

Pro Forma Timesheets

Introduction

The objectives of this document are to:

- ▶ Understand how pro forma timesheets work in TS2000 Activity Analysis
- ▶ Appreciate how to set up and use pro forma timesheets in TS2000 Activity Analysis

Understanding pro forma timesheets

Pro forma timesheets are a new feature introduced in TS2000 Activity Analysis version 3.2.

This feature enables personnel to create and maintain a pro forma set of activities and hours. These hours are captured automatically by the commit process each period.

Pro forma timesheets are for personnel who are 100% ESF-based. ESF rules generally exempt such personnel from the requirement to complete a timesheet.

To use TS2000 Activity Analysis to calculate elements of claim costs there is a need to capture activities, hours and costs of all personnel involved in ESF activity, even those exempted from completing a timesheet. The purpose of a pro forma timesheet is to create a 'set and forget' capability.

A Local Administrator enables pro forma timesheets for 100% ESF-based personnel.

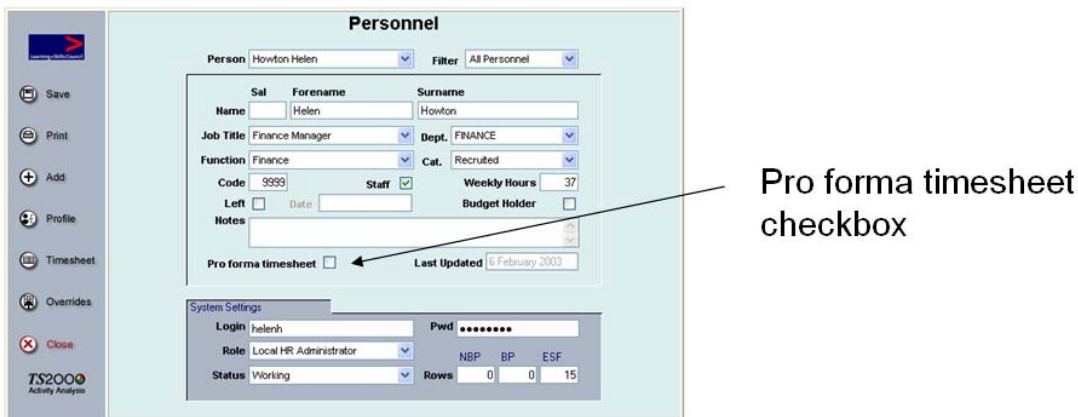
The pro forma timesheet user creates and maintains their pro forma timesheet.

At the end of each period pro forma timesheets are automatically included in the commit process.

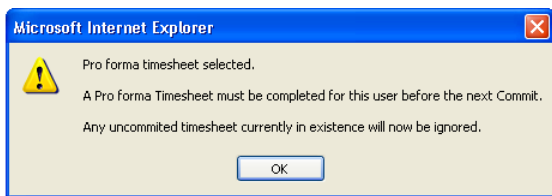
Using pro forma timesheets

To enable a person's pro forma timesheet, the Local Administrator sets the pro forma check box on the Personnel Form. The pro forma timesheet user then creates their own pro forma timesheet.

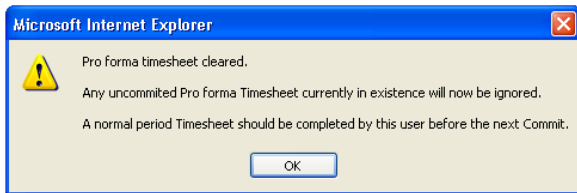
Form Access: *Local Administrator Menu > Personnel > Personnel*



Checking the pro forma check box raises the following dialog box:



Clearing the pro forma check box raises the following dialog:



WARNING: *Enabling and disabling pro forma timesheets requires an understanding of TS2000 Activity Analysis behaviour.*

Plan to enable an individual's pro forma timesheet at the beginning of a period prior to the capture of any current period activities. If a pro forma timesheet is to be disabled, this should be done at the end of the period, after the commit has captured the individual's 'last' pro forma timesheet.

If a timesheet user has already entered activity hours in the current period and the Local Administrator sets the pro forma check box, hours for the current period will be ignored.

This intentional system behaviour is because the pro forma timesheet user is now required to use a pro forma timesheet but as yet no pro forma timesheet has been created.

In a similar manner, clearing the pro forma check box will return the timesheet to a normal period-based timesheet. This will most likely be blank.

Pro forma Timesheet

A pro forma timesheet user can only record activities and hours to a pro forma timesheet.

Form Access: *Local Administrator Menu > Personnel > Timesheets* and
 <your_web_server>TS2000/login.asp

Activity Code	Dossier No.	Wk1	Wk2	Wk3	Wk4	Wk5	Period Total
		1/1	8/1	15/1	22/1	29/1	
General Activity Code	01-3 0-0-00	37.00	37.00	37.00	37.00		148.00
Week Total							
		37.00	37.00	37.00	37.00		148.00

Once completed, the pro forma timesheet is saved with a status of submitted. Each subsequent commit process will now include the pro forma timesheet details.

Pro forma timesheet users use normal timesheet edit and save capabilities to maintain their timesheet.

To exclude a pro forma timesheet from the commit process simply set the pro forma timesheet status to pending.

Questions, Problems and Discussion

If you have any questions or there are issues outstanding around pro forma timesheets, please have your say on the Forum at www.chl.co.uk/TS2000/forum/



To access your support page from within the product, click the TS2000 Activity Analysis logo on any form



Comment on setting up of pro forma timesheets online at www.chl.co.uk/TS2000/forum/ in the *Setting Up TS2000 Activity Analysis locally* forum.