

Research Timesheets – Agresso

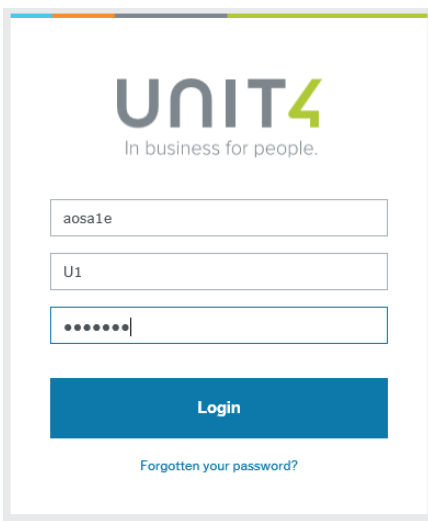
User Guide

Tip – Google Chrome users should change their default language settings to English (UK) otherwise the dates in Agresso will appear in mm/dd/yyyy format. Please contact the IT Support team (ext. 8111) and ask for instructions on how to make Google Chrome display dd/mm/yyyy instead (UK). Alternatively, Chrome users can go to Chrome settings - Advanced - Languages and ensure that the language is set only to either Welsh or English (United Kingdom). References to English (US) should be removed.

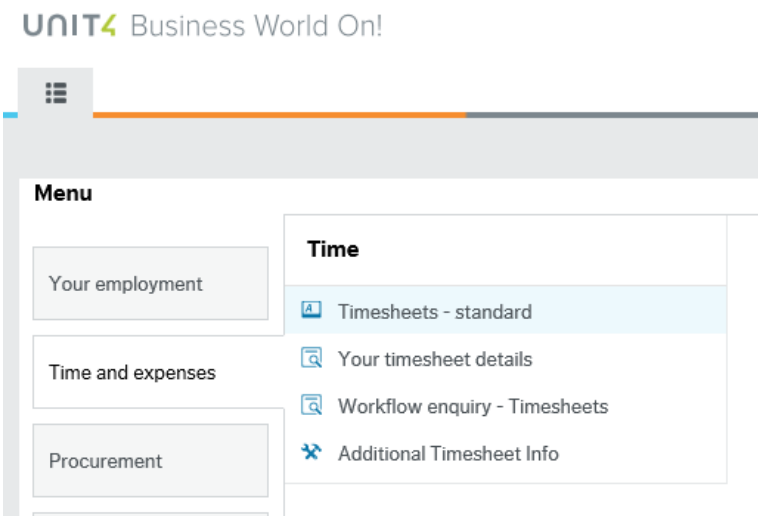
Open a browser and go to <https://u4bw.bangor.ac.uk/u4bw/Login/Login.aspx>

Log in – (Client is U1)

Password – is U4W specific and NOT your regular Bangor University Password, if you don't know what your password is you can follow instructions on RIIO webpage to retrieve/reset or contact Agresso helpdesk on 2636.



Once logged in, select Time and expenses from the menu at the left of the screen:



Select Timesheets – standard:

The most recent monthly timesheet you have then opens in the main window:

Timesheets - standard

Timesheet for

Name * [REDACTED]

Period * 201808 ▼ ... Status * Draft ▼
March 2019

Normal hours 152.25

Time entry

<input type="checkbox"/>	Zoom	Time code	Project	Activity	Description	Fri 01/03	Sat 02/03	Sun 03/03	Mon 04/03	Tue 05/03	Wed 06/03	Thu 07/03	Fri 08/03	Sat 09/03	Sun 10/03
<input type="checkbox"/>	<input type="checkbox"/>	N	[REDACTED]	DEFAULT	Default activi...	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	<input type="checkbox"/>	N	[REDACTED]	DEFAULT	Default activi...	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	<input type="checkbox"/>	N	Z00001	DEPTDUT	Department...	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	<input type="checkbox"/>	N	Z00002	HOLIDAYS	Holidays	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	<input type="checkbox"/>	N	Z00003	SICKNESS	Sickness	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
		Normal	Sickness	Sickness											
Σ						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Add Delete

Save Clear Print preview Export

To change to a timesheet for a different month, click in the period box and delete the last digit, it will then offer you timesheets within that year. (Only open periods will be available)

Within the Timesheet System we will have to use the financial periods, for example August 2018 would be 201801, and would run up to July 2018 which would be 201812, then August 2019 would become 201901 and so on. Choose the month you would like to fill in time for and TAB on your keyboard, wait a few seconds.

The status field indicates whether the timesheet is currently just with you (Draft) or has been submitted for approval (Ready).

Your timesheet should contain all relevant projects that you are allocated to during that specific month. If a project code is missing please contact Kimberley or Ariadni on agressotimesheetadmin@bangor.ac.uk. (This includes other types of absences e.g. Maternity, Jury Duty etc).

To add time, click on the relevant cell and type the required value. You can TAB across the timesheet to the next cell on the same row. **Please ensure you keep saving your progress, in the bottom left of the screen as you go along.**

Time entry				Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8
<input type="checkbox"/>	Zoom	Time code	Project	Activity	Description	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	N			Administra	Administration	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	N			Events	Events	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	N			Other	Other	0.000	0.000	7.250	0.000	0.000	0.000
<input type="checkbox"/>	N		Z00002	HOLIDAYS	Holidays	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	N		Z00003	SICKNESS	Sickness	0.000	0.000	0.000	0.000	0.000	0.000
Σ						0.00	0.00	7.25	0.00	0.00	0.00

Once you have allocated hours to the projects click SAVE and once you are prompted that the timesheet has been successfully been saved as draft (click OK) please select the Departmental Duties (DEPDUT) row which is already populated and allocate hours to it manually.

If you submit a completed timesheet early i.e. before the end of the period it relates to, or without completing additional details (only **SOME** projects require this level of detail) then it will be sent back to you as a workflow task. (In your tasks menu, top right hand side of your screen).

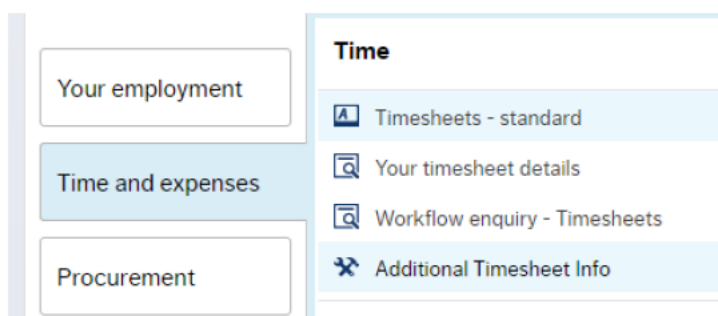
If you're timesheet does not require additional details, you can change the status to READY and save, this will send it off for approval.

TIP: When filling in a particularly long timesheet, it can get confusing as we can't freeze the first few columns and mistakes can be made. You should be able to drag the columns across as you work through the timesheet, this will help make sure that hours aren't inputted on the wrong lines etc. and shouldn't affect saving or processing.

Additional Timesheet Information

For projects that require additional details to be added against each time entry you must use the Additional Timesheet Info screen. **Please note, as these are separate screens, Agresso will need 1-2 minutes to catch up with any changes in the main timesheet screen. It's best to take your time filling in the time element before moving on to additional activities rather than switching from one to the other.**

Click the menu item "Additional Timesheet Info" below to open the screen:



The screen appears as follows:

Timesheets - standard x Additional Timesheet Info x

Additional Timesheet Info

Attribute Additional Time Details Approved Additional Detail

Attribute

Attribute: TSDetail Z900

Attribute value *: []

Description *: []

Type '0' into the attribute value (period of the timesheets in financial year format, for example 201503 – October 2015) field and that should bring up a list of your payroll number linked to timesheet periods that need additional details.

Additional Timesheet Info

Attribute Additional Time Details Approved Additional Detail

Attribute

Attribute: TSDetail Z900

Attribute value *: 0
 0 0
 Research Timesheet for 201506 for []

Description *: []

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 Detail

Timesheet Details

<input type="checkbox"/>	Project	Activity	Date	Hrs	Notes
<input type="checkbox"/>	[]	OTHER	1/4/2016	7.250	[]

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) to finish.

Timesheets - standard x Additional Timesheet Info x

[] [] []

Additional Timesheet Info

Attribute Additional Time Details Approved Additional Detail

Timesheet Details

<input type="checkbox"/>	Project	Activity	Date	Hrs	Notes
<input type="checkbox"/>	[]	OTHER Other	1/4/2016	7.250	[]

Add Delete

Go back into Timesheet Standard screen (tab might still be open under the Banner), select the month you've just completed additional details for, change status to READY (ONLY IF YOU ARE 100% HAPPY WITH YOUR TIMESHEET) this will then link the timesheet you've completed to the additional details and the timesheet will be sent off for approval.

When the timesheet is submitted, if the project requires additional information then this data is checked. If it is missing for any time entry then the timesheet will be returned to you as a task (In Your Tasks, top right of screen) whereby you must come back into this screen to complete the data.

Once your timesheet is finally approved then the data is moved to the Approved Additional Details tab and becomes read-only.

If you need further help, please contact any of the following;

Agresso Helpdesk – 2636

Kimberley Edwards – 3286

Ariadni Zolota – 8474