

## Additional Timesheet Information – How to add after submission.

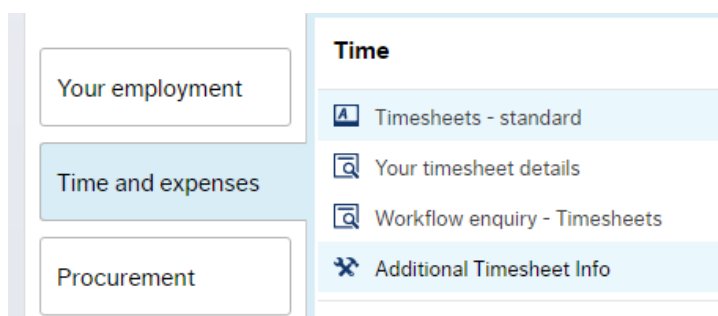
For projects that require additional details to be added against each time entry you must use the Additional Timesheet Info screen.

Click on the number in the top right corner of the toolbar:

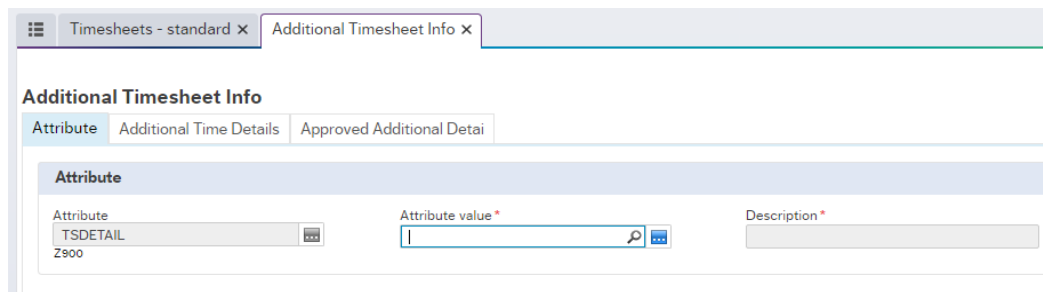


This will show you which timesheets have been returned to you to add in additional details.

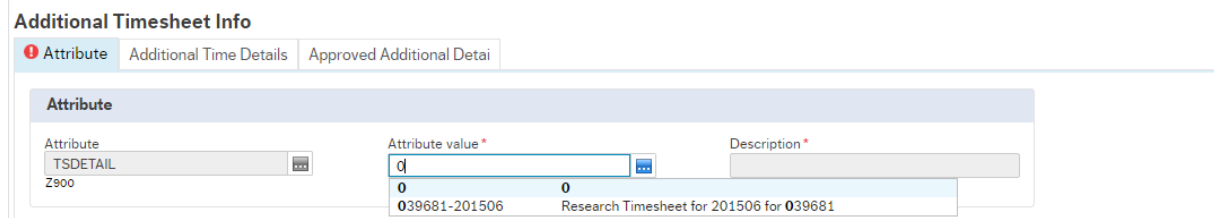
**Click on the task and the timesheet that you need to add details for will load automatically. Without doing anything,** Click the menu item “Additional Timesheet Info” below to open the screen:



The screen appears as follows:



Type '0' into the attribute value (period of the timesheets in financial year format, for example 201506 – January 2016) field and that should bring up a list of your payroll number linked to timesheet periods that need additional details. Please select the same period as the timesheet that loaded with the tasks earlier.



The value format is your staff number followed by the timesheet period. Now select the period you wish to edit, and **TAB** across on your keyboard, this will populate “Description”, please **DO NOT** edit this field. Then click the

Timesheets - standard x Additional Timesheet Info x

### Additional Timesheet Info

Attribute Additional Time Details Approved Additional Detai

**Timesheet Details**

<input type="checkbox"/>	Project	Activity	Date	Hrs	Notes
<input type="checkbox"/>	R24C04	OTHER	1/4/2016	7.250	Darren's Test Note




Add Delete

Additional Time Details (middle tab above) and the rows requiring data appear.

Simply click on the notes column against each row and add/amend your comment or information.

Click **Save** (bottom left).

Timesheets - standard x Additional Timesheet Info x

### Additional Timesheet Info

Attribute Additional Time Details Approved Additional Detai

**Timesheet Details**

<input type="checkbox"/>	Project	Activity	Date	Hrs	Notes
<input type="checkbox"/>	R24C04 3D Printing of Functional Photonic and Terahertz Metamaterials	OTHER Other	1/4/2016	7.250	Darren's Test Note - jsjgfsf xcmvzfi kawurawfm kuarsnf kdjglaoiret :a:oirwrt

Add Delete

Please close this tab and return to the timesheet (named Add Additional Details next to the menu button). At the bottom left of the timesheet please click the COMPLETE TASK button and the timesheet will be submitted for approval.