

# How to.... Timesheet

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## The Timesheet detail view

The timesheet detail view allows users to review and enter work hour entries.  
The view is split into four panes.

The screenshot shows a software window titled "James Earl Jones on M/V Patriot Games 2". The interface is divided into four main panes:

- Summary Pane (Top Left):** A table showing work hours for a selected week (26/06/2017 - 02/07/2017).

Work type	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Normal Work	10.5	10.5	9.5	14	10	10	10
Over time work	1.5	1.5	4	4	0	0	0
- Conformance pane (Top Right):** A large empty box labeled "Conformance".
- Timesheet pane (Middle):** A table listing individual timesheet entries.

Date	Work hour category	From	To	Count	Comment	Max work 24h	Min rest 24h	Min rest 7d	Approved	Appro
26.06.2017	Normal Work	09:00	19:30	10.5		10.5	13.5	157.5	<input type="checkbox"/>	
27.06.2017	Normal Work	09:00	19:30	10.5		10.5	13.5	147	<input type="checkbox"/>	
28.06.2017	Normal Work	08:00	15:30	9.5		9.5	14.5	141.5	<input type="checkbox"/>	
29.06.2017	Normal Work	03:30	18:00	18		18	6	123.5	<input type="checkbox"/>	
30.06.2017	Normal Work	08:00	18:00	10		10	14	113.5	<input type="checkbox"/>	
01.07.2017	Normal Work	08:00	18:00	10		10	14	103.5	<input type="checkbox"/>	
02.07.2017	Normal Work	08:00	18:00	10		10	14	93.5	<input type="checkbox"/>	
28.06.2017	Normal Work	18:30	22:30	9.5		9.5	14.5	137.5	<input type="checkbox"/>	
- Paint Pane (Bottom):** A graphical representation of the timesheet entries as a grid. The x-axis represents hours of the day (0-23), and the y-axis represents dates. Blue bars indicate work periods.

**Summary Pane** The upper left pane showing total hours registered for the crew member for the selected date range.

**Conformance pane** The upper right pane showing descriptions of any breaches of regulations for selected days

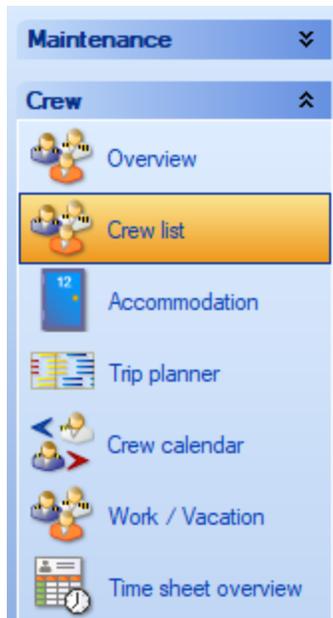
**Timesheet pane** The middle pane showing the list of timesheet entries

**Paint Pane** The Lower pane showing a graphical representation of time based entries

## How to find the timesheet detail view

The timesheet function can be accessed from two different places in the TM Master V2 program (depending on user rights)

### 1. In the crew module



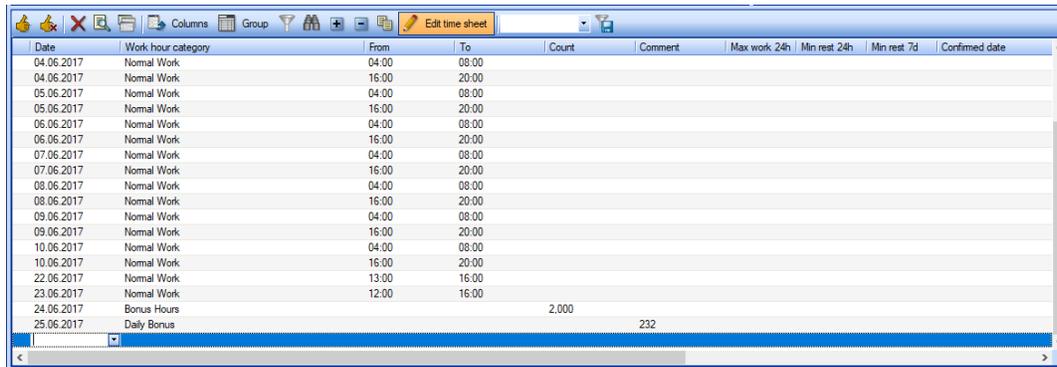
1. Select [Crew] → [Crew List] on the main side menu
2. Double click a crew member
3. Select the “Timesheet” tab

### 2. In the My Place module



1. Select My Place → My Crew
2. Select the “Timesheet” tab (if more than one tab is available)

## How to add work entries in the timesheet pane



Date	Work hour category	From	To	Count	Comment	Max work 24h	Min rest 24h	Min rest 7d	Confirmed date
04.06.2017	Normal Work	04:00	08:00						
04.06.2017	Normal Work	16:00	20:00						
05.06.2017	Normal Work	04:00	08:00						
05.06.2017	Normal Work	16:00	20:00						
06.06.2017	Normal Work	04:00	08:00						
06.06.2017	Normal Work	16:00	20:00						
07.06.2017	Normal Work	04:00	08:00						
07.06.2017	Normal Work	16:00	20:00						
08.06.2017	Normal Work	04:00	08:00						
08.06.2017	Normal Work	16:00	20:00						
09.06.2017	Normal Work	04:00	08:00						
09.06.2017	Normal Work	16:00	20:00						
10.06.2017	Normal Work	04:00	08:00						
10.06.2017	Normal Work	16:00	20:00						
22.06.2017	Normal Work	13:00	16:00						
23.06.2017	Normal Work	12:00	16:00						
24.06.2017	Bonus Hours			2,000					
25.06.2017	Daily Bonus				23.06.2017				

1. Click the  [Edit Time sheet] button on the toolbar of the time sheet pane
  2. Click in the first empty line of the grid
  3. Set the date
  4. Set the 'Work hour Category'
  5. Enter the times or count accordingly
  6. Either
    - a. Click on the next empty line to add another entry and save the one you've just entered.
- Or
- b. Click the 'Edit Time Sheet' button again to save the entry.

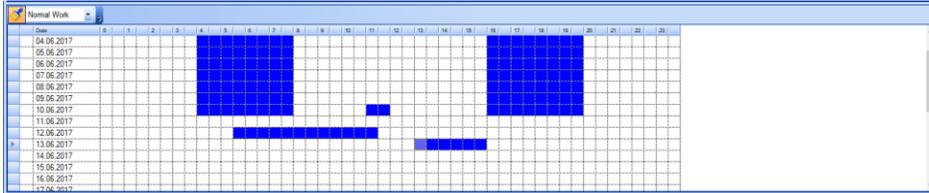
**Tip #1:** While editing the time sheet grid, pressing the [Enter] key will move the currently active cell one place to the right.

**Tip #2:** When entering times in the 'From' and 'To' columns, it is not necessary to type the semi-colon. For example, 12 o'clock can be typed simply as '12' or '1200', both will be accepted.

**Note:** For point 5 of this procedure, which column(s) you need to fill in depend on which 'Work Hour Category' is chosen. If a time based work hour category is chosen then, the times 'From' and 'To' columns need to be filled in. If a count work hour category is chosen then the count column should be filled in. If a daily type work hour category is chosen then none of the columns need to be filled in. Work hour categories are described in more detail in the 'Work Hour categories section later in this manual.

## How to add work entries in the paint pane.

1. Click the  paint button on the toolbar of the paint pane
2. Select which “Work Hour Category” you wish to use from the drop down
3. Click and drag in the paint grid to ‘paint’ the hours.
4. Click the Paint button again to save the changes



**Note #1:** Only time based work hour categories are available from the drop down in the paint pane.

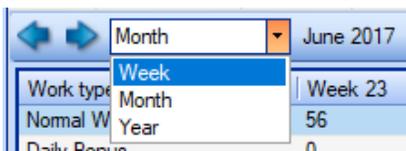
**Note #2:** Time based entries entered within the paint pane will be automatically added to the timesheet pane and vice versa.

## How to turn the Timesheet pane and the paint pane on and off.

1. Navigate to the timesheet detail view
2. On the uppermost toolbar, either
  - a. Click this button  to turn the timesheet pane on/off
  - b. Click this button  to turn the paint pane on/off

## How to change the shown date range for timesheet.

1. Navigate to the timesheet detail view
2. On the uppermost toolbar, set the date interval using the drop down box
3. Use the two arrow buttons to move the date range backwards and forwards as desired.



## How to calculate conformance

1. Navigate to the timesheet detail view
2. Set the date range as desired
3. Click this button  to check conformance for the chosen date range

## How conformance is shown

After clicking the 'Recalculate Conformance' button, a number of columns within the timesheet pane will be populated with Work Hour and Rest hour figures. In addition, to the left of each entry (both in the timesheet pane and the paint pane), a coloured ball will be shown to represent the different levels of conformance. These coloured balls can be one of five different levels.

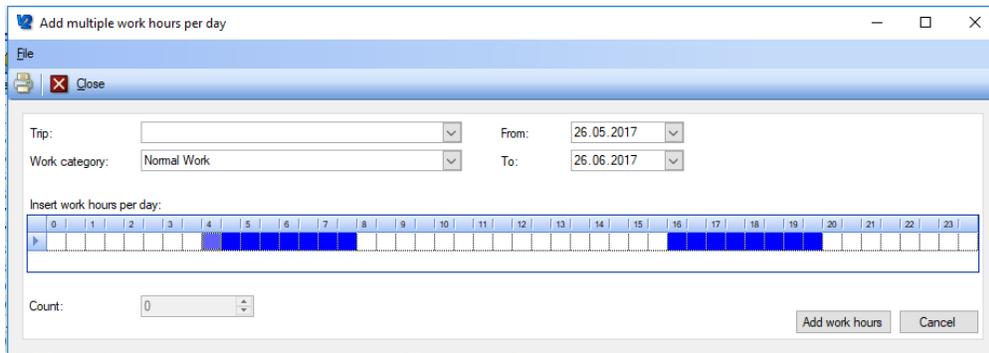
-  **Red** – A non-conformance (one or more of the regulations has been broken)
-  **Yellow** – An exception has been utilized
-  **Green/Yellow** – This entry is a contributing part of an exception period
-  **Green** – This entry is in accordance with all regulations
-  **Grey** – Recalculation of Conformance is required click [Recalculate] button 

In cases where the ball is anything other than green or gray, there will also be text shown in the 'Conformance' pane detailing which regulations have been broken or which exceptions have been utilized.

## How to add work periods for several days at once

To save time recording the hours, if the work schedule is similar over a period of time, the [Add multiple workhours per day] can be used

1. Navigate to the timesheet detail view
2. Click the [Add multiple workhours per day] button  on the uppermost toolbar
3. In the new window, select the 'Work Category'
4. Set the dates 'From' and 'To'
5. Depending on work category chosen, either
  - a. Paint the hours you wish to add
  - Or
  - b. Enter the count number to be added
6. Click 'Add Work Hours'



**Note:** Depending on the number of days selected, it may take some time to add all the entries. A progress bar will keep you updated.

## How to generate the hours of rest report

Year / Month (yyyy/mm): 2017 - 5		Periods of work are coloured: ■ Periods of rest are blank: □ / □		Not to be completed by the seafarer <sup>1</sup>	
Hours	0 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	Hours of rest in 24-hour period	Comments	Hours of rest in any 24-hour period <sup>2</sup>	Hours of rest in any 7-day period <sup>2</sup>
01.05.2017		16.0			
02.05.2017		7.0			
03.05.2017		12.0			
04.05.2017		6.0			
05.05.2017		11.0			
06.05.2017		11.6			
07.05.2017		16.0			
08.05.2017		16.0			
09.05.2017		16.0			
10.05.2017		16.0			
11.05.2017		16.0			
12.05.2017		16.0			
13.05.2017		16.0			
14.05.2017		16.0			
15.05.2017		16.0			
16.05.2017		16.0			
17.05.2017		16.0			
18.05.2017		16.0			
19.05.2017		16.0			
20.05.2017		16.0			
21.05.2017		16.0			
22.05.2017		16.0			
23.05.2017		16.0			
24.05.2017		16.0			
25.05.2017		16.0			
26.05.2017		16.0			
27.05.2017		16.0			
28.05.2017		16.0			
29.05.2017		16.0			
30.05.2017		16.0			
31.05.2017		16.0			

<sup>1</sup> For completion and use in accordance with the procedures established by the competent authority in compliance with the relevant requirements of ILO Convention No 180 on Seafarer's Hours of Work and the Manning of Ships Convention 1996.  
<sup>2</sup> A detailed analysis and verification may be necessary to ensure compliance with the relevant requirements of ILO Convention No 180 on Seafarer's Hours of Work and the Manning of Ships Convention 1996 and the International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended.

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1. Navigate to the timesheet detail view
2. Click the [Report] button  on the uppermost toolbar
3. In the new window, select the month and year

4. Select the crew type (please see the note under)
5. Select the Regulation
6. Select the Authorised Signer (optional)
7. Select the Competent authority (optional)
8. Click OK
9. The two page report will now be generated, click print to obtain a hard copy.
10. To save the report as a PDF, click File → Export, Click OK and then select a location to save the file to.

**Note:** The crew type can be either the default crew type for the crew member, or the crew type that they are signed on as.

### How to view the change history for the timesheet

1. Navigate to the timesheet detail view
2. Set the date range as desired
3. Click this button
4. All change history will be shown for the chosen date range

History type	HistoryDate	UserName	EventType	HistoryText
Timesheet	05.01.2017	daren	Approved	Normal Work mandag 2. januar 2017 from 01:30 to 06:30 approved by ...
Timesheet	15.03.2017	daren	Approved	Normal Work Wednesday, January 4, 2017 from 1:30 AM to 10:00 AM ...
Timesheet	05.01.2017	daren	Approved	Normal Work tirsdag 3. januar 2017 from 11:30 to 18:30 approved by d...
Timesheet	15.03.2017	daren	Processed	Normal Work Tuesday, January 3, 2017 from 11:30 AM to 6:30 PM pro...
Timesheet	15.03.2017	daren	Approved	Normal Work Friday, January 6, 2017 from 1:00 PM to 6:00 PM approv...
Timesheet	15.03.2017	daren	Processed	Normal Work Friday, January 6, 2017 from 1:00 PM to 6:00 PM proces...
Timesheet	15.03.2017	daren	Processed	Normal Work Wednesday, January 4, 2017 from 1:30 AM to 10:00 AM ...
Timesheet	15.03.2017	daren	Processed	Normal Work Monday, January 2, 2017 from 1:30 AM to 6:30 AM proc...

**Note:** Change history consists of all changes made to entries after they are confirmed. This includes when each entry is set as approved and processed, as well as cancellation of these statuses. This does not, however, include when confirmed is cancelled. In this particular case, the history for those entries that have confirmed cancelled, the history record is reset.

### How to confirm work period entries

1. Navigate to the timesheet detail view
2. Select one or several lines in the timesheet pane grid
3. Click the [Confirm entries] button  on the toolbar
4. You will then be asked to confirm various situations dependent on the data.

**Note:** This will confirm all entries on the same date and all previous dates (please see 'Consistency in confirmation' below), lock the date for editing (adding or changing entries) and perform a conformance recalculation.

### How to cancel confirmation of work period entries

1. Navigate to the timesheet detail view
2. Select one or several lines in the timesheet pane grid
3. Click the [Remove confirmation] button  on the toolbar
4. You will then be asked to confirm various situations dependent on the data.

**Note:** This will cancel the confirmation of all entries on the same date and all subsequent dates (please see 'Consistency in confirmation' below). It will also unlock the days for editing and delete any saved non-conformances for those days.

### Consistency of confirmation:

It is not allowed to create a gap in the confirmation. By this, we mean that you are not allowed to confirm a day and have days before it which are not confirmed. The same logic is also used for Approval and setting entries as Processed. When confirming an entry, you will be informed of which days you are confirming and which (if any) non-conformities will be saved as a result of confirming the entries. (Please refer to the section about 'Conforming, Approving and processing', later in this manual for further details). This consistency is also necessary when cancelling confirmation, all days after the chosen date will also have their confirmation cancelled. Consistency is necessary due to the nature of Hours of rest calculation and the need to record non-conformances.

## The TimeSheet overview

The timesheet overview allows you to review the total number of timesheet entries of different types for a given date range, as well as the total number of non-conformances and exceptions based on the regulations in force (upper pane).

Approval of timesheet entries and setting them to processed is carried out from this view (lower left pane).

Any Non-conformances are also described in the lower right pane when the appropriate dates are selected in the lower left pane. The timesheet overview can be accessed both from the main Fleet side menu (office only) and the Crew module main menu.

The screenshot displays the 'Time sheet overview - M/V Patriot Games 2' window. The top section shows the date range from 26.05.2016 to 26.06.2017. Below this is a table of crew details with columns for Name, Crew type, Department, NCs, Periods, Daily, Exceptions (Unconfirmed, Confirmed), and Work hour entries (Approved, Processed, Total, Unconfirmed, Confirmed).

Name	Crew type	Department	NCs	Periods	Daily	Exceptions	Work hour entries
						Unconfirmed   Confirmed	Approved   Processed   Total   Unconfirmed   Confirmed
Hanson A Ford	Captain	Bridge					30
Richard D Hants	Captain	Bridge				2	2
James Fox	Chief Officer	Deck					
Patrick Began	Chief Officer	Deck					
Darren M White	Chief Officer	Deck	2			89   6	4   99   1
I love Free days	1st Officer	Deck					
Anne Archer	2nd Officer	Deck					
Tester Agan	2nd Officer	Deck					
Guinea Pig	Safety Officer	Safety	4	1	6	111   16	5   132
David Threlfall	Safety Officer	Safety				17	17   13
James Earl Jones	Chief Engineer	Engine				57	57
Thora Birch	Chief Engineer	Engine				8   1	9
Sean Bean	1st Engineer	Engine					
Samuel L. Jackson	Electrician	Electric	24	1	1	3   42	1   46   4
Polly Alexandra Walker	Crane Operator	Deck				1	1
J. E. Freeman	Bosun	Deck					
Hugh Fraser	Medic	Hospital					
Alex Hugh Norton	Chief Steward	Galley					
Guinea Pig Junior			19	1		21   13	34   10

The lower section of the interface shows a table for work hour entries and a conformance log. The work hour entries table has columns for Crew name, Work date, Work hour category, Work from, Work to, Work count, and Confirmed date. The conformance log shows messages such as 'Allowed as part of an exception period: The minimum rest has been divided into 3 per' and 'Allowed as part of an exception: Total rest is less than the minimum of 77 hours in any'.

How to review timesheet data in the Timesheet overview.



1. Navigate to the timesheet overview
2. Set the From and To dates
3. Click Refresh

Tip: All the data displayed in the time sheet overview grid can be copied out to an excel sheet. Select the data you wish to copy, right click and select 'Copy content to Clipboard'. You can then paste the data directly into an empty excel sheet.

#### How to Approve work period entries

1. Navigate to the timesheet overview
2. Set the From and To dates for the desired date range
3. Click Refresh
4. Select the crew member(s) you wish to approve entries for in the upper pane
5. Select the entries in the lower grid that you wish to approve
6. Click the [Approve selected entries]  button on the lower left toolbar
7. Confirm the approval in the new window

**Note:** Only entries which have been 'Confirmed' can be approved. Attempting to approve unconfirmed entries will not affect them. Approving an entry will automatically approve all other entries for that day and all those on previous days to maintain consistency. (Please refer to the section about 'Conforming, Approving and processing', later in this manual for further details)

#### How to Set work period entries as processed

1. Navigate to the timesheet overview
2. Set the From and To dates for the desired date range
3. Click Refresh
4. Select the crew member(s) you wish to process entries for in the upper pane
5. Select the entries in the lower grid that you wish to set as processed
6. Click the [Set to Processed]  button on the lower left toolbar
7. Confirm the approval in the new window

**Note:** Only entries which have been 'Approved' can be set as 'Processed'. Attempting to process unapproved entries will not affect them. Processing an entry will automatically process all other entries for that day and all those on previous days to maintain consistency. (Please refer to the section about 'Conforming, Approving and processing', later in this manual for further details).

## How to set up Timesheet for the fleet

Before Time sheet can be used by all users to maintain their work hours and hours of rest records, a number of steps have to be carried out at the office installation to prepare the system for use.

1. Import a Time Sheet regulation set
2. Set the default regulation set date range
3. Set the regulation set date range for individual units
4. Populate the 'Work Hour Category' code table

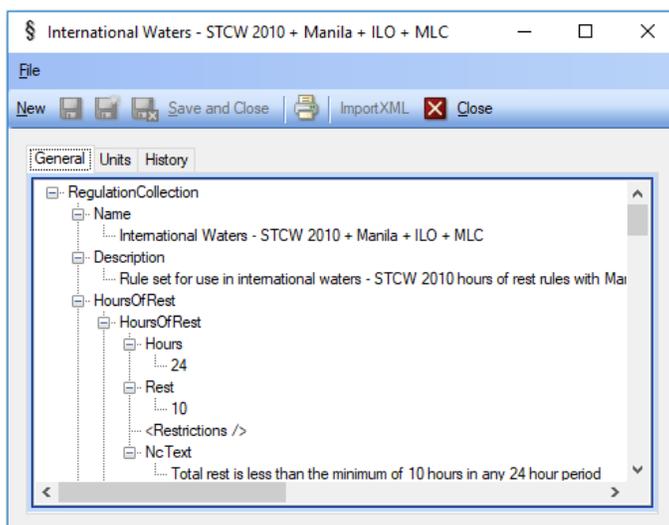
Each of these is handled in detail below. Regulation sets are provided by Tero Marine as an xml file containing the regulations for hours of work/rest which are applicable for your vessels. These requirements can vary according to flag state and trading area, but most companies conform to one or many international rule sets recommended by IMO. Please contact Tero Marine for more information.

## How to Import Time Sheet regulations

1. Go to [System] → [Settings] and select the “Time Sheet Regulations” tab
2. Click this [Add Regulation]  button on the toolbar
3. In the new window, click this button [**Import XML**] on the toolbar
4. Navigate to the file you have received from Tero Marine and select it
5. The file will now import and the regulation structure will show in the window
6. Click Save and close

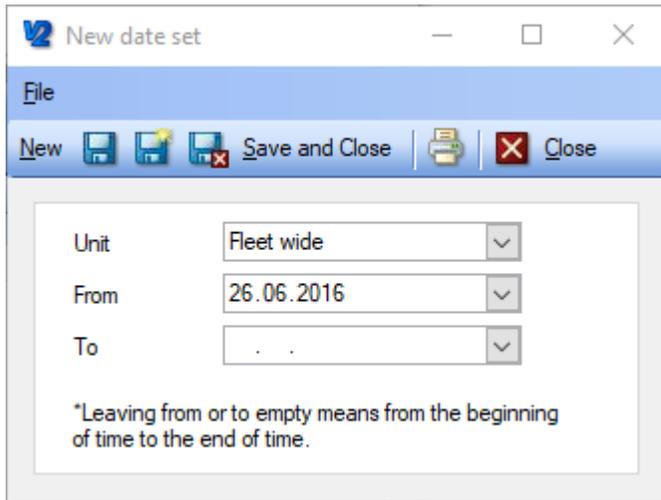
## How to Set the default regulation set date range

1. Go to [System] → [Settings] and select the ‘Time Sheet Regulations’ tab
2. Double click on the regulation set in the grid



3. Select the 'Units' tab

4. Click the [Add to Unit]  button on the toolbar



New date set

File

New   Save and Close   Close

Unit Fleet wide

From 26.06.2016

To . .

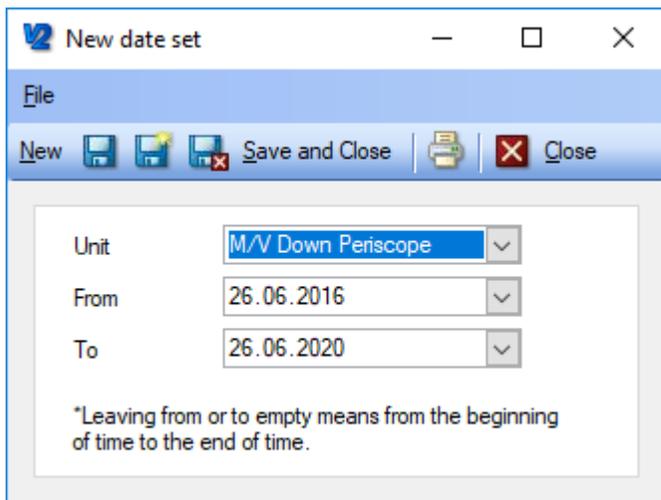
\*Leaving from or to empty means from the beginning of time to the end of time.

5. In the new window, select 'Fleet wide' in the unit drop down
6. Set the 'From' date to today or before
7. Click save and close

**Note:** it is not necessary to set the 'to' date, as this is effectively the default regulation set for all instances where dates are not covered by other regulations.

#### How to Set the regulation set date range for specific units

1. Go to System → Settings and select the 'Time Sheet Regulations' tab
2. Double click on the regulation set in the grid
3. Select the 'Units' tab
4. Click the [Add to unit]  button on the toolbar



New date set

File

New   Save and Close   Close

Unit M/V Down Periscope

From 26.06.2016

To 26.06.2020

\*Leaving from or to empty means from the beginning of time to the end of time.

5. In the new window, select the desired unit in the unit drop down

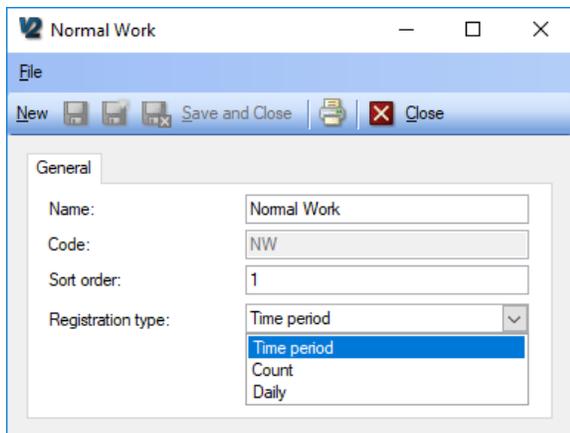
6. Set the 'From' date to the desired start date for that particular unit
7. Set the 'To' date to the desired finish date for that particular unit.
8. Click save and close

**Note:** if all the vessels in the fleet are to always use the same regulation set, then it is only necessary to set the default regulation set (you are not required to specify date ranges for each unit)

## Information about Work Hour Categories



Work Hour categories are initially entered in the Administration → Codes module (please refer to the general manual for how to administrate codes). Each work hour category can be set as one of three different 'Registration Types'



**Time Period** – typically used for normal work hour registration categories requiring a time from and to

**Count** – typically used to add bonus hours where those hours are not to be registered as 'time worked'

**Daily** – typically used to categorise whole days.

Examples of these could be;

- **Time Period** – Normal Work, Overtime, Drill, Mooring etc.
- **Count** – Rope Handling Bonus, Bonus Hours
- **Daily** – Offshore days, Office Days, Off Pay Days, War Zone Days

## Information about the time sheet user rights

There are a number of user rights to control the access and functions within the timesheet module. Some of these need to be used in conjunction with the user rights for the Crew module to gain full or partial access to crew records and their time sheets. Below is a list of the current user rights which are exclusively for the timesheet function (these may be added to in later versions)

Read	→	Can View the Timesheet records in the crew module (not necessary if the user has the Crew → Read user right)
Edit	→	Can Edit Timesheets for his/her own crew record
Add	→	N/A
Delete	→	N/A
EditGrid	→	N/A
EditOthers	→	Can Edit Timesheets for all crew records
ConfirmOwn	→	Can confirm own time sheet records
ConfirmOthers	→	Can confirm time sheets for other crew members. Note, this will not allow confirming of own records unless user can confirm own
CancelConfirmed	→	Can cancel confirmation of timesheet records
ApproveOwn	→	Can approve own timesheet records
ApproveOthers	→	Can approve time sheets for other crew members. Note, this will not allow approving of own records unless user can approve own
CancelApproved	→	Can cancel approval of time sheet records
ProcessOwn	→	Can set own time sheet records as processed
ProcessOthers	→	Can set time sheet records as processed for other crew. Note, this will not allow the user to set their own records as processed unless they have Process own.
CancelProcessed	→	Can Cancel processed for time sheet records
Admin	→	Can administrate time sheet regulations
BonusAdministration	→	User can add approved Count and Daily type time sheet entries for any dates for any user. This is intended for the administration of additions and bonuses to actual working hours.

## Confirming, Approving and Processing

The timesheet function has been implemented with a 3 level approval system (Confirm → Approve → Process). The ability to set the levels and, if necessary, cancel them is totally controlled by the Ustr rights detailed above. It is therefore possible to distribute responsibility for setting the approvals as you see fit. Here is a brief description of the levels

### [Confirm]

This is normally done one crew member at a time from the time sheet detail view. However, it can be done from the timesheet overview as well (this has been added to make it easier for users that are responsible for confirming entries for other crew)

When a user confirms a timesheet record a number of different operations are set in motion.

The first is a consistency check, which will check if there are any unconfirmed entries on days before the selected one. If there are, then the user is informed that these will also be confirmed (as well as any other time sheet records for the same day).

The second operation is that the day will be locked for editing. This will also stop any new records being added for the selected date (or previous dates). There is one exception to this rule and that is if a user has the 'BonusAdministration' user right. This enables a user to add 'Count' and 'Daily' time sheet entries for 'locked' days. The thought behind this is if bonuses and additions are administered from the office, after time sheet hours have been confirmed and approved.

The third operation is that a 'Hours of Rest' conformance recalculation is performed. Any non-conformances that are found will be displayed to the user for additional confirmation. If confirmed these will be saved as part of the Non-Conformance history for that crew member. This history is then utilized in the time sheet overview to generate the total number of Non-conformances and exceptions for each crew member for specified date ranges.

Confirming is intended for each individual crew member to confirm that they are finished with data entry for those days that they have confirmed. However, as it is user right controlled, it is possible to designate any user to confirm someone's time sheet entries.

Who confirms the time sheet record and when they have confirmed it, is logged within the system.

### [Approve]

This can only be done from the timesheet overview.

A consistency check is also performed for approval so, if there are records before the selected one that have not yet been approved, they will also be approved. It is only possible to approve confirmed timesheet records. Any attempt to approve unconfirmed records will not affect those records.

Approval is just a stamp or flag for a timesheet entry. Which user has approved the entry and when they approved are logged within the system.

Approval is intended for senior officers to approve crew member's timesheet entries as genuine. However, as it is user right controlled, it is possible to designate any user to approve someone's time sheet entries.

### **[Processed] ✓**

This can only be done from the timesheet overview.

A consistency check is also performed for processed so, if there are records before the selected one that have not yet been processed, they will also be set as processed. It is only possible to set records as processed if they are approved. Any attempt to process unapproved records will not affect those records.

Processed is just a stamp or flag for a timesheet entry. Which user has processed the entry and when they set it as processed are logged within the system.

Processed is intended for office administration staff to set crew member's timesheet entries as processed to indicate that they are either witnessed or transferred over to an external system (payroll for example). However, as it is user right controlled, it is possible to designate any user to process someone's time sheet entries.

Note: From the date that a timesheet record has been set as processed, there is a 30 day window to cancel the status 'Processed' before the timesheet record is permanently locked.

### **Cancelling timesheet record approval levels. 🙅✖️🔧✖️✅✖️**

Each approval level can be cancelled provided that the user has the appropriate user right to do so. The exception to this is processed if the record was set as processed more than 30 days ago.

Cancelling must take place in the reverse order, so for example – it is not possible to cancel approve for records that are set as processed.

There is also a consistency check involved in the cancellation of all approval levels. This means that cancellation of an approval level (confirmed, approved or processed) will result in the automatic cancellation of the same approval level for all records after the selected one.

For the cancelling of processed and approve, this simply involves the date and time of these levels being removed as well as change log record being created for the cancellation. However, for cancelling the confirmed level, a number of other operations are performed. For this situation, the change log history for those records is also removed, as well as any 'Hours of Rest' Non-conformance history that has been saved for those records.