroll processing and/or billing (see [Understanding the Weekly End-of-Month Timesheet Period](#) on page 28)
  - A custom period (see [Understanding the Manual Timesheet Period](#) on page 29)
4. The first day of the timesheet period. For example, a weekly timesheet period can be set to start on Sunday; each user’s timesheet will then span Sunday to Saturday.
5. The date the timesheet period will take effect. When initially setting up the system, this should be set to the first date you wish to start collecting time for, and ideally matches the first day of the period.

In the future, if you want to change the timesheet period, create a timesheet period with an effective date equal to the date you want the new period to be applied. The timesheet period will be applied to all timesheets created after that date.

## Understanding the Weekly End-of-Month Timesheet Period

**Weekly End-of-Month** timesheet periods are intended for those using a monthly payroll or billing cycle, but who want to use weekly timesheet periods to ensure timely data entry. Using this timesheet period type, if a

timesheet spans the end of one month and the beginning of the next, the timesheet will be broken up at the crossover between months. This ensures administrators will receive data for the end of the month without having to wait for a future timesheet to be submitted.

If timesheets start on a Sunday, consider the following timesheet period, which would be created if a **Weekly** period is used.

S	M	T	W	T	F	S
30	31	1	2	3	4	5

Using the **Weekly End-of-Month** timesheet period, adjustments are made as follows:

- The days from the end of the month are added to the previous timesheet.

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31					

- The days from the beginning of the next month are in their own shortened timesheet.

S	M	T	W	T	F	S
		1	2	3	4	5

The above adjustments apply when the week includes 3 or fewer days from the end of the month. Alternately, consider a week that includes 4 or more days from the end of the month, as shown below.

S	M	T	W	T	F	S
28	29	30	31	1	2	3

In this case, the **Weekly End-of-Month** timesheet results in the following:

- The days for the end of the month are in their own shortened timesheet.

S	M	T	W	T	F	S
28	29	30	31			

- The days from the beginning of the next month are added to the next timesheet.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10

## Understanding the Manual Timesheet Period

The **Manual** timesheet period type allows you to create a customized timesheet period with specific start and end dates. A **Manual** timesheet period might be useful if there is a time period where your organization will not follow the standard timesheet period schedule.

Create a **Manual** timesheet period as you would any other timesheet period type. Instead of selecting a day and effective date for the period, you will need to enter start and end dates.

After the first period defined by the start and end dates is completed, timesheets that follow will use the same span of time (until a new timesheet period comes into effect). For example, if you define a manual timesheet period for May 5 to May 7, the subsequent timesheets will be May 8 to May 10, May 11 to May 13, and so on.

## Specifying who Approves Timesheets

You can choose who approves each user's timesheet. More than one approver can be required to approve a timesheet. To specify who approves a timesheet you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the timesheet is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 55.

If you don't require timesheets to be approved, skip the first step.

## Setting Up the Approver Types

Approver types identify the individuals who will be approving timesheets. Specific individuals, such as payroll or billing administrators, can approve timesheets. Alternately, you can choose relative approvers such as each user's supervisor, or a project leader who approves timesheet data for their projects.


Once approver types are created, you can use them to create approval paths for the timesheet to follow. The approver types you define will also be available to add to approval paths for time off bookings and expense sheets.

Approver types are defined at:

Administration > Approval Setup > Approver Types

When adding or editing an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all timesheets for users they supervise
  - Project Leader, who approves all time entered against their project (available in Project & Billing Edition only)
  - External User, who approves all time entered against projects for which they are specified as the **Client/External Approver**, as detailed in [Allowing Clients to Access Project Information](#) on page 78 (available in Project & Billing Edition only)
  - A specific user, who approves all timesheets for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

If you choose a relative approver, the system will automatically determine the appropriate person to forward the timesheet to based on the user and the contents of the timesheet.

3. Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) for more information.

 To prevent delays in the approval process, the system will automatically approve timesheets if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Project Leader** has not been assigned to the project)

When this occurs, <System> is shown in the approval details.

## When to Override an Approver's Permissions

You may choose to override the user's permissions if you want to provide them additional permissions only when approving specific items or specific user's entries. For example, John Smith is a supervisor and has supervisor permissions already set up in his user profile. If you want John Smith to approve all time for his staff, but also approve expenses for everyone in the company, you will need to set up a special approver type specifically for John Smith to do expense approvals. In this case, you will want to override the approver's existing permissions and set up permissions specific to the expense approval. You can achieve this by selecting the **Override approver's existing permissions** check box and selecting the appropriate permissions.

When you override John Smith's permissions, any approval paths using this special approver type will give John Smith the permissions set up for that approver type (his regular permissions will still be in effect for other approval paths that use him as a supervisor).

## Defining the Order of Approval


Approval paths define which approvers will approve a user's timesheet, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Timesheet approval paths can be created at:

Administration > Approval Setup > Approval Paths > Timesheet tab

For each approval path you add or edit, you must specify:

1. The name of the approval path, which is used to identify the path when assigning it to users
2. The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the timesheet to be automatically approved by the system.

3. The order in which the timesheet is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for timesheets. This path will automatically be assigned to all new users that are added in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Setting Timesheet System Preferences

Within the system preferences, you can allow users to enter more than 24 hours in each day of their timesheet. If using the Project & Billing Edition, you can also configure how client and project columns are displayed on the timesheet.

Timesheet system preferences can be configured at:

Administration > System > System Preferences > Timesheet Screen section

## Setting Up Pay Codes for Overtime Time & Attendance Edition

If you are using the system for payroll purposes, you must set up pay codes to define labels and rates for the various levels of pay. Once pay codes are created, you can assign them to various conditions used in overtime calculations. For example, you may choose to have:

- Any time between 40 and 45 hours classified as *Overtime* and paid at 1.5 times the user's normal rate
- Time above 45 hours classified as *Double Time* and paid at 2 times the user's normal rate

As explained in the next section, the overtime rule determines which hours are included in a certain pay level, while the pay code determines the label and multiplier used for those hours. You can also associate pay codes with time off types to specify the rate time off should be paid at, as described in [Defining Pay Codes for Time Off](#) on page 36.

Pay codes are only available with a Time & Attendance license and can be configured at:

Administration > System > Timesheet Setup > Pay Codes


When adding or editing a pay code, you must specify the following:

1. The name of the pay code, which is shown in the timesheet and in payroll reports
2. The code for the pay code, which is available in reports and used when exporting pay data to ADP
3. The multiplier that should be applied to hours associated with the pay code. For example, if the user's **Hourly Payroll Rate** is \$20.00 and the multiplier is 1.5, the user will be paid  $\$20.00 \times 1.5 = \$30.00$  for hours associated with the pay code.

## Specifying the Pay Code to use for Regular Hours

You must have at least one pay code that can be associated with regular working hours. The multiplier for this should be 1.0. The pay code for regular hours can be selected at the top of the **List Pay Codes** page.

## Configuring how Overtime is Calculated Time & Attendance Edition

 If time off will be included in overtime calculations, you should set up time off types before configuring overtime calculations. To set up time off types, see [Defining the Types of Time Off Taken and their Settings](#) on page 37.

If you are using Web TimeSheet to calculate pay, you must set up overtime rules. Overtime hours and pay are automatically calculated based on:

- The hours entered in a user's timesheet
- The overtime rules you define

The number of hours designated as overtime will be displayed on the timesheet and overtime pay will be available in payroll reports.

You can create an unlimited number of overtime rules, but only one can be assigned to a user at any given time.

Overtime rules are only available with a Time & Attendance Edition license and can be configured at:

Administration > Timesheet Setup > Overtime Rules

When adding or editing an overtime rule, you must specify the following:

1. A name for the rule, which will be used to identify the rule when assigning it to users

2. Whether time off hours should be included when calculating overtime, and which time off types specifically
3. The template to use for the rule:
  - The **California Overtime** rule allows you to pay users overtime based on different criteria for straight time, hours, days, weeks and timesheet periods.
  - The **Single Condition Rule** allows you to set up a very simple overtime rule. You can specify the number of hours that will determine whether the user is eligible for overtime pay.
  - The **Bi-Conditional Rule - OR (Apply both conditions)** allows you to set up overtime rules based on multiple criteria that are non-exclusive, so that overtime is paid as long as one condition is met.
  - The **Bi-Conditional Rule - OR (Apply condition that yields the highest pay)** allows you to set up an overtime rule that will determine the most beneficial calculation for the user.
  - The **Bi-Conditional Rule - AND** allows you to set up an overtime rule for multiple criteria that must all be met in order to qualify for overtime.
  - The **Daily Overtime** rule allows you to set up a very simple overtime rule for a particular day. You can assign a rule to all days, holidays, work days, weekly days off, or a particular day of the week.
4. The conditions for each rule, such as:
  - The number of hours above which time will be considered overtime
  - The days it will apply to
  - The pay code to apply to each level of overtime, which is used to label the overtime hours and associate a pay multiplier with those hours

## Defining the Minimum or Maximum Hours that are Required on a Timesheet Time & Attendance Edition


You should create validation rules if you want to ensure a timesheet has a minimum and/or maximum number of hours entered before it can be submitted.

An unlimited number of rules can be created, but you can only assign one rule at a time per user. The conditions within a rule will be applied to the timesheet as "AND" conditions, meaning the conditions work together to narrow the options for valid timesheets.

For example, you might require your employees to work a minimum of eight hours a day for each weekday, but no employee is allowed to work more than 60 hours in a week. To accomplish this, you would set up one rule with two conditions:

- A work day is equal to or greater than eight hours
- A week is less than or equal to 60 hours.

In this situation, all timesheets would have to meet both conditions before they could be submitted.

 Validation rules include time off hours. For example, if a validation rule requires users to enter more than seven hours per day on their timesheet, a user who has taken the day off must account for that time by entering more than seven hours of time off.

Validation rules are only available with a Time & Attendance Edition license and can be set at:

Administration > Timesheet Setup > Validation Rules

When creating a validation rule, you must specify the following:

1. The name of the rule, which will be used to identify the rule when assigning it to users
2. Any number of conditions, and the periods that they apply to:
  - **Day** rules define the hours for a single day at a time.
  - **Week** rules define the hours for seven days from the timesheet period start date. If you have a monthly timesheet, a weekly rule will only be executed if the last day of the week is greater than the first day of the rule.  
For example, if your rule is set to run from January 16th to January 30th, and the timesheet displays the week of January 15 - 21, the rule will apply because the last day of the week is greater than the start date of the rule.
  - **Timesheet Period** rules define the hours for the entire timesheet period. This rule will only be effective if the timesheet end date is less than or equal to the rule end date. For example, if your timesheet period is monthly, and your rule is set to run from January 1st to January 15th, it will be ignored, since it does not include the period end date. If another rule was set to run from January 16th to January 30th, that rule would be applied to the entire timesheet.
3. If using a **Day** period, the days the condition applies to, either work days, weekly days off, or holidays

## Specifying when Timesheets are Due and how Far in Advance Time can be Entered

Due dates determine:

- When timesheets must be submitted for approval
- How quickly timesheets must be approved

End dates determine how many months in advance time can be entered, and can be set separately for each timesheet period type (system, department, employee).

Default values have been set, but they can be changed at:

Administration > Timesheet Setup > Due / End Dates

## Classifying Time Worked using Activities

In the Time & Attendance Edition, activities can be used to categorize time for reporting purposes. You can create a number of activities, assign them to users, and those users can select an activity for each segment of time on their timesheet.

In the Project & Billing Edition, activities are common tasks that are performed across multiple projects. For example, a consulting company may have a set of core functions that must be completed for every project they work on, such as budgeting, design, and testing. Instead of adding these to each and every project they create, the functions can be defined globally as activities. When entering time against a project, users can select a task defined within the project, select an activity, or choose a combination of the two.

Before creating activities, ensure they are enabled in the system preferences at:

Administration > System > System Preferences > Usage section

Once they are enabled, add or edit activities at:

Administration > Timesheet Setup > Activities

📄 While you can assign activities to users here, it is not necessary. You can also assign activities to a user in their user profile.

## Setting Up Custom Timesheet Fields

You should create user defined fields if you want to track information beyond the basic timesheet fields already provided. For example, you may want users to provide status updates on the work they have been doing, or information on the number of customer calls they completed.

User defined fields can be create to record information for either:

- The timesheet as a whole
- Each timesheet row
- Each timesheet cell

User defined fields are configured at:

Administration > Timesheet Setup > User Defined Fields

For each field you create you can specify:

1. Which section of the timesheet the field should apply to, by selecting the appropriate section in the **User Defined Fields** page
2. The name of the field, as it will appear on the timesheet
3. The type of field, as explained in [Types of User Defined Fields Available](#) on page 23
4. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
5. The default value to show when users first enter their time, if any
6. Whether users are required to enter a value


## Displaying a Message on the Timesheet

You can choose to have a message displayed on the timesheet, such as guidelines for entering time or a reminder of due dates. This message is called a “disclaimer”, and can be set at:

Administration > Communications > Disclaimers

When creating a disclaimer, be sure to choose *Timesheet* from the **Type** field. A disclaimer can also be created for approvers by selecting *Approvals*.

This chapter provides information on how to set up the system so time off can be entered and tracked, as explained in [How Time Off Works](#) on page 11. These steps should be completed before adding time off users.

 A Time & Attendance Edition license is required to track time off.

## Items to Set Up before Adding Users or Entering Time Off

### Required

Before adding users and allowing them to enter time off, the following must be configured:

Item to Configure	How they're Used	Page
Pay Codes	Specifies how time off hours are labeled and the pay associated with them	<a href="#">36</a>
Time Off Types	Defines the types of time off taken by users, how that time off can be entered, and default accrual settings for the type	<a href="#">36</a>
System Preferences (Time Off)	Specifies the minimum amount of time off that can be taken and whether balances are displayed in hours or days	<a href="#">37</a>
Approver Types and Approval Path	Defines who approves time off bookings	<a href="#">38</a>

### Optional

You can set up the following time entry features at any time:

Item to Configure	How they're Used	Page
User Defined Fields	To capture additional, custom information in time off bookings and for time off entered directly in timesheets	<a href="#">39</a>

## Defining Pay Codes for Time Off

If you are using Web TimeSheet to determine a user's pay, you should set up pay codes for:

- Paid time off
- Unpaid time off (setting the pay multiplier to 0)

If you are not using the system for payroll purposes, there is a pre-defined pay code for time off that you can use. The pay codes will be shown on the timesheet and in payroll reports and exports.

Pay codes can be defined at:

Administration > Timesheet Setup > Pay Codes

For more information on pay codes, see [Setting Up Pay Codes for Overtime](#) on page 32.

## Defining the Types of Time Off Taken and their Settings

You must create time off types to define the different types of absences that users will take. By creating multiple types:

- Time off can be categorized for reporting purposes
- Accrual and balance settings can be set differently for each type of time off

For each time off type, you can specify default settings for how time off is accrued and when the balance is reset. When adding a user, these defaults will be applied starting at the date any new user is added, but can be overwritten if necessary. If all or the majority of your users follow the same time off policies, it is recommended that you set default accrual and reset values at the system level and then edit the settings at the user level for those users that are the exception.

Time off types can be configured at:

Administration > Time Off Setup > Time Off Types

For each time off type you add or edit, you must specify:

1. The name of the time off type, which users will select when entering time off or reviewing their balance
2. Whether the time off needs to be requested in advance (through a time off booking). If booking is not required, users will still be able to book time off of that type, but they will also be able to enter it in their timesheet.
3. How time off of that type will be tracked, either as the time taken or the time remaining, or not at all. Select **Hours/Days Remaining** if users will be given an allowance for that type of time off. If there are no limits on how much time off of a specific type users can take, select **Hours/Days Taken**.
4. By default, how much time off will be added to (accrued on) the user's balance, and how often. (These default values are used for new users, but you can override them in the user's profile.)
5. By default, whether the user's time off balance should be reset regularly
6. Whether, by default, the user's balance will be limited to a maximum

For more information on how time off accruals and resets work, consult the online help.

## Setting Time Off System Preferences

There are a number of system preferences related to entering and tracking time off. Time off system preferences can be configured at:

Administration > System > System Preferences > Time Off section

In the system preference, you can specify the following:

1. The minimum amount of time off users can take
2. Whether time off balances are displayed in days or hours in timesheets, bookings, calendars, and reports
3. Whether the time off type for other user's bookings is shown in the calendar

## Specifying who Approves Time Off Bookings

If users enter time off through bookings, you can choose who approves each user's bookings. More than one approver can be required to approve a booking. To specify who approves a booking you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the booking is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 55.

If you don't require bookings to be approved, skip the first step.

 Time off entered directly in a timesheet is approved by a timesheet approver. Timesheet approvers were configured in [Specifying who Approves Timesheets](#) on page 30.

## Setting Up the Approvers

Approver types identify the individuals who will be approving time off bookings. Specific individuals, such as payroll administrators, can approve bookings. Alternately, you can choose relative approvers, such as each user's supervisor.


Once approver types are created, you can use them to create approval paths for the booking to follow.

You may have already created approver types for approving timesheets. These existing approver types can also be used for bookings. Additional approver types can be created at:


Administration > Approval Setup > Approver Types

When adding an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all time off bookings for users they supervise
  - A specific user, who approves all time off bookings for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

3. Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) on page 31 for more information.

 To prevent delays in the approval process, the system will automatically approve time off bookings if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Supervisor** has not been assigned to the user).

When this occurs, <System> is shown in the approval details.

## Defining the Order of Approval


Approval paths define which approvers will approve a user's time off bookings, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Time off booking approval paths can be created at:

Administration > Approval Setup > Approval Paths > Time Off Booking tab

When creating an approval path, you must specify:

1. The name of the approval path, which is used to identify the path when assigning it to users
2. The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the time off booking to be automatically approved by the system.

3. The order in which the booking is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for time off bookings. This path will automatically be assigned to all new time off users that are created in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Setting Up Custom Time Off Fields

If you want to track information beyond the basic time off fields already provided, you should set up user defined fields. Then, when users book time off or enter it directly in their timesheet, they can enter values in these fields.

User defined fields are configured at:

Administration > Time Off Setup > User Defined Fields


For each field you create, you can specify:

1. The name of the field, as it will appear on the time off booking or timesheet row
2. The type of field, as detailed in [Types of User Defined Fields Available](#) on page 23
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when users first enter their time off, if any
5. Whether users are required to enter a value

## CHAPTER 8

# Setting Up Expense Sheet Options

This chapter describes the system setup required to enter and track expenses. These steps should also be completed before adding expense users.

 Expense sheets are available only with a valid license for the **Expense** module.

## Items to Set Up before Adding Users or Entering Expenses

### Required

Before users are added and allowed to enter expenses, the following must be configured:

Item to Configure	How they're Used	Page
Tax Codes	To automatically determine the amount of tax paid on an expense amount	<a href="#">41</a>
Expense Codes	To categorize expenses and define which taxes are applied to each type of expense	<a href="#">41</a>
Expense Columns	Determines which fields are available on expense sheets	<a href="#">42</a>
Approver Types and Approval Paths	Defines who approves each expense sheet	<a href="#">43</a>

### Required for Project Costing and Billing

If you have a Project & Billing Edition license and are tracking expenses for project costing or billing, projects must be created before entering expenses, as detailed in [Chapter 13, Creating Clients and Projects](#) on page 72.

### Optional

You can set up the following expense entry features at any time:

Item to Configure	How they're Used	Page
Payment Methods	Required if you want to track how users paid for expenses	<a href="#">44</a>
Due/End Dates	Determines how quickly expense sheets need to be approved (defaults are already in place)	<a href="#">44</a>
User Defined Fields	To capture additional, custom information on the expense sheet	<a href="#">45</a>
Disclaimers	To display a message on the expense sheet to remind users of important information, such as when expenses should be submitted	<a href="#">45</a>

## Defining the Taxes that will be Applied to Expenses

Tax codes define the different taxes applied to expenses incurred for business activities and purchases.

Tax codes can be configured at:

Administration > Expense Setup > Tax Codes

When you creating a tax code, you will be required to provide:

1. A name for the tax, which will be shown on the user's expense sheet
2. The default formula for calculating the tax based on the net amount of the expense (see below)

### Understanding the Tax Formula

Each tax code has a "tax formula" that tells Web TimeSheet how to calculate the tax based on the net amount of the expense. This formula can be edited at the system level or when the tax is applied to an expense code. The formula at the expense code level will apply only to that expense code.

You may create a rated tax (calculates the tax as a percentage of the net amount) or a flat tax (adds a flat amount to the net amount).

When creating your tax formula, use the following operators:

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence
\$Net	Tag for the net amount, which will be used to calculate the tax

#### *Example 1*

The formula for a 7% state sales tax would be entered as  $\$Net*0.07$ .

#### *Example 2*

The formula for a flat tax (such as airport tax) would be entered as  $10.00$ .

When entering the tax formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

## Setting Up the Types of Expenses that will be Incurred

Expense codes define the different costs incurred for business activities and purchases.

Expense codes can be configured at:

Administration > Expense Setup > Expense Codes

When adding or editing an expense code, you must specify:

1. The name of the expense code, which users will select to categorize each expense
2. Whether it is based on an expense rate (e.g., mileage) or a flat amount (e.g., hotel). If the expense code is based on an expense rate, you must enter the appropriate rate and the unit to which that rate applies. For example, if you are entering an expense code for mileage, the rate might be \$.80 per *mile*.
3. The formula to calculate the net (pre-tax) amount based on the total (see [Understanding the Gross to Net Formula](#))
4. The taxes which apply to expenses under that code. For each tax you assign to the expense code, you can use the default tax formula or edit it for this code.

## Understanding the Gross to Net Formula

The “gross to net” formula instructs Web TimeSheet how to calculate backwards from the gross (total expense amount) to the net (pre-tax amount) for an individual expense. Providing this formula will ensure expense amounts are correct, whether the user enters the net or the gross amount for a specific expense.

When entering the gross to net formula, you may enter a simple formula (useful for expenses with only one tax) or a complex, multi-level formula using parentheses to indicate precedence (useful for expenses with more than one tax). The formula may contain the following operators:

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
()	Indicates precedence
\$Gross	Tag for the gross amount, which will be used to calculate the net amount


### Example 1

For a 7% state sales tax, the gross to net formula would be entered as  $\$Gross/1.07$ .

### Example 2

For a 6% sales tax and a flat tax of \$10.00, where the 6% sales tax is applied to the net amount before the flat tax is added, the gross to net formula would be entered as  $(\$Gross-10)/1.06$ .

Parentheses are used to indicate that the 10 dollars should be subtracted from the gross amount before the 6% sales tax is deducted.

 When entering the gross to net formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

## Choosing which Fields are Available on Expense Sheets

The **Expense Columns** page allows you to specify which fields are valid for expense sheets entered by your users. You may want to disable any fields that are not used by your organization to prevent confusion.

Any field selected on this page will be available to the user, however they may be disabled on the expense sheet by default. Users can add the fields to their expense sheet using the **Settings**.

Expense columns can be configured at:

Administration > Expense Setup > Expense Columns

## Specifying who Approves Expense Sheets

You can choose who approves each user's expenses. More than one approver can be required to approve an expense sheet. To specify who approves a expense sheet you must:

1. Create approver types to define who the individual approvers are.
2. Create approval paths to define the order in which the expense sheet is forwarded to the approvers.
3. Assign an approval path to the user, as detailed in [Setting User Options](#) on page 55.

If you do not require expense sheets to be approved, skip the first step.

### Setting Up the Approvers

Approver types identify the individuals who will be approving expense sheets. Specific individuals, such as finance managers, can approve expenses. Alternately, you can choose relative approvers, such as each user's supervisor or project leaders, who approve expense data for their projects.


Once approver types are created, you can use them to create approval paths for the expense sheet to follow.

You may have already created approver types for approving timesheets. These existing approver types can also be used for expense sheets. Additional approver types can be created at:

Administration > Approval Setup > Approver Types


When adding an approver type, you must specify:

1. The name of the approver type, which will be used to identify the approver type when creating approval paths
2. The type of approver:
  - Supervisor, who approves all expense sheets for users they supervise
  - Project Leader, who approves all expense entered against their project (available in Project & Billing Edition only)
  - External User, who approves all expense entered against projects for which they are specified as the **Client/External Approver** as detailed in [Allowing Clients to Access Project Information](#) on page 78 (available in Project & Billing Edition only)
  - A specific user, who approves all expense sheets for all users assigned an approval path containing this approver type. Only users who have been assigned approval permissions will be available for selection.

 If you want a specific user to be an approver and that user does not exist yet, create a placeholder approver type and then edit it once the approver has been created.

If you choose a relative approver, the system will automatically determine the appropriate person to forward the expense sheet to based on the user and the contents of the expense sheet.

3. Whether to override the approver's existing permissions, and which additional permissions to provide them. See [When to Override an Approver's Permissions](#) on page 31 for more information.

 To prevent delays in the approval process, the system will automatically approve expense sheets if:

- Items were submitted before the approver's **Start Date**
- The user associated with an approver type is not specified (for example, a **Project Leader** has not been assigned to the project).

When this occurs, <System> is shown in the approval details.

## Defining the Order of Approval


Approval paths define which approvers will approve a user's expense sheet, and the order in which they will approve it. Separate approval paths are created for timesheets, expenses, and time off bookings.

Expense approval paths can be created at:

Administration > Approval Setup > Approval Paths > Expenses tab

When creating an approval path, you must specify:

1. The name of the approval path, which is used to identify the path when assigning it to users
2. The approver types to include in the path

 A *System* approver type is available for selection. Select this approver if you want the expense sheet to be automatically approved by the system.

3. The order in which the expense sheet is forwarded to the approvers. Approvals can either occur in sequence, or at the same time. To have approvers approve at the same time, set all the approver types to the same level in the approval sequence.

## Setting a Default Approval Path

At the bottom of the **Approval Paths** page, you can set a default approval path for expenses. This path will automatically be assigned to all new expense users that are created in the future. If a small set of users requires a different path, you can change the value when creating their user profile.

## Defining how Expenses will be Paid for

Payment methods are used to specify how expenses were paid. This can help you track, for example, which credit card was used for purchases. However, it is not required that users specify payment methods for expenses.

Payment methods are configured at:

Administration > Expense Setup > Payment Methods

## Specifying how Quickly Expenses must be Approved

Due dates determine:

- How quickly expenses must be approved
- When expense approvals are considered "overdue"

Default due dates are already in place, but these can be modified at:

Administration > Expense Setup > Due / End Dates

## Setting Up Custom Expense Sheet Fields

You should create user defined fields if you want to track information beyond the basic expense sheet fields already provided. Then, when entering their expenses, users can enter a value in each of these fields.

User defined fields are configured at:

Administration > Expense Setup > User Defined Fields

For each field you create you can specify:

1. The name of the field, as it will appear on the expense sheet
2. The type of field, as explained in [Types of User Defined Fields Available](#) on page 23
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when users first view the expense sheet, if any
5. Whether users are required to enter a value

## Displaying a Message on the Expense Sheet

You can choose to have a message displayed on the expense, such as deadlines for when expenses should be submitted each month. This message is called a “disclaimer” and can be set at:

Administration > Communications > Disclaimers

When creating a disclaimer, be sure to choose *Expenses* from the **Type** field. A disclaimer can also be created for approvers by selecting *Approvals*.

## CHAPTER 9

# Setting Up Automated E-mail Reminders

This chapter describes how to set up Web TimeSheet to automatically e-mail users reminders. Users can be sent an e-mail when:

- They begin using the system
- Their timesheet is due or a new timesheet period has started
- Items are waiting for their approval
- Their timesheet, expense sheet, or time off booking has been approved or rejected
- Their task assignments have changed (if they are assigned to projects)

## Items to Set Up to use Automated E-mail Reminders

### Required

Before e-mail reminders are sent out, the following must be configured:

Item to Configure	How they're Used	Page
System Preferences (E-mail Settings)	Specifies the settings for the e-mail server used to send out reminders	<a href="#">46</a>
E-mail Notifications	Defines the reminders that will be used by the system and the contents of the e-mail	<a href="#">47</a>

### Optional

The following additional e-mail features are available for use at any time.

Item to Configure	How they're used	Page
System Preferences (Notifications)	Defines how notifications are handled when submissions or approvals are overdue (defaults are in place)	<a href="#">47</a>
Broadcast	To send one-off messages to all users or a specific department	<a href="#">47</a>

## Entering E-mail Server Settings

If you are using the self-hosted version of Web TimeSheet, you must specify details of the e-mail server that will be used to send e-mails to users. The e-mail server will also be used to send and receive offline timesheets or expense sheets.

E-mail server settings can be configured at:

Administration > Communications > E-mail Settings

You can specify the following settings:

1. The address for the Web TimeSheet e-mail account

2. Details of the incoming mail server (required if offline timesheets or expenses sheets will be used; see [How Offline Timesheets Work](#) on page 10 for more information)
3. Details of the outgoing mail server, including any SMTP authentication settings
4. How often (in hours) the system should try to re-send e-mails after failure

## Testing your E-mail Server Setup

To ensure your e-mail server settings are entered correctly:

1. Send a broadcast message (see [Setting System Preferences for Notifications of Overdue Items](#) on page 47).
2. Review the `RTServer.log` file on the Web TimeSheet server, typically located at `C:\Program Files\Replicon Inc\Web TimeSheet\APP`.

## Customizing E-mail Notifications

Web TimeSheet provides a set of e-mail notifications to remind users to complete their responsibilities. There are two types of e-mail notifications:

- Single notifications, which remind a user about a specific timesheet, booking, or expense sheet (e.g. "Jane Avery's timesheet is waiting for approval.")
- Batch notifications, which inform supervisors and project leaders which group of users are delinquent in completing a task (e.g. "The following user's timesheets are waiting for approval.")

E-mail notifications can be configured at:

Administration > Communications > E-mail Notifications

Each e-mail notification can be customized to fit your organization's needs. You can choose:

1. Whether the notification is enabled to be sent to users (notifications can also be enabled/disabled for individual users in their profile)
2. The e-mail address that will receive users' replies to the notification
3. The text that appears in the **Subject** line of the e-mail
4. The contents of the e-mail, which you can edit or add to as you wish. Tags are available to provide information specific to the timesheet, time off booking, or expense sheet the e-mail pertains to. For example, to include the timesheet approver's name in the "Timesheet is waiting for approval" e-mail notification, ensure the `$APPROVERNAME` tag is included in the body of the e-mail.
5. If applicable, when the e-mail should be sent. It is recommended that you set e-mails to be sent early in the morning, when the e-mail server is not being highly used.

## Setting System Preferences for Notifications of Overdue Items

You can change how the system handles re-sending notifications when approvals or submissions are overdue.

These preferences can be configured at:

Administration > System > System Preferences > Notification section

You can specify the following settings:

1. Whether e-mail reminders should be sent everyday when submissions or approvals are overdue
2. Whether those notifications should be sent on the user's typical non-working days

## Sending Special Messages

You may broadcast one-off e-mail messages to any or all users in your system. Broadcasting messages is an effective way to notify users of system upgrades, timesheet changes, project updates, or news about your organization.

When broadcasting a message, you can choose which department to send it to and whether to include sub-departments. The message will be sent immediately.

Broadcast messages can be sent at:

Administration > Communications > Broadcast

## CHAPTER 10

# Setting General System Options

This chapter provides information on the general system options you should configure before you add users and projects.

## Items to Set Up before Adding Users and Projects

### Required

Before adding users and projects, you must configure the following:

Item to Configure	How they're Used	Page
Holidays	Defines the holidays that users take, which will be excluded from time off calculations and shown in timesheets and calendars	<a href="#">49</a>
Currencies	To allow pay and billing rates, costs, and expenses to be entered in multiple currencies	<a href="#">50</a>
System Preferences (Security)	Defines the security options used by the system	<a href="#">51</a>
System Preferences (Usage, Reports, Web Addresses, Feedback)	Specifies general system-wide settings	<a href="#">51</a>
DCAA Compliance	To track changes for DCAA auditing, if using the Project & Billing Edition	<a href="#">51</a>

### Optional

The following system options can be set at any time:

Item to Configure	How they're Used	Page
Themes	To customize the look and feel of the system	<a href="#">52</a>

## Defining the Holidays that Users Take

Holiday calendars are sets of holidays taken by users. These dates are highlighted in timesheets and calendars. Any holidays are ignored in time off calculations – that is they are not considered “time taken” because the user would not have worked that day.

Holiday calendars can be configured at:

Administration > Timesheet Setup > Holidays


For each holiday calendar, you must specify:

1. The name of the holiday calendar, which will be displayed when assigning calendars to users
2. The name and dates of holidays that occur in the calendar

3. The icon to display for the holiday in the user's timesheets and calendars

## Customizing the List of Holiday Icons

Web TimeSheet provides a large number of holiday icons; however you may add more icons if you are using the self-hosted version of Web TimeSheet. Icons cannot be added if you are using the Replicon-hosted version of Web TimeSheet.

 Holiday icons must be .gif or .jpg images, and no larger than 16 by 16 pixels.

To add icons:

1. Go to the folder where you installed Web TimeSheet on your server.
2. Place the icon files in the `html\common\icons\holidays` folder.
3. Restart the Web TimeSheet service to see your new icons available when adding or editing holidays.

## Setting Up Currencies

Web TimeSheet provides support for multiple currencies. Items such as expenses, payroll rates, hourly costs, and billing rates all have a currency associated with them.


USD is the default currency and acts as the base for the exchange rates of additional currencies defined in the system; however you can choose any currency to be the default. To assist with accounting tasks, reports can be configured to show data in both the original currency and the base currency.

Currencies can be defined at:

Administration > System > Currencies


When adding or editing a currency, you must specify:

1. The name of the currency
2. The symbol, to be shown with currency values. The symbol can be an actual symbol (\$) and/or an abbreviation (CAD).

 If you are using Web TimeSheet for Oracle, currency symbols such as £ are not recognized by Oracle due to a difference in character representation. For these currencies, it is recommended that you use an alphabetical abbreviation (e.g., EUR).

3. The rate of exchange between the new currency and your base currency

If the exchange rate changes in the future, you can add a new exchange rate and set it to be effective the date of the change.

 It is recommended that you create a process for handling manual exchange rate updates, because Replicon does not connect to an external currency system to obtain updates.

## Changing the Base Currency from US Dollars

The base currency is the main currency used by your organization for financial transactions. This is the currency in which all costs are calculated, and the currency to which foreign currency amounts are converted.

Web TimeSheet comes with a default base currency of *US Dollars*. You can choose another base currency at the bottom of the **Currencies** page.

## Setting Security Options

Web TimeSheet includes a number of options to help keep your Web TimeSheet data secure. Security system preferences can be set at:

Administration > System > System Preferences > Security section

These security options include:

1. Whether alternate login verification options should be enabled, including Windows NT/Active Directory (self-hosted installations only) or SAML-based authentication. (For information on using Integrated Windows Authentication instead, see the [Web TimeSheet Installation Guide](#).)
2. Settings to improve users' password strength
3. Whether to automatically check for Web TimeSheet updates

## Setting System-Wide Preferences

There are a few system preferences that apply to the system as a whole. These can be configured at:

Administration > System > System Preferences

In the **Usage** section, you can configure:

1. Whether users are selected using a drop-down list or a pop-up dialog box. If you expect to have more than 100 users in the system, the pop-up is recommended.

In the **Reports** section, you can choose:

1. Whether reports are automatically generated when accessed, or if the user has to click a button to generate the report, after setting filter options and settings
2. A network location users can install Microsoft Office Web Components (OWC) from. OWC is required to use pivot reports.

In the **Web Addresses** section, you can set options for:

1. The web address to send users to after they logout, such as your company's intranet home page
2. The web address for Web TimeSheet

In the **Feedback** section, you can configure:

1. Whether anonymous usage statistics are sent to Replicon

## Additional System Preferences

Information on setting other system preferences is discussed in the related chapters:

- [Setting Timesheet System Preferences](#) on page 31
- [Setting Time Off System Preferences](#) on page 37
- [Setting System Preferences for Users](#) on page 53
- [Setting System Preferences for Projects](#) on page 72

## Enabling DCAA Compliance Project & Billing Edition

You should enable DCAA compliance if you want Web TimeSheet to meet the requirements of the Defense Contract Audit Agency (DCAA) for automated timekeeping systems. DCAA compliance also provides additional controls that will allow your organization to enforce business policies associated with DCAA, such as notifying employees when they have new jobs.

DCAA compliance is only available with a Project & Billing Edition license, and can be set at:

Administration > System > System Preferences > DCAA Compliance tab

Along with fields for enabling DCAA compliance, this page shows you information on system options associated with DCAA compliance. For each option, it shows:

- The setting required for DCAA compliance
- The current setting

## Customizing the Look and Feel of the System

Using themes, you can customize how Web TimeSheet looks. The selected theme will be displayed for all users accessing the system.

Themes can be changed or created at:

Administration > System > Themes

For each theme you create or edit, you can specify:

1. The background and text colors for menus, headings, and forms
2. The style of buttons to use
3. The style of icons to show in the top menu
4. The logo to display in the theme, if using a self-hosted installation. (Custom logos can be uploaded at the **Manage Custom Logos** page.)

## CHAPTER 11

# Adding Users

This chapter provides information on final steps to complete before adding users, and then how to create users so they can begin entering time, time off, and expenses.

## Items to Set Up before Adding Users

Before users are added, the following must be configured:

Item to Configure	How they're Used	Page
System Preferences (Employees)	Defines default values and formulas to assist you in creating users faster	<a href="#">53</a>
Default User Preferences	Specifies the default preferences for each new user	<a href="#">53</a>
User Defined Fields	To capture additional, custom information for each user	<a href="#">54</a>

## Setting System Preferences for Users

In the **System Preferences**, you can specify default values for a number of fields, so these values will be selected automatically when you add a new user. You can also specify formulas so user fields will be automatically filled out.

User-based system preferences and defaults can be set at:

Administration > System > System Preferences > Employees section

In this section, you can configure:

1. The default number of hours per day
2. The default work week, used for overtime calculations (Time & Attendance Edition only)
3. The default time zone
4. The formula to use for login names. If you specify a formula, the **Login Name** field will automatically be filled in when you enter a user's first and last name.
5. The formula to use for e-mail addresses. If your company's e-mail addresses follow a consistent formula, such as *firstname.lastname@company.com*, you can specify this formula here to have the **Internal E-mail Address** field automatically filled out.
6. The default weekly days off
7. The default holiday calendar

## Setting Default User Preferences

User preferences define the system-side, default display settings for Web TimeSheet users. Users can change their preferences from the default by selecting **Settings** from the top menu.

You can change the default preferences at:

Administration > Users/Departments > User Preferences.

- It is recommended that you choose 20 records be displayed on each page and, if applicable, 50 tasks be listed in the task drop-down list.

## Setting Up Custom Fields for User Profiles

You should create user defined fields if you want to track information beyond the basic user profile fields already provided. For example, you may want to enter a user's job title.

User defined fields can be created at:

Administration > Users/Departments > User Defined Fields

For each field you create you can specify:

1. The name of the field, as it will appear in the user's profile
2. The type of field, as explained in [Types of User Defined Fields Available](#) on page 23
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when adding a new user, if any
5. Whether you are required to enter a value

## Checking Previously-Configured Items

If you followed the order of this guide, the following items have already been set up. If any of these haven't been set up, it is recommended that you configure them before adding users. This will allow you to add users without interruption.

Item to Configure	Edition	Required if...	Page
Departments	Both	Always required	<a href="#">23</a>
Employee Types	Both	Timesheet periods depend on the user	<a href="#">23</a>
Approver Types and Approval Paths	Both	Always required	<a href="#">30</a>
Overtime Rules	Time & Attendance	You are using the system for payroll purposes	<a href="#">32</a>
Validation Rules	Time & Attendance	You are using the system to track attendance or payroll	<a href="#">33</a>
Activities	Both	You want users to track time against activities	<a href="#">34</a>
Time Off Types	Time & Attendance	You are using the system to track time off	<a href="#">37</a>
E-mail Notifications	Both	You want to customize the contents of e-mail reminders sent to users	<a href="#">47</a>

Item to Configure	Edition	Required if...	Page
Holiday Calendars	Both	You are using the system to track time off, or you want holidays to show up in timesheets	<a href="#">49</a>
Currencies	Both	Hourly pay, cost, billing rates, or expenses will be entered in multiple currencies	<a href="#">50</a>
System Preferences	Both	You want to use Windows NT, Active Directory, or SAML authentication	<a href="#">51</a>
Permissions	Both	Always required	<a href="#">60</a>

Once you have configured the above items, you can add users.

## Adding Users

To provide an employee or other person access to Web TimeSheet, you must add them as a user.

Supervisors should be created before adding other users. Begin with the highest position and work your way down through each level of your hierarchical structure. Creating the higher positions first will allow you to immediately assign the appropriate supervisor to each subordinate user.

Users can be added at:

Administration > Users/Departments > Users

If you have many users to add, you can add them en masse as explained in [Adding Multiple Users at Once](#) on page 58.

## Standard versus External Users Project & Billing Edition

The Project & Billing Edition includes two types of users: **Users** and **External Users**. Standard users and external users are added and edited under different tabs in the **List Users** page.

Typically, a user is created as a standard user if they are an employee of the company and, depending on their assigned permissions, may be required to enter time and expenses, manage projects, or run reports.

External users are typically external to the organization and, as a result, are much more limited in their access. External users are often created for those users who are required to approve time information and review report data on behalf of a client.

Standard and external users each have their own user name, password, and profile but external users do not have as many additional options as standard users. For example, supervisors, timesheet periods, and activities are not set for external users.

Unless a distinction is required, the term **User** is used for both standard and external users.

## Setting User Options

In the section at the top of the **Add User** page, you must specify the user's:

1. First and last name
2. E-mail addresses (specify the external address if the user will be using offline timesheets or expense sheets)

Additional options are organized into tabs, as detailed below.

## Access Tab


In the **Access** tab, you must specify:

1. The user's login credentials (see below)
2. The departments (primary and additional) the user resides in  
The **Primary Department** is used to determine which **Timesheet Period** applies to the user, if **Timesheet Period Type** is set to **Department** for the user. Additionally, Web TimeSheet will only consider the user's **Primary Department** when reporting on historical data.
3. The license seats to assign to the user
4. The permission profiles to assign to the user


### *Setting a User's Login Credentials*

The **Login** section specifies the credentials the user uses to log in to Web TimeSheet. Configure this section as follows:

1. If available, choose the **Authentication Type** for the user, if applicable
  - **Web TimeSheet**  
Choose this option if the user is using a login name and password specific to Web TimeSheet.
  - **Windows NT/Active Directory Domain**  
Choose this option if the user is using their Windows NT or Active Directory login name and password to log in to Web TimeSheet.
  - **SAML**  
Choose this option if the user is using SAML authentication.


 Web TimeSheet supports Integrated Windows Authentication, which allows users to bypass the login page using their Windows credentials. For more information on enabling Integrated Windows Authentication for all users, see the [Web TimeSheet Installation Guide](#).

2. Enter or modify the user's **Login Name**, as follows:
  - If the user is using a login name and password specific to Web TimeSheet, enter any login name that has not already been used in the system.
  - If the user is using Windows NT authentication or Integrated Windows Authentication is enabled, enter their Windows login name.
  - If the user is using Active Directory authentication, enter their userPrincipalName or sAMAccountName, as defined in the Active Directory system.
  - If the user is using SAML authentication, enter their SAML login name.

 Web TimeSheet uses the value entered in the **Login Name** field to determine whether Windows NT or Active Directory authentication is being used. If you enter a name that includes a domain, such as `sally@company.com`, Web TimeSheet will assume that Active Directory authentication is being used. In this case, the **Domain** field will automatically be filled based on the login name entered.

3. Enter or modify the user's **Password** or **Domain**, as follows:

- If the user is using a login name and password specific to Web TimeSheet, enter the password for the user. Depending on the **System Preferences**, there may be requirements for the number and type of characters in the password.

 When editing an existing user, the user's password will appear as a blank field. This is for security purposes and does not mean you have to enter a new password.

- If the user is using Windows NT authentication, enter the Windows NT domain the user is defined in.
- If the user is using Active Directory authentication, edit the Active Directory domain the user is defined in, if necessary.
- If the user is using SAML authentication, there is nothing to enter.
- If Integrated Windows Authentication is enabled, enter a dummy value.

## Advanced Tab

In the **Advanced** tab, you must specify:

1. General user settings, including their supervisor and hourly payroll rate
2. The approval paths for the user's timesheets, expense sheets, and time off bookings
3. Values for any user defined fields you created
4. Which activities the user can select on their timesheet, if applicable
5. Other miscellaneous user settings such as which overtime and validation rules to apply to the user's timesheet

The sections that follow provide information on some of these options.

### *Assigning a Timesheet Period to a User*

By default, users will be assigned the *System* timesheet period. If you choose to create periods based on employee types or departments, when adding users you must specify their employee type/department and the type of timesheet period to use in their timesheets. For example, consider a timesheet period created for the employee type *Full-time Salaried*. When adding a user who requires this timesheet period, you would set the following:

- **Employee Type** to *Full-time Salaried*
- **Timesheet Period** to *Employee Type*

### *Assigning Rules and a Work Week to a User*

You can assign an overtime rule and a validation rule to a user so that those rules will be applied to their timesheet.

While you can only apply one of each rule at any given time, you can apply different rules at different times by entering an effective date for each rule assignment. For example, you can assign:

- *OTRule1* effective January 1, 2008
- *OTRule2* effective January 1, 2009


Any time entered for dates between January 1, 2008 and December 31, 2008 will use *OTRule1*. Time entered for January 1, 2009 or after will use *OTRule2*.

In addition to assigning an overtime rule, you must specify the work week that should be used to calculate overtime. For example, weekly overtime can be calculated using hours from Sunday through to Saturday, or hours from Monday to Sunday.

## Time Off Tab Time & Attendance Edition

With a Time & Attendance seat, the **Time Off** tab lists each of the time off types available in the system. For each type, there may already be settings in place, based on the defaults you set at the system level. You can keep these defaults or edit them. For each type, you must specify:

1. Which time off types the user is allowed to enter time off against
2. A starting balance for each type
3. How often time off should be added to (accrued on) their balance
4. Whether their balance should regularly reset

 If you know a user will have additional accruals available to them in the future, you can specify these new settings now by adding an new row for that type and setting the **Effective Date** to the date the new settings will come into effect.

## E-mail Tab

Choose which e-mail notifications the user should receive in the **E-mail Notifications** tab.

### *Understanding the System Error/Warning e-mail notification*

The **System Error/Warning** e-mail notification is a system e-mail that notifies the user:

- When a problem has occurred in Web TimeSheet (for example, timesheets are waiting for approval by a user whose login is disabled).
- When a license is due to expire or has expired.
- If an update to Web TimeSheet is available, if automatic notification is enabled.

You should enable this notification only for yourself and other administrators.

## Adding Multiple Users at Once

The **Quick Add** button allows you to add multiple users at once. You need to enter only the most basic user specific information (e.g., **Last Name, Login Name, Password**) for Web TimeSheet to create individual profiles. The more specific information (e.g., access rights) is based either on system defaults or another user profile (you choose), both of which can be edited later on a user-by-user basis or en masse.

If you choose to apply the user's supervisor from the **Quick Add** page, you should create all supervisors before adding the other users.

The fields displayed on the **Quick Add** page can be customized to fit your needs by selecting the **Settings** button. If you want to base certain fields on another user's profile (or use the system defaults), do not display them on the **Quick Add** page. For example, you may wish to copy the supervisor or hours per day on another user rather than enter them here. To achieve this, you must not display them on this page.

## Understanding how License Seats are Assigned when using Quick Add

Users added via **Quick Add**:

- That are based on an existing user will be assigned the same seats as the user on whom they are based
- That are **not** based on an existing user will be assigned seats as follows:
  - If there are Time & Attendance seats available, a Time & Attendance seat will be assigned (regardless of what other seats are available)

- If there are only Project & Billing seats, a Project & Billing seat will be assigned.

If no seat licenses are available, users will still be added, but with disabled status, and no seats will be assigned to them.

# Controlling what Users can Access

This chapter provides information on setting up permission profiles to define the data and features users can access.

## Understanding Permission Profiles

Permissions profiles are sets of individual enabled permissions. You can create multiple permission profiles and then assign them to users.

## Methods for Setting Up Permission Profiles

When designing permission profiles, you can either:

- Create a permission profile with ALL of the permissions a certain type of user will need, and then assign that single profile to those users
- Create multiple permission profiles and assign combinations of these profiles to users, for an additive effect. For example, you can create a profile for using timesheets and a profile for booking time off. If you assign both these profiles to a user, the user will be able to use timesheets and book time off.

You can also create a profile template, and base new profiles on that template. This works well if users share a number of permissions, but require small changes to their permission sets.

## How Permission Profiles Work with License Seats

The features users have access to depends on both their assigned permissions and their license seats. For example, a user may be assigned a permission to enter expenses. However, if the user does not have a seat for the **Expense** module, they will not be able to enter expenses.

## External User Permissions Project & Billing Edition

If you are using the Project & Billing Edition, you can create external users to provide those outside your organization access to Web TimeSheet. Only limited permissions are available to external users. As a result, separate permission profiles are created for external users, under the **External Users** tab of the **Permissions** page.

The permissions available to external users are limited to:

- Approval functions
- Access to run reports
- Visibility to project details

They cannot enter time, time off, or expenses. External users are discussed further at [Standard versus External Users](#) on page 55.

## Setting Up Permission Profiles

Permission profiles can be configured at:

Administration > Users/Departments > Permissions

For each profile you add or edit, you must specify:

1. If using the Project & Billing Edition, whether the profile is for standard or external users. This is done by selecting the appropriate tab in the **Permissions** page.
2. The name of the profile, which will be used when assigning it to users
3. Whether the profile is based on an template
4. The permissions enabled within the profile

Individual permissions can be accessed by expanding or collapsing the appropriate section.

## Understanding Individual Permissions

Each permission profile contains individual permissions, which are enabled or disabled.

### System Permissions

System permissions are divided into sections based on the Web TimeSheet menu with which they are associated. If any permission is enabled within the section, that menu item will be accessible for users assigned the profile.

### Administration Permissions

Action	Description
Set Up Timesheet Periods	Create and maintain timesheet periods
Send Broadcast Messages	Send e-mail messages from Web TimeSheet to specific departments or all users
Add/Edit Disclaimers	Create and maintain disclaimers that will be displayed on approval pages, timesheets, and expense sheets
Mark Expenses as Paid	Mark expense sheets as "paid" from the <b>Historical Expenses</b> page. Only entire expense sheets can be marked as <b>paid</b> (no individual expense entries). <i>Requires <b>Expense</b> license.</i>
Mark Expenses as Not Paid	Mark expense sheets as "not paid" from the <b>Historical Expenses</b> page. Only entire expense sheets can be marked as <b>not paid</b> (no individual expense entries). <i>Requires <b>Expense</b> license.</i>
Modify Preferences	Modify the settings for: <ul style="list-style-type: none"> <li>• <b>System Preferences</b></li> <li>• <b>Due/End Dates</b></li> <li>• <b>Themes</b></li> <li>• <b>Custom Logos</b></li> <li>• Default <b>User Preferences</b></li> </ul>
Override Validation on Historical Timesheets (Submit)	When submitting timesheets from <b>Historical Timesheets</b> page, provides the ability to override any validation rules applied to the timesheet. <i>Requires <b>Time &amp; Attendance</b> license.</i>

Action	Description
Override Validation on Historical Timesheets (Submit)	When submitting timesheets from <b>Historical Timesheets</b> page, provides the ability to override any validation rules applied to the timesheet. <i>Requires Time &amp; Attendance license.</i>
Historical Time Off	Submit, approve, reject, edit, and/or delete time off bookings from the <b>List Historical Time Off Bookings</b> page. <i>Requires Time &amp; Attendance license.</i>
Historical Timesheets	Submit, re-open, approve, reject, edit, and/or delete timesheets – as well as send offline timesheets to selected users – from the <b>Historical Timesheets</b> page.  If a user also uses timecards (Time & Attendance Edition only), whether or not you can view and edit their timecards when accessing historical timesheets is determined by the <b>Timecard Admin</b> permission.
Historical Expenses	Submit, re-open, approve, reject, edit, and/or delete expense sheets from the <b>Historical Expenses</b> page. <i>Requires Expense license.</i>
Activities	View (list), edit, add, and/or delete activities, if enabled in the <b>System Preferences</b>
Approval Paths	View (list), edit, add, and/or delete approval paths
Approver Types	View (list), edit, add, and/or delete approver types
Business Rules	View (list), edit, add, and/or delete overtime and validation rules. <i>Requires Time &amp; Attendance license.</i>
Currencies	View (list), edit, add, and/or delete currencies
Departments	View (list), edit, add, and/or delete departments
E-mail Notifications	View (list) and/or edit e-mail notifications
Employee Types	View (list), edit, add, and/or delete employee types
Expense Codes	View (list), edit, add, and/or delete expense codes. <i>Requires Expense license.</i>
Holidays	View (list), edit, add, and/or delete holiday calendars.
Payment Methods	View (list), edit, add, and/or delete payment methods. <i>Requires Expense license.</i>
Permissions	View (list), edit, add, and/or delete permissions
System/License Info	View (list), edit, add, and/or delete system license keys and related license information. Allows users to backup SQL Server databases using the backup utility. License key management and database backup are not available in Replicon-hosted implementations.
Tax Codes	View (list), edit, add, and/or delete tax codes. <i>Requires Expense license.</i>
Themes and Custom Logos	View (list), edit, add, and/or delete themes and custom logos
Time Off Types	View (list), edit, add, and/or delete time off types. <i>Requires Time &amp; Attendance license.</i>
User Defined Fields	View (list), edit and/or delete user defined fields

Action	Description
Users	View (list), edit, add, and/or delete users
Business Rules	View and/or edit users' overtime and validation rules. <i>Requires Time &amp; Attendance license.</i>
Access Rights	View and/or edit which permission profiles are assigned to users
Activities	View and/or edit which activities are allowed for users, if enabled in the <b>System Preferences</b>
Advanced Settings	View and/or edit advanced user information, such as their supervisor, hours per day, and holiday calendar
Approval Paths	View and/or edit users' approval paths
Default Billing Rate	View and/or edit users' default billing rates. <i>Requires Project &amp; Billing license.</i>
Departments	View and/or edit users' departments
E-mail Notifications	View and/or edit users' e-mail notifications
Hourly Payroll	View and/or edit users' hourly payroll rates. <i>Requires Time &amp; Attendance license.</i>
Hourly Cost	View and/or edit users' hourly cost rates. <i>Requires Project &amp; Billing license.</i>
Login	View, edit, and/or add users' login name and password/domain
Seat Assignments	View and/or edit users' seat assignments
Time Off Settings	View and/or edit users' time off settings. <i>Requires Time &amp; Attendance license.</i>

## Project Permissions Project & Billing Edition

Action	Description
Client/External Approver	Can be assigned as a representative/approver for projects associated with the client. Client approvers can approve timesheets in which time is entered against the client's projects (client approver sees only the lines containing their projects).
Project Leader	Can be assigned as a project leader and can approve timesheets in which time is entered against the project leader's projects.
Add/Delete Project Notes	View, add, and delete project notes
Productivity	Access to features for tracking productivity based on billable hours targets
Edit User Productivity	Ability to set billing targets for users
Productivity Preferences	Access to set preferences related to productivity, including whether productivity graphs are shown on users' timesheets and the productivity target range

Action	Description
Edit Productivity Data Generation Settings	Edit how often productivity data is regenerated, or choose to regenerate data immediately
View Company Productivity	View summarized productivity information for the entire company
View Department Productivity	View productivity information by department
View User Productivity	View productivity information by user
Clients	View (list), edit, add, and/or delete clients
Roles	View (list), edit, add, and/or delete roles at the global level (role rates can be overridden at the project level)
All Projects	View and/or delete any project in the system
Assignments/Team	View and/or edit task-level assignments and the project team for any project in the system
Expenses	View and/or edit available expenses for any project in the system. <i>Requires <b>Expense</b> license.</i>
Project Information	View and/or edit basic project information for any project in the system
Rates	View and/or edit billing rates for any project in the system
Roles	View and/or edit roles from for any project in the system
Task Information	View and/or edit the tasks from for any project in the system
Project Leader's Projects	View and/or delete projects for which user is the project leader
Assignments/Team	View and/or edit task-level assignments and the project team for any projects for which user is the project leader
Expenses	View and/or edit available expenses for any projects for which user is the project leader. <i>Requires <b>Expense</b> license.</i>
Project Information	View and/or edit basic project information for any projects for which user is the project leader
Rates	View and/or edit billing rates for any projects for which user is the project leader
Roles	View and/or edit roles from for any projects for which user is the project leader
Task Information	View and/or edit the tasks for any projects for which user is the project leader

## Timesheet Permissions

Action	Description
Use Timesheet	<p>Enter time against using the selected formats:</p> <ul style="list-style-type: none"> <li> <b>Standard or In-Out</b>            Allows users to choose either the <b>Standard</b> or <b>In-Out</b> timesheet format within their preferences.         </li> <li> <b>Standard</b>            Users enter the duration of time worked. All of the days within the timesheet period are shown on one page.         </li> <li> <b>In-Out</b>            Users enter the time they begin work and then enter either the end time or the duration. The times or duration can be edited.         </li> <li> <b>Locked In-Out</b>            Users punch in and out to set the time they start and end work. The times cannot be edited by the user and the duration is automatically calculated.         </li> </ul> <p>For more on each of the timesheet formats, see <a href="#">Selecting a Time Entry Method</a> on page 25.</p> <p>If more than one permission with the <b>Use Timesheet</b> action is assigned to a user, the <b>Locked In-Out</b> format takes precedence over other timesheet formats. For example, if one permission allows for <b>In-Out</b> timesheets and another allows for <b>Locked In-Out</b> timesheets, when a user is assigned both permissions, they will only be provided the <b>Locked In-Out</b> format.</p>
Allow time to be entered	Enter working time in the timesheet
Enter time against time off types not requiring booking	Add time off rows to the timesheet and enter time against time off types not requiring booking. <i>Requires Time &amp; Attendance license.</i>
Unsubmit timesheet	Use the <b>Unsubmit</b> button to retrieve a submitted timesheet before it has been approved.
Allow reopen of timesheet after approval	Use the <b>Reopen</b> button to retrieve a timesheet after it has been approved.
View/select billing options for projects/tasks	View the <b>Billing</b> column in the timesheet and select from the list of available billing options. <i>Requires Project &amp; Billing license.</i>
Allow overlapping time for In-Out timesheet	Enter overlapping times when using the <b>In-Out</b> timesheet format
Allow copying from previous timesheets	Copy timesheet data from the last saved timesheet
Show task progress in timesheet	View project/task progress bars (includes hours completed, total estimated hours, and percentage complete) in the timesheet. <i>Requires Project &amp; Billing license.</i>

Action	Description
Allow blank timesheet comments	Allow users to submit their timesheets without entering comments for each time cell. To make timesheet comments mandatory, make sure this check box is NOT selected.
Allow blank resubmission comments	Allow users to resubmit their timesheets (after the timesheet has been unsubmitted, rejected, or re-opened) without entering a reason for the resubmission. To make resubmission comments mandatory, make sure this check box is NOT selected.
Show Summary of Time by Pay Code	Allow users to see the breakdown of their timesheet hours by pay code. <i>Requires Time &amp; Attendance license.</i>
Timesheet Hours User Defined Field #x	Show the <i>Timesheet (Hour Level)</i> user defined field of the number indicated (see the <b>User Defined Fields</b> page to determine which field corresponds to each number). One permission for each hour-level user defined field.
Timesheet Row User Defined Field #x	Show the <i>Timesheet (Row Level)</i> user defined field of the number indicated (see the <b>User Defined Fields</b> page to determine which field corresponds to each number). One permission for each row-level user defined field.
Timesheet User Defined Field #x	Show the <i>Entire Timesheet</i> user defined field of the number indicated (see the <b>User Defined Fields</b> page to determine which field corresponds to each number). One permission for each timesheet user defined field.
Holiday Calendar	View the list of statutory (civic) holidays from the <b>Timesheet</b> menu
Allow entry of arbitrary e-mail address for Offline TimeSheet	Enter an e-mail address when requesting offline timesheets
Use the Stopwatch	Use the <b>Stopwatch</b> feature to track precise time spent working on projects/tasks. Not available when using the <b>Locked In-Out</b> timesheet format.
Show Activities in Timesheet	Display the <b>Activity</b> column in the timesheet so the user can enter time against their assigned activities, if enabled in the <b>System Preferences</b>


## Timecard Permissions Time & Attendance Edition

Action	Description
Use Timecard	Punch in and out using a timecard. Edit the comments associated with an entry and view past timecards. If the user also uses a timesheet, timecards can be viewed from within the timesheet, along with a comparison of timesheet and timecard hours.
Use Timecard Dashboard	Access the timecard dashboard to view which timecard users are currently punched in and which are punched out.
Timecard Admin	Access timecards from the <b>Timecard Admin</b> page. Depending on the enabled options, allows the user to add, edit, or delete individual timecard entries and add or delete whole timecards.  If the user also has permission to access <b>Historical Timesheets</b> , when the user views a timesheet from that page, they can view and edit timecards for that timesheet period as well.

## Time Off Permissions Time & Attendance Edition

Action	Description
View calendar	View the time off calendar, which displays the user's bookings and timesheet-entered time off
Display other user's approved bookings	Show other users approved bookings in the calendar
Allow export to Outlook	Allow users to export approved bookings from the calendar to Microsoft Outlook 2003 or 2007. The bookings can then be viewed in the Outlook Calendar.
Allow use of iCal feed	Allow users to set up an iCal feed to show the calendar contents in an iCal application
Submit time off bookings	Submit time off bookings
Edit/delete future time off bookings	Edit and delete bookings that haven't started yet (scheduled for tomorrow or later)

## Expense Permissions

 Expense permissions are only available with a valid license for the **Expense** module.

Action	Description
Enter Expenses	Enter expenses incurred. In the Project & Billing Edition, you can also specify whether users can (or must) associate a project to any expenses they enter.
Override exchange rates	Override the default exchange rates for expenses in currencies other than base currency
Override amount for rated expenses	Override the calculated amount for expenses based on a rate (e.g., mileage)
Unsubmit expense sheet	Use the <b>Unsubmit</b> button to retrieve a submitted expense sheet before it has been approved
Allow entry of arbitrary e-mail address for Offline Expense	Enter an e-mail address when requesting offline expense sheets

## Approval Permissions

Action	Description
Supervisor	Can be assigned as supervisor to individual users and, if included in the approval path, approve items for those users
Show task progress in timesheets awaiting approval	View project/task progress bars (includes hours completed, total estimated hours, and percentage complete) in the timesheets submitted for approval. <i>Requires Project &amp; Billing license.</i>

Action	Description
Allow blank rejection Comments	Allow approvers to reject users' timesheets without entering a reason for the rejection. To make rejection comments mandatory, make sure this check box is NOT selected.
View timecards from timesheet	Before approving a timesheet, the approver can view the user's timecards for that timesheet period. Only applies if the user submitting the timesheet uses timecards. <i>Requires a Time &amp; Attendance Edition license.</i>
Edit timecard entries from timesheet	Before approving a timesheet, the approver can add, edit, or delete entries in the user's timecards for that timesheet period. Only applies if the user submitting the timesheet uses timecards. <i>Requires a Time &amp; Attendance Edition license.</i>
Timesheet Time Information	Approve, edit, and/or view all time rows (as opposed to time off rows) in timesheets submitted to this approver. In the Project & Billing Edition, <b>View All</b> allows the approver to view all rows, regardless of whether the rows are associated with the approver's projects. Granting a user this permission will allow that user to be included when setting up approver types and approval paths.
Timesheet Time Off	Approve, edit, and/or view all time off entered directly in timesheets submitted to this approver. <i>Requires a Time &amp; Attendance Edition license.</i> Granting a user this permission will allow that user to be included when setting up approver types and approval paths.
Expenses	Approve, edit, and/or view all expenses for expense sheets submitted to this approver. <b>View All</b> allows the approver to view all expenses, regardless of whether the expenses apply to the approver's projects. <i>Requires Expense license.</i> Granting a user this permission will allow that user to be included when setting up approver types and approval paths.
Time Off Booking	Approve time off bookings submitted to this approver. <i>Requires a Time &amp; Attendance Edition license.</i> Granting a user this permission will allow that user to be included when setting up approver types and approval paths.

## Integration Permissions

Within the **Integration** section, the following general permissions are provided. There are also individual permissions for each of the exports existing in the system. These permissions control whether the user has access to run the exports.

Action	Description
Can authorize integration applications	<p>Enable/disable the connection from external integrations to Web TimeSheet. This includes:</p> <ul style="list-style-type: none"> <li>• Web TimeSheet Billing Integration for QuickBooks</li> <li>• Web TimeSheet Integration Manager for Microsoft Project</li> <li>• Web Resource</li> </ul> <p>To perform updates via the external integration managers, the connection must be enabled.</p>
Billing Integration for QuickBooks	Allows user to download the installer for the Web TimeSheet Billing Integration for QuickBooks module, which allows the user to transfer data to and from QuickBooks. <i>Requires Project &amp; Billing Edition license.</i>
Integration Manager for Microsoft Project	Allows user to download the Web TimeSheet Integration Manager for Microsoft Project. <i>Requires Project &amp; Billing Edition license.</i>
Integrate with Microsoft Project Standard/Professional	Allows access to the installer for the integration manager designed for Microsoft Project Standard/Professional. <i>Requires Project &amp; Billing Edition license.</i>
Integrate with Microsoft Project Server	Allows access to the installer for the integration manager designed for Microsoft Project Server. <i>Requires Project &amp; Billing Edition license.</i>
Override permissions to allow exporting of all data in Web TimeSheet	<p>Override the user's existing permissions for the purpose of exporting data from Web TimeSheet to Microsoft Project.</p> <p>For example, if the user has the ability to edit only his own projects in Web TimeSheet, enabling this action will allow the user to export data for all projects in the system via the integration manager. <i>Requires Project &amp; Billing Edition license.</i></p>
Override permissions to allow importing of all data in Web TimeSheet	<p>Override the user's existing permissions for the purpose of importing data into Web TimeSheet from Microsoft Project.</p> <p>This means that if a user has the ability to edit only his own projects in Web TimeSheet, granting the user this action will allow him to update any projects in the system via the integration manager. <i>Requires Project &amp; Billing Edition license.</i></p>
Data Exports	Access to data export capabilities. If enabled, enables all sub-permissions.

Action	Description
Add Public Exports	The user can: <ul style="list-style-type: none"> <li>• Create new exports using templates, and save them as exports that anyone with the appropriate permission profiles can access. The profiles for which the export will be enabled are specified when adding it.</li> <li>• When the <b>Edit Export Settings</b> permission is also enabled, customize existing exports and, if desired, save the customizations as new exports that anyone with the appropriate permission profiles can access.</li> </ul>
Delete Public Exports	Delete public exports
Add/Delete Private Exports	The user can customize existing exports and save the customizations as new exports that only the user can access. The user can also delete any private exports accessible to them.
Edit Export Settings	The user can edit the export, which changes how the export data is displayed for that user alone. If the <b>Add Public Exports</b> option is also enabled, the user can also edit the export for all users. By disabling this permission, the user cannot edit which fields are shown in a export, thus controlling who has access to sensitive data such as financial information.
QuickBooks IIF Exports	Provides access to the exports for QuickBooks. <i>Requires Time &amp; Attendance Edition license.</i>

## Settings Permissions

Action	Description
Preferences	Access and change user-specific preferences, such as date and time formats
Change Internal E-mail Address	Change the user's internal e-mail address (the address that receives Web TimeSheet e-mail notifications)
Change External E-mail Address	Change the user's external e-mail address, which is used for offline timesheets and expense sheets
Change Password	Change the login password. Does not apply to users using Integrated Windows, Windows NT, Active Directory, or SAML-based authentication.
Substitute User	Add, edit, and delete substitute users to enter and approve items on the user's behalf

## Report Permissions


The **Reports** tab allows you to grant access to report features. These permissions are available under the heading **Reports**.

There are also individual permissions for each of the reports existing in the system, organized by the report folders. These permissions control whether the user has access to run the reports.

Action	Description
Can View All Report Data	<p>If this option is enabled in a permission profile, for any reports enabled within the same permission profile, the report shows data at the <i>All Report Data</i> access level. This means all applicable data is available, except for being limited by the user's department assignments when hierarchy filtering is enabled.</p> <p>For users with this permission, this level of access will also apply to any private reports created directly from a template. (Private reports created by saving an existing report will inherit the access level applied to the existing report.)</p>
Allow Entry of arbitrary e-mail address for reports	Send e-mail versions of reports to addresses other than the user's external or internal address. When enabled, the <b>Other</b> e-mail address field displays on the <b>E-mail Report</b> pop-up window and in the <b>Add/Edit Report Schedule</b> page.
Add/Delete Report Schedules	Add, edit, and delete report schedules for automatically generating and e-mailing reports. Each user will only be able to view, edit, and delete schedules that they "own" (schedules that they created).
Add Public Report	<p>The user can:</p> <ul style="list-style-type: none"> <li>• Create new reports using report templates, and save them as reports that anyone with the appropriate permissions can access. The permissions for which the report will be enabled are specified when adding the report.</li> <li>• When the <b>Edit Report Settings</b> permission is also enabled, customize existing reports and, if desired, save the customizations as new reports that anyone with the appropriate permissions can access</li> <li>• Add and edit folders used to organize the reports</li> </ul>
Delete Public Report	Delete public reports. When enabled, the user can also delete the folders used to organize the reports.
Add/Delete Private Report	The user can customize existing reports and save the customizations as new reports that only the user can access. The user can also delete any private reports accessible to them.
Edit Report Settings	The user can edit the report, which changes how the report data is displayed for that user alone. If the <b>Add Public Reports</b> option is also enabled, the user can also edit the report for all users. By disabling this permission, the user cannot edit which fields are shown in a report, thus controlling who has access to sensitive data such as financial information.

If you are using Web TimeSheet to track project costs or bill clients, before users begin entering time or expenses you must set up the projects people are currently working on. You can do this yourself, or you can provide project managers the permissions to add/edit projects.

This chapter provides information on final steps to take before entering clients and projects, and how to set up projects once you are ready.

 Tracking time and expenses against projects requires a Project & Billing Edition license. If you are using the Time & Attendance Edition, you can allocate time using activities, as explained in [Classifying Time Worked using Activities](#) on page 34.

## Items to Set Up before Creating Clients and Projects

Before creating projects, you must configure the following:

Item to Configure	How they're Used	Page
System Preferences (Usage/Projects)	Specifies if Web TimeSheet will be used for billing, whether hours and costs are rolled up to parent tasks, and whether multiple clients can be associated with a project	<a href="#">72</a>
Roles	Required if clients are billed based on the type of work done	<a href="#">73</a>
User Defined Fields	Required if you want to capture additional, custom information for projects or clients	<a href="#">74</a>
Productivity	Specifies the billable targets and preferences used to determine productivity	<a href="#">74</a>

Once you have set up these items and have added all your users, you can add:

1. Clients, as outlined in [Setting up your Clients](#) on page 75
2. Projects, as detailed in [Adding Projects](#) on page 75

## Setting System Preferences for Projects

Within the **System Preferences** page, you can configure options for projects. Project-related system preferences can be configured at:

Administration > System Preferences

In the **Usage** section of the page, the following can be set:

1. Whether Web TimeSheet will be used to track billing information. If enabled, you will be able to associate billing rates with time and users will be able to designate expenses as billable.

In the **Projects** section of the page, the following can be configured:

1. Whether hours and costs for parent tasks should be calculated automatically by summing values from child tasks.

This option is recommended if you organize projects in such a way that only the lowest level tasks are available for users to enter time in their timesheets. When this option is not enabled, estimated hours and cost can be manually entered at any level of the hierarchy, meaning that no automatic calculations will occur.

2. Whether multiple clients can be assigned to one project, and how costs will be shared between those clients (see [Understanding Cost Allocation and Bucket Method](#) on page 73)

If you wish, both methods can be enabled and you can choose which method to use on a project-by-project basis.

## Understanding Cost Allocation and Bucket Method

If multiple clients can be assigned one project, you must choose how costs will be shared between those clients:

- **Cost allocation**

Clients will each be billed a percentage of the total billing costs. For example, if Client A is assigned 50%, they will be charged for half of the time and expenses for the project.

- **Bucket method**

The bucket method allows you to use the same project name with multiple clients. Users will select the client to bill within the timesheet.

For example, if you have a number of projects that perform similar functions, such as *Design*, you can use the project name *Design* with a multiple clients. Project costs in this case go into a 'bucket' instead of being allocated between the multiple clients. One of the benefits of this feature is that it eliminates the requirement that similar projects be given unique names for different clients.

## Defining Billing Rates based on the Work being Done

If you are using Web TimeSheet to bill clients, and the billing rate depends on the type of work being done, you must create roles.

Once you have created the roles, they are assigned to projects and then, individually to project team members. Those team members can select the role on their timesheet to indicate that the work done was under that role. That time will be billed at the rate associated with that role.

Roles can be defined at:

Projects > Setup > Roles/Rates

For each role, you must specify:

1. The name of the role, which will be shown in projects and timesheets
2. The default billing rate to associate with the role

## Understanding Roles

The following scenarios provide some examples of how you might implement roles.

### *Scenario 1*

You are the project leader for a web design project. You and the client have agreed that all time for the project will be charged at a rate based on the action/function fulfilled by team members. This project will require fulfillment of the following functions at the specified rates:

- Project Management - \$125.00/ hour
- Web Site Design - \$70.00/hour

- Graphic Design - \$50.00/hour

### *Scenario 2*

You are a project leader at a large manufacturing company that completes many interdepartmental projects. Because each project team usually consists of an entire department, charges are incurred based on each team member's level of expertise. To simplify interdepartmental billing, your company has categorized employees as follows:

- Junior Level - \$75.00/hour
- Intermediate Level - \$100/hour
- Senior Level - \$150/hour

## Setting up Custom Fields for Projects or Clients

User defined fields are custom fields you can create to track information beyond the basic fields already provided. You can create custom fields for projects/tasks or for clients. For example, you may want to identify which phase each project is in, or capture a billing address for each client.

Project user defined fields are configured at:

Administration > Timesheet Setup > User Defined Fields > Project/Task tab

Client user defined fields can be defined at:

Administration > Timesheet Setup > User Defined Fields > Client tab

For each field you create you can specify:

1. The name of the field, as it will appear for the project or client
2. The type of field, as described in [Types of User Defined Fields Available](#) on page 23
3. Restrictions on the values entered, such as minimum or maximum values or the maximum length of the field. The available restrictions depend on the type of field.
4. The default value to show when users first create a project or client, if any
5. Whether users are required to enter a value

## Setting Productivity Targets and Preferences

You can use Web TimeSheet to measure the productivity of users against billable hours targets you set. Productivity is tracked at the user, department, project, and company level and each user can view their productivity on their timesheet.

Enter each user's yearly or monthly billable targets at:


Projects > Productivity > Productivity Targets

Set preferences for productivity calculations at:

Projects > Productivity > Preferences

In this page, you can specify:

1. Whether productivity charts are shown on users' timesheets
2. Whether only approved hours are included in productivity calculations
3. The productivity level at which, in the charts, users are considered to be meeting their targets

You can also configure how often productivity data is generated at: Projects > Productivity > Monthly >  icon

## Setting up your Clients

Clients are customers of your organization to whom you bill time or costs for projects. Clients can be external customers or departments within your organization. Projects can be set up with multiple clients, either for cost allocation on a percentage basis, or to allow the same project name with multiple clients, as described in [Understanding Cost Allocation and Bucket Method](#) on page 73.

You should define your clients before setting up projects to eliminate the need to go back and assign the projects to the appropriate client.

Clients can be configured at:

Projects > Clients

For each client you create, you can specify:

1. The name of the client
2. A code for the client, which can help save space in timesheets and reports
3. The default billing rate for the client (any projects created for this client will be set to use this rate by default)
4. Any custom fields you created for clients

## Adding Projects

A project is a framework (structure) used to organize workgroup tasks. Projects identify the body of work to be completed by a team within your organization. Projects can have multiple levels and complexities, depending on the needs of your organization.

Projects can be added at:

Projects > Projects

Follow these steps to add a project:


1. Create the project, including entering the basic project details and assigning clients.
2. If tracking time for billing purposes, set the rates to bill time at.
3. Specify who will work on the project.
4. Define the tasks within the project.
5. Specify which expenses can be claimed under the project.

If your projects follow a similar structure and settings, you can create a template project and add projects using the template, as described at [Adding Projects using a Template](#) on page 77.

## Creating the Project

When creating the project, you must specify:

1. The name of the project
2. The project code, which can be used to save space in timesheets and reports
3. If hierarchy filtering is enabled, the **Department** the project will be visible to.

 When adding a project, you can only select one department for which to make the project visible. Once you have added the project, open it for editing and select additional departments.

4. The client(s) associated with the project and how costs will be shared. See [Understanding Cost Allocation and Bucket Method](#) on page 73 for information on selecting multiple clients.
5. If using Web TimeSheet for billing, the default billing rate for the project.

Once the project is added, you can edit it to set the billing rates, project team, task structure, and allow expenses.

## Setting Billing Rates

The amount that an employee's time is billed out at is based on the number of hours the employee enters on their timesheet and the rate associated with that time. Rates can be based on:

- The project being worked on
- The user
- Their department
- The type of work being done

The rates associated with a particular user are set when defining the project team. However, before that, in the **Billing Rates** section, you should:


1. Adjust the project billing required, if required.
2. Choose whether any roles will be used in the project, using the **Assign Roles** button.

## Specifying who will Work on the Project

Once the appropriate roles are selected for billing, you can complete the following in the **Project Team** section:

1. Choose which users can enter time and expenses against the project, using the **Edit** button.

When adding users, you can choose:


- All users
  - A department, so all users within that department are assigned to the project
  - Specific users
2. Set the billing rates to apply to hours entered by that project team member, by selecting the  icon next to the team member's name. For each team member, you can:
    - Assign new rate types, such as:
      - A department rate specific to that department
      - A user rate specific to that user
      - Role ratesIf you select multiple rate types for a team member, they will choose the appropriate rate when filling out their timesheets.
    - Edit the rates associated with each rate type

## Defining the Task Structure

Once the project team is set up, you can define the task structure of the project. Projects can contain up to ten hierarchical levels and all tasks in the project hierarchy inherit their billing rates, team members, and expenses from the parent project.

To add tasks:

1. Select the **Edit** button in the **Project Structure** section.

2. Use the  icon to add a sub-task.

For each task you add, you can specify:

1. The task name and code
2. The estimated hours and costs associated with the task.

If your organization uses project/task roll-up, the task estimates may be automatically calculated based on the estimates for any subsequent tasks.

3. The values for any user defined fields you created
4. When users can enter time against the task
5. Whether users can enter time against the task.

If you are using project/task roll-up, it is recommended that you only allow time entry for the lowest level tasks.

6. If using Web TimeSheet for billing, whether billable or non-billable time, or both, can be entered against the task.

This same information can be set for the highest-level task (the project). The following additional fields can be set for the project:

1. The client/external approver that should be involved in approving time and expenses for this project (see [Including Clients as Approvers](#) on page 79)
2. Whether the project leader is required to approve time and expenses for this project (for users whose approval path includes the project leader)
3. When users can enter expenses against the project, if an **Expense** license is present
4. The estimated expenses associated with the project, if an **Expense** license is present

## Changing Task Assignments

By default, all members of the project team are allowed to enter time against each task defined in the project. However, within the **Assignments** section of each task, you may:

- Prevent some team members from entering time against that task alone
- Allow users outside of the project team to enter time against the task


## Specifying which Expenses can be Claimed

In the **Allowed Expenses** section, you can specify which types of expenses can be claimed under this project.

## Adding Projects using a Template

If you need to create a project with the same characteristics as an existing project, you can use the **Based On** feature to save yourself time when setting up the new project. The **Based On** feature copies all of the following information from an existing project to a new project:

- **Billing Rates** (all rates except the default billing rate for the project)
- **Project Team** (all associated rates except the default project rate)

 If hierarchy filtering is enabled, all team members (individuals, departments, or <All>) are copied to the new project regardless of their department. For team members outside of the user's department, if the assignment is removed from the project team, it will no longer be available for selection on that project.

- **Project Structure** (tasks)
- **Project/Task Assignments**
- **Allowed Expenses**
- **Project Information** (excluding that listed below)

Project data that is NOT copied includes:

- **Project Name**
- **Project Code**
- **Project Leader**
- **Client** and cost allocation method
- **Default Billing Rate**
- **Client/External Approver**
- **Project/Task**-type user defined fields
- **Time Entry Start Date** and **Time Entry End Date**
- **Expense Incur Start Date** and **Expense Incur End Date**

When you copy a project, the status of the new project will be *Open* (at the highest level), regardless of whether the existing project has been closed. In other words, if you copy a new project from an existing project that has been closed, the new project will still be open. The status of the tasks, however, will be copied directly from the existing project.

## Managing Projects

Once you have created some initial projects, users can begin entering time and expenses against them. As new projects arise, you or project leaders can add them, and users can then select them on their timesheet.

The sections below provide information on working with projects after they are created. Additional information is provided in [Chapter 15, Reporting on and Exporting the Data](#) on page 83.

## Changing Multiple Projects at Once

If you need to make a change to multiple projects, you can use the **Mass Edit** functionality. With **Mass Edit**, you can:

- Edit the basic settings, including estimates, start and end dates, and allowed expenses, for multiple projects at once. For example, you may want to change the Project Leader on a number of projects if a new project manager is hired and he takes over some existing projects.
- Edit details of tasks from multiple projects
- Edit the rates associated with existing rate type assignments for team members, across multiple projects
- Add a new user to the team of multiple projects
- Assign a new rate type, and the associated rate, to an existing team member, across multiple projects

For more information on using **Mass Edit**, see the online help.

## Allowing Clients to Access Project Information

Clients can be provided access to Web TimeSheet to:

- View report data for their projects

- Approve time and expenses entered against their projects
- View project team information for their projects

## Providing Clients Access

A representative from each client can be provided access to Web TimeSheet by adding them as an external user. Each external user is associated with a client, and you can create more than one external user for each client, if multiple representatives want access to the system.

To add external users:

1. Define the permissions provided to external users, as detailed in [External User Permissions](#) on page 60.
2. Create the external users, as explained in [Standard versus External Users](#) on page 55.

## Including Clients as Approvers

Once client representatives are set up as external users, they can be included in the approval path for timesheets or expenses, as follows:

1. Ensure the external user's permissions include the **Client/External Approver** option.
2. Set the client's representative as the **Client/External Approver** for the project.
3. Creating an approver type, with **External User** selected as the approver. (This may already exist.)
4. Add the **External User** approver type to timesheet and/or expense sheet approval paths, as desired.
5. Assign these approval paths to users, if new approval paths were created. If the approver type was added to existing paths, the path will automatically be updated to include the client the next time a timesheet/expense sheet is submitted.

Only time or expenses for that client's projects will be forwarded to the client's representative for approval. If data for other projects is included in the timesheet or expense sheet, this data will not be visible to the client.

## Posting Notes for Projects

You can use project notes to post notes about a specific project, such as updates on how the project is progressing. Other users can then review the notes to find information that pertains to their projects.

Project notes are available at:

Projects > Project Notes

# Administering Timesheets, Time Off Bookings, and Expenses


As the administrator, you can manage any timesheets, time off bookings, and expense sheets that have been saved in the system, including submitting, approving, rejecting, opening/closing, editing and deleting them.

## Administering Timesheets

Timesheets can be administered at:

Administration > Shortcuts > Historical Timesheets

Within this page, you can:

- View the details of current and past timesheets, by selecting the  icon next to the timesheet
- Edit a timesheet that has been submitted, by selecting the **Edit** button within the timesheet
- Submit, approve, or reject multiple timesheets at once, by checking the boxes for the appropriate timesheets and clicking the **Submit**, **Approve**, or **Reject** button
- Delete one or more timesheets from the system, by checking the boxes for the appropriate timesheets and clicking the **Delete** button
- Send an offline timesheet to a user who is away from the office, by checking the boxes for the appropriate timesheets and clicking the **Offline** button

## Changing a Timesheet once it has been Approved

If a user needs to make a change to a timesheet after it has been approved, you will need to re-open the timesheet using the **Re-open** button within the **Historical Timesheets** page.

Once the timesheet is re-opened, the user will be able to edit it from the **Timesheet** section of Web TimeSheet and then re-submit it. The timesheet will go through the full approval process.

Alternately, you can make the changes and approve the timesheet, all through the **Historical Timesheets** page.

## Applying System Changes to an Approved Timesheet

On occasion you may find errors in administrative values entered in the system. You can correct the values, but approved timesheets are considered “closed” and, therefore, use the system settings in place at the time the timesheet was last modified. This includes:

- Overtime calculations
- Validation rules
- Billing rate types assigned to a user's time entry

For example, a timesheet may have been submitted with overtime calculated as any time above 40 hours. If the overtime rule is changed to only include time over 45 hours, any existing approved timesheets will not be updated.

To apply the new value to an approved timesheet:

1. Re-open the timesheet.

2. Submit and/or approve the timesheet. (If you are going to approve the timesheet, you can select **Approve** directly, without selecting **Submit** first.)


To apply the new values to a timesheet that hasn't been fully approved, have an approver edit the timesheet. The values will be updated to reflect changes in the system.

## Administering Time Off Bookings

Time off bookings can be managed at:

Administration > Shortcuts > Historical Time Off

Within this section, you can:

- View the details of or edit submitted, approved, and rejected bookings, by selecting the  icon next to the booking
- Approve, reject, or delete multiple bookings at once, by selecting the appropriate bookings and clicking the necessary button
- Submit a booking on behalf of a user, by clicking the **Add** button

## Reviewing a User's Time Off Balance

If you need to verify user's time off balance, run the **Time Off Balance** report, which will provide an overview of the time taken and remaining to the user for each time off type.


If you require further information on how the time off balance was calculated, use the **Time Off History** report. This report provides details on each change to the balance.

## Administering Expenses

Expenses can be administered at:

Administration > Shortcuts > Historical Expenses

Within this section, you can:

- View the details of current and past expense sheets, by selecting the  icon next to the expense sheet
- Edit an expense sheet that has been submitted, by selecting the **Edit** button within the expense sheet
- Submit, approve, or reject multiple expense sheets at once, by checking the box for the appropriate expense sheets and clicking the **Submit**, **Approve**, or **Reject** button
- Delete one or more expense sheets from the system, by checking the box for the appropriate expense sheets and clicking the **Delete** button
- Send an offline expense sheet to a user who is away from the office, by checking the boxes for the appropriate expense sheets and clicking the **Offline** button
- Mark expenses as "paid" once reimbursements have been made, by checking the box for each expense sheet and clicking the **Paid** button

## Changing an Expense Sheet once it has been Approved

If a user needs to make a change to a expense sheet after it has been approved, you will need to re-open the expense sheet using the **Re-open** button within the **Historical Expenses** page.

Once the expense sheet is re-opened, the user will be able to edit it from the **Expenses** section of Web TimeSheet and then re-submit it. The expense sheet will go through the full approval process.

Alternately, you can make the changes and approve the expenses, all through the **Historical Expenses** page.

## Applying System Changes to an Approved Expense Sheet

On occasion you may find errors in administrative values entered in the system. You can correct the values, but approved expense sheets are considered “closed” and, therefore, use the system settings in place at the time the expense sheet was last modified

To apply the new value to an approved expense sheet:

1. Re-open the expense sheet.
2. Submit and/or approve the expense sheet. (If you are going to approve the expense sheet, you can select **Approve** directly, without selecting **Submit** first.)

To apply the new values to a expense sheet that hasn't been fully approved, have an approver edit the expense sheet. The values will be updated to reflect changes in the system.

# Reporting on and Exporting the Data

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Once users begin entering data, you and other managers can make use of this data by generating reports and exporting the data.

## Reporting on Data

Web TimeSheet allows you to create highly-customized reports to assist with tracking and management of time, time off, expenses, users, and projects. When running reports, users with the appropriate permissions can:

- Choose the fields to include in the report
- Set filters to limit the data in the report
- Group and summarize the data
- Sort any of the columns within the report
- Save the report and its current settings as a private report for their own use, or as a public report accessible to everyone with permission to view the original report
- E-mail or export the report in CSV or PDF formats
- Create a schedule to automatically e-mail the report at regular intervals

## Setting up Reports for Users

A number of default reports have been installed with Web TimeSheet. When setting up the system, you can either:

- Create and customize these default reports to meet your organization's requirement, and limit users to using those reports
- Allow users to create their own reports

Whether or not users can create reports is defined by their assigned permissions. If you wish, you can allow some users to create new reports and restrict others to existing reports.

## Choosing which Template to Use for New Reports

If you wish to add new reports for users, you will need to choose a template to act as a starting point for the report. The Web TimeSheet **Reports Field Matrix**, available in the online help, provides a list of fields available in each of the report templates. This matrix can be helpful in determine which template to choose.

## How Report Data is Affected by Hierarchy Filtering and a User's Permissions

The data available to you in a report depends on, not only the filter settings, but whether hierarchy filtering is enabled and your permissions and profile. For example, a supervisor will only see data for the user's they supervise in the **User Detail** report. See the online help for further details.

## Local versus Global Editing

Once a public report is created, any changes made to the "settings" available within the report will only be saved to that user's local version of the report.

However, if a user has the **Add Public Reports** permission and edits the report itself, any changes will apply across the system; all users will see the changes when they run the report. Additionally, any changes users have made to their local settings will be overwritten when the report is edited globally. If the user's permissions do not include **Add Public Reports**, changes made to a report will only apply to their local version.

## Displaying a Custom Logo in Reports

If you want to send reports outside of your organization, you may want to add your company logo to the reports before sending them. You can upload and set the logo to display in reports at:

Administration > System > Manage Custom Logos

## Exporting Data

Within Web TimeSheet, you can export Web TimeSheet data via a generic CSV file. This can be done using any of the text reports, or with the raw data exports available in the **Integrations** section.

Once the CSV file is created, you can import the file into another application, specifying how fields should be mapped between the CSV file and the application.

## Reporting and Exporting in the Project & Billing Edition

Once users begin entering time and expenses, in the Project & Billing Edition you can use the data to:

- Track project costs
- Bill clients, including using QuickBooks for billing
- Manage projects in Microsoft Project
- Send project updates to manager or clients

## Tracking Project Costs

Web TimeSheet tracks project costs, based on the user's hourly cost rate and the hours they worked on the project. You can run reports, such as the **Project Status Summary** report, to compare the costs against estimates.

## Billing Clients

Once users have entered time and expenses against projects, you can run reports to determine the amount to bill to clients. You can also export data, either reports or raw data exports, and then import them into a billing system.

## Billing using QuickBooks

If you are using Intuit QuickBooks, you can use the Web TimeSheet Billing Integration for QuickBooks to transfer time and expenses to QuickBooks, and then create invoices in QuickBooks.

The integration module can be installed from:

Integrations > Modules > QuickBooks

See the [Web TimeSheet Billing Integration for QuickBooks User Guide](#) for more information on using this module.

## Managing Projects in Microsoft Project

The Web TimeSheet Integration Manager for Microsoft Project is a Windows-based application designed to transfer project data to and from Microsoft Project. You can manage your projects in Microsoft Project and transfer time from Web TimeSheet to track actuals.

Two integration managers are available, one for Microsoft Project Standard or Professional and one for Microsoft Project Server. Both are provided with Web TimeSheet Project & Billing Edition and can be installed from:

Integrations > Modules > Microsoft Project Std/Pro


Integrations > Modules > Microsoft Project Server

See the [Web TimeSheet Integration Manager for Microsoft Project User Guides](#) for more information on using these modules.

## Sending Project Updates

You can use reports to send regular updates to management or clients. Create a report containing the information you wish to and then add a schedule for that report. Based on the schedule, the report will be automatically e-mailed to the recipients you choose, at the schedule you set. The report can be e-mailed in PDF or CSV format.

Report schedules can be created at:

Reports > Manage Reports >  icon

## Reporting and Exporting in the Time & Attendance Edition

In the Time & Attendance Edition, you can use the data users enter to:

- Export data to QuickBooks
- Export pay data to ADP

### Exporting Data to QuickBooks

Web TimeSheet allows you to export time, time off, and expense data using the QuickBooks .iif file format. The file can then be imported in Intuit QuickBooks and the data can be used to pay employees for time and expenses.

The QuickBooks export can be found at:

Integrations > QuickBooks Export

For information on using the QuickBooks exports, consult the online help.

### Exporting Pay Data to ADP

Once users enter time and/or time off, you can export the data to ADP for payroll purposes. Additionally, if users make any changes to their time entries, the system will automatically determine the differences. When you export the time data again, you can choose to export only the changes.

The ADP exports can be found at:

Integrations > List Exports

Two default exports are available in this list, each configured to support a specific version of ADP:

- ADP Web Applications

- PC/Payroll version 5.1

To export the data:

1. Choose the appropriate export
2. Edit the export settings, including:
  - Which fields to include in the export
  - The name of the file to generate
  - The BatchID for the export (see below)
  - ADP-specific values, such as the Company Code used to identify your organization
  - Pay code mappings
  - Indicating which Web TimeSheet fields map to which ADP fields
3. Export the file
4. Import the file into ADP

## Using the BatchID Auto-Increment

Records exported together are marked with a BatchID, which is used by ADP to mark a “batch” of records. The BatchID can be automatically incremented for each export, and you can set the starting value at:

Administration > System > System Preferences > Exports section

## Integrating with Other Applications

Replicon can create a custom-made integration for just about any external application, including (but not limited to):

- ADP
- Oracle PeopleSoft
- Oracle JD Edwards
- MYOB
- Ceridian
- SAP

For more information on custom integrations, contact Replicon Customer Support.

# Maintaining the System

## Managing Seats

When you purchase Web TimeSheet, you purchase a number of seats. Each seat provides one user access to the features related to that seat. For example, if a user is entering time against projects, they must be assigned a Project & Billing Edition seat.

### Determining how many Seats are Available

You can determine how many seats are unused at:

Administration > Replicon > Licensing > Seat Assignments tab

### Adding Seats

If your company grows, you may need to add seats to support the additional users. To add seats:

1. Contact Replicon's Sales department and purchase additional seats.
2. Wait for a Replicon representative to send you an updated license file.
3. Save the new license file to a known location, such as your **Desktop**.
4. Use the updated license file to replace your existing file at:

Administration > Replicon > Licensing > License File tab

### Assigning Seats

You can assign seats in:

- The **Seat Assignments** tab of the **Licensing** section
- Each user's profile

### Determining which Version you are Using

When you contact Support or Sales, you may need to tell them which version of Web TimeSheet you are using. This information can be found at:

Administration > Replicon > Licensing

The major version is shown in the **Version** field. The **Build** field shows the detailed version number, indicating which service release is installed.

### Reviewing the Status of your License

If you are using a standard (non-hosted) installation, the **License Keys** tab is used to manage the licenses required to access Web TimeSheet. You can view summary information for your existing license keys, add new license keys, or delete license keys at:

Administration > Replicon > Licensing > License File tab

The summary information for each license key includes:

- **Application**  
Module is the name of the Web TimeSheet edition or module for which the license key grants access.
- **Licensed Seats**  
This is the number of seats included in the license.
- **License Expiry**  
The license expiry is the date the license key will expire. You will be notified before a license key expires to allow you plenty of time to obtain a new key. If you allow a license key to expire, the seats associated with that key will be unavailable until you have a valid key.
- **Build Period**  
The build period is a period during which you may install new builds against the license key. For example, if you have a Web TimeSheet license key with a build period of January 1 - December 31, the key will be valid for any point or service releases available during that time.
- **Type**  
This is the type of the license key entered. The following are the types of license keys available:

License Key Type	Description
Trial	A temporary license provided when Web TimeSheet is initially downloaded from the Replicon website. A trial license expires after 14 days.
PO	A temporary license provided when an organization issues a purchase order for Web TimeSheet. A PO order expires after 45 days, unless the license is upgraded to a Paid license.
Paid	A permanent, fully-paid license

## Finding out how many Users are Logged In

Before you perform maintenance tasks such as upgrading the system or making hardware changes to the Web TimeSheet server, you should verify that no users are logged in. The number of users logged in can be found at:

Administration > Replicon > Licensing

## Upgrading Web TimeSheet

If you are using a self-hosted installation and it is enabled in the **System Preferences**, you will be notified when new versions of Web TimeSheet are released. You can manually check for updates or the download available updates at:

Administration > Replicon > Software Update

Once you have downloaded a new release, you can upgrade your installation. For information on upgrading, see the [Web TimeSheet Installation Guide](#).

## Setting Up a Database Backup Schedule

Web TimeSheet does not back up your database automatically. Therefore, to prevent data loss, you must back up your database on a regular basis.

☐ For those using a Replicon-hosted implementation of Web TimeSheet, Replicon handles the backup process.

You may choose to set up an automated database backup system, or you may choose to back up your database manually using Web TimeSheet's **Database Backup Utility**.

Generated backup files can be restored to Web TimeSheet using SQL Server's Management Tools. For information on how to restore a backup database, refer to SQL Server's documentation.

The backup utility only supports SQL Server (standard, Express, and MSDE) databases, and can be accessed at:

Administration > System > Backup Database

☐ If the database backup fails, the error message *Backup of database <dbname> failed* displays. Common causes of failure are:


- The path you entered does not exist. Verify that each of the specified folders exists and, if not, either correct the path or create folders to match the path.
- You lack permission to write to the specified file or folder. Ensure you have permission to write to the file and folders specified. If you do not, try creating the backup in a different location.

# Removing the Sample Data

If you are using the trial version of Web TimeSheet and would like to move to a version that does not include sample data, you have two options:


1. Install the full version of Web TimeSheet. For installation instructions, refer to the *Web TimeSheet Installation Guide*, available at [www.replicon.com/products/product-documentation.aspx](http://www.replicon.com/products/product-documentation.aspx).
2. Remove the data using the procedures outlined in this appendix. Each edition uses different sample data, therefore each has a unique data removal procedure:
  - *Project & Billing Edition* on page 93
  - *Time & Attendance Edition* on page 95




Use this option if you have entered data in the database that you would like to retain.


 The procedures below outline the steps for removing **ALL DATA** from the database, including any data you have entered. Therefore, when following the procedures, be sure not to delete any data you would like to retain.

## Project & Billing Edition

If you installed the Project & Billing Edition with sample data, follow the instructions below to remove the sample data. You must have a valid **Expense** module license (**Demo** or other) to remove this sample data.



1. Log into Web TimeSheet as the Administrator.
2. Select **Administration** from the top menu.
3. Delete sample historical timesheets:
  - a. Select **Historical Timesheets** from the side menu.
  - b. Select *<All>* for all **Basic** filters, and click **Apply**.
  - c. Enable the **Select All** check box at the bottom of the list.
  - d. Select **Delete**, and then select **Yes** to confirm the deletion.
  - e. Repeat *Step b* to *Step d* until all sample timesheets have been removed.
4. Delete the sample historical expenses:
  - a. Select **Historical Expenses** from the side menu.
  - b. Complete *Step b* to *Step d* in the above section, and repeat these steps until all expense sheets have been removed.
5. From the **Approval Setup** side menu, select **Approver Types**.
6. Delete references to sample users from the approver type:
  - a. Select the  icon next to the **Expense Approver**.
  - b. On the **Edit Approver Type** page, change the **Approver** option to *Supervisor*.
  - c. Select **Save**.
  - d. Repeat *Step b* to *Step c* for the **Billing Approver** approver type.

7. Delete the sample user defined fields:
  - a. Select **User Defined Fields** from the **Users/Departments** side menu.
  - b. From the:
    - **Timesheet** tab, under the **Timesheet (Row Level)** heading:  
Click the  icons next to the **Location** and **ETC (Hrs)** fields. Select **Yes** to confirm each deletion.
    - **Project/Task** tab:  
Click the  icon next to the **Phase** field. Select **Yes** to confirm the deletion.
8. Select **Projects** from the top menu.
9. Delete all sample projects:
  - a. From the **Setup** side menu, select **Projects**.
  - b. Select *All Projects* and *Both* (where applicable) from the filters at the top of the page.
  - c. Click the **Select All** heading in the **Projects** table.
  - d. Select **Delete**, and then select **Yes** to confirm the deletion.
10. Delete all sample clients:
  - a. From the **Setup** side menu, select **Clients**.
  - b. Click the  beside each client, and select **Yes** to confirm each deletion.
11. Delete all sample roles/rates:
  - a. From the **Setup** side menu, select **Roles/Rates**.
  - b. Enable the **Select All** check box.
  - c. Select **Delete**, and then select **Yes** to confirm the deletion.
12. Select **Administration** from the top menu.
13. Delete the sample admin's information:

Click the  next to the admin user (*Doug Brown*), and make the following changes to his information.

- **Personal Information (top of page)**
  - a. Change the **First** and **Last Name** to *admin*.
  - b. Delete the information in the **Employee ID**, and **E-mail** fields.
- **Access tab**
  - a. Change the **Login Name** to *admin*.
  - b. Set the **Primary Department** to *Company*.
  - c. Clear all **Permissions** except for *Administrator*.
- **Advanced tab**

**General:**

  - a. Delete the **Supervisor** by selecting **Edit**, and then clicking the  icon next to the policy entry that displays.
  - b. Delete the information in the **Start Date** field by clicking the , and then selecting *<None>*.
  - c. Set the **Hourly Cost** to *0*.
  - d. Set the **Default Billing Rate** to *0*.

**Other:**

- a. Set the **Hours Per Day** to 0.
- b. Clear all **Weekly Days Off**.
- c. Set the **Holiday Calendar** field to <None>.
- d. Set the **Time Zone** to your system default.

Select **Save**.

14. Delete the sample users:

- a. On the **List Users** page, enable the **Include sub-departments** check box.
- b. **Ctrl**-Click these users: *Sally Green, Sam Pole, Frank Young, Andy Anderson, Jimmy Tango, Mark Robbins* and *Rob Jones*.
- c. Select **Delete**, and then select **Yes** to confirm the deletion.


15. Delete the sample departments


- a. From the **Users/Departments** side menu, select **Departments**.
- b. Click the **Select All** heading in the **Sub Departments** table.
- c. Select **Delete**, and then select **Yes** to confirm the deletion.

16. Select the **Logout** link at the top of the page.

## Time & Attendance Edition


If you installed the Time & Attendance Edition with sample data, follow the instructions below to remove the sample data. You must have a valid **Expense** module license (**Demo** or other) to remove this sample data.

1. Log into Web TimeSheet as the Administrator.
2. Select **Administration** from the top menu.
3. Delete sample historical timesheets:
  - a. Select **Historical Timesheets** from the side menu.
  - b. Select <All> for all **Basic** filters, and click **Apply**.
  - c. Enable the **Select All** check box at the bottom of the list.
  - d. Select **Delete**, and then select **Yes** to confirm the deletion.
  - e. Repeat [Step b](#) to [Step d](#) until all sample timesheets have been removed.
4. Delete the sample historical expenses:
  - a. Select **Historical Expenses** from the side menu.
  - b. Complete [Step b](#) to [Step d](#) from [Step 3](#) above, and repeat these steps until all expense sheets have been removed.
5. Delete the sample historical time off:
  - a. Select **Historical Time Off** from the side menu.
  - b. Enable the **Include sub-departments** check box.
  - c. Repeat [Step c](#) to [Step d](#) from [Step 3](#) above, and repeat these steps until all time off bookings have been removed.
6. Delete references to sample users from the approver types:
  - a. Select **Approver Types** from the **Approval Setup** side menu.
  - b. Select the  icon next to **Payroll**.
  - c. On the **Edit Approver Type** page, change the **Approver** option to *Supervisor*.

- d. Select **Save**.
7. Delete the sample user defined fields:  
 Select **User Defined Fields** from the **Users/Departments** side menu, and delete the following by selecting each corresponding  icon:
- On the **Timesheet** tab, under the:
    - **Timesheet (Row Level)** heading, delete the **Shift** field
    - **Timesheet (Hour Level)** heading, delete the **No. of Calls** field
  - On the **User** tab, delete the:
    - **Normal Shift** field
    - **Title** field
    - **Location** field


Select **Yes** to confirm each deletion.

8. Delete the sample admin's information:

Select **Administration** from the top menu, and click the  next to the admin user (*Jordan Glass*). Make the following changes to his information.

- **Personal Information (top of page)**
  - a. Change the **First** and **Last Name** to *admin*.
  - b. Delete the information in the **Employee ID**, and **E-mail** fields.
- **Access tab**
  - a. Change the **Login Name** to *admin*.
  - b. Set the **Primary Department** to *Company*, and deselect any **Additional Departments**.
  - c. Clear all **Permissions** except for *Administrator*.
- **Advanced tab**




**General:**

  - a. Delete the information in the **Start Date** field by clicking the  icon and then selecting *<None>*.
  - b. Set the **Hourly Payroll** to *0*.

**Approvals:**

  - c. Set the **Timesheet** and **Expense Approval** paths to *Supervisor*.

**Other:**

  - a. Set the **Hours Per Day** to *0*.
  - b. Clear all **Weekly Days Off**.
  - c. Set the **Holiday Calendar** field to *<None>*.
  - d. Set the **Time Zone** to your system default.
  - e. Delete the **Timesheet Validation Rule** by selecting **Edit**, and then clicking the  icon next to the policy entry that displays.
- **Time Off tab**
  - a. Deselect each **Allowed** check box for each time off type.
  - b. Expand the **Vacation** and **Sick** policies by selecting their  icons.
  - c. Select select the  icon next to the **Vacation** and **Sick** policy entries.

Select **Save**.

9. Delete the sample users:
  - a. On the **List Users** page, enable the *Include sub-departments* check box.
  - b. Click the **Select All** heading in the **Users** table.
  - c. Select **Delete**, and then select **Yes** to confirm the deletion.  
You will not be able to delete supervisors via this action.
  - d. To delete the supervisors, repeat [Step b](#) to [Step c](#).
10. Delete the sample departments
  - a. From the **Users/Departments** side menu, select **Departments**.
  - b. Click the **Select All** heading in the **Sub Departments** table.
  - c. Ctrl-Click *Company* to deselect it.
  - d. Select **Delete**, and then select **Yes** to confirm the deletion.
11. Select the **Logout** link at the top of the page.

## APPENDIX B

# Glossary

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<b>Access Level</b>	A term that specifies the type and amount of information a user may see when running reports.
<b>Accrue, Accrual</b>	A means for allowing users to accumulate time off over a period of time (by time off code), at a frequency set up by the administrator (either globally or per user). <i>Time &amp; Attendance Edition only.</i>
<b>Activity</b>	A method for categorize time users work. In the Project & Billing Edition, activities can be tasks common to multiple projects. For example, a consulting company may have a set of core tasks that must be completed for every project they work on, such as budgeting, design, and testing. Instead of adding these tasks to each and every project they create, the tasks can be defined as activities that users can select when entering time.
<b>Approval</b>	Indication that timesheets, time off bookings, and expenses are correct. Depending on the selected approval process, project leaders, clients, and supervisors can approve, reject and/or comment on items.
<b>Approval Forwarding</b>	See <a href="#">Substitute User</a> on page 96.
<b>Approval Path</b>	The process by which users' timesheets/expenses are submitted for approval. Approval paths may contain up to five levels, and may include approver types for project leaders, clients, supervisors, and/or other specified users. Approval paths are assigned to individual users in the user profile.
<b>Approval Sequence</b>	A term that specifies the order in which approvers will review and approve/reject users' timesheets, time off bookings, or expenses.
<b>Approver Type</b>	A term that identifies the approvers used in approval paths. The approver type may be a supervisor, project leader, client, or other individually named user with approval responsibilities (e.g., time off approver).
<b>Arbitrary E-mail Address</b>	An e-mail address that may be entered "on the fly" when a user requests an offline timesheet.
<b>ASP Implementation</b>	See <a href="#">Replicon-Hosted Implementation</a> on page 95.
<b>Audit Trail</b>	A means for tracking the timesheet save and approval history. The audit trail keeps a record of every time a timesheet is saved, who saves it, and what the total hours were at the time of the save. It also tracks the approvals (each time the timesheet is edited, approved, or rejected, and which approver performed the edit/approval/rejection).
<b>Base Currency</b>	The default currency used for all cost and time calculations. All costs are converted to base currency at the specified conversion rates.
<b>Based on</b>	A mechanism used in users, projects, and permissions to create new profiles based on existing profiles (copying the attributes to save time).

<b>Billable</b>	<p>A term that indicates time and expenses will be billed to the client associated with the project.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Broadcast</b>	<p>An e-mail message sent to all users of Web TimeSheet. Broadcast messages are useful for notifying users of system upgrades, timesheet changes, project status, or news about your organization.</p>
<b>Business Rules</b>	<p>Rules that specify how employees' hours will be handled within the timesheet. You can assign specific rules regarding overtime for employees, and set minimum/maximum hours in users' timesheets. <i>Time &amp; Attendance Edition only.</i></p>
<b>Client</b>	<p>A customer associated with one or more projects for billing and reporting purposes. <i>Project &amp; Billing Edition only.</i></p>
<b>Client Billing</b>	<p>A means for allocating project time and expenses to individual clients.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Closed</b>	<p>Indicates when the term for a project/ task, timesheet or expense sheet has ended. Users cannot enter time or expenses against closed projects/tasks.</p> <p>Closed time and expense sheets cannot be amended. A closed period indicates the time or expense sheet has been submitted for approval.</p>
<b>Comments</b>	<p>Text notes attached to specific time entries in a user's timesheet to make note of status changes, due dates, or special circumstances related to a specific time entry. Timesheet comments can contain up to 2048 characters.</p>
<b>Copy From</b>	<p>A means for copying data from previous timesheets to the current (or future) timesheet.</p>
<b>Currency</b>	<p>The currency associated with expenses, costs, pay, and billing amounts.</p>
<b>Daily View</b>	<p>The view the user sees when entering time in the In-Out Timesheet format. This view is the only means the user has to enter time when using the In-Out feature.</p>
<b>DCAA Compliance</b>	<p>A means for setting up Web TimeSheet to meet the requirements of the Defense Contract Audit Agency (DCAA) for automated timekeeping systems. DCAA compliance also provides additional controls that will allow your organization to enforce business policies associated with DCAA, such as daily timesheet entry and notifying employees when they have new jobs. <i>Project &amp; Billing Edition only.</i></p>
<b>Default Rate</b>	<p>The rate used to determine the starting value for billing and project costing. Individual default rates can be defined for each project, client, and role. <i>Project &amp; Billing Edition only.</i></p>
<b>Department</b>	<p>A division of employees that defines the hierarchical structure, geographic regions, or functional groups of your organization. Departments can be assigned to projects/tasks, and can be used to track information for reporting purposes. Departments may contain any number of users, but a user may be assigned to only one department.</p>
<b>Disclaimer</b>	<p>A signature message that appears on the timesheet, expense sheet, and/or approval pages for all users in the system.</p>

<b>E-mail Formula</b>	A formula used to automatically generate a user's e-mail address based on the user's first and last names. The e-mail formula is created at the system level and applies to all new users entered in the system.
<b>E-mail Notification</b>	An automatic e-mail message that reminds users to complete their responsibilities. E-mail notifications can be enabled or disabled for specific users or system wide.
<b>Employee Type</b>	A group that identifies employees for the purposes of time tracking (full-time, part-time, contract, etc.) and human resources (time off). A user can be assigned to only one employee type.
<b>Excel</b>	An option that allows users to export report data to Microsoft Excel for further editing or review.
<b>Expense</b>	A cost incurred from work-related tasks and/or purchases (travel, food, office supplies, etc.). In the Project & Billing Edition, expenses may be non-billable or billable, the latter applying to expenses for a project funded by a specific client.
<b>Expense Columns</b>	A means for customizing which columns are available in the user's expense sheet. Expense columns are set at the system level and are either enabled or disabled.
<b>Expense Summary</b>	A summary view of the user's expense sheet. The summary includes only the most pertinent information, such as billable amounts and reimbursement totals.
<b>Explicit</b>	A term that specifies when a user/group has been allowed/denied access to a project or task as an individual. Explicitly allowing or denying access involves adding the name of the user/group to the <b>Allowed</b> or <b>Denied</b> list box on the <b>Edit Project/Edit Task</b> page (also see <i>Implicit</i> on page 93). <i>Project &amp; Billing Edition only.</i>
<b>External E-mail Address</b>	The e-mail address used to send offline timesheets to a user.
<b>Favorites</b>	The tasks listed in a user's task drop-down menu. Favorites may include up to 50 tasks at one time. Favorites usually contain the newest tasks, but users can manage favorites to amend the list. <i>Project &amp; Billing Edition only.</i>
<b>Filter</b>	A means for limiting the amount of information displayed on a list page.
<b>Field Selection</b>	A means for customizing reports. Field selection allows users to add or remove fields to reports. Each report has a different list of available fields.
<b>Gross</b>	The total amount of an expense, including taxes.
<b>Gross-to-Net Formula</b>	A formula used to calculate backwards from the gross amount to the net amount (pre-tax) of an expense. This formula applies to flat expenses only (not rated expenses such as mileage).
<b>Grouping</b>	A means for grouping data for reports, allowing users to view the same information in various ways. For example, a <b>Project Status</b> report might be grouped first by project, then by task, then by the users working on that task. Subtotals are calculated for each group level, where appropriate. Grouping options are provided with most reports.
<b>Holiday Calendar</b>	A means for defining a set of statutory (civic) holidays and assigning those holidays to specific users. Web TimeSheet identifies the assigned holidays in users' timesheets.


<b>Hour Level</b>	A term that identifies user defined fields that will apply to individual hour cells on timesheets.
<b>Hours per Day</b>	The number of hours that constitutes a single day for a user. Hours per day are used to convert vacation time from hours (entered in the timesheet) to days (days remaining). You can set up hours per day in the <b>System Preferences</b> (system-wide default) and in each user's profile (overrides default). The Web TimeSheet default is eight hours per day.
<b>Hourly Cost</b>	A rate used for reporting purposes to determine project costs. You can set up the hourly cost in each user's profile in the <b>Administration</b> area. <i>Project &amp; Billing Edition only.</i>
<b>Hourly Payroll</b>	The rate used for reporting purposes to determine payroll costs on a project. You can change or edit the hourly payroll in each user's profile in the <b>Administration</b> area. <i>Time &amp; Attendance Edition only.</i>
<b>Implicit</b>	A term that specifies when a user/group has been allowed/denied access to a project or task as a member of a larger group (user's department or <All>). Implicitly allowing or denying access means that the larger group has been explicitly allowed/denied access on the <b>Edit Project/Edit Task</b> page. <i>Project &amp; Billing Edition only.</i>
<b>In-Out Timesheet</b>	A grid format timesheet where you can enter the start and end times when you work during the day.
<b>Internal E-mail Address</b>	The e-mail address used to send Web TimeSheet e-mail notifications to the user.
<b>Login Name Formula</b>	A formula used to automatically generate a user's login name based on the user's first and last names. The login name formula is created at the system level and applies to all new users entered in the system.
<b>Mass Update</b>	A means for updating the same attributes for many users at once.
<b>Multiple Rates</b>	A means for assigning more than one rate to a member of a project team. Multiple rates require a user to select the appropriate rate when entering time against the project tasks. Multiple rates are useful if a single user has multiple responsibilities.  You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Net</b>	The amount of an expense before taxes.
<b>Non-billable</b>	A term that indicates that time and expenses will not be billed to the client associated with the project.  You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Not Paid</b>	Identifies expense sheets for which the reimbursement amounts have not been paid. The <b>Not Paid</b> button is used to undo the action of marking expense sheets as "paid". It is NOT used to reverse an actual payment disbursement.
<b>Overdue</b>	A term that indicates when timesheets and approvals are past their due dates.
<b>Overtime Rules</b>	Rules that help you specify and modify how your employees will be paid for their overtime hours. This feature accommodates customers who require overtime calculations and rate adjustments. <i>Project &amp; Billing Edition only.</i>

<b>Paid</b>	Identifies expense sheets for which the reimbursement amounts have been paid. Paid status appears on the <b>Historical Expenses</b> (admin) and users' expense status ( <b>Waiting for Approval, Approved, Rejected</b> ) pages.
<b>Pay Codes</b>	Used to label different types of time, such as overtime and double time. <i>Time &amp; Attendance Edition only.</i>
<b>Payment Method</b>	The method of payment for an individual expense (e.g., Visa).
<b>Period in View</b>	The read-only format used to view an entire period's entries for the <b>In-Out</b> timesheet. This view is the only means a user has to submit the timesheet when using <b>In-Out</b> .
<b>Permission</b>	A term that identifies the individual functions/features to which users may be granted access.
<b>Permission Profile</b>	Defines a set of permissions for a specific user. You can assign permission profiles to users in their user profile.
<b>Pivot Chart</b>	Identifies the graphical display of report data available with the pivot reports.
<b>Pivot Report</b>	Identifies a type of report that mirrors the functionality in Microsoft Excel. The Pivot reports allow the user to customize the look/feel of the report filters and fields, as well as display report data in a graphical format.
<b>Pivot Table</b>	Identifies the spreadsheet style display of report data available with the pivot reports.
<b>Print</b>	An option that allows users to print timesheets, expense sheets, and reports.
<b>Project</b>	A framework (structure) for organizing workgroup tasks. Projects identify the body of work to be completed by a team. Projects can have task assignments at multiple levels. <i>Project &amp; Billing Edition only.</i>
<b>Project Assignment</b>	A means for allowing only specific users to enter time against a project in their timesheets. Project assignments apply only to the project at the highest level, and do not automatically carry down to the sub-tasks. A project assignment differs from the project team in that the assignment determines who can work on the project at its highest level, whereas the project team includes all individuals working on the project at all levels of the structure (also see <a href="#">Task Assignment</a> on page 96). <i>Project &amp; Billing Edition only.</i>
<b>Project Cost</b>	The internal cost for a project. <i>Project &amp; Billing Edition only.</i>
<b>Project Note</b>	A note associated with a project, used to post information and updates about specific projects. <i>Project &amp; Billing Edition only.</i>
<b>Project Rate</b>	The default billing rate for a project. The project rate automatically applies to all time entered against the project and its associated tasks. When a project team is initially assigned, each team member will, by default, use the project rate; however, each member's rate can be changed as necessary. <i>Project &amp; Billing Edition only.</i>

<b>Project Team</b>	A group of users who can work on a project or its associated tasks. Each member of the project team is assigned a rate that will be used to calculate the cost incurred for the time that user spends working on the project. The project team differs from a project assignment in that the team includes all individuals working on the project at all levels of the structure, whereas a project assignment determines who can record time against the project at its highest level (also see <a href="#">Task Assignment</a> on page 96). <i>Project &amp; Billing Edition only.</i>
<b>Project/Task Progress</b>	A means for tracking the work progress for individual projects/tasks. Project/task progress is displayed in a progress bar on the <b>Edit Project, Add/Edit Task, Project Structure</b> , and <b>Timesheet</b> pages, as well as in reports. The progress bar includes the actual hours worked (by all users assigned to the project/task), estimated hours, and percentage completed. <i>Project &amp; Billing Edition only.</i>
<b>Quantity</b>	The number of "units" used to calculate the total expense amount for rated expense types (e.g., mileage).
<b>Quick Add</b>	A means for adding multiple users at once. You need to enter only the most basic user specific information to create individual profiles.
<b>Reimburse</b>	A term that identifies expenses for which the user paid out of pocket and requires compensation.
<b>Replicon-Hosted Implementation</b>	A type of Web TimeSheet implementation in which the application is installed on servers managed by Replicon. The application is available to your users through the Internet, using a web address provided by Replicon or through the <b>Customer Login</b> section of the Replicon website.
<b>Reset</b>	A means for resetting the number of time off days to which users are entitled over a period of time. For example, a company may allow a user 15 vacation days per year, to be reset (start over) on January 1st each year. The reset frequency may vary by time off code (global) and user. <i>Time &amp; Attendance Edition only.</i>
<b>Role</b>	A term that identifies a type of work charged at a specific rate. A role can describe a specific action/function or a level of expertise within the project team. Roles are initially created globally, then assigned to a project and appropriate project team members. You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Role Rate</b>	The rate associated with a specific role. Role rates are defined at the global level, but can be changed from within a project. Because each project owns its rates, changes made outside a project will not affect the rates within the project. You can "turn off" billing information in the <b>System Preferences</b> , which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i>
<b>Roll-up</b>	A system-wide option that allows your organization to automatically calculate estimates (hours and cost) based on the lowest level tasks in a project hierarchy. Rolled up values appear in reports and on the Project Structure page. <i>Project &amp; Billing Edition only.</i>
<b>Row Level</b>	A term that identifies user defined fields that will apply to individual rows on timesheets.

<b>Seat</b>	An individual unit of a license key that can be assigned to a user to provide access to either the Project & Billing Edition or the Time & Attendance Edition, or the <b>Expense</b> module.
<b>Seat Assignment</b>	A means for allocating use of an edition or the <b>Expense</b> module to one or more users.
<b>Self-Hosted Installation</b>	A type of Web TimeSheet implementation in which you install and manage the application and database within your organization. It is installed using a file provided by Replicon and the application is available to users through your network.
<b>Standard Timesheet</b>	A term that identifies the traditional timesheet format, where a user enters the total hours worked per day.
<b>Substitute User</b>	A user authorized to manage tasks on behalf of another user. Each user can have multiple substitutes with different permissions. Each substitute user's permissions are determined by the user who sets up the substitute.
<b>Tag</b>	A macro that batches information into a list (miniature report) within an e-mail notification. Tags are listed at the bottom of each e-mail notification template with a definition that explains its use.
<b>Task</b>	Identifies a level within a project. A single project may have many tasks and up to ten levels. <i>Project &amp; Billing Edition only.</i>
<b>Task Assignment</b>	A means for allowing only specific users to enter time against a particular task in their timesheets. Task assignments apply only to a single task within the project structure and do not automatically inherit from the project or carry down to the sub-tasks (also see <a href="#">Project Assignment</a> on page 94). <i>Project &amp; Billing Edition only.</i>
<b>Tax</b>	A fee added to the net amount of an expense. You can access the tax feature only if you have a valid license for the <b>Expense</b> module.
<b>Tax Formula</b>	A formula used to calculate tax amount based on the net amount of an expense. A separate tax formula is created for each tax code that will be used in the <b>Expense</b> module.
<b>Theme</b>	An option that allows you to change the appearance of the timesheet. Users can select a pre-set option, or define their own theme.
<b>Time Off</b>	An item that identifies employee time and benefits against which users log their time (vacation, sick days, statutory holidays, etc.). Time off can be enabled/disabled at a global level (system wide) or at a user level (e.g., contractors or interns may not be allowed to enter vacation). <i>Time &amp; Attendance Edition only.</i>
<b>Timesheet</b>	A means for tracking time worked by individual users within an organization. Web TimeSheet allows you to manage time and costs across departments, projects, employee types, and clients.
<b>Timesheet Period</b>	A date range that specifies how frequently timesheets are submitted. Timesheet periods should parallel your organization's pay periods. Timesheet periods can be created for the entire system (all users), employee types and/or departments.
<b>Unsubmit</b>	An option that allows a user to recover a timesheet or expense sheet that was submitted in error. The <b>Unsubmit</b> option is available only before a timesheet/expense sheet is approved.

<b>Usage Statistics</b>	<p>Anonymous data about your hardware configuration and Web TimeSheet usage that is collected by Replicon Inc. (if your organization chooses to participate) to help improve the quality, reliability, and performance for the Web TimeSheet application. The anonymous information obtained from you and other participants is used to improve Web TimeSheet and related services.</p> <p>Replicon does not collect your name, address, or any other identifying information about your organization - the process is safe, secure, transparent, and completely anonymous.</p>
<b>User</b>	<p>Any individual with access to enter data. Any number of user types may be created (administrator, supervisor, etc.). Each user has a name, a login name, a login password, and a profile.</p>
<b>User Defined Field</b>	<p>A custom field used for informational purposes and reports. User defined fields can be formatted for dates, numbers, text, or drop-downs (selection from a list).</p>
<b>User Rate</b>	<p>A specific rate defined for a particular member of a project team. The user rate applies only to the selected user and is specific to the project and its associated tasks.</p> <p>You can "turn off" billing information in the <b>System Preferences</b>, which will hide all billing features across Web TimeSheet. <i>Project &amp; Billing Edition only.</i></p>
<b>Validation Rules</b>	<p>Rules let you set the minimum/maximum number of hours that must be on an employee's timesheet in order for it to be considered valid. <i>Time &amp; Attendance Edition only.</i></p>

 Expense features are only available with a valid license for the **Expense** module.