



esa-p Training Material

esa-p Processing Timesheet as a Contractor Time Responsible

Author: Capgemini

Approved by: ESA IT Business Change Management

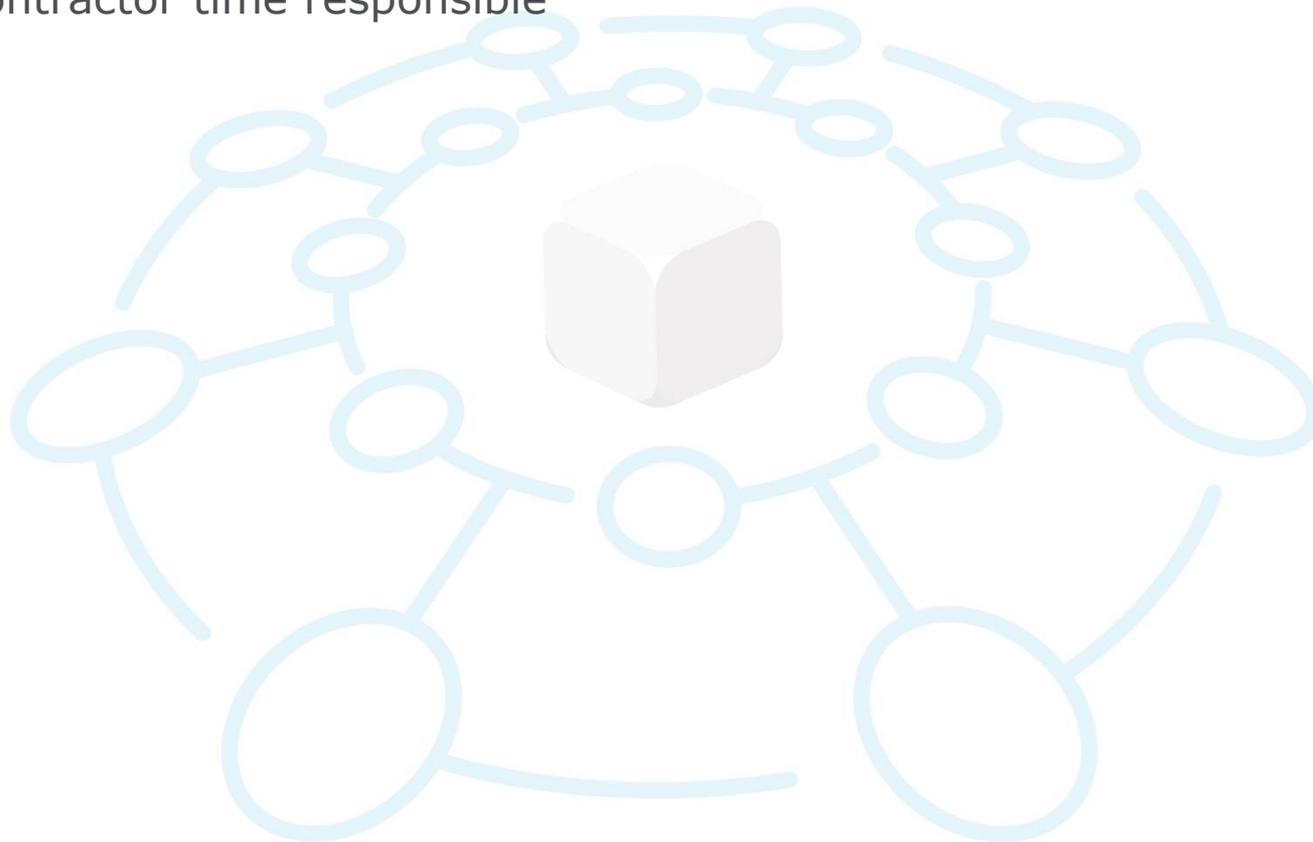
Issue date: 2019

Version: 1.0

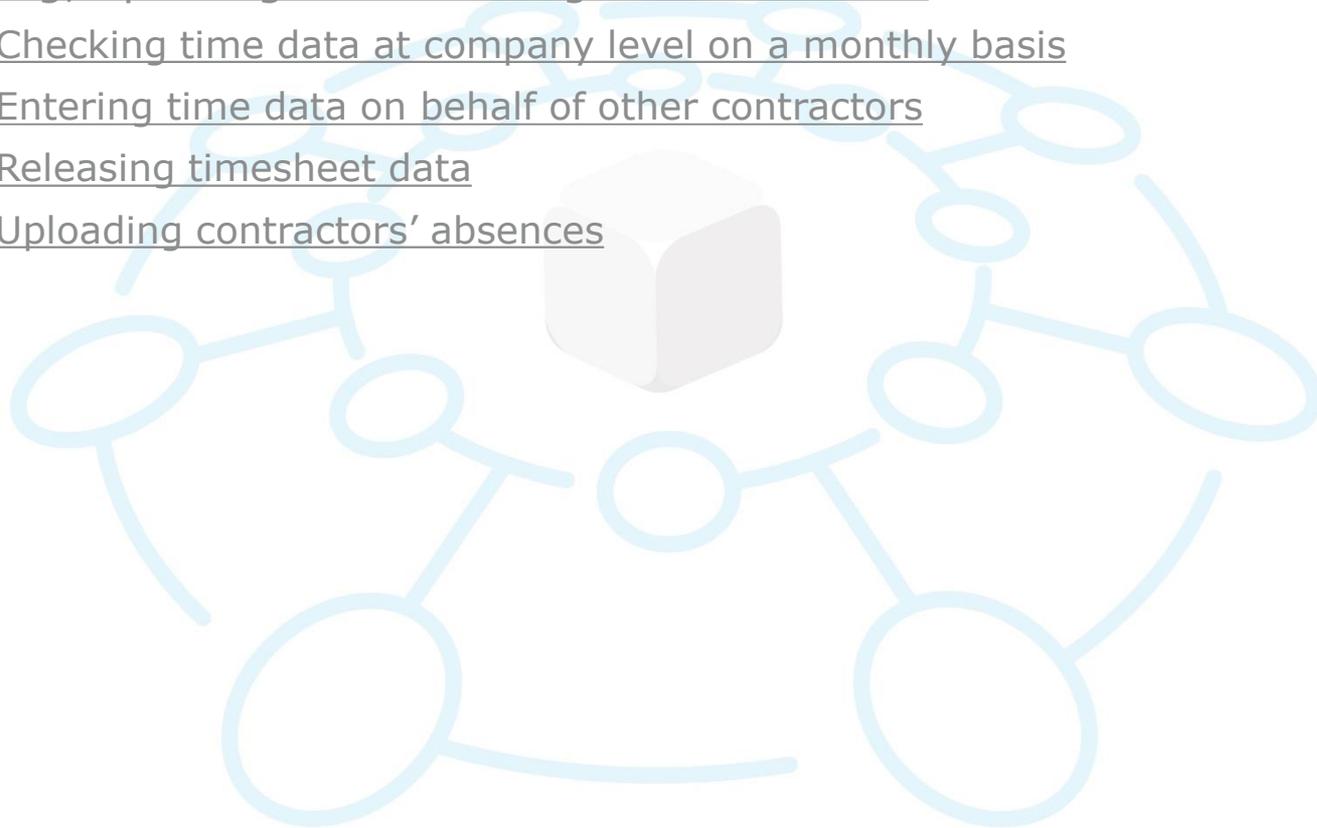


- ❑ At the end of this course users will be able to understand how to check, update and release the Timesheet of contractor personnel belonging to their companies
- ❑ Please note that this set of training material can also be consulted as a user manual.

- ❑ ESA Contractor time responsible

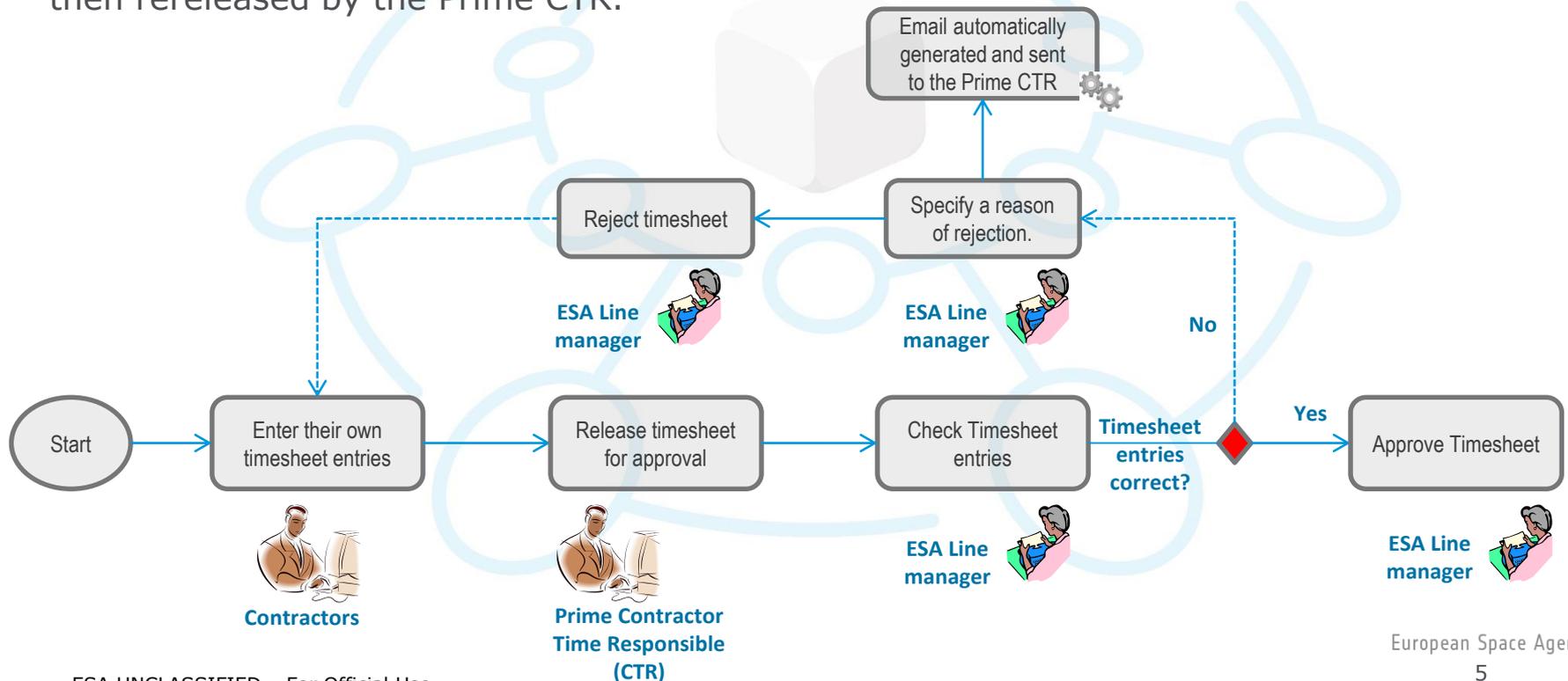


- Checking, updating and releasing timesheet data
 - Checking time data at company level on a monthly basis
 - Entering time data on behalf of other contractors
 - Releasing timesheet data
 - Uploading contractors' absences



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

Welcome TEST_REL51, (TEST_REL51) Help | New Session | Log off

esa-p

Search Advanced Search

Timesheet Management

- Enter and update time data
- Release timesheet data
- Upload Contractors' absences

Report time data

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

Full Screen Options

Release timesheet data

2019 February Annual report

Period / Company name

Company Name: [Redacted]

Reference Period: February 2019

Contractors' master data

Contractors' time data

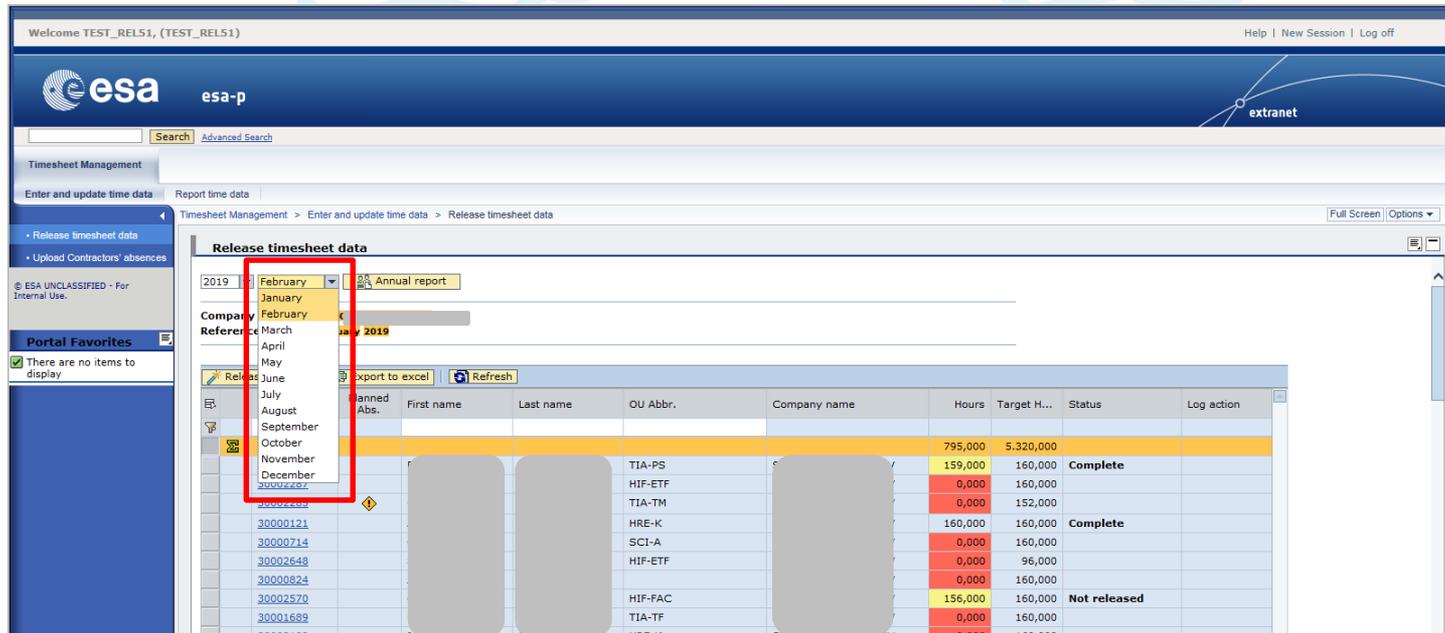
Pers. Num.	Planned Abs.	First name	Last name	OU Abbr.	Company name	Hours	Target H...	Status	Log action
						795,000	5.320,000		
30002247				TIA-PS		159,000	160,000	Complete	
30002287				HIF-ETF		0,000	160,000		
30002285				TIA-TM		0,000	152,000		
30000121				HRE-K		160,000	160,000	Complete	
30000714				SCI-A		0,000	160,000		
30002648				HIF-ETF		0,000	96,000		
30000824						0,000	160,000		
30002570				HIF-FAC		156,000	160,000	Not released	
30001689				TIA-TF		0,000	160,000		
30002102				HRE-K		0,000	160,000		
30000645				HIF-FOT		0,000	160,000		
30000868				SCI-PB		0,000	144,000		
30002224				SCI-A		0,000	160,000		

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

- ❑ 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.



Welcome TEST_REL51, (TEST_REL51) Help | New Session | Log off

esa-p

Search Advanced Search

Timesheet Management

Enter and update time data Report time data

Timesheet Management > Enter and update time data > Release timesheet data Full Screen Options

Release timesheet data

Upload Contractors' absences

ESA UNCLASSIFIED - For Internal Use.

Portal Favorites

There are no items to display

2019 February Annual report

Company Reference

January

February

March

April

May

June

July

August

September

October

November

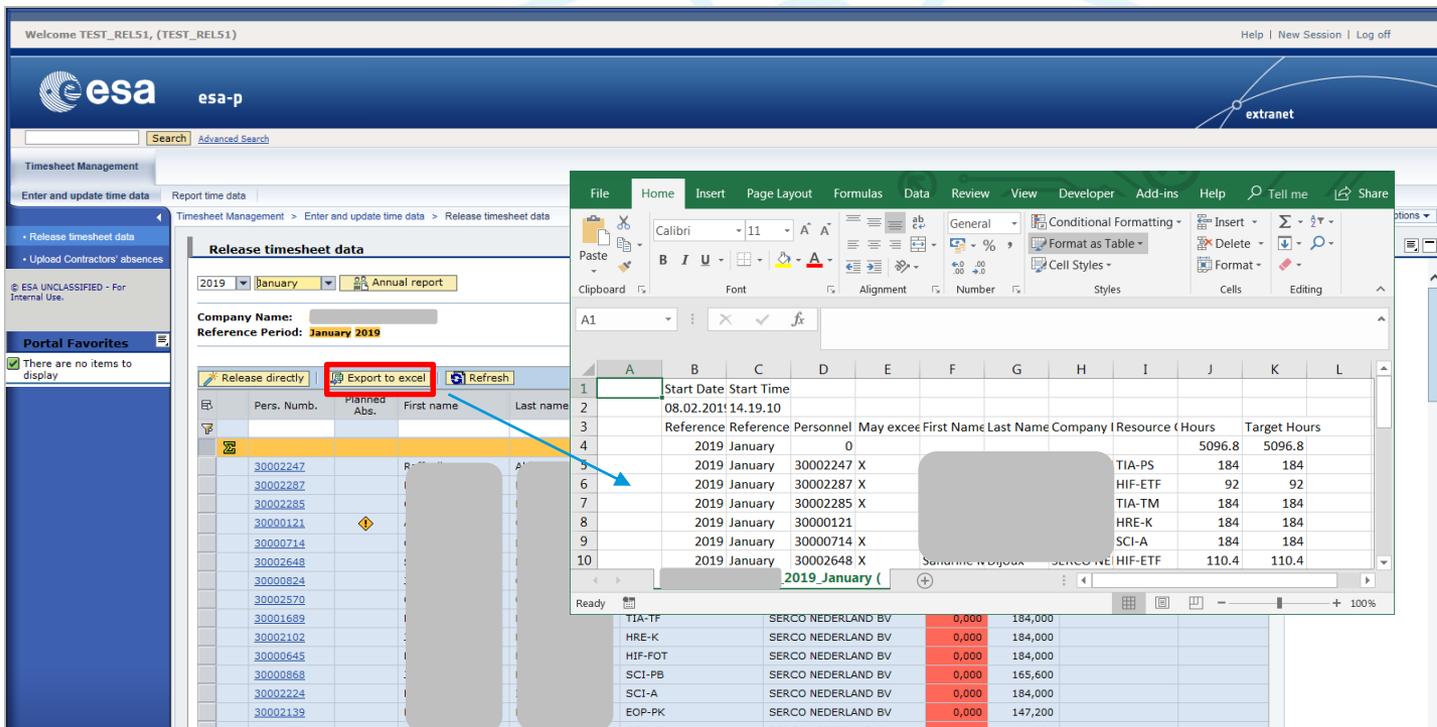
December

Export to excel Refresh

Planned Abs.	First name	Last name	OU Abbr.	Company name	Hours	Target H...	Status	Log action
			TIA-PS		159,000	160,000	Complete	
			HIF-ETF		0,000	160,000		
			TIA-TM		0,000	152,000		
			HRE-K		160,000	160,000	Complete	
			SCI-A		0,000	160,000		
			HIF-ETF		0,000	96,000		
			HIF-FAC		0,000	160,000		
			HIF-FAC		156,000	160,000	Not released	
			TIA-TF		0,000	160,000		
			HRE-K		0,000	160,000		

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”.

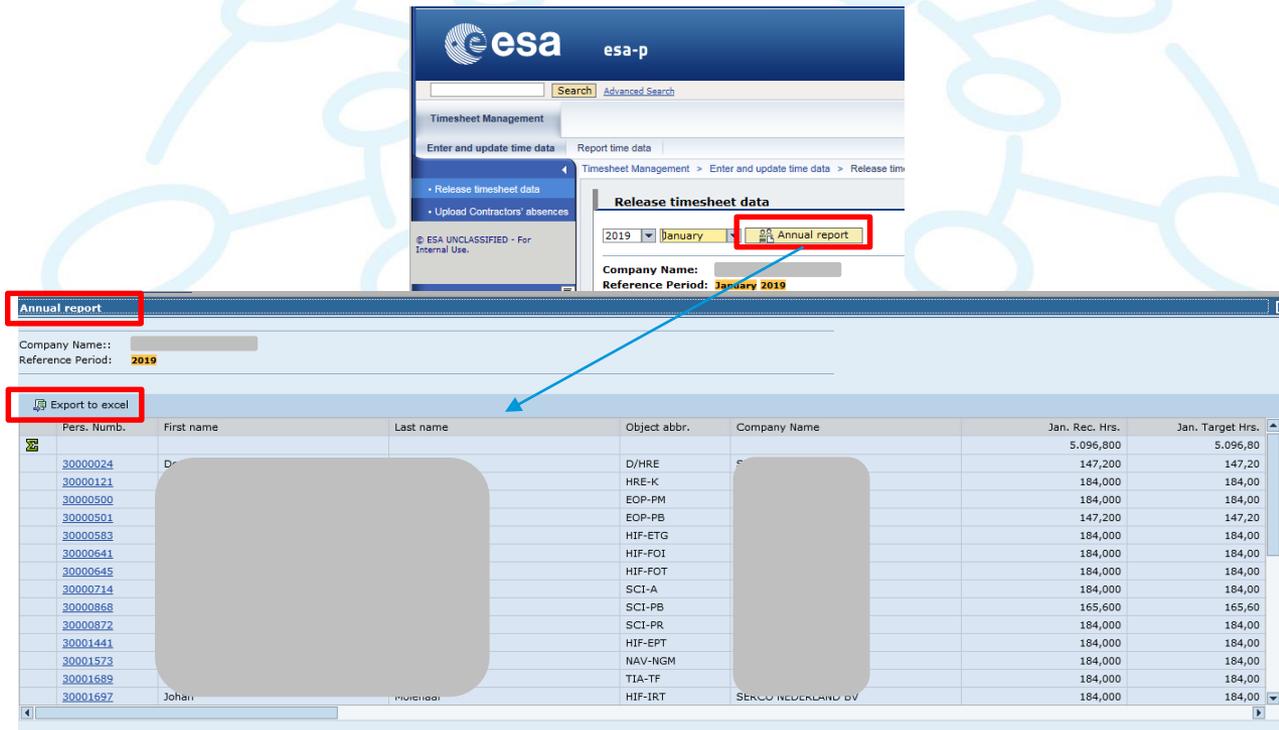


The screenshot displays the ESA portal interface for 'Release timesheet data'. The main window shows a table with columns for 'Pers. Numb.', 'Planned Abs.', 'First name', and 'Last name'. A red box highlights the 'Export to excel' button. An Excel spreadsheet is overlaid on the right, showing a table with columns for 'Start Date', 'Start Time', 'Reference', 'Personnel', 'May excee', 'First Name', 'Last Name', 'Company I', 'Resource', 'Hours', and 'Target Hours'. A blue arrow points from the 'Export to excel' button to the Excel window.

Start Date	Start Time	Reference	Personnel	May excee	First Name	Last Name	Company I	Resource	Hours	Target Hours
08.02.2011	14.19.10									
2019	January								5096.8	5096.8
2019	January	30002247	X					TIA-PS	184	184
2019	January	30002287	X					HIF-ETF	92	92
2019	January	30002285	X					TIA-TM	184	184
2019	January	30000121						HRE-K	184	184
2019	January	30000714	X					SCI-A	184	184
2019	January	30002648	X					SANAME W OJOUK	110.4	110.4

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”.



The screenshot displays the ESA Timesheet Management interface. The top navigation bar includes the ESA logo and 'esa-p'. Below it, there is a search bar and a 'Timesheet Management' section with tabs for 'Enter and update time data' and 'Report time data'. The 'Report time data' tab is active, showing a breadcrumb trail: 'Timesheet Management > Enter and update time data > Release time data'. A 'Release timesheet data' section contains a dropdown for the year (set to 2019) and a dropdown for the month (set to January). A red box highlights the 'Annual report' button next to the month dropdown. Below this, the 'Company Name' and 'Reference Period: January 2019' are displayed. A blue arrow points from the 'Annual report' button to the 'Export to excel' button, which is also highlighted with a red box. The main area shows a table with columns: Pers. Num., First name, Last name, Object abbr., Company Name, Jan. Rec. Hrs., and Jan. Target Hrs. The table contains 17 rows of data, with the first row showing a total of 5,096,800 hours recorded and 5,096,800 target hours.

Pers. Num.	First name	Last name	Object abbr.	Company Name	Jan. Rec. Hrs.	Jan. Target Hrs.
30000024			D/HRE		5,096,800	5,096,800
30000121			HRE-K		147,200	147,200
30000500			EOP-PM		184,000	184,000
30000501			EOP-PB		147,200	147,200
30000583			HIF-ETG		184,000	184,000
30000641			HIF-FOI		184,000	184,000
30000645			HIF-FOT		184,000	184,000
30000714			SCI-A		184,000	184,000
30000868			SCI-PB		165,600	165,600
30000872			SCI-PR		184,000	184,000
30001441			HIF-EPT		184,000	184,000
30001573			NAV-NGM		184,000	184,000
30001689			TIA-TF		184,000	184,000
30001692	Johan		HIF-IRT	SERCO NEDERLAND BV	184,000	184,000

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.

The screenshot displays the 'Release timesheet data' interface for the European Space Agency. The main window shows a calendar for January 2019, with a completion status section indicating 'Incomplete Days: 15'. Below the calendar is a table with columns for 'Del...', 'Att./abs. type', 'WBS Element', 'WBS Description', 'Workpackage ID', 'Workpackage descr.', 'Planning Item', and monthly columns (MO, 04.02, TU, 05.02, WE, 06.02, TH, 07.02, FR, 08.02). A red box highlights the personnel number '30002247' in the list, with an arrow pointing to the corresponding row in the timesheet table.

Del...	Att./abs. type	WBS Element	WBS Description	Workpackage ID	Workpackage descr.	Planning Item	MO, 04.02	TU, 05.02	WE, 06.02	TH, 07.02	FR, 08.02
							8,00	8,00	8,00	8,00	8,00
		E/0908-13-A-01					0,80	0,80	0,80	0,80	0,80
		E/0908-10-A-01					1,60	1,60	1,60	1,60	1,60
		E/0908-09-A-01					1,20	1,20	1,20	1,20	1,20
		E/0908-08-A-01					2,40	2,40	2,40	2,40	2,40
		E/0908-07-A-01					2	2	2	2	2

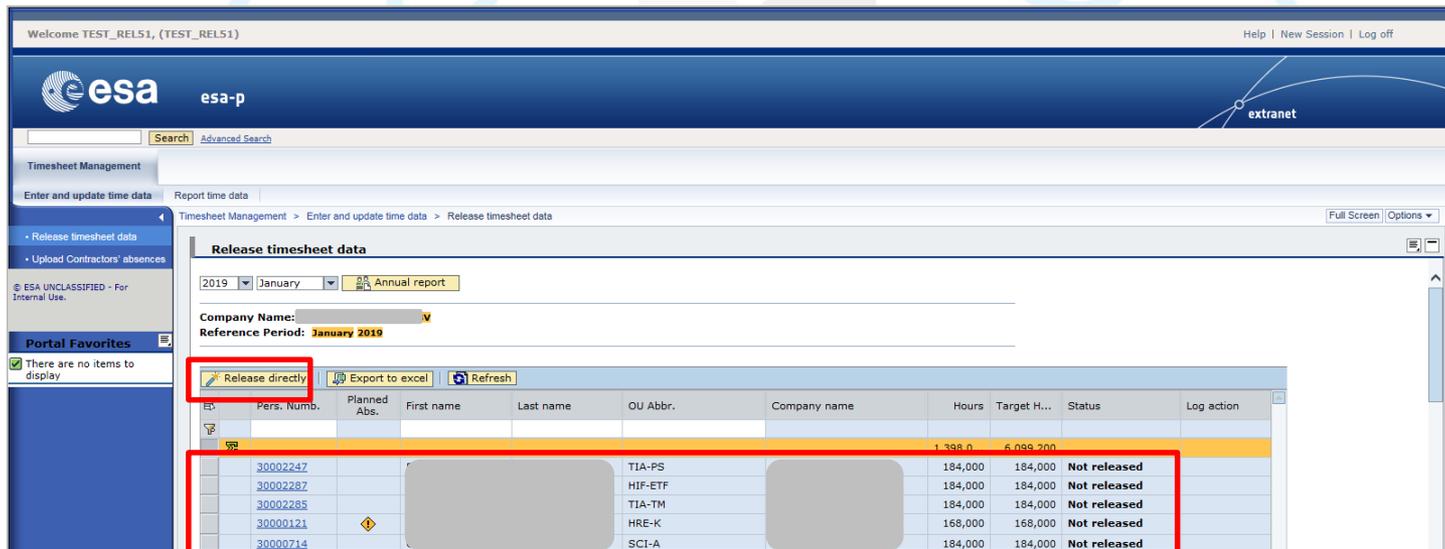
Releasing timesheet data (1/3)

- ❑ 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:

		<i>Status of the month</i>			
		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.



Welcome TEST_REL51, (TEST_REL51) Help | New Session | Log off

esa-p

Search Advanced Search

Timesheet Management

Enter and update time data Report time data

Timesheet Management > Enter and update time data > Release timesheet data Full Screen Options

Release timesheet data

2019 January Annual report

Company Name: [v]

Reference Period: January 2019

Release directly Export to excel Refresh

ED	Pers. Numo.	Planned Abs.	First name	Last name	OU Abbr.	Company name	Hours	Target H...	Status	Log action
	30002247				TIA-PS		184,000	184,000	Not released	
	30002287				HIF-ETF		184,000	184,000	Not released	
	30002285				TIA-TM		184,000	184,000	Not released	
	30000121				HRE-K		168,000	168,000	Not released	
	30000714				SCI-A		184,000	184,000	Not released	

Releasing timesheet data (3/3)

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

Welcome TEST_REL51, (TEST_REL51) Help | New Session | Log off

esa-p

Search Advanced Search

Timesheet Management

Enter and update time data Report time data

Timesheet Management > Enter and update time data > Release timesheet data Full Screen Options

Release timesheet data

2019 January Annual report

Company Name: SERCO NEDERLAND BV
Reference Period: January 2019

Release directly Export to excel Refresh

Pers. Num.	Planned Abs.	First name	Last name	OU Abbr.	Company name	Hours	Target H...	Status	Log action
						1,398,0...	6,099,200		
30002247				TIA-PS		184,000	184,000	Complete	Data was released
30002287				HIF-ETF		184,000	184,000	Complete	Data was released
30002285				TIA-TM		184,000	184,000	Complete	Data was released
30000121				HRE-K		168,000	168,000	Complete	Data was released
30000714				SCI-A		184,000	184,000	Complete	Data was released

Uploading Contractors' absences (1/4)

- 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

2019 February Period / Company name

Company Name: Reference Period: February 2019

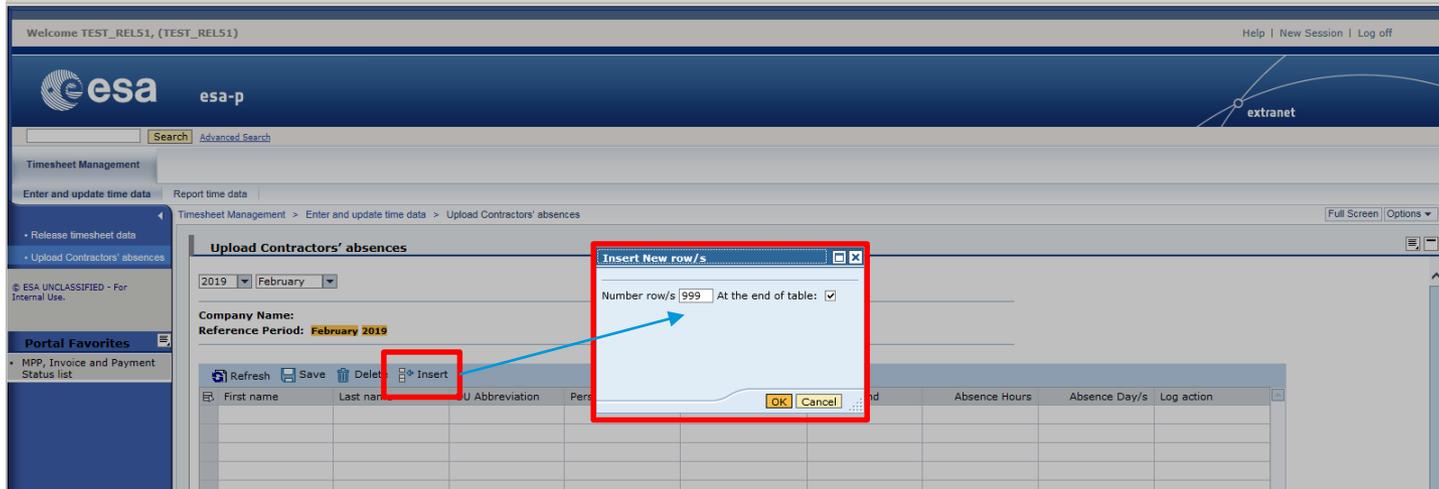
First name	Last name	OU Abbreviation	Pers. Numb.	Absence Start	Absence End	Absence Hours	Absence Day/s	Log action
		D/HRE	30000024	06.02.2019	07.02.2019	12,80	2,00	
		HRE-K	30000121	14.02.2019	14.02.2019	6,40	1,00	
		EOP-PM	30000500	06.02.2019	07.02.2019	16,00	2,00	
		EOP-PB	30000501	14.02.2019	14.02.2019	8,00	1,00	
		HIF-ETG	30000583	06.02.2019	07.02.2019	16,00	2,00	
		HIF-FOI	30000583	14.02.2019	14.02.2019	8,00	1,00	
		HIF-FOI	30000641	06.02.2019	07.02.2019	16,00	2,00	

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)

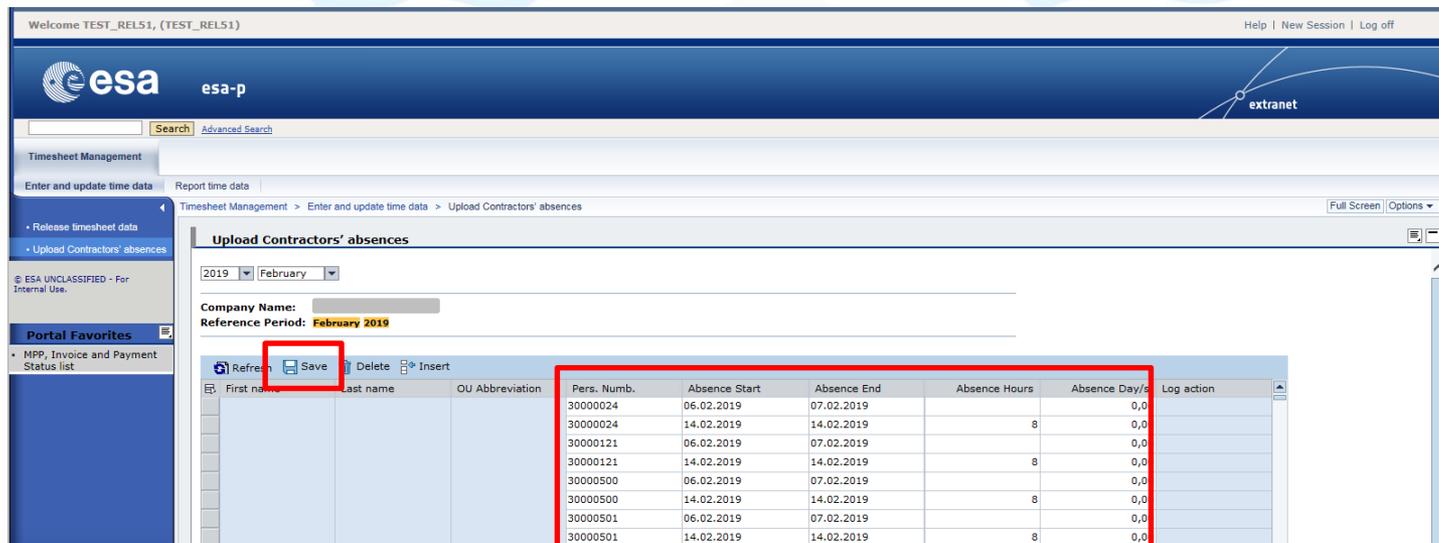
- ❑ To upload the absences, click on the “Insert” button and indicate the number of records you need to add (at the most 999 records in one go). Next enter the following info:
 - Personnel number
 - Start date of the absence
 - End date of the absence
 - Absence Hours (N.B. Only if start date is equal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



The screenshot displays the ESA portal interface for uploading contractor absences. The main window is titled "Upload Contractors' absences" and shows a form with fields for "Company Name" and "Reference Period" (set to February 2019). A table with columns for "First name", "Last name", "U", "Abbreviation", "Pers", "Absence Hours", "Absence Day/s", and "Log action" is visible. The "Insert" button is highlighted with a red box, and a dialog box titled "Insert New row/s" is open, showing "Number row/s" set to 999 and "At the end of table" checked. The dialog box also has "OK" and "Cancel" buttons.

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.



Upload Contractors' absences

2019 February

Company Name:

Reference Period: February 2019

Pers. Num.	Absence Start	Absence End	Absence Hours	Absence Day/s	Log action
30000024	06.02.2019	07.02.2019		0,0	
30000024	14.02.2019	14.02.2019	8	0,0	
30000121	06.02.2019	07.02.2019		0,0	
30000121	14.02.2019	14.02.2019	8	0,0	
30000500	06.02.2019	07.02.2019		0,0	
30000500	14.02.2019	14.02.2019	8	0,0	
30000501	06.02.2019	07.02.2019		0,0	
30000501	14.02.2019	14.02.2019	8	0,0	

- 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

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