Template Applications – Time Sheet

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Introduction

This application consists of two pages to manage a weekly time sheet.

The first page collects employee information and the week commencing date. The second page contains the daily time sheet information and buttons to save, print, submit and process the time sheet.
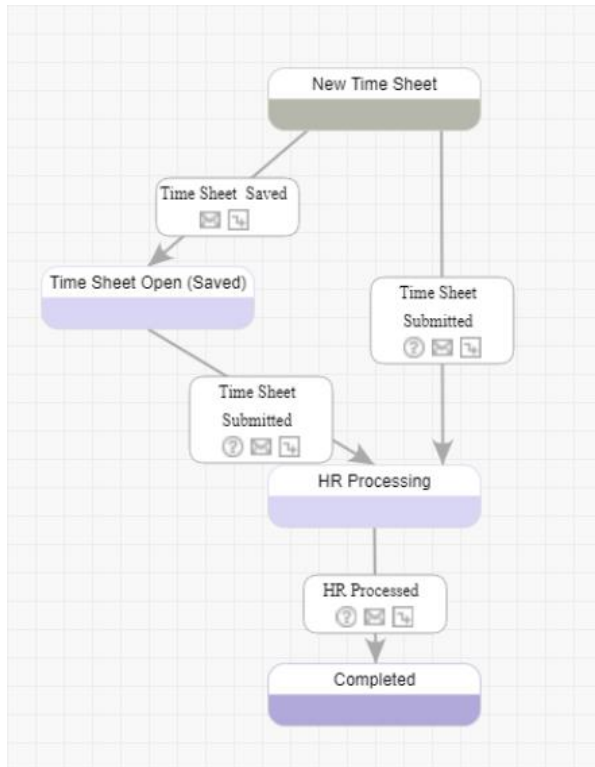
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Workflow Logic

The workflow in the application allows the employee to save their partially completed time sheet and then return to it later to submit when it's complete. Each time sheet may be saved multiple times.

Once submitted, the HR team or person may confirm that the time sheet has been processed or close it and return to it later.

Notable Behaviors

When choosing a week-commencing date on the first page, logic checks that a Monday is selected. On the page navigation button on the first page, logic sets the day and date information before proceeding to the second page.

Each day's entry fields will be read-only until the corresponding checkbox is checked on the second page. Any data already entered will be removed if that is subsequently unchecked.

Mandatory time sheet entry fields are checked depending on whether the corresponding checkbox for that day is checked. This mandatory check logic sits on a hidden field at the top of the second page <Check Mandatory Fields> and is triggered using the Run Behavior command on the Save and Submit buttons.

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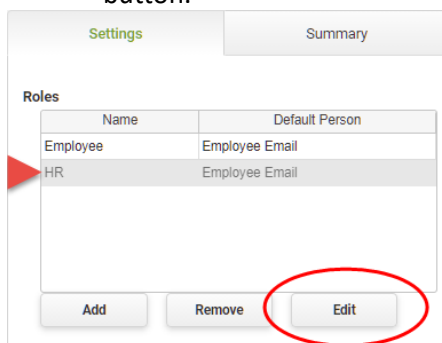
Installation Instructions

After the application is imported into your system, a minor modification will be required.

In normal circumstances, the HR role will always be occupied by the same person or group, so it's unnecessary to identify them in the application. This role can be linked directly to a user or group within your system or to a specific email address, and this will need to be done before publishing the application.

Initially, all Roles are linked to the 'Employee Email' field on the first page; this is suitable for testing but needs to be re-linked before the application gets used.
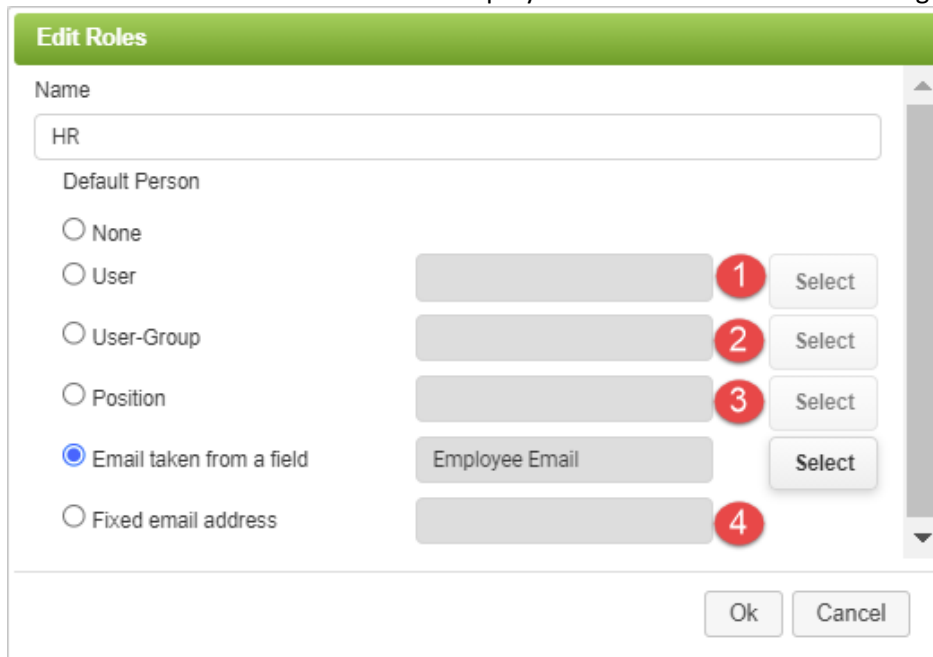
To manage this, do the following:

- Open the app in design mode
- Click on the workflow icon ⬚
- The workflow properties should be open in the right-hand panel, but if not, click on the workflow diagram's background (grid area) away from a stage object or pathway.
- Select the workflow properties and the 'Roles' table, select the HR role, and click the Edit button.

You will see that the role links to the Employee Email field and must be changed before publication.

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Select an alternative option to link the HR roles. Your options here would depend on what you have set up in your system but will include the following:

1. If your HR person has a license in your account (Full, basic, or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button, and choose from the user list.
2. If you have set up an HR user group within your system and have selected the appropriately licensed users to occupy that group, you can link to that user group. Select the 'User-Group' option, click the corresponding Select button, and choose from the list of groups.
3. If you have set up an HR position within your system and have selected the appropriately licensed user to occupy that position, you can link to that position. Select the 'Position' option, click the corresponding Select button, and choose from the positions list.
4. You can link to the HR person's email address if neither is possible. Select the 'Fixed email address' option and enter the email address in the corresponding box. In this scenario, the HR person doesn't require a license (Full, basic, or limited) in your system.

Click OK when done.

The graphic 'Background' is included as a picture displayed as the background of each page and can be removed if you prefer to use alternative graphics.

Mobile Version

This application is not enhanced for mobile use.