esa-p Training Material

esa-p Processing Timesheet as a Contractor Time Responsible

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Objectives

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- At the end of this course users will be able to understand how to check, update and release the Timesheet of contractor personnel belonging to their companies

- Please note that this set of training material can also be consulted as a user manual.

Intended users

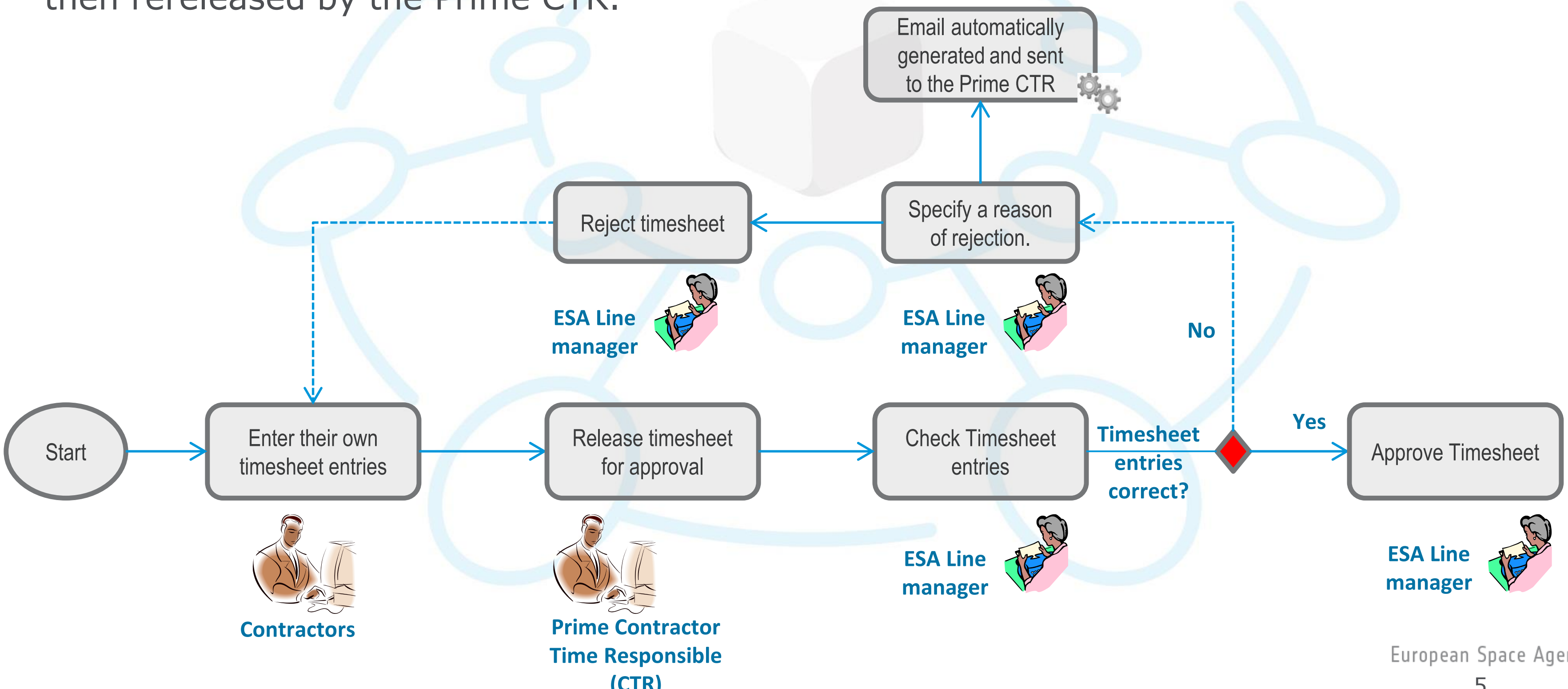
- ESA Contractor time responsible

Summary

- Checking, updating and releasing timesheet data
  - Checking time data at company level on a monthly basis
  - Entering time data on behalf of other contractors
  - Releasing timesheet data
  - Uploading contractors' absences

Checking, updating and releasing timesheet data (1/2)

- Timesheet data for ESA contractor personnel is entered and saved by contractors and released by their Prime Contractor Time Responsible (known as CTR). The ESA Line Manager is in charge of timesheet approval. If the timesheet is rejected, the Prime CTR is automatically notified. Time data must be corrected/saved again by the contractors and then rereleased by the Prime CTR.



Checking, updating and releasing timesheet data (2/2)

- Timesheet data can be released by means of a dedicated functionality that allows you to do the following:

  a. Check time data at company level on a monthly basis
  b. Enter time data on behalf of other contractors. Optionally the CTR can also use this functionality to amend a timesheet already entered by the contractor
  c. Release all the timesheets already entered either one by one or massively

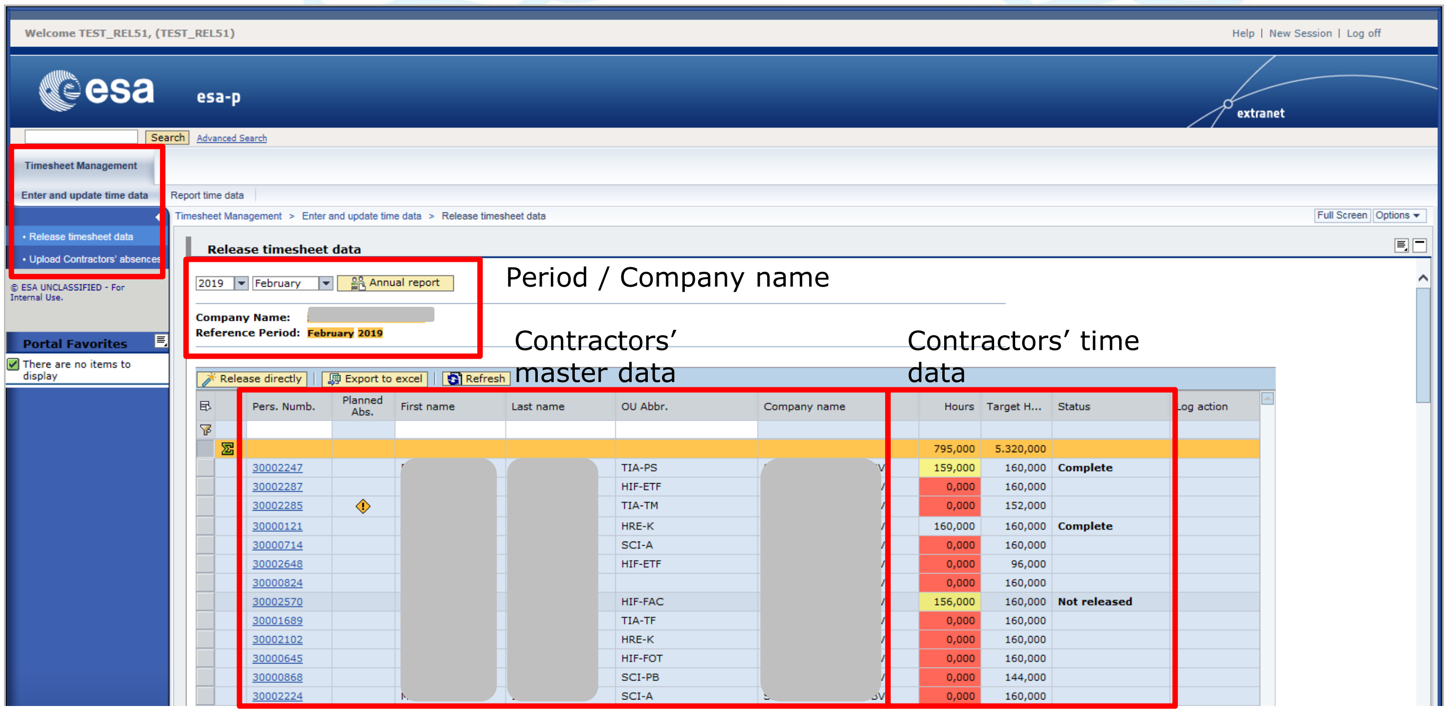
Checking time data at Company level on a monthly basis (1/6)

- The timesheet system is located within the ESA-P portal and is also accessible from outside the ESA intranet at the following link:
  - https://esa-p.sso.esa.int
- Once you have clicked on the above link, you are prompted to enter your credentials. To access the Timesheet system, click on "Logon".

Checking time data at Company level on a monthly basis (2/6)

- The Timesheet functionality for the CTR is at the following location:

  Timesheet Management -> Enter and update time data -> Release timesheet data



Checking time data at Company level on a monthly basis (3/6)

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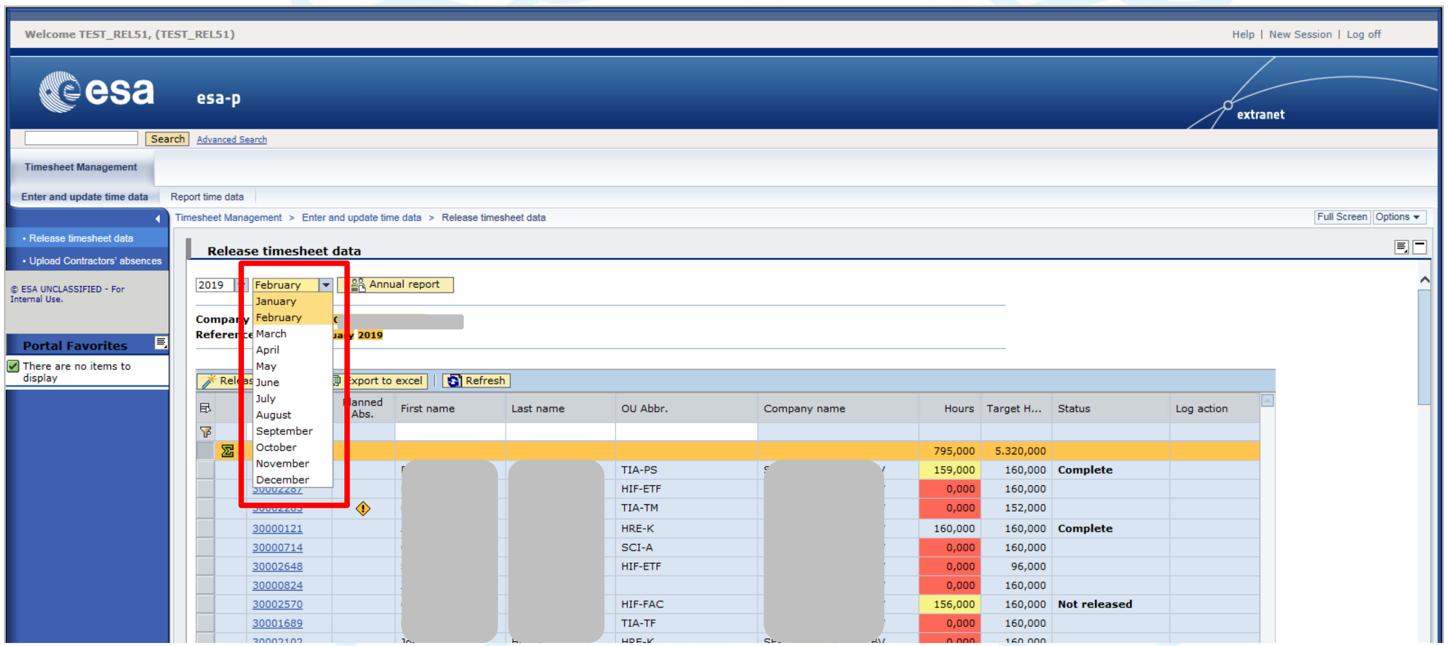
- The «Release timesheet data» functionality is displayed for the current month
- Each line represents one single contractor of your company. The following info is shown for each contractor:
    1. Name of the company
    2. Reference period
    3. Personnel number of the contractor
    4. Planned Absences: absences which reduce the target hours, entered by the CTR
    5. First Name / Last Name of the contractor
    6. Organisational unit of the contractor
    7. Company name
    8. Hours: time data entered by the contractor for the selected month
    9. Target Hours: the nominal hours minus the absences previously uploaded to the system
    10. Status: status of the time data on a monthly basis (see next slide)
    11. Log: where the messages (e.g. Errors) are displayed

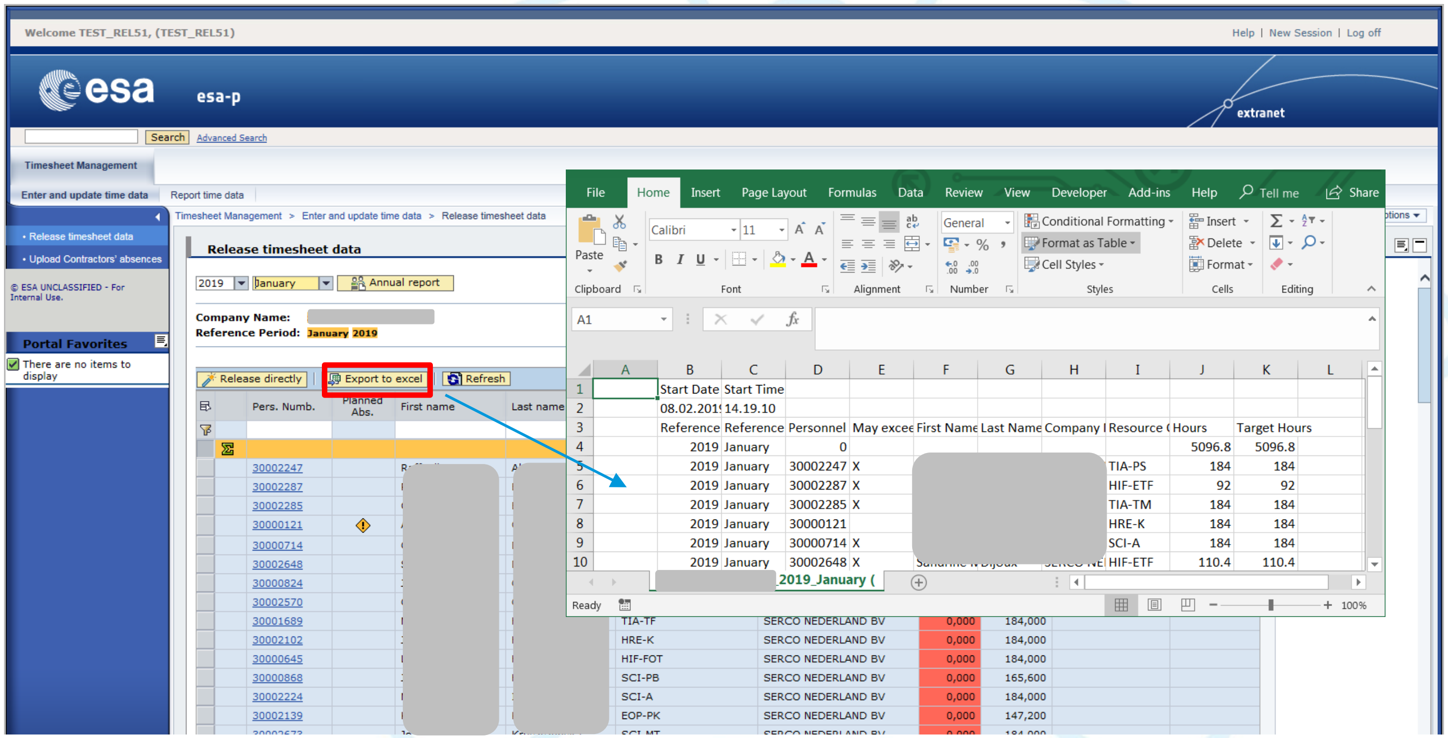
Checking time data at Company level on a monthly basis (4/6)

- Once you have checked all the timesheets for the current month you can move to another month by selecting it in the associated drop-down list.



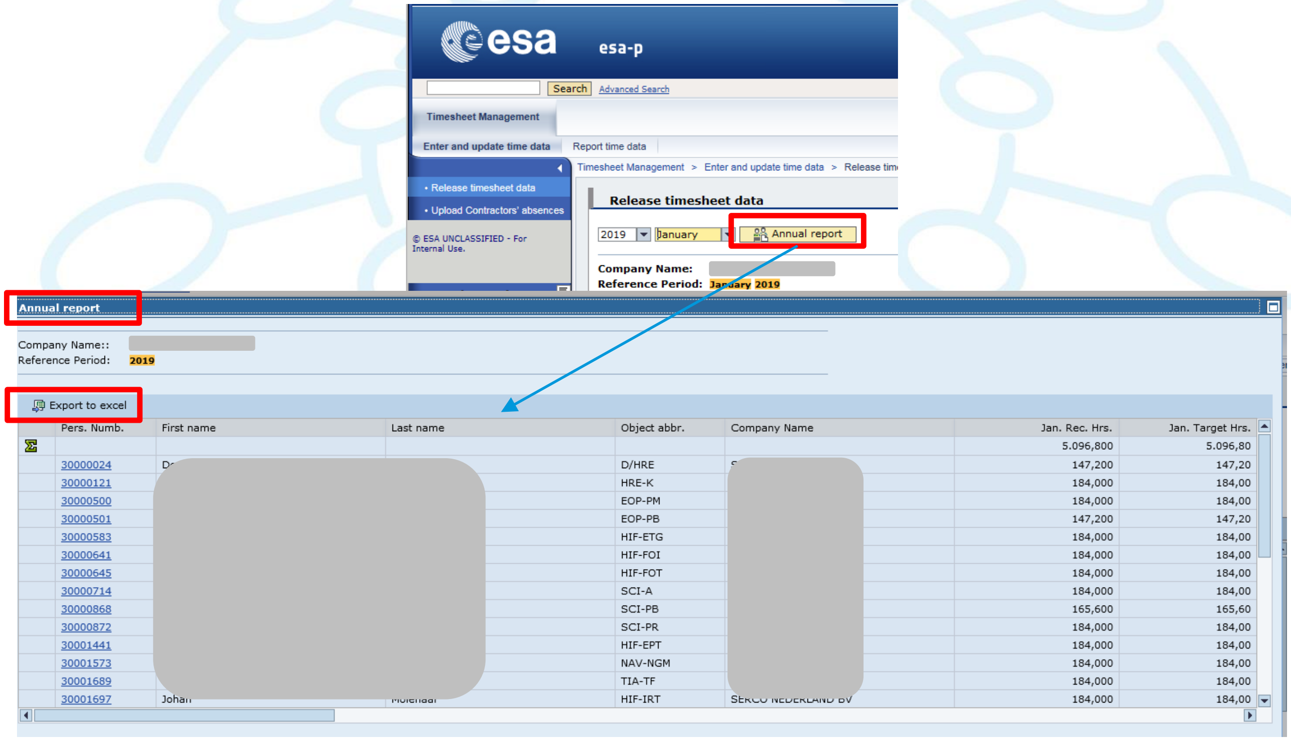
Checking time data at Company level on a monthly basis (5/6)

- If required you can also export the data to Excel by clicking on “Export to excel”.



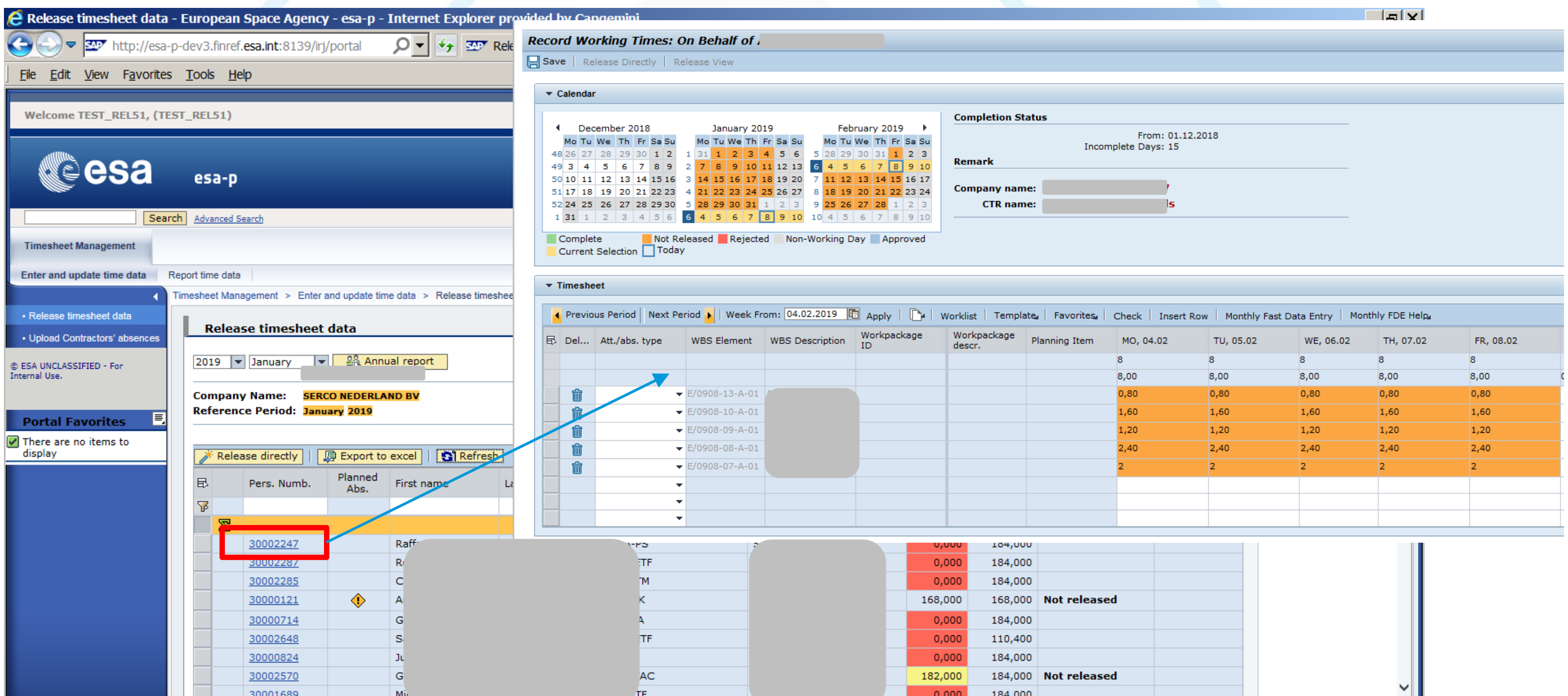
Checking time data at Company level on a monthly basis (6/6)

- If required you can display all the months of the current year by clicking on “Annual report”
- You can export the data to Excel by clicking on “Export to excel”.



Entering time data on behalf of other Contractors

- As CTR you are also allowed to access the timesheet of the contractors belonging to your Company
- To access the timesheet, click on the personnel number of the contractor. Please refer to the “New Contractor Personnel Timesheet Solution Contractors” user manual to fill in the timesheet.



Releasing timesheet data (1/3)

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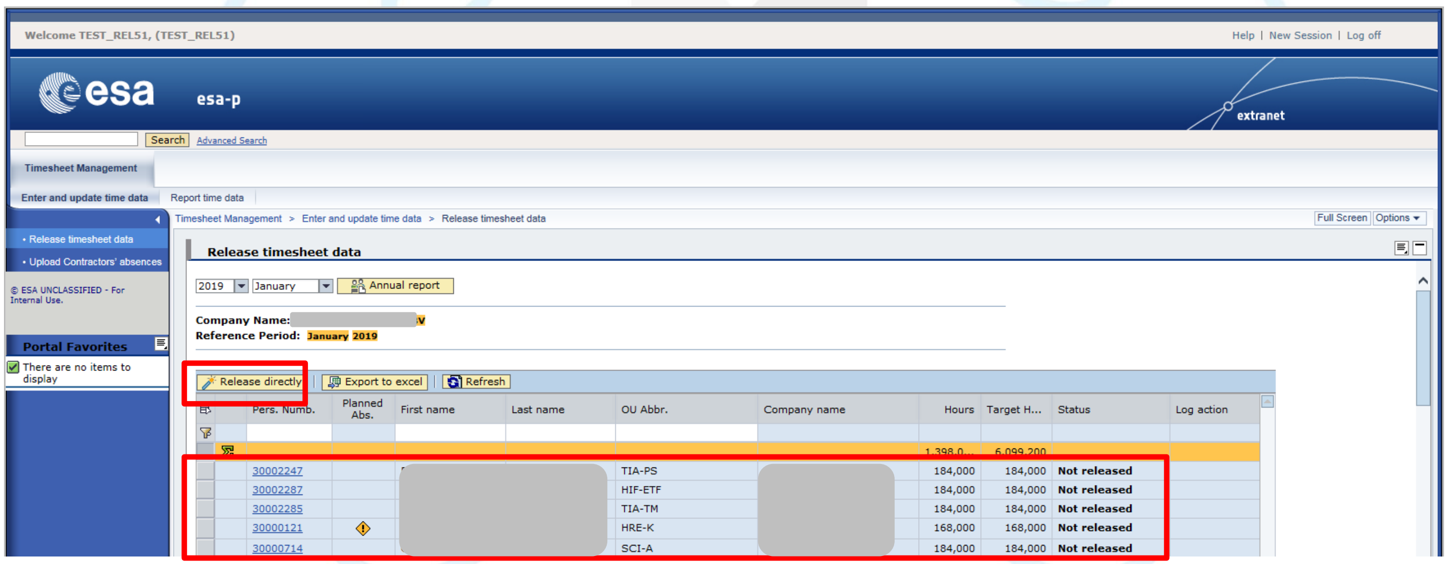
- In order to release the timesheet the month must be in «Not released» status, which means that at least one day has been filled in
- The total entered hours can be equal to or less than target hours. In order to be greater than the target hours the contractor has to be authorised to exceed them
- The status of the month is determined according to the following rules:

		Status of the month			
		Not released	**Complete**	**Approved**	**Rejected**
Daily status	All days "Not released"	X			
	Days "Not released" + days "Complete"	X			
	Days "Not released" + days "Approved"	X			
	Days "Not released" + days "Rejected"				X
	All days "Complete"		X		
	Days "Complete" + days "Approved"		X		
	Days "Complete" + days "Rejected"				X
	All days "Approved"			X	
	Days "Approved" + days "Rejected"				X

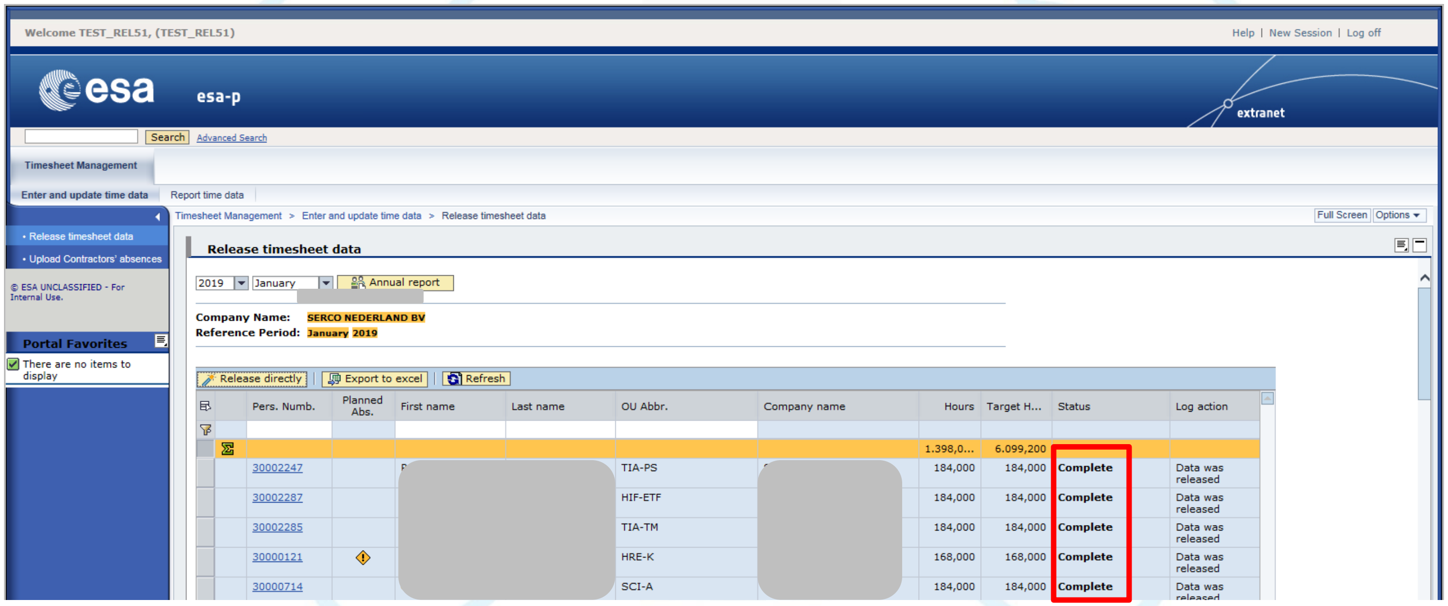
Releasing timesheet data (2/3)

- Once all the timesheets are in “Not released” status, you can release them for approval
- From the “Release timesheet data” view, you can easily release the timesheets by selecting them and by clicking on the “Release directly” button.



Releasing timesheet data (3/3)

- After releasing, the selected records will be set in "Complete" status.



Uploading Contractors’ absences (1/4)

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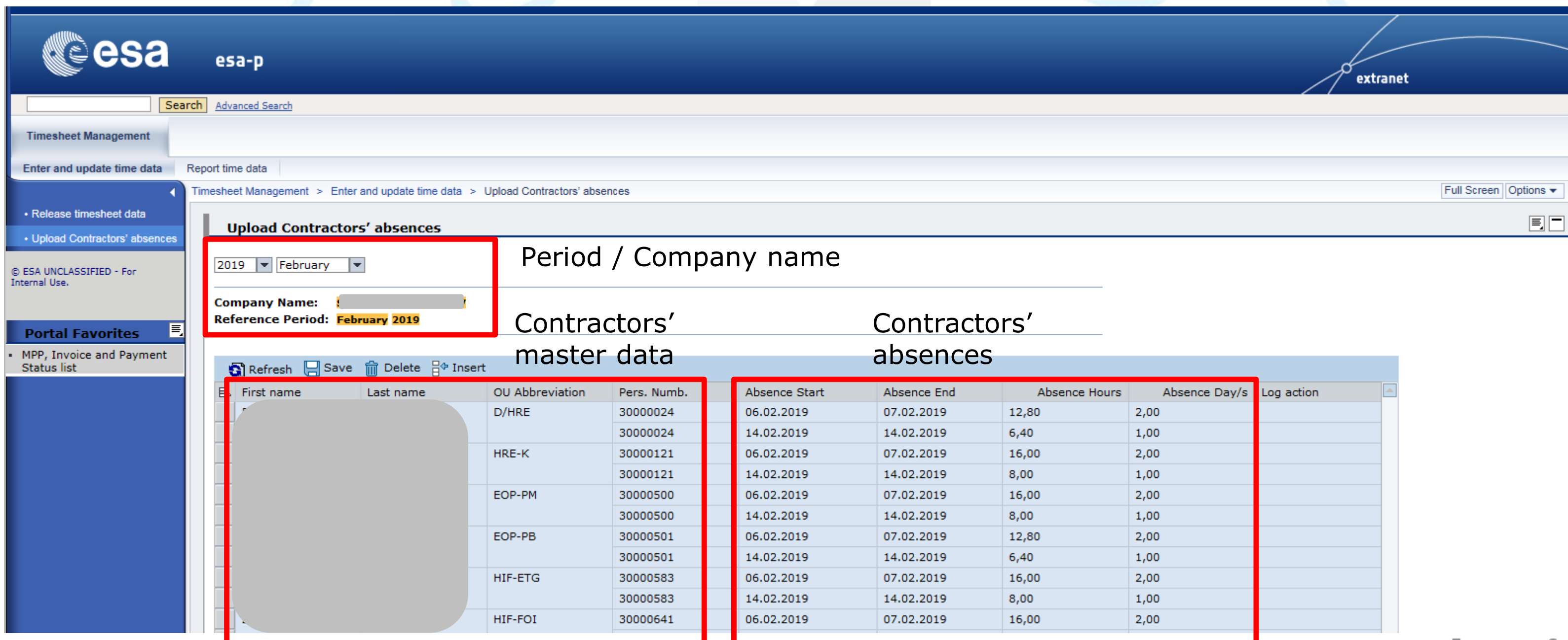
- As CTR you are also allowed to upload the absences of the contractors belonging to your Company to the system. This is done via a dedicated functionality at the following location:

Timesheet Management -> Enter and update time data -> Upload Contractors’ absences



Uploading Contractors' absences (2/4)

- The absences entered via a centralised tool will reduce the target hours accordingly:
  - e.g. if the target hours are equal to 168 for a certain Month and two absences for two different days of 8 hours each have been entered, when saving the target hours will be updated to 152 hours

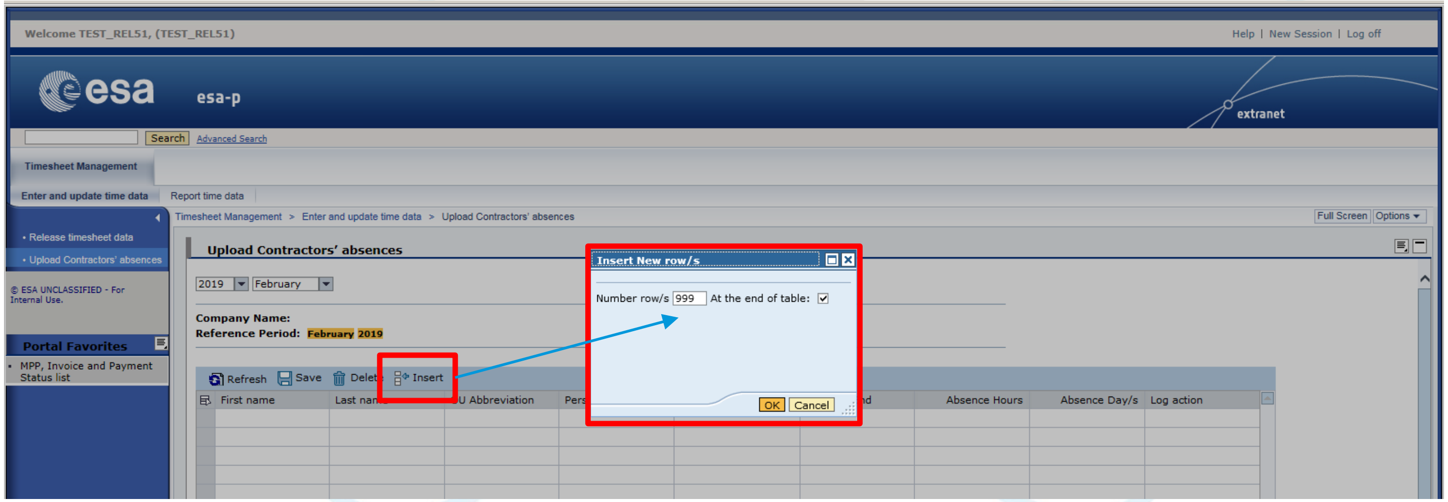
- It is NOT possible to select the absence type: there will be just one absence type as currently shown in the PDF interactive forms

- The centralised tool will display the following info in columns:
  - First Name / Last Name of the Contractor
  - Organisational Unit of the Contractor
  - Personnel number
  - Start date of the absence
  - End date of the absence
  - Absence Hours
  - Absence Days
  - Log: where the messages (e.g. Errors) are displayed

- The absences cannot exceed the target hours of the Contractor per day.

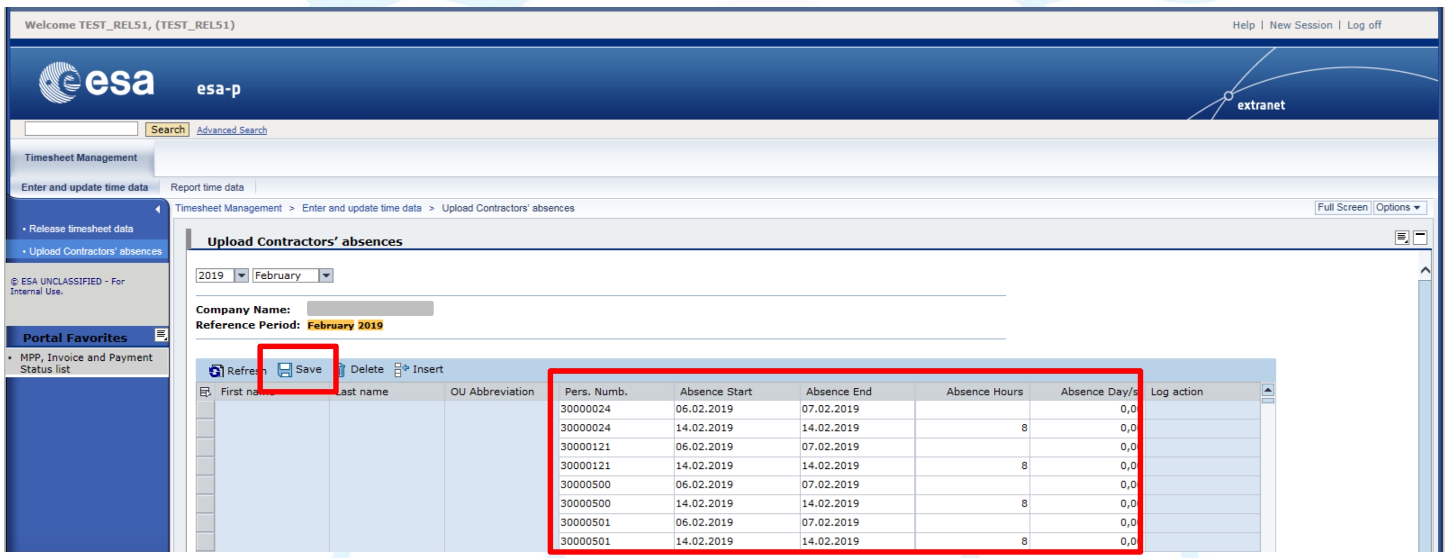
Uploading Contractors' absences (3/4)

- To upload the absences, click on the "Insert" button and indicate the number of records you need to add (at the most 999 records in one go). Next enter the following info:
  - Personnel number
  - Start date of the absence
  - End date of the absence
  - Absence Hours (N.B. Only if start date is equal to end date)



Uploading Contractors' absences (4/4)

- To upload the absences, you can copy/paste the following info from Excel (at the most 999 records in one go):
- Press "Enter" to check the data just entered
- Click on "Save" to save the entries.



To recap

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- What has been learned:
  - Checking, updating and releasing timesheet data:
    - Checking time data at company level on a monthly basis
    - Entering time data on behalf of other contractors
    - Releasing timesheet data
    - Uploading Contractors’ absences

What if?

Technical issues

- Problems with your credentials -> Contact esaitServiceDesk (esait.Service.desk@ESA.int)
- Error messages displayed by the system -> Contact esaitServiceDesk (esait.Service.desk@ESA.int)

Process issues

- No Worklist assigned -> Contact your LTC
- Timesheet not correct –> Contact the Contractor
- Timesheet reporting -> Go to the following path: Timesheet Management - Report time data - Generate companies time data report for CTR