

# GLOBAL INITIATIVE

## How-to-Guide

Time sheet  
October 2024

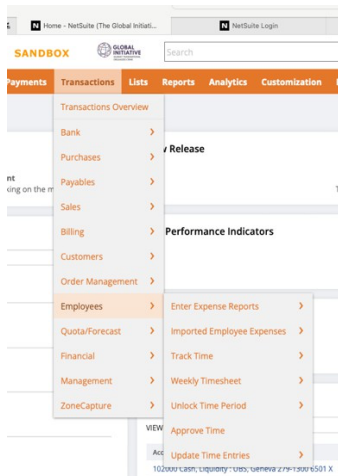
### Introduction

With Oracle we are saying good by to Harvest and welcome to the time sheet filled in Oracle. Holidays, sick leave, public holidays will have to be filled in Bamboo. Time allocated onto project will have to be done on Oracle.

### Weekly Time sheet

All principles we were applying in Harvest remain. We are encouraging you to do your time sheet on a regular basis. Maximum of 10 hours a day with a maximum of 8 hours onto one single project per day. Soon, should you log some leave time onto Bamboo for a specific day, you will not be able to have more than 8 hours on that same day.

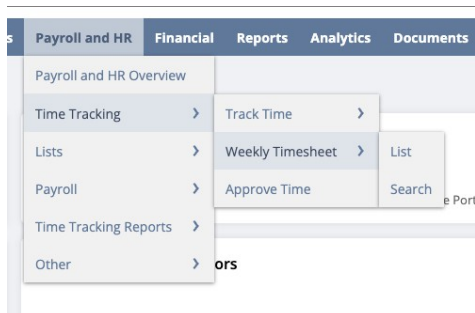
Depending on your role you will have within the home ribbon transaction or Payroll & HR :



Select Home.

Then within the blue Ribbon : Select Transactions / Employees / Weekly Timesheet

Within the Production environment : Payroll & HR then Time Tracking / Weekly Timesheet



You will be able to navigate from one week to the other

**Weekly Timesheet**  
EMP6 Axel Chaptal 07.01.2024

Save Cancel Actions

Primary Information

EMPLOYEE \*  
EMP6 Axel Chaptal

WEEK OF \*  
< 07.01.2024 >

Classification

SUBSIDIARY  
GL-TOP Switzerland

Select the project you are supposed to log to some time on

Enter Time Active Workflows Workflow History Planned Time

Copy from Week Import Planned Time

CUSTOMER : PROJECT	CASE/TASK/EVENT	BILLABLE	SERVICE ITEM
Start typing for search			

+ Add Row ↶ Insert Duplicate Remove

Save Cancel Actions

Click in there (Enter Time)

Make sure to select a Project ( starts with PRXX) and not a Customer that starts with CUXX

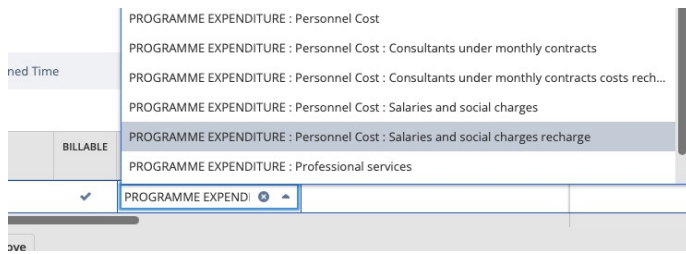
- Starts With | Contains
- CU1 Department for Migration, Stabilisation and Fragility
  - PR1 Department for Migration, Stabilisation and Fragility : 24.DKK-Assass
  - CU10 Ministry of Business, Innovation & Emploment
  - PR44 Ministry of Business, Innovation & Emploment : 24.Maritimell
  - CU11 The Copper Mark
  - PR45 The Copper Mark : 24.CopperM
  - ~~CU12 Mission Interministérielle de Lute contre les Drogues et les Conduites Addictives~~
  - PR46** Mission Interministérielle de Lute contre les Drogues et les Conduites Addictives : 24.DR.
  - CU13 The Millennium Trust
  - PR47 The Millennium Trust : 24.Milleniium
  - CU14 Foundation to Promote Open Society (FPOS)
  - PR48 Foundation to Promote Open Society (FPOS) : 24.OSF
  - PR49 Foundation to Promote Open Society (FPOS) : 24.OSF2
  - CU15 Pan American Development Foundation (PADF)
  - PR50 Pan American Development Foundation (PADF) : 24.PADF

If you don't have access to the project, ultimately the project leader will give you access. This won't be done by Finance any more.

Later you will be able to select a task from the list

In the Service Item box, please make sure to pick the

PROGRAMME EXPENDITURE : Personnel Cost : Salaries and social charges recharge. Later this will come automatically.



Donor and Thematic will come automatically from the project later too. For the moment you can leave them blank

Then put in the number of hours you worked

Show Legend ▾

THEMATIC	SUN, 7	MON, 8	TUE, 9	WED, 10	THU, 11	FRI, 12	SAT, 13	TOTAL
	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
	8:00							8:00 ↻

To help maintain accuracy and improve task tracking, please complete the Memo section using the following format :

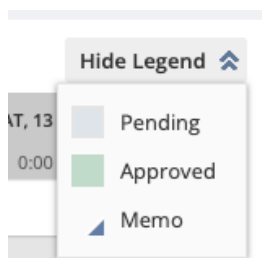
*Location (space) & (space) task1;task2;task3, etc.*

*For example: Cape Town & Reporting; Analysis; Meeting Preparation. OR Geneva & Budgeting; Resource allocation; etc.*

The MEMO can be found on the timesheet at the bottom right-hand corner.

BILLING SUBSIDIARY	SUN, 15	MON, 16
	0:00	4:00
GI-TOC Switzerland		4:00

At the beginning of the following month. Project leader will have to approve the time you logged. Once done that means that time has been transferred onto the project and no more time can be added.



You can then Add a line by clicking on the Add button at the bottom

Enter Time [Active Workflows](#) [Workflow History](#) [Planned Time](#)

Copy from Week Import Planned Time

CUSTOMER : PROJECT	CASE/TASK/EVENT	SERVICE ITEM	BILLABLE	BILLING SUBSIDIARY
PR71 Travel		PROGRAMME EXPENDITURE...		

Start typing for searching

+ Add Row ↶ Insert 📄 Duplicate 🗑 Remove

Save Cancel Actions

Once you are done, if you save, an email is sent to the time sheet approver. So do it once a month

Should you need to go back and change the entry

Please select the edit Button

CUSTOMER : PROJECT	CASE/TASK/EVENT	SERVICE ITEM
PR71 Travel		PROGRAMME EXPENDITURE : Personnel Cost : Salaries and social charges rec...

Edit Back Actions

Select the line and do the modification. Should you want to remove, please select the line and click on the remove button

Enter Time [Active Workflows](#) [Workflow History](#) [Planned Time](#)

Copy from Week Import Planned Time

CUSTOMER : PROJECT	CASE/TASK/EVENT	SERVICE ITEM
PR71 Travel		PROGRAMME EXPENDITURE : Personnel C

+ Add Row ↶ Insert 📄 Duplicate 🗑 Remove

Save Cancel Actions