How to fill up your timesheet

In this Tutorial we are going to learn How to fill up Timesheet.

What is Timesheet:-

It is a method for recording the amount of a worker's time spent on each job.It records worker's tasks,subtask and time spent on percular task to accomplish project work.

Why Timesheet:-

Timesheet records time duration i.e.start and end time of task.Timesheet contains detailed tasks accomplished throughout the project.This information is useful for time estimation,project management,Time management which will increase productivity and this records will help in project tracking.

Prerequisites:- Timesheet url.

Process:-

Create Timesheet with column Date,Manager,Project,Task,Subtask,Time In,Time out,Total,Comment.

1. First,enter date of working day and project assigned to you.
2. In Manager field enter your name.
3. In task column enter your planned task.
4. In sub task is part of your mentioned task that means you have to mention task in detailed. You can see example:-Create static theme is main task and sub-tasks are creating header,footer,index files.

5) Time In is start time when you actually start working on perticular task.

6) Time out is end time when you accomplish your task.Time should be enter in 24 hours format.

7) In comment section mention your current task's status whether it is done or pending.

Testing or what can go wrong:-

1. Project title,and time should be properly entered as this information is use for filtering.
2. Enter time in format of 24 hours.If we enter time in 12 hours format total time would not get

calculated correctly.