

HRIS

USER GUIDE TO

TIMESHEET MANAGMENT

Islamic Relief Pakistan

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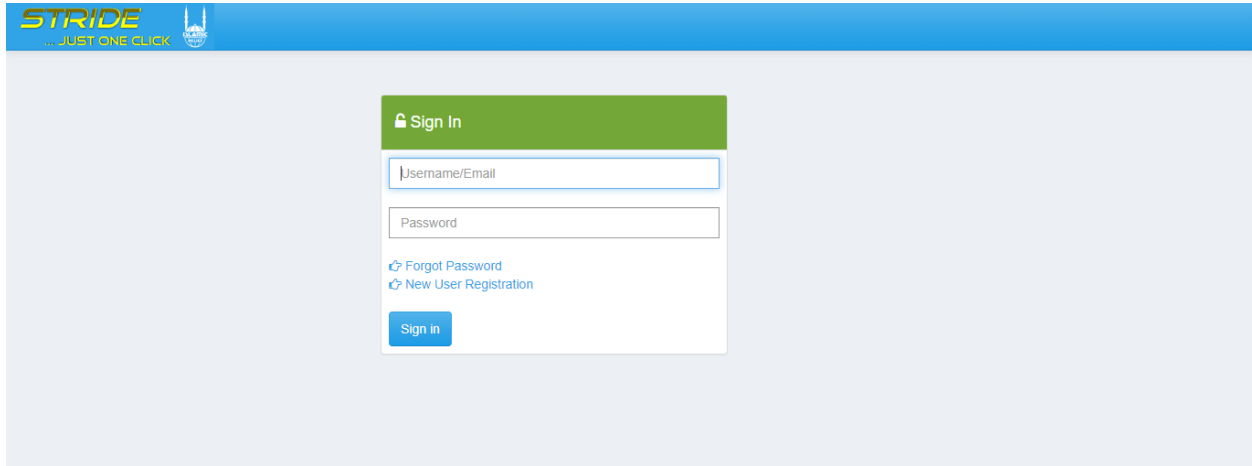
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1 Employee

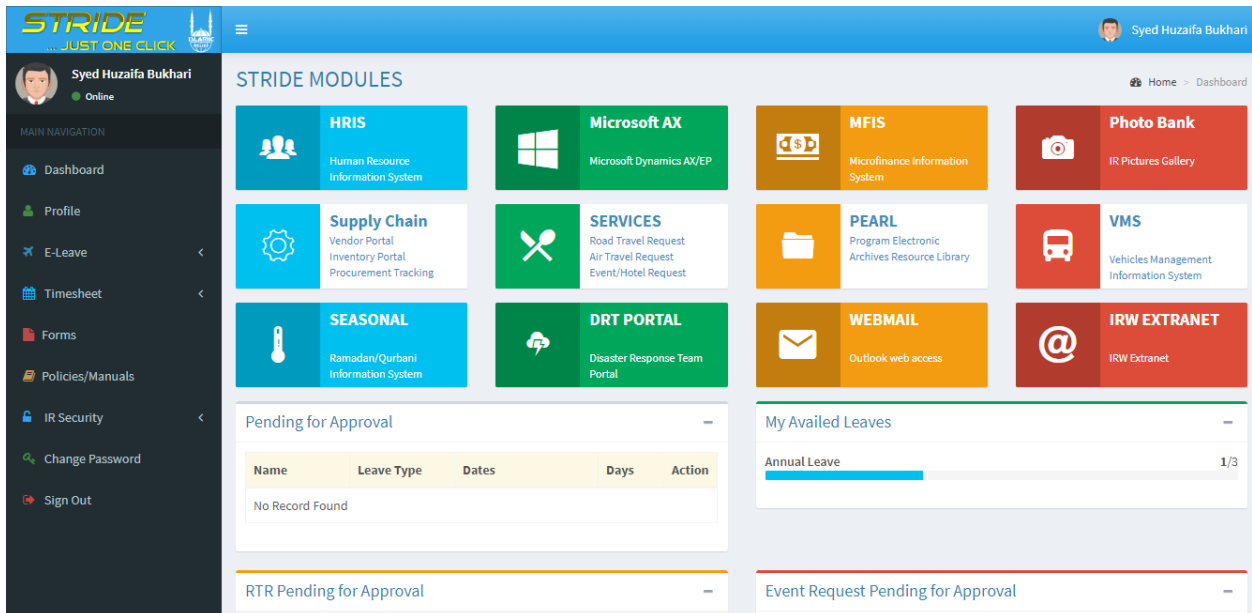
Employee will be able to submit a timesheet through following steps.

1.1 Login

Employee needs to enter his/her credentials to access Timesheet module.

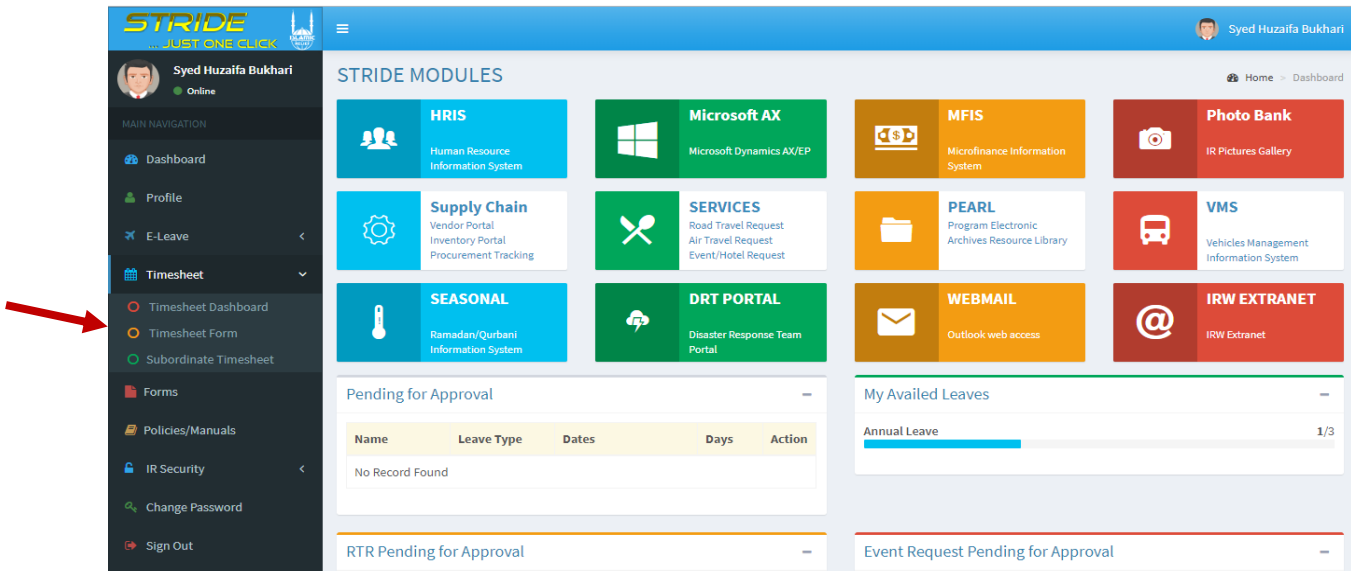


Successful login will redirect the employee to **Dashboard**.



1.2 Navigate to Timesheet

Timesheet option can be find in the left side menu as shown in the image below.

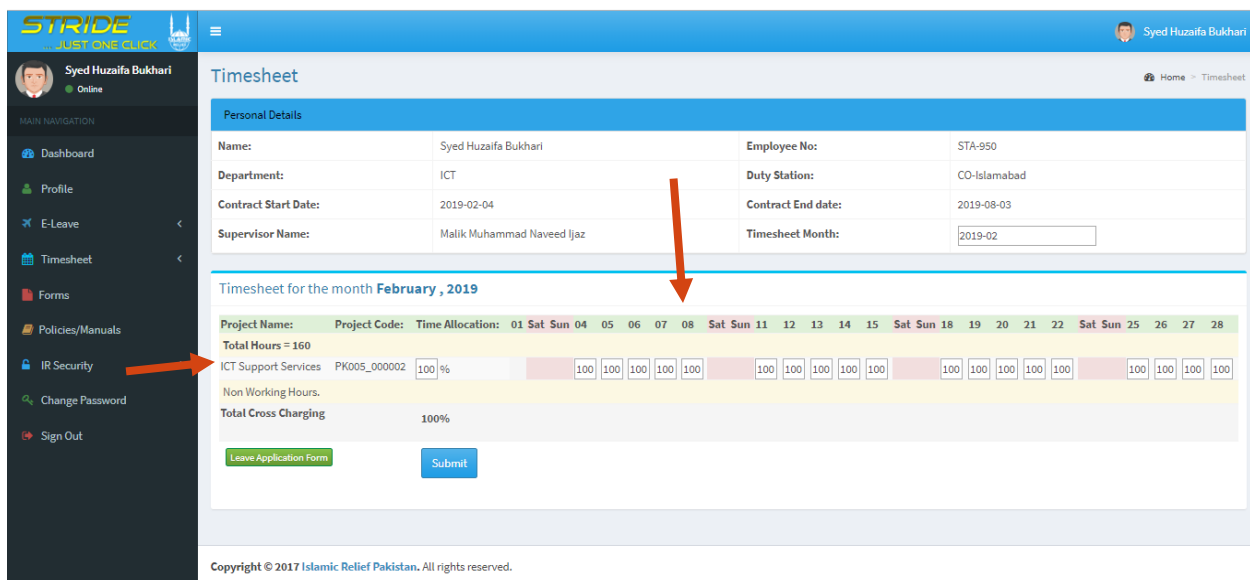


Now employee needs to click **Timesheet** option & then click on **Timesheet Form**, under drop down menu of “Timesheet”. By clicking, employee will be redirect to timesheet form.

1.3 Timesheet Form

1.3.1 Total Hours

This part of form will show all the projects to employee in which he/she will be cross charge. It can be saw in the image below.



If employee is being cross charging in more than one project, then he/she needs to enter **percentage of work** done in a single day, for all projects. User needs to make sure that overall, work percentage of that day should be 100 % otherwise, form will show an error.

If employee has availed any leaves, then he/she must fill a leave application form by clicking on **Leave Application Form** button as shown in the image below.

The screenshot shows the STRIDE Timesheet interface for February 2019. The top navigation bar includes the STRIDE logo and the user's name, Syed Huzaifa Bukhari. The left sidebar contains navigation options like Dashboard, Profile, E-Leave, Timesheet, Forms, Policies/Manuals, IR Security, Change Password, and Sign Out. The main content area displays personal details for Syed Huzaifa Bukhari, including Employee No: STA-950, Department: ICT, and Contract Start/End dates. Below this, a table shows time allocation for February 2019, with a total of 160 hours. A 'Leave Application Form' button is highlighted with a red arrow.

Project Name	Project Code	Time Allocation	01	Sat	Sun	04	05	06	07	08	Sat	Sun	11	12	13	14	15	Sat	Sun	18	19	20	21	22	Sat	Sun	25	26	27	28
ICT Support Services	PK005_000002	100%																												

1.3.2 Non-Working Hours

This part of form will show the leaves availed by an employee & public holidays as shown in the image below.

The screenshot shows the STRIDE Timesheet interface for August 2019. The top navigation bar includes the STRIDE logo and the user's name, Syed Huzaifa Bukhari. The left sidebar contains navigation options like Dashboard, Profile, E-Leave, Timesheet, Forms, Policies/Manuals, IR Security, Change Password, and Sign Out. The main content area displays personal details for Syed Huzaifa Bukhari, including Employee No: STA-950, Department: ICT, and Contract Start/End dates. Below this, a table shows time allocation for August 2019, with a total of 144 hours. A 'Leave Application Form' button is highlighted with a red arrow.

Project Name	Project Code	Time Allocation	01	02	Sat	Sun	05	06	07	08	09	Sat	Sun	12	13	14	15	16	Sat	Sun	19	20	21	22	23	Sat	Sun	26	27	28	29	30	Sat
Project Support	PK000_000002	100%																															
Annual Leave																																	
Public Holidays																																	

1.4 Submit Timesheet

After successful form filling, employee can submit a timesheet by clicking on **Submit** button as shown in the image below.

STRIDE
... JUST ONE CLICK

Syed Huzaifa Bukhari
Online

Home - Timesheet

Timesheet

Personal Details

Name:	Syed Huzaifa Bukhari	Employee No:	STA-950
Department:	ICT	Duty Station:	CO-Islamabad
Contract Start Date:	2019-08-04	Contract End date:	2019-10-31
Supervisor Name:	Malik Muhammad Naveed Ijaz	Timesheet Month:	2019-08

Timesheet for the month August , 2019

Project Names: Project Code: Time Allocation: 01 02 Sat Sun 05 06 07 08 09 Sat Sun 12 13 14 15 16 Sat Sun 19 20 21 22 23 Sat Sun 26 27 28 29 30 Sat

Total Hours = 144

Project Support PK000_000002 100 %

Non Working Hours:

Annual Leave

Public Holidays

Total Cross Charging

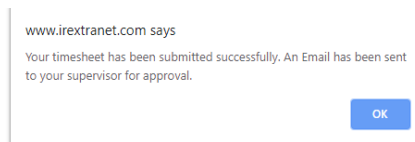
Leave Application Form

Submit

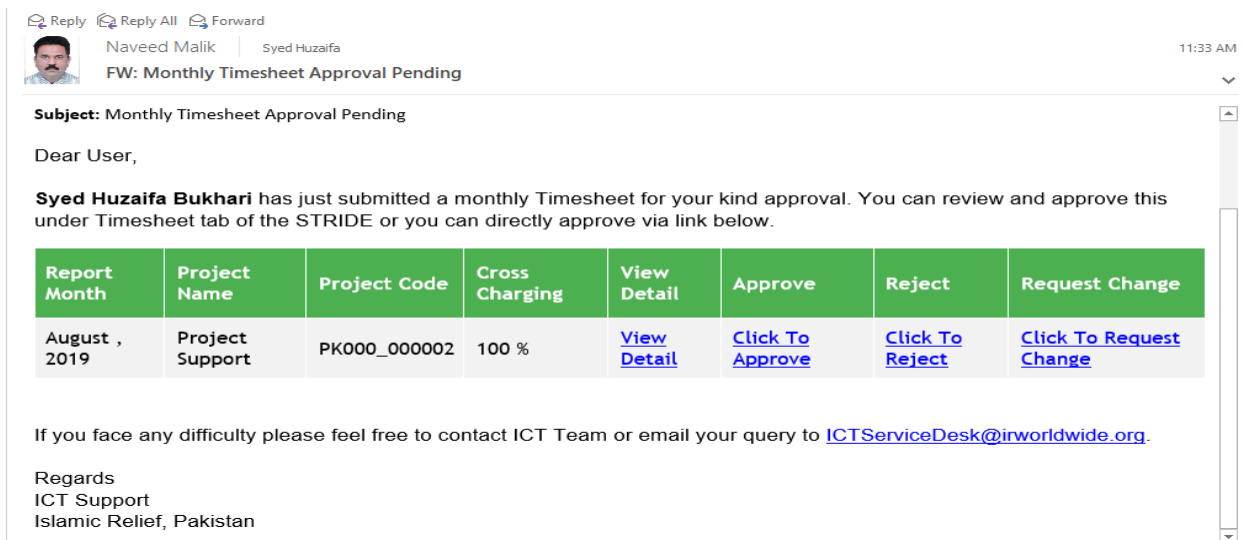
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1.5 Email to Supervisor

Successful submission of timesheet will show a screen to employee as shown in below image.



Meanwhile, system will send an email to supervisor just like shown in the image below.



1.6 Timesheet Status

Once user submits his/her timesheet. Status of timesheet will be show to user in the next screen just like shown in the image below.

The screenshot shows the 'Timesheet' page for August 2019. The user is Syed Huzaifa Bukhari. The status of the timesheet is 'Pending for Approval', indicated by a blue button and a red arrow. The interface includes a navigation menu on the left and a table of time allocations for the month.

Project Name	Project Code	Time Allocation	01	02	Sat	Sun	05	06	07	08	09	Sat	Sun	12	13	14	15	16	Sat	Sun	19	20	21	22	23	Sat	Sun	26	27	28	29	30	Sat
Project Support	PK000_000002	100%					100	100	100			100		100			100	100			100			100	100	100		100	100	100	100	100	100
Annual Leave																						100											
Public Holidays										100				100	100																		
Public Holidays										100				100	100																		
Public Holidays										100				100	100																		

If supervisor approves timesheet, status will be change to **Approved** along with **approved date** just like shown in the image below.

The screenshot shows the 'Timesheet' page for August 2019. The user is Syed Huzaifa Bukhari. The status of the timesheet is 'Approved', indicated by a green button and a red arrow. The supervisor's name and approval date (30-08-2019) are visible. The interface includes a navigation menu on the left and a table of time allocations for the month.

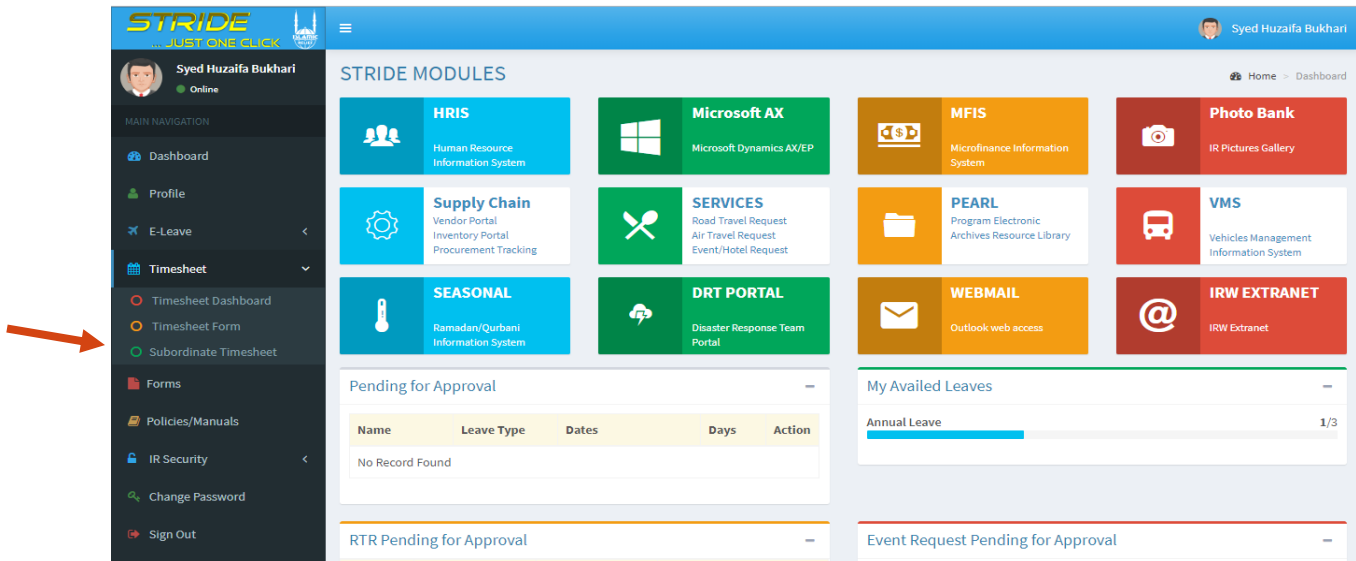
Project Name	Project Code	Time Allocation	01	02	Sat	Sun	05	06	07	08	09	Sat	Sun	12	13	14	15	16	Sat	Sun	19	20	21	22	23	Sat	Sun	26	27	28	29	30	Sat
Project Support	PK000_000002	100%					100	100	100			100		100			100	100			100			100	100	100		100	100	100	100	100	
Annual Leave																						100											
Public Holidays										100				100	100																		
Public Holidays										100				100	100																		
Public Holidays										100				100	100																		

2 Supervisor

Supervisor will be able to **approve, reject & request for change** in the Timesheet through following steps.

2.1 Navigate to Subordinate Timesheet

Subordinate Timesheet option can be find in the left side menu as shown in the image below.



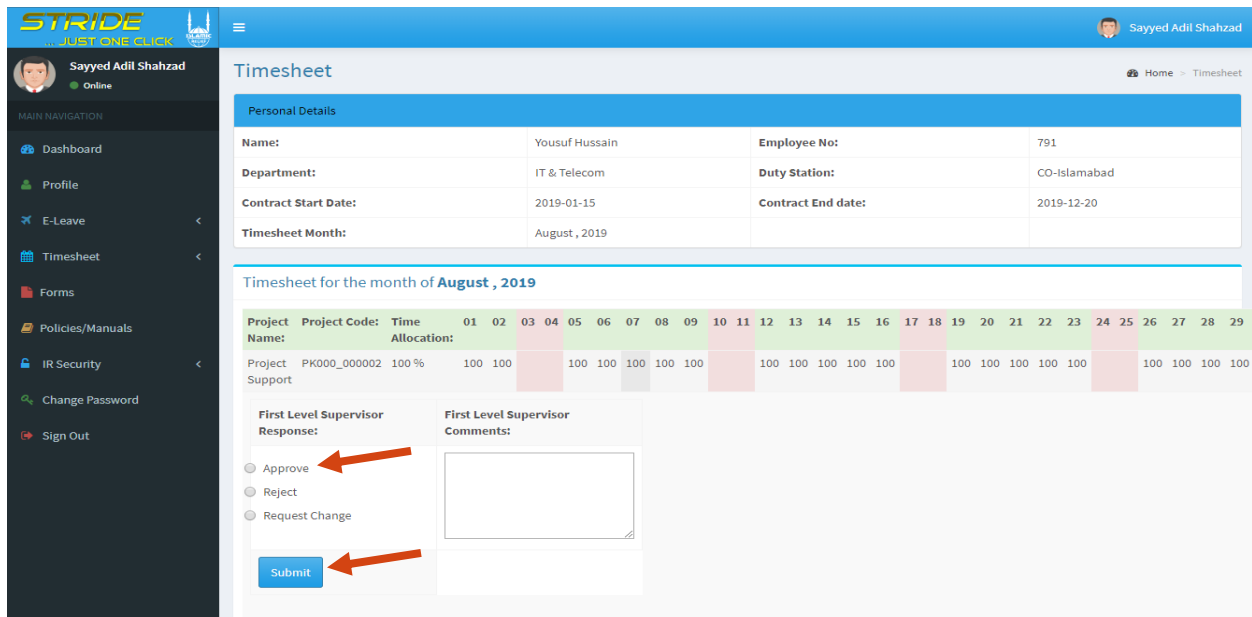
Supervisor needs to click **Timesheet** option & then click on **Subordinate Timesheet**, under drop down menu of “Timesheet”. By clicking, Supervisor will be redirect to subordinate timesheet screen.

2.2 Supervisor Approval

Supervisor can approve timesheet in two ways, which are as follow,

2.2.1 One-By-One Approval

Supervisor can approve a single timesheet by clicking on **Click To Approve** button & then clicking on **Submit** button with **Approve** as selected option as shown in the image below.



2.2.2 Bulk Approval

Supervisor can **select multiple timesheets** and approve them in a single go by clicking on **Approve** option & then click on **Submit** button as shown in the image below.

The screenshot shows the STRIDE system interface for a supervisor. The top navigation bar includes the STRIDE logo and the user's name, Sayyed Adil Shahzad. The left sidebar contains navigation options: Dashboard, Profile, E-Leave, Timesheet (selected), Forms, Policies/Manuals, IR Security, Change Password, and Sign Out. The main content area is titled 'Timesheet' and shows 'Subordinate Timesheets' for 'Yousuf Hussain'. The table below has columns for Employee Name, Report Month, Projects, Status, and Action. Two entries are shown for August and July 2019, both with a status of 'Submitted for Approval'. Below the table, there are radio buttons for 'Approve', 'Reject', and 'Request Change', and a 'Submit' button. Red arrows point to the 'Approve' radio button and the 'Submit' button.

Employee Name	Report Month	Projects	Status	Action
Yousuf Hussain	August , 2019	(PS=100%)	Submitted for Approval	Click To Approve
Yousuf Hussain	July , 2019	()	Submitted for Approval	Click To Approve

First Level Supervisor Response:

Approve Reject Request Change

Submit

First Level Supervisor Comments:

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2.3 Email to Employee

Just after supervisor approves timesheet, system will send a confirmation email to employee that his/her timesheet has been approve as shown in the image below.

Reply Reply All Forward

Stride Administrator <systems@irextranet.com> | Syed Huzaifa 11:12 AM

Monthly Timesheet Approved

Dear User,

We are glad to inform you that your monthly timesheet has been approved by your supervisor. You can check and view this on STRIDE.

To log into STRIDE, please click the following URL: <http://irextranet.com>

If you face any difficulty please feel free to contact your respective ICT Team or email your query to ICTServiceDesk@irworldwide.org.

Regards
ICT Support
Islamic Relief, Pakistan