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DOCUMENT

ESA Timesheet Accounting System - User Manual - Contractor Time Responsible

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1 INTRODUCTION

1.1 Purpose

This document is the user manual for the Contractor Time Responsible role.

The following sections describe the basic tasks to be performed in order to record time data for Contractor Personnel.

The Contractor Time Responsible records time data using Adobe Form solution.

The Contractor Time Responsible does not access to ESA-P Portal; the timesheet data entry activity for Contractor Personnel is offline.

1.2 Scope

This document is addressed to all those users assigned to the Contractor Time Responsible role.

The Contractor Time Responsible is the person of a Company that deals with the management of supplier contracts.

The Contractor Timesheet Responsible (CTR) is responsible for filling in and submitting timesheets for Contractor Personnel and Aggregated Contractor.

This manual describes all functions that the CTR can perform using an Adobe Form to record time data.

Main activities in charge of the CTR role are:

- Enter time data
- Send the Adobe Form back to ESA
- Update time data

Chapter 2 of this document provide details on how to perform these activities.

1.3 Acronyms

Abbreviation	Description
BPM	Business Process Management
CTR	Contractor Time Responsible
PDF	Portable Document Format
SSO	Single Sign On
TAS	Timesheet Accounting System
WBS	Work Breakdown Structure
WFM	Work Force Management



1.4 Definitions

Terminology	Definition
Adobe Form	<p>Interactive forms in PDF format that allow users to fill out the form on the screen and save their entries in XML format in the form. When the SAP system receives the PDF form, it extracts the data saved in the form, and can process it further.</p> <p>You can also merge a form template with current system data to generate a PDF document that can then be printed or sent by e-mail. (in that last case, it is called a PDF-Based Print Form).</p> <p>Please find the download of the Adobe Reader from the official Adobe site.</p>

1.5 Document structure

The structure of this document is as follows:

- Chapter 1 contains the 'Introduction': it describes the general and main objectives and functions of the application and the scope of this document. It also includes a list of the acronyms and a brief clarification on the technical terminology used throughout this document.
- Chapter 2 contains the 'Description of functionalities': it is intended to provide target Users with the knowledge needed to use the Adobe Form, identify key icons, identify available help functions etc. In summary, it contains a detailed guide to perform all tasks assigned to the CTR role.



2 DESCRIPTION OF FUNCTIONALITIES

The Contractor Time Responsible is the person of a company responsible for submitting timesheet data to ESA.

The Contractor Time Responsible does not access the timesheet system; the timesheet data for Contractor Personnel is provided using offline forms.

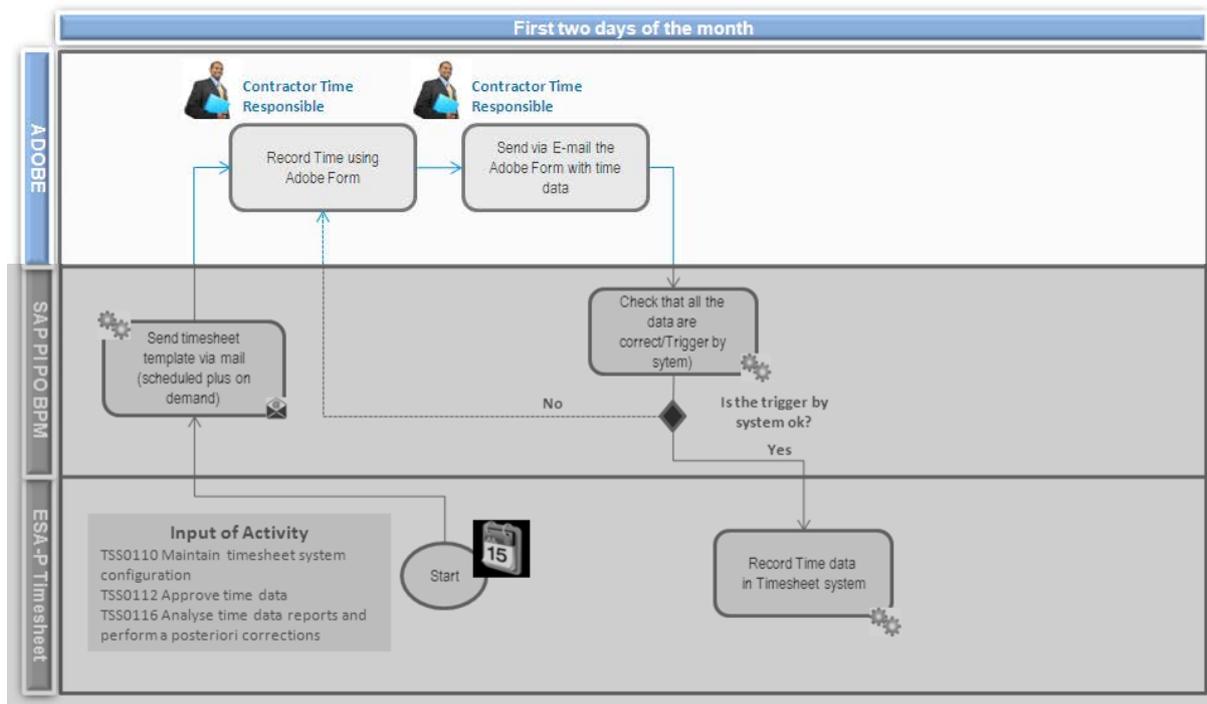
Every month at a pre-defined date timesheet templates in Adobe Form are automatically generated and sent to the Contractor Time Responsible.

S/he receives the timesheet template via e-mail and records hours for contractor personnel under her/his responsibility.

The timesheet is submitted by sending it back to ESA for approval by the ESA Contact Point.

The contractor time responsible will perform the following activities:

1. Record time data using Adobe Form;
2. Sending back via e-mail the Adobe Form;
3. Correct time data (if necessary).



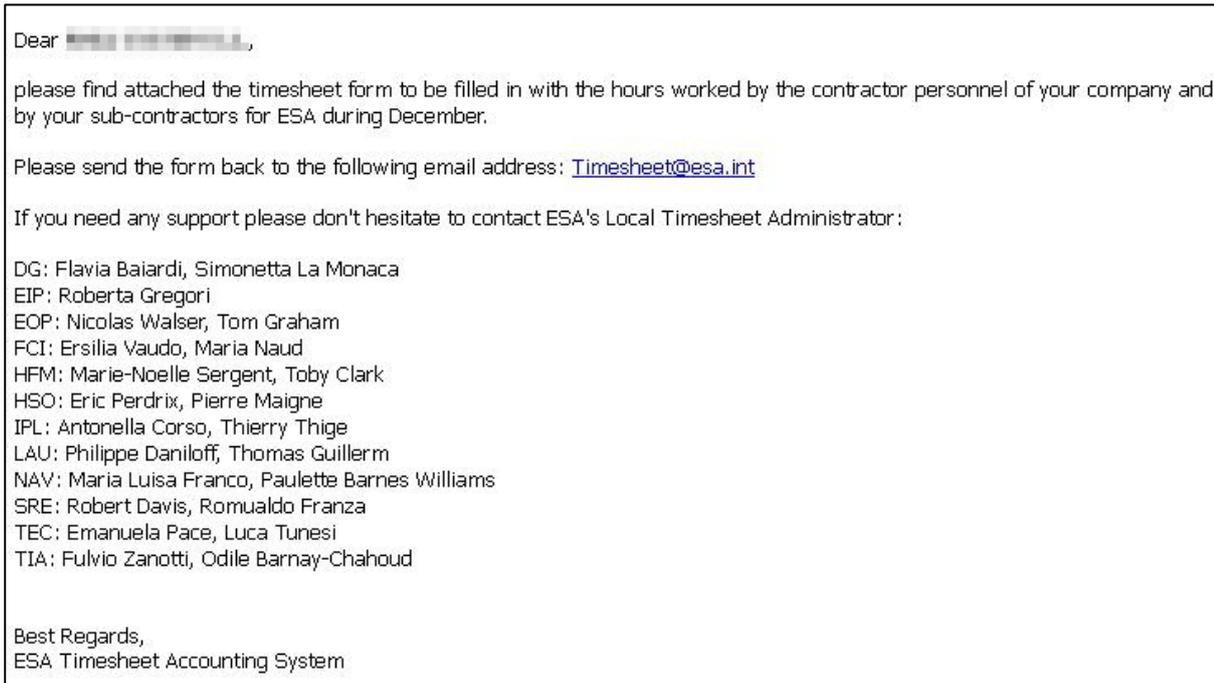


2.1 Record time data using Adobe Form

The Contractor Time Responsible does not access the ESA timesheet system; the timesheet data entry activity for Contractor Personnel is performed offline.

S/he receives an e-mail in her/his e-mail inbox with the generated Adobe Form attached.

Figure below gives an example of the e-mail, which will be received by the Contractor Time Responsible:



The e-mail provides the list of Local Timesheet Configurators (LTC) per directorate. In case that support is needed, the CTR shall contact the LTC of the directorate the contractor is assigned to. The organisational assignment of the contractor personnel is shown when selecting him/her in the form.

The Adobe Form template can be related to individually named contractor personnel (see 3.1.1 – Enter timesheet data for Contractor Personnel paragraph) or to an aggregated contractor (see 3.1.2 – Enter timesheet data for Aggregated Contractor paragraph).



2.1.1 Enter timesheet data for Contractor Personnel

From her/his inbox e-mail, the Contractor Time Responsible will open the Adobe Form file for Contractor Personnel and save it as a local file on his/her pc.

Picture here below gives an example of an Adobe Form relevant to a Contractor Personnel.

The template for the contractor personnel has the header pre-filled with the CTR name, the Company name (Vendor), the Year and the Month, as also shown in the below figure.

Contractor Time Responsible	XXXXXXXXXXXXXXXXXXXX	Year	2013
Vendor	XXXXXXXXXXXXXXXXXXXX	Month	November

The contents of the header fields cannot be changed.

The Adobe Form for the Contractor Personnel contains a monthly calendar view and a timesheet area. The monthly calendar provides the overview of a whole working month. The calendar displays the weekdays horizontally. The date is displayed in the box for the day. A working day is printed in “white”, otherwise (not working day) in “grey”, as shown in the picture below.

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA

The timesheet area contains the following fields:

- **Contractor:** a list of contractor personnel assigned to the Contractor Time Responsible and under her/his responsibility;
- **WP – WBS – PI:** contains the work-list valid for the selected contractor personnel;
- **Special Working Arrangements:** to be used for special hours only and if foreseen contractually;

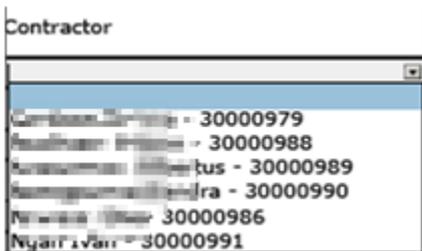


- **Organizational Unit:** indicates the ESA organizational unit for which the selected contractor personnel is working; it will appear when a contractor personnel has been selected.
- **Hours:** hours worked by each contractor personnel. They are set to zero initially;
- **Total Hours:** the total numbers of hours worked in the month for each individual contractor personnel. The value is automatically updated when the Contractor Time Responsible enters time data for the contractor personnel.
- **Total hours worked:** the total numbers of hours of the month entered for all the Contractor personnel in the Adobe Form. The value is automatically updated when the Contractor Time Responsible enters time data for all Contractor Personnel.

Picture here below provides an example of Adobe Form timesheet area for contractor personnel.

																													Total hours worked	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	25	26	27	28	29	30	Total Hours
FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	
Contractor						WP - WBS - PI																Special Working Arrangements								
[...]						[...]																[...]						0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

On the “Contractor” dropdown list  there is the list of contractor personnel in alphabetical order for which the CTR is responsible for providing time data, as displayed in the following example:



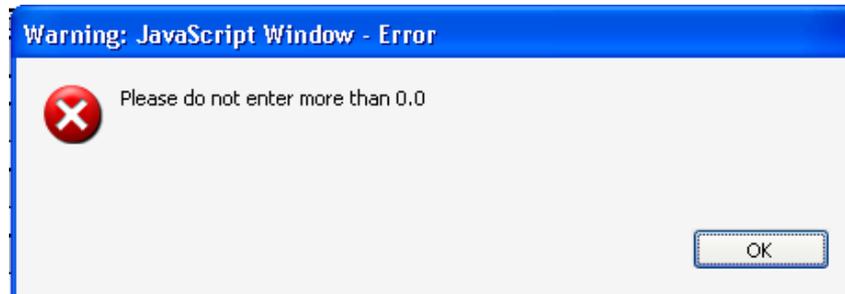
The “Contractor” field displays the contractor personnel’s name and the ID assigned.

Once the Contractor Personnel is selected, the “Organizational Unit” field will automatically show the related organizational unit the contractor personnel is assigned to, as shown in the example below.

Contractor	WP - WBS - PI	Special Working Arrangements	
Rosalind Brown - 30001516			HFI-15

Once the message pops up, click on “OK” to return. The form deletes the incorrect entry.

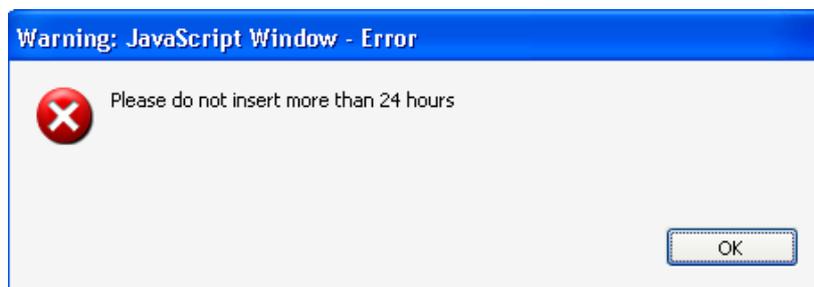
A following warning message will advise to not insert more than 0 hours in a non-working day.



Once the message pops up, click on “OK” to return.

Case2 – Contractor Personnel allowed exceeding the planned hours

If a Contractor Personnel is allowed to exceed the planned hours, the maximum number of hours per workday is 24 by default. A following warning message will advise to not insert more than 24 hours:



Once the message pops up, click on “OK” to return.

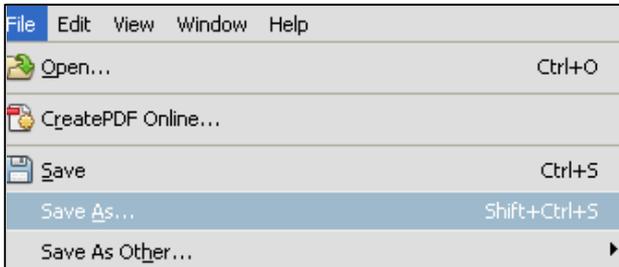
Note

The “WP – WBS – PI”, “Special Working Arrangements” fields will not be populated before selecting a person from the “Contractor” dropdown list.

The following warning message will appear if the user enters a time data in the “Hours” cells before selecting a work-list item.



or by selecting: “File → Save As” , as showed in the picture below



Once a Timesheet is saved, the Adobe Form file can be closed, clicking on  icon





The picture here below gives an example of an Adobe Form header for Aggregated Contractors.

Contractor Time Responsible	Andy Williams
Vendor	XXXXXXXXXX
Purchase Order	4000100523
Year	2013
Month	December

In the Adobe Form for the Aggregated Contractor, the timesheet area contains the following fields:

- **Contractor:** a list of Aggregated Contractors assigned to the Contractor Time Responsible;
- **WP ID-WP title-WBS ID-WBS title-WBS title 2ndlevel-Planning Items:** a list of work-list items that can be assigned to each Aggregated Contractor;
- **Hours:** hours worked.
- **Total:** indicates the total number of hours of the month entered for all the Aggregated Contractors in the Adobe Form file. This value is automatically updated when the Contractor Time Responsible enters time data for all the aggregated contractors.

An example of Adobe Form timesheet area for an Aggregated Contractor is given here below.

Contractor	WP ID - WP title - WBS ID - WBS title - WBS title of level 2 - Planning Item	Hours
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
TOTAL		



On the “Contractor” dropdown list  there is the list of aggregated contractors for which the Contractor Time Responsible is responsible for, as shown in the following picture:



The “Contractor” field displays the Aggregated Contractor name and the assigned ID.

Once an Aggregated Contractor is selected, the “WP ID-WP title-WBS ID-WBS title-WBS title 2ndlevel-Planning Items” dropdown list shows the selectable work-list items, as shown in the following picture:

Contractor	WP ID - WP title - WBS ID - WBS title - WBS title of level 2 - Planning Item	Hours
TEST1 AGGREG1 - 		
	B21-261-A01 B21-261-A01 E/0407-02-I-01-02-03 ROSETTA - OPERATIONS	
	B23-171-A01 B23-171-A01 E/0415-01-H-01-02-03 BEPICOLOMBO DEVELOPMENT	
	B20-188-X43 B20-188-X43 E/0426-01-H-01-02-03 SOLAR ORBITER DEVELOPMENT	
	B24-266-A01 B24-266-A01 E/0406-04-I-01-02-03 MARS EXPRESS EXTENSION 2013-2014	
	B24-266-A02 B24-266-A02 E/0406-04-I-01-02-04 MARS EXPRESS EXTENSION 2013-2014	
	B22-191-A01 B22-191-A01 E/0408-05-I-01-02-03 VENUS EXPRESS EXTENSION 2013 - 2014	
	B22-191-A02 B22-191-A02 E/0408-05-I-01-02-04 VENUS EXPRESS EXTENSION 2013 - 2014	
	B25-222-A01 B25-222-A01 E/0425-04-I-01-02-03 CLUSTER EXTENDED MISSION 2013-2014	
	B25-222-A02 B25-222-A02 E/0425-04-I-01-02-04 CLUSTER EXTENDED MISSION 2013-2014	

At this point, the Contractor Time Responsible can enter the hours worked for the month in the “Hours” field for the related Aggregated Contractor. For this field the Adobe Form timesheet system accepts numeric values only. Any different value (negative value for example) or alphabetical character will be blocked.

Use “Enter” to confirm the time data.

The following picture gives an example of an Aggregated Contractor timesheet record.

Contractor	WP ID - WP title - WBS ID - WBS title - WBS title of level 2 - Planning Item	Hours
TEST1 AGGREG1 - 	B24-266-A01 B24-266-A01 E/0406-04-I-01-02-03 MARS EXPRESS EXTENSION 2013-2014 	90



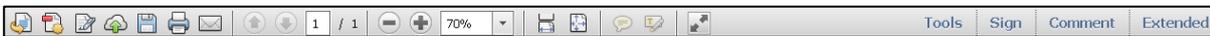
Completing and Saving a Timesheet for Aggregated Contractor

The Contractor Time Responsible can check the grand total of the hours entered for the month on the “Total” field at the end of the Adobe Form file, as displayed in the image below.

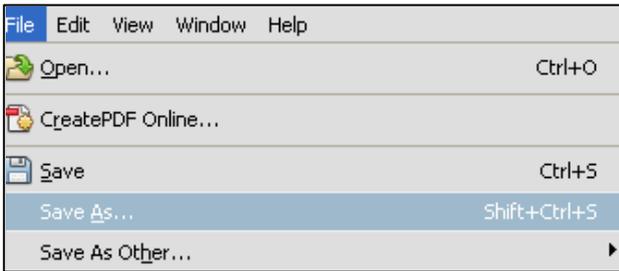
TOTAL	150
-------	-----

The “Total” field will be automatically refreshed with the hours entered for each aggregated contractor.

Save the timesheet data entered by clicking on the “Save” button  on the PDF toolbar



or by selecting: “File → Save As” , as showed in the picture below



Once a Timesheet is saved, the Adobe Form file can be closed, clicking on  icon

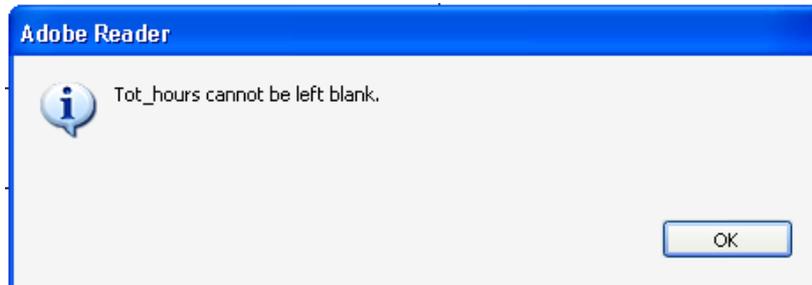


Deleting Timesheet records for Aggregated Contractor

If the Contractor Time Responsible wants to delete a timesheet data record for an Aggregated Contractor, s/he must select the “Blank” value from the “Contractor” dropdown list, as shown in the picture below.

Contractor	WP ID - WP title - WBS ID - WBS title - WBS title of level 2 - Planning Item	Hours
TEST1 AGGREG1 - [v]	B24-266-A01 B24-266-A01 E/0406-04-I-01-02-03 MARS EXPRESS EXTENSION 2013-2014 [v]	90
TEST1 AGGREG1 - [v]		
TEST2 AGGREG2 - [v]		
TEST4 AGGREG4 - [v]		

Once the blank row is selected in the list, a confirmation message appears. Click on the “OK” button to continue.



Then the “Contractor” “WP ID-WP title-WBS ID-WBS title-WBS title 2ndlevel-Planning Items” and “Hours” fields are automatically reset to “blank”.



2.2 Send via E-mail the Adobe Form back to ESA with time data

From her/his email the Contractor Time Responsible can send the e-mail with attached the Adobe Form for a Contractor Personnel or for Aggregated Contractors.

The e-mail address to which the Contractor Time Responsible will send the Adobe Forms: Timesheet@esa.int

An authentication check will ensure that only the Contractor Time Responsible will be authorised to send back the timesheet, only the Contractor Time Responsible to which the Adobe Form has been sent can send back the Form to the ESA account.

The Contractor Time Responsible can send back several Adobe Forms attached to one email. The Adobe Form has to be attached without changing the format (e.g. do not create a zip file).

For each Contractor Personnel and/or Aggregated Contractor only one form can be sent for a given month. If a second form is sent for the same Contractor Personnel and/or Aggregated Contractor for the same month, it will be rejected by the system. Only in case that time data has been rejected by the ESA Contact Point, a new form can be sent.

A set of checks are performed in the Adobe Form and in the SAP System before the time data are recorded in the Timesheet Accounting System.

If no errors are found, the Adobe Form data will be written in the ESA SAP Timesheet Accounting System and processing status will be set to “Released for approval”.

The time data is ready to be approved/rejected by the ESA Contact Point.



2.3 Correct time data

Time data submitted by the Contractor Time Responsible is approved by the ESA Contact Point.

The ESA Contact Point approves / rejects the timesheets of Contractor Personnel/Aggregated Contractor working in her/his Organizational Unit.

In case of rejection the system generates an e-mail with attached the Adobe Form template containing only the contractor personnel/Aggregated Contractor including a rejected time data by the ESA Contact Point. For each rejected time data, the reason of rejection is provided in the e-mail, together with detailed information (contractor personnel name or Aggregated Contractor name, date, work-list, number of hours).

Figure below gives an example of e-mail text received by a CTR, with a reason of rejection specified for a Contractor Personnel.

```

Dear
the contractor YEC AVIETTI was rejected for the following reasons:
The data record of 02.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong booking of hours number of hours: 6.00
The data record of 27.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong WBS number of hours: 8.00
The data record of 28.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong WBS number of hours: 8.00
The data record of 29.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong WBS number of hours: 8.00
The data record of 30.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong WBS number of hours: 8.00
The data record of 31.01.2014 E/0237-01-A-10 PROCUREMENT SUPPORT was rejected by the ESA Contact Point.
The rejection reason is: Wrong WBS number of hours: 8.00

If you need any support please don't hesitate to contact ESA's Local Timesheet Administrator.

Best Regards
ESA Timesheet Accounting System

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The Contractor Time Responsible must re-open again the Adobe Form file from her/his inbox e-mail and save the updated Adobe Form as local file; then s/he fills in the correct data and saves the Adobe Form file. Finally, the CTR can re-send the Adobe Form to the Timesheet@esa.int e-mail address, restarting the approval process.