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Management Solutions

A Quick Guide to TMS Timesheets

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## 1 Introduction

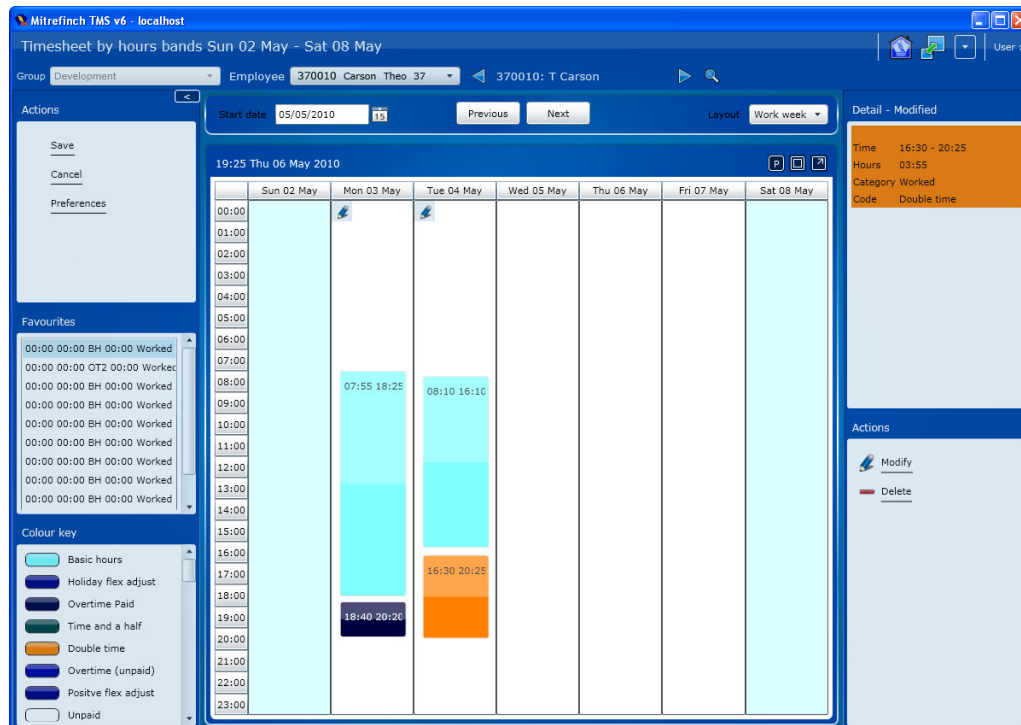
TMS generates work records that represent clocking in/out activity at a terminal. Prior to TMS v6 employees had to maintain their work records via the Clock card, i.e. to correct or add a clocking. In version 6 of TMS we have added timesheets.

**The TMS Timesheets use the same data as the Clock Card but display it in a way that is very simple to understand.**

### TIMESHEETS ALLOW YOU TO:

- Enter all your hours for a period of time at once
- Create and modify a working record in an intuitive and visual manner
- Draw and expand work shifts on a time based grid
- Allocate time to certain projects
- If required, all changes made on timesheets can be sent to the department Supervisor as employee requests, to be checked off and authorised

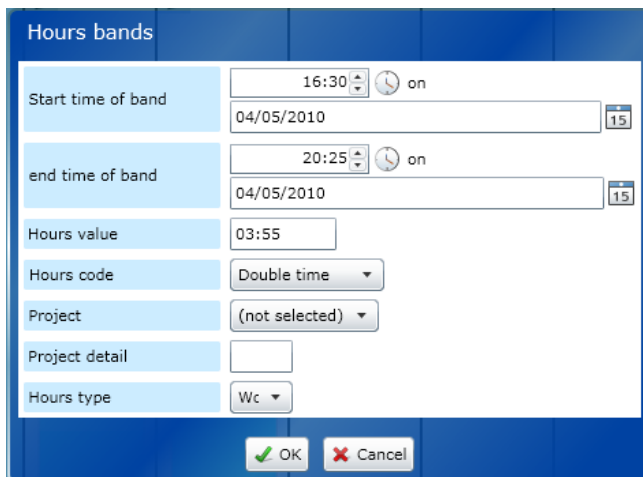
To display your timesheet for the current week select Timesheets from the Employee main menu:



You can record worked hours simply by clicking on the grid and then dragging out an appropriate hours band. When you have finished click **Save** on the top left-hand side of the form.

## 2 Edit an hours band

To edit an hours band, select it and then click the **Modify** button on the right-hand side of the form. The following form will then be displayed:



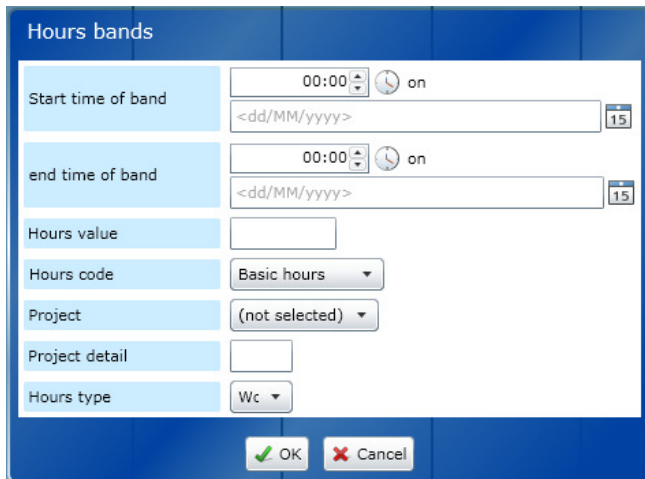
Hours bands	
Start time of band	16:30 on 04/05/2010
end time of band	20:25 on 04/05/2010
Hours value	03:55
Hours code	Double time
Project	(not selected)
Project detail	
Hours type	Wc

OK Cancel

Choose the relevant **Hours code** from the drop-down list and then click **OK**. Different hours bands will be displayed in different colours on the timesheet accordingly.

### 3 Favourites

You can setup 'favourite' hours bands via the box on the left-hand side of the form. This saves you from having to set up identical hours bands over and over again. You can setup a maximum of ten hours bands. Click on a line in the list and then click the **Modify** action that appears on the right-hand side of the form. The following form will be displayed:



The screenshot shows a form titled "Hours bands" with the following fields:

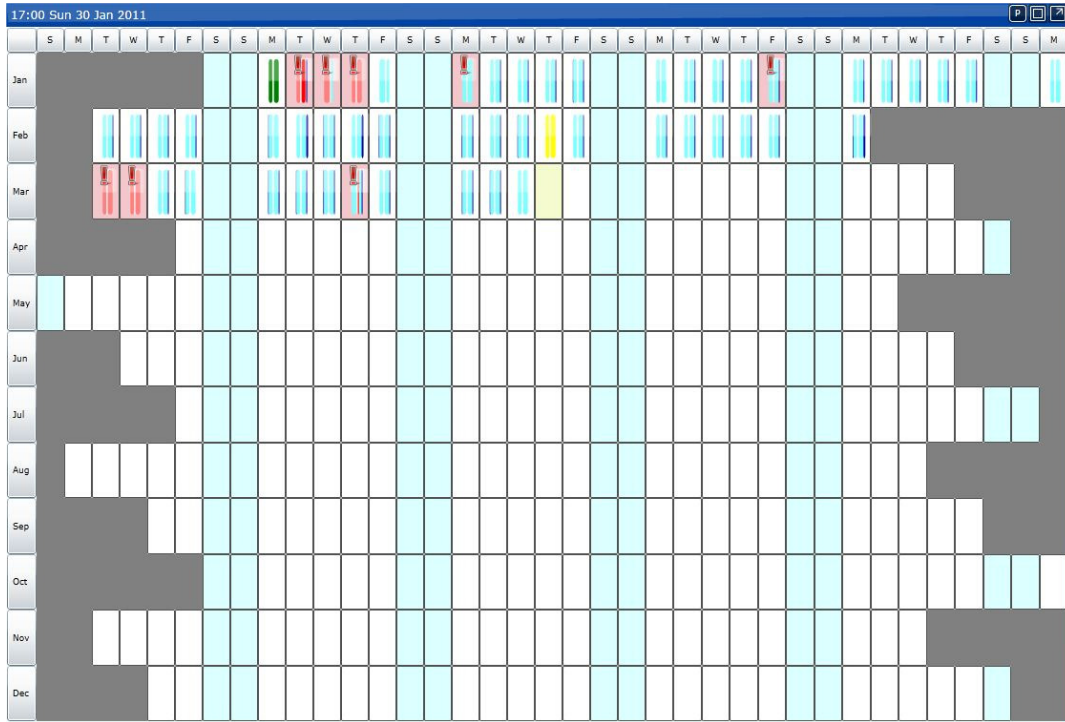
- Start time of band: 00:00 (with a clock icon and "on" text) and a date field with the placeholder "<dd/MM/yyyy>" and a calendar icon.
- end time of band: 00:00 (with a clock icon and "on" text) and a date field with the placeholder "<dd/MM/yyyy>" and a calendar icon.
- Hours value: an empty text input field.
- Hours code: a dropdown menu with "Basic hours" selected.
- Project: a dropdown menu with "(not selected)" selected.
- Project detail: an empty text input field.
- Hours type: a dropdown menu with "Wc" selected.

At the bottom of the form are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

Setup the hours band as you want it and then click **OK**.

## 4 Viewing Options

The **Layout** drop-down list at the head of the timesheet form allows you to view the grid across a year, a month or a year.



	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Jan																														
Feb																														
Mar																														
Apr																														
May																														
Jun																														
Jul																														
Aug																														
Sep																														
Oct																														
Nov																														
Dec																														

## 5 Group timesheets

Supervisors can view group timesheet – displays a group of employees

Group Timesheet Mon 14 Mar 2011 - Sun 20 Mar 2011

Group: Development Employee: 370086 Peers Neil 370086: NP Peers Start date: 18/03/2011 User: master 10:36:17

Previous Next

22:15 Mon 14 Mar 2011

	Mon 14 Mar	Tue 15 Mar	Wed 16 Mar	Thu 17 Mar	Fri 18 Mar	Sat 19 Mar	Sun 20 Mar	EWTD work
310000: M Parkin				16:27				
310034: G Oakland	✓							26:11
377016: M Fu	09	09	09	09				06:52
377018: J Neary	09	09	09	09				06:52
890000: O Stannard								
310077: J H Duggan	✓	✓	1	?	?			30:20
310085: M Pim								
360078: R Stafford-Jones		✓	1					24:02
370001: B Ellis								28:51
370008: J Mennell	09	09	09	09				31:39
370010: T Carr-Brion	1	2		1				30:38
370018: G Manning								
370019: D Gotlib	1	✓	1	1				28:28
370044: K Davison	09	✓	09	09				28:16
370045: G Parkinson								
370077: DA Allsopp								31:59
370078: MDG Grum	1	09	09	09				07:15
370079: R Elsdon	0	09	09	09				34:47
370080: MFE Fenton								
370081: JL Laws	1	1	1	1				32:17
370082: MTR Tripp								
370083: KWN Warren	1	1	1	1				31:09
370084: S Walker	1	1	1	1				30:34
370085: ML Lison								
370086: NP Peers	1	1	1	1				33:12
377009: G Hornby								
377013: C Toner	1	1	1	1				31:22
377014: S Hobson								
377015: G Hobson								

Detail

**Overview**  
Name: 360078: R Stafford-Jones  
Date: Tue 15 Mar

**Work record**  
Shift: Development non  
Standard day: 10:00 - 16:00  
Standard hours: 07:30  
Reason:

**Basic hours**  
Type: Worked  
Time: 09:31 - 09:50  
Hours: 00:19  
Project: Departmental Tas  
Project detail: Emails

**Basic hours**  
Type: Worked  
Time: 09:50 - 10:00  
Hours: 00:10  
Project: Mitrefinch IT Dep

Totals on Tue 15 Mar  
EWTD work 02:01



If you require more information, or you would like to book a training day,  
contact your account manager on 0845 619 0070.

**Not using TMS version6?  
Contact us to receive your upgrade!**

## Mitrefinch contact details

### United Kingdom Registered Office

Mitrefinch Ltd  
Mitrefinch House  
Green Lane  
York  
YO30 5YY

Head Office: 01904 693115  
Support: 01904 693949  
Sales: 01904 693520

Email: [sales@mitrefinch.co.uk](mailto:sales@mitrefinch.co.uk)

Web: [www.mitrefinch.co.uk](http://www.mitrefinch.co.uk)

