



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

TIMESHEETS AGRESSO M7

Business World (M7)

This manual will guide you through logging your time on Business World (M7)

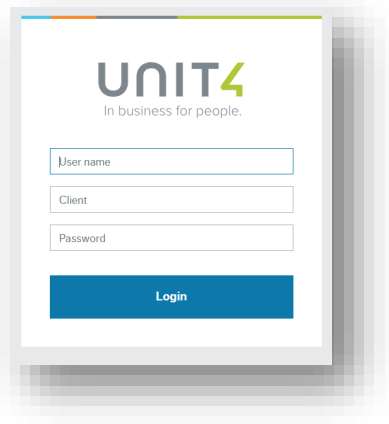
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Opening BWO M7 on the Web

1. Open your internet browser and go to

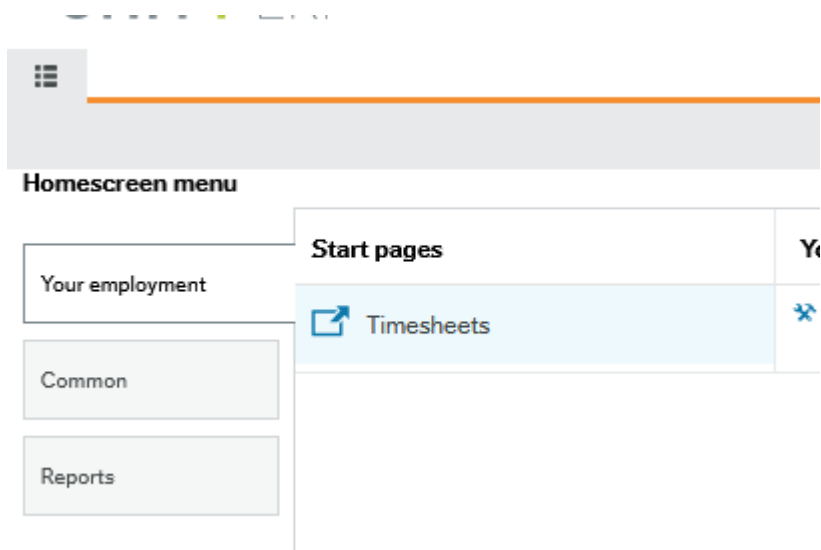
https://ubw.unit4cloud.com/ie_mtu_prod_web



2. Enter your BWO! Credentials

Menu Options

On the Homescreen Menu, select 'Your Employment' and 'Timesheets'



Timesheet Entry

Getting Started

You will be greeted with the Timesheets dashboard. This will display the current week as default. A list of outstanding periods will be listed on the right. You can also browse previous weeks by clicking on the calendar icon. To begin entry for a specific week, select it from the list of outstanding periods.

Note: Where a week spans the end of one month and the beginning of the next, they will be displayed separately. This is because we have to report on each month separately. Note that the first outstanding period listed below is for Sept1-Sept3, Friday to Sunday. The remainder of the week (Aug28-Aug31) was recorded in the previous month.

The screenshot shows the 'Timesheets' dashboard. On the left, under 'Your current period', there is a large blue box for 'Monday OCT 16 2023' and a light blue box for '202351 Oct16-Oct22 New' with the dates '16/10/2023 - 22/10/2023' and an 'Open current period' button. On the right, under 'Outstanding periods', there is a list of four items, each with an alarm icon and a right-pointing arrow:

- 202343 Sep1-Sep3 - Due (1/9/2023 - 3/9/2023)
- 202344 Sep4-Sep10 - D... (4/9/2023 - 10/9/2023)
- 202345 Sep11-Sep17 - ... (11/9/2023 - 17/9/2023)
- 202346 Sep18-Sep24 - ... (18/9/2023 - 24/9/2023)

Once you have selected the week you want to enter hours against, you will be presented with the screen below.

The screenshot shows the 'Timesheet 202344' entry screen for the period '04 Sep 2023 - 10 Sep 2023'. It features a table for entering time. The table has columns for 'Work task', 'Description', 'Time code', 'Unit', and days of the week (Mon 9/4, Tue 9/5, Wed 9/6, Thu 9/7, Fri 9/8). The 'Total entered' row shows 0.00 for all days. The 'Work schedule' row shows 7.00 for all days. There are buttons for 'Add work task' and 'Copy empty timesheet'.

Work task	Description	Time code	Unit	Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8
Click Add work task to start entering time.								
Total entered				0.00	0.00	0.00	0.00	0.00
Work schedule				7.00	7.00	7.00	7.00	7.00

Timesheet Details

To begin, click on 'Add Work Task' on the bottom left of the screen.

This screenshot shows a section of the interface with a yellow highlight on the 'Add work task' button. Above it are two buttons: 'Total entered' and 'Work schedule'. Below the 'Add work task' button are three buttons: 'Send for approval' (in blue), 'Save as draft', and 'Print preview'.

In the pop up, you can search for projects by name or by project code. Each project has at least one work order set up against it. Projects with multiple work orders will have the W** preface to distinguish between them. Once you have your project selected, select your work order and click 'Add to Timesheet'

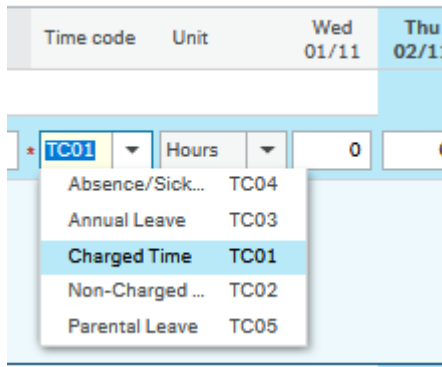
This screenshot shows a 'Select work task' pop-up window. It has a title bar with a question mark icon. Below the title, it lists two project entries: '20-01 - Food Path (P20015)' and '20-01 - Food Path (P20015W01)'. Underneath, there is a section titled 'Select work order and activity' with two columns: 'Work order' and 'Activity'. Each column has a 'Filter' input field. In the 'Work order' column, the entry '20-01 - Food Path' is selected and highlighted in blue with a checkmark. At the bottom of the pop-up, there are two buttons: 'Add to timesheet' (highlighted in yellow) and 'Back'.

Once selected, the project will display on the timesheet entry screen. You will now need to enter a Description, a Time Code and your hours.

This screenshot shows the 'Timesheet' entry screen. At the top, there are two buttons: 'Copy timesheet' and 'Copy empty timesheet'. Below these is a table with three columns: 'Work task', 'Description', and 'Time code'. The 'Work task' column contains the text '3f - Green Model' and '3f - Green Model W01'. The 'Description' column contains the text 'Test'. The 'Time code' column contains a dropdown menu with 'TC01' selected.

Under Description, which will default to the project name, you can enter specific details of what the hours are for if needed.

Timecode



There are 5 Timecodes available:

TC01 – Charged Time

TC02 – Non-Charged Time

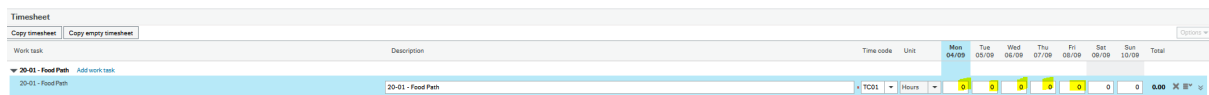
TC03 – Annual Leave

TC04 – Absence/Sickness

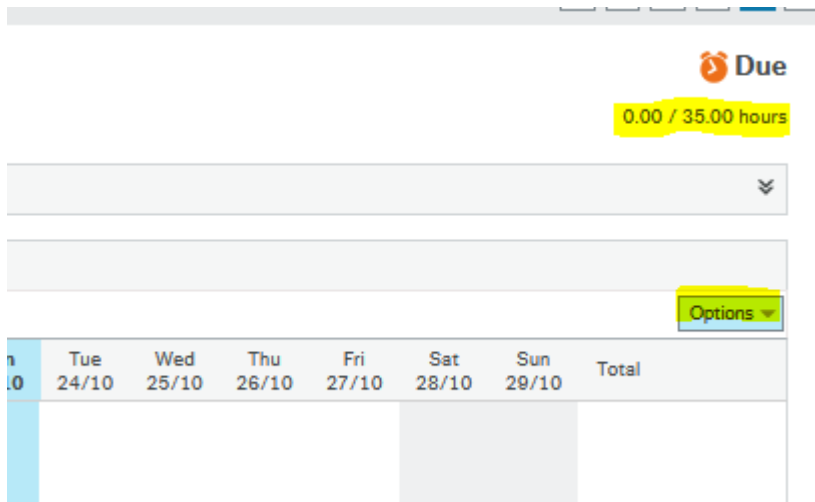
TC05 – Parental Leave

For most entries, you will use TC01 – Charged Time. TC02 is to be used if the hours are to be recorded but not charged across to the project ie. Matching Cost. TC03, TC04 & TC05 are to record Annual Leave, Absence/Sickness and Parental Leave hours respectively. If you are recording Annual Leave or absence, record this against one of the projects you would normally work on during that period.

You will then need to enter the hours worked against the project.

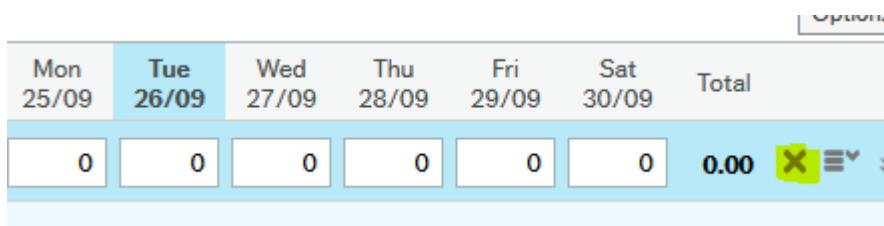


Once you have entered your hours you can add another project for the same time period if needed. To do this, repeat the above steps from 'Add Work Task'. The number of working hours you can log in one standard week is 35. This is displayed on the upper right of the screen:



Where there is a Bank Holiday in the week, this is reduced to 28 hours. Under the 'options' indicated above, you have the option of hiding any non-working days such as weekends and public holidays.

To delete an entry, select the X on the far right of the entry. This will delete the entry for that project and it will be displayed with a line through it.



Once all hours are entered, you have the options to save the timesheet as a draft or send it for approval. If saved as a draft, it will save the details but not send for approval. Use this if you have only entered part of the timesheet. Otherwise send the timesheet for approval. The timesheet will route to the relevant budget holder for approval, and then to finance for final checks.

Once a timesheet is sent for approval, it will route to the budget holder for review. If either the budget holder or the finance office find an issue with the timesheet and reject it, you will be notified that you have a task awaiting your approval. Tasks are indicated by the tick mark on the top right of the screen.

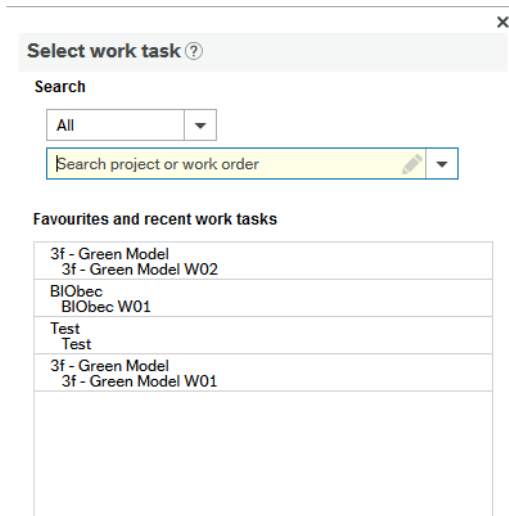


The number indicates the number of tasks you have. To display, click on the tick mark and select a task from the dropdown. Timesheet rejections will be labelled 'Timesheet Correction'.

The issue with the Timesheet will be listed in the Workflow Log next to the approvers name. Once you have fixed the issue, save and it will route again for approval.

Additional Features

Once you have entered at least one timesheet and sent it for approval, you will notice that the project codes you have previously used are now displayed under 'favourites and recent work tasks', which will make selection of the necessary projects quicker.



Select work task ? x

Search

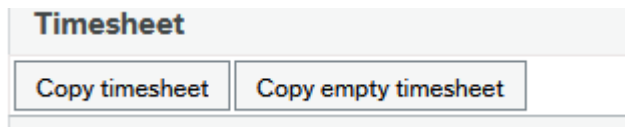
All ▼

Search project or work order 🔍 ▼

Favourites and recent work tasks

3f - Green Model
3f - Green Model W02
BIObec
BIObec W01
Test
Test
3f - Green Model
3f - Green Model W01

Copy Timesheet: if you have entered a timesheet for the previous week, you can copy this timesheet to the current week by selecting the 'Copy timesheet' button. Note: This will only copy over the project and hours but not the description if you have amended it.



Timesheet

Copy timesheet Copy empty timesheet

You can also use the 'Copy empty timesheet' button which will copy over the project(s) used the previous week, but not the hours.

Any queries about functionality or access can be directed to denis.cronin@mtu.ie