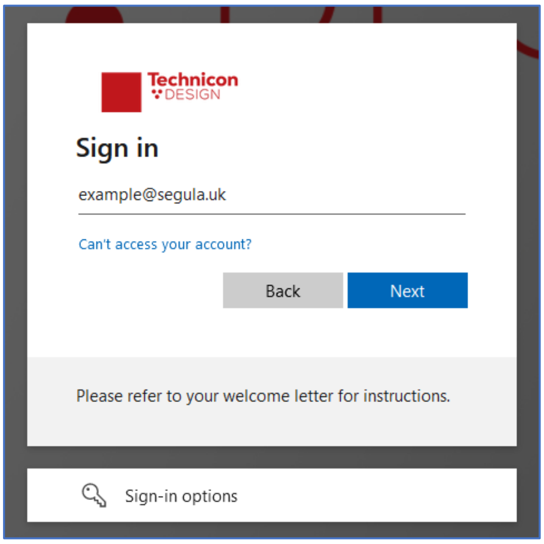
Segula UK Timesheet User Guide

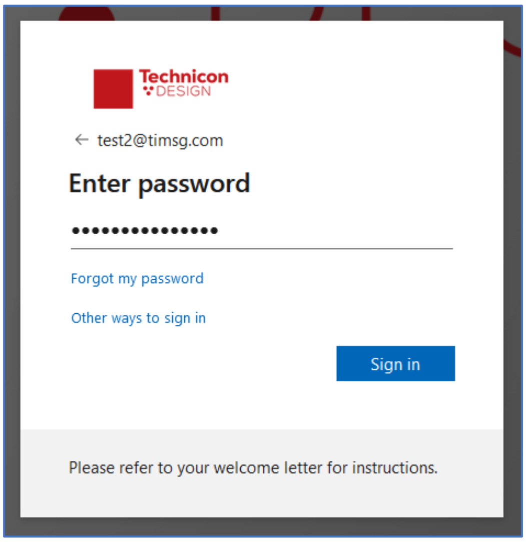
Logging In

<u>Internal Account</u>

If you have an account with “@segula.uk” at the end, then you have internal user account and need to use the “Internal Account Sign-In” option one the start page.

If you are not automatically signed in, a Microsoft authentication prompt will show.
Enter your @segula.uk username/email and your regular account password.





You might get one of the following Login Errors:

"Login disabled." - Your account has been disabled or is no longer active.

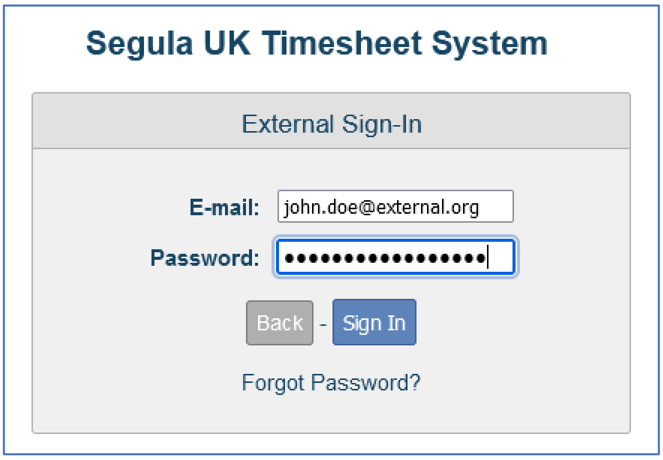
"User account does not exist." - Your account has not been synced into the system yet.

"This account has not been set up yet." – Your account has been synced, but is not ready for use.

External Account

If your account does not end in @segula.uk, then you have an external user account and need to use the "E-mail Based Sign-in (External)" option instead.

Then, enter your e-mail address and your password that you chose for the System.



If you do not remember your Segula UK Timesheet password, you can use the "Forgot Password?" option to request a password reset link.

A reset link will be sent to your e-mail, which is valid for 3 days.
You can use this link to set a new password for your account.
Note: Your password has to contain at least 12 characters total, one upper-case letter, one special character and two number digits.

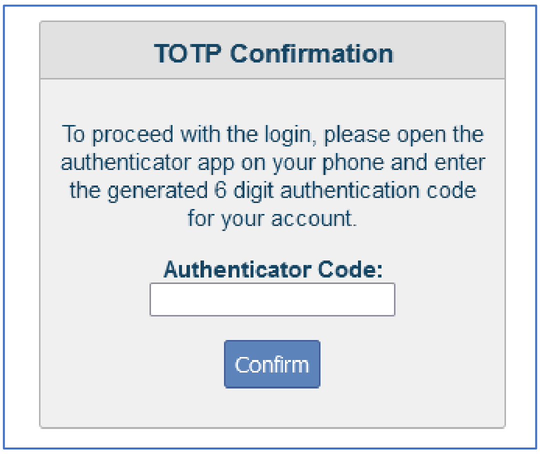
2-Factor Authentication - External Accounts

If you have an internal account, 2FA is handled through your Microsoft Account.
For external accounts Time-based One-Time Password authentication (TOTP) is required.
For this, you can use any smartphone app that supports TOTP, such as Google Authenticator, Microsoft Authenticator, Duo Mobile or Authy.

If you have not set up 2FA for your Timesheet account yet, you will see the following screen.

Open the authenticator app of your choice and scan the QR code to add the account for it to your app. Once you have added it, your phone will start generating a 6 digit code every 30 seconds. Don’t worry if the time expires before you can enter a code, you can simply enter the one that is generated next. To finalize setting up 2FA, enter the current code for your account from your authenticator app and select “Verify”.

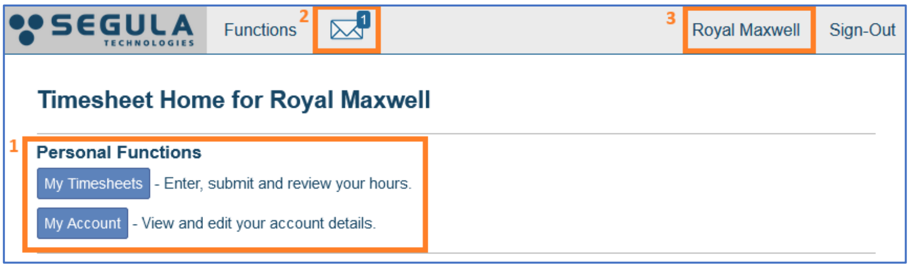
Once you have successfully set up 2FA, you will see the following prompt whenever you log in, where you will have to enter the 6 digit TOTP code that is currently being shown by your authenticator app for your account.



The system does not send a notification to your phone, you have to actively open the authenticator app and check the current code!

Start Page

Once you are logged in, you will see the Start Page. From here, you can see your notifications, access your account details and select from different Role functions.



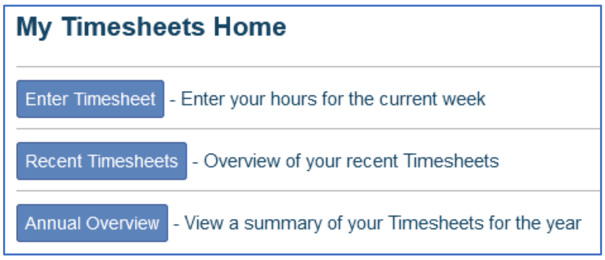
1. Functions: By default, you will have the "My Timesheets" and "My Account" functions available. These will be explained on the following pages. Based on your roles, you might have additional functions available. These are explained in separate guide documents. (These can also be accessed from any page by hovering over the "Functions" button in the navigation bar on top of the page.)

2. Notifications: This shows how many unread notifications you currently have.
   Click on the icon to view them.

3. Account Details: Click on your name to view/edit your account details.
   You can also select the "My Account" function under Personal Functions.

My Timesheets

This is the core function of the Timesheet system that is available to every user. Here, you can enter your hours and submit them to your manager for approval.

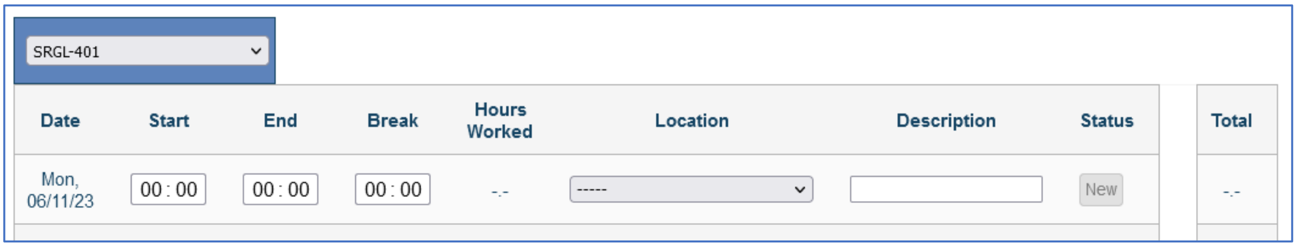


There are three subfunctions:

- "Enter Timesheet": Opens up the Timesheet entry page for the current week.
- "Recent Timesheets": Shows and overview of your Timesheets by week and indicates if you have entered any hours for them.
- "Annual Overview" – Shows a summary of all your entered hours for the year, split up by month.

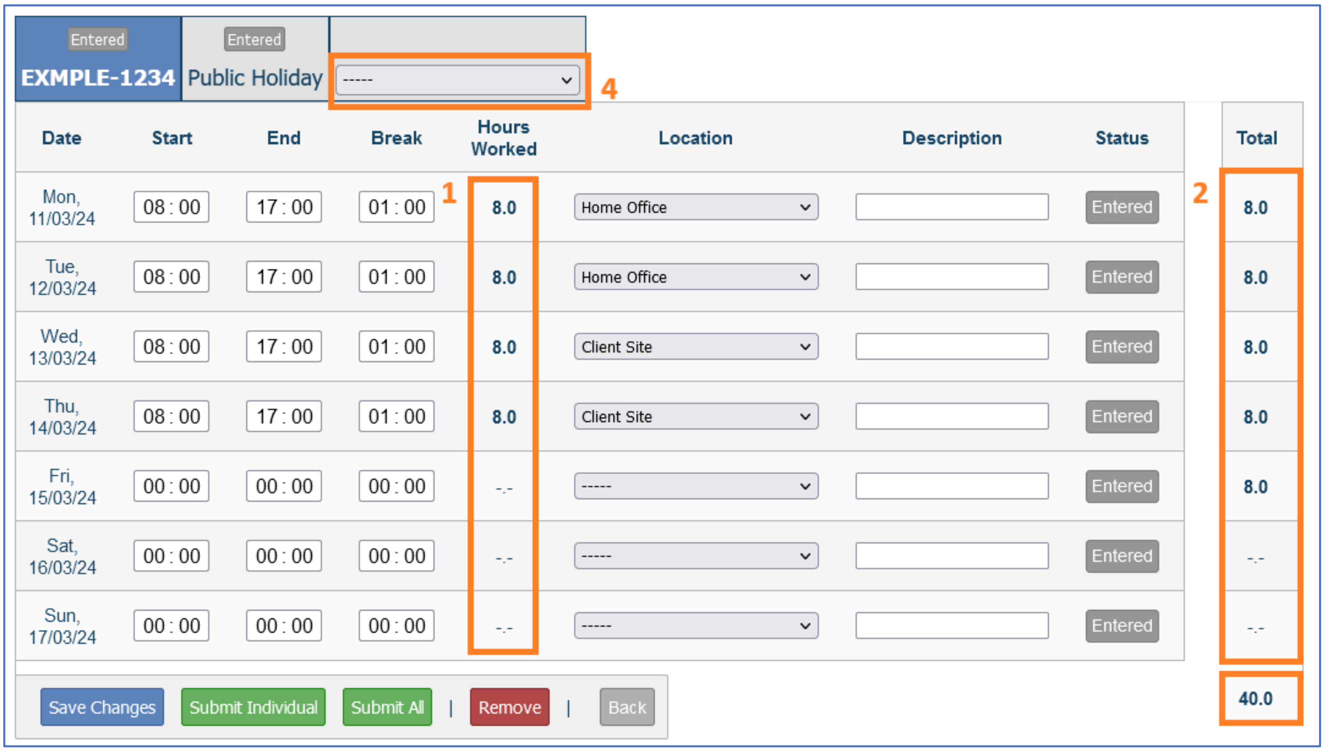
Enter Timesheet

When you select "Enter Timesheet", you will see an overview of your entered hours for the current week. Different Projects will show as different tabs on top.



To start, use the project selector on the top left and enter the time when you started work, ended worked, how long of a break you took, where you worked and a **brief** description of your work for each day that you worked. When you are done, hit "Save Changes" on the bottom.

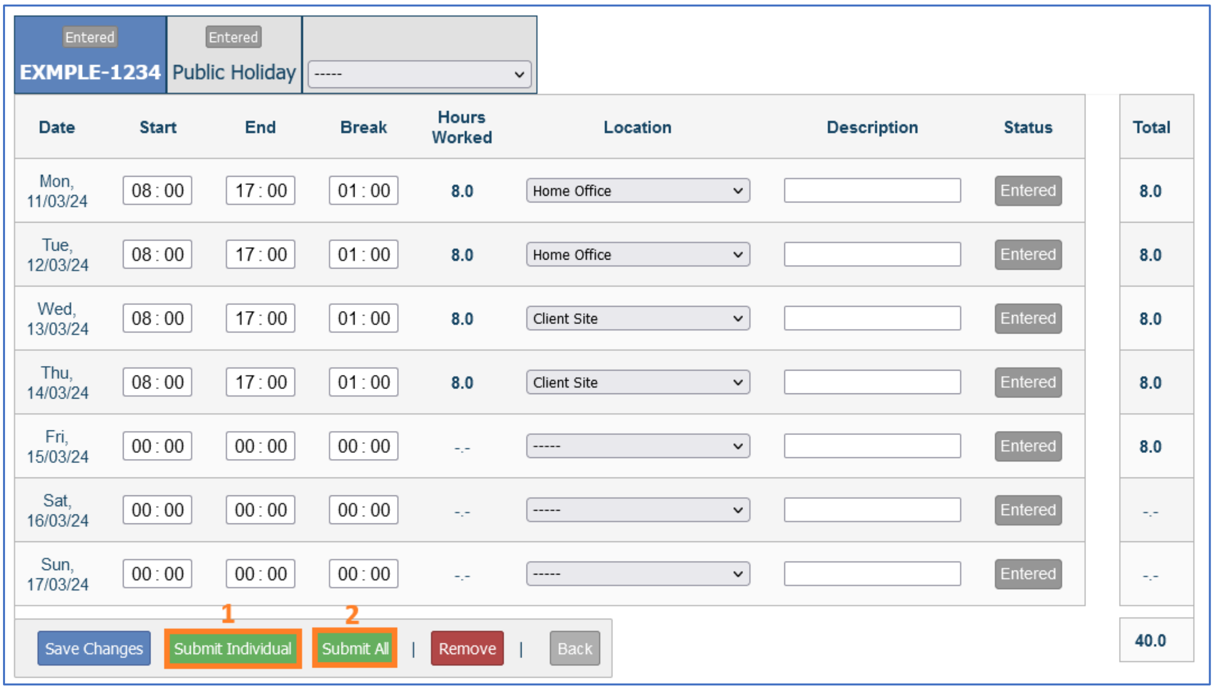
The view will change slightly:



You will now see your hours worked for the project for each day (1), hours worked across all projects/tabs for each day (2) and the total amount of hours entered for the week between all projects (3).

To add more project tabs to a week, use the selector on the top again. Public/Personal Holidays and Sick Days are considered projects as well and have to be entered.
You can add as many projects to a week as necessary.

Submitting Timesheets



1. “Submit Individual” will submit your entered hours for your currently selected Timesheet to the manager(s)/approver(s) of the project for approval.
   Default projects (“Public Holiday”, “Personal Holiday”, “Sickness”) will be submitted to your line manager for approval instead.
   They will receive a notification that you have submitted a Timesheet.
   Submitted Timesheets can no longer be edited!

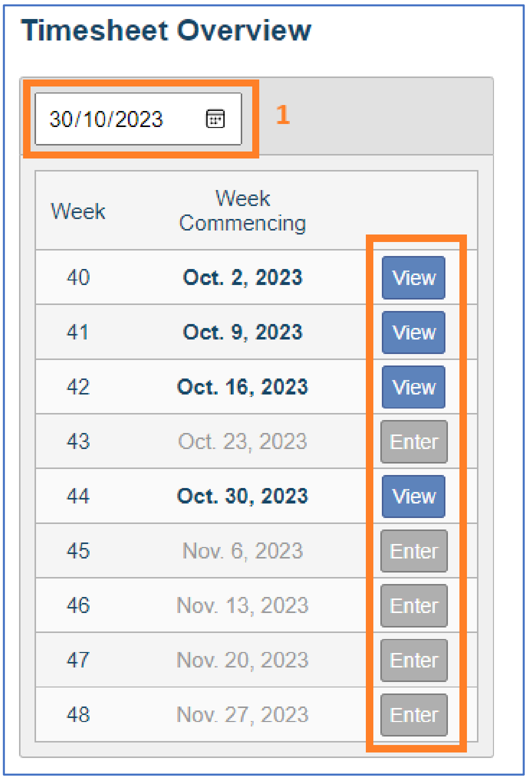
2. “Submit All” will save your current changes for all of your Timesheets and then submit all that can be submitted. This means all Timesheets that have the status “Entered” or “Rejected” will be submitted for approval.
   Just like when submitting individual Timesheets, all relevant managers will be notified that you have submitted hours for approval and you will no longer be able to edit any of the submitted sheets!

Approval Process

Once you have submitted your Timesheet for approval, the responsible manager will be able to approve or reject your hours. You will receive a Notification with the result.
When a Timesheet has been approved, the hours will permanently be saved,
but when your Timesheet gets rejected, you will be able to edit it once more and make required adjustments before submitting it again.

Recent Timesheets

This page shows you an overview of your recently entered Timesheets.



By default, you will see an overview around the calendar week. To review older dates, use the date selector on top of the table. (1)

The buttons on the right let you know if you have entered hours for any project for that week.
- "View" indicates that you have entered (but not necessarily submitted) hours.
- "Enter" means that you have not entered hours for any projects that week yet.

Clicking the button, will bring you to the Timesheet Entry page for that week.

Annual Overview

On this page, you can see your annual overview for your hours. Only submitted and approved hours show up here, rejected or unsubmitted hours are not taken into account.

Hours are broken down by category. For this, all project hours other than for default projects are considered “standard hours”.

Overtime hours are any hours beyond your expected hours for a given month. Expected hours based on how many days you are expected to work each week and how many hours each day.

Annual Overview for Royal Maxwell: 2023

Select Year

Holiday Status

Holidays Taken: 5.0 / 20.0
Remaining Holidays: 15.0

Report Totals

Report Total: -53.0

Month	Standard Hours	Overtime	Public Holiday	Personal Holiday	Sickness	Total Worked	Expected Hours	Difference
January	175.0	0	0	0	0	**175.0**	176	**-1.0**
February	160.0	0	0	0	0	**160.0**	160	**0.0**
March	184.5	0.5	0	0	0	**184.5**	184	**0.5**
April	161.5	1.5	0	0	0	**161.5**	160	**1.5**
May	144.5	0.5	40.0	0	0	**184.5**	184	**0.5**
June	177.0	1.0	0	0	0	**177.0**	176	**1.0**
July	160.5	0.5	8.0	0	0	**168.5**	168	**0.5**
August	119.0	0	32.0	32.0	0	**183.0**	184	**-1.0**
September	161.5	1.5	0	8.0	0	**169.5**	168	**1.5**
October	119.5	0	0	0	0	**119.5**	176	**-56.5**
November								
December								

Things to Note:

1. Difference: The difference between expected hours and submitted hours for each month. Months that have no hours submitted yet will not show up here.

2. Report Total: The sum of the expected/submitted hours between all months

3. Year Selector: By default, the current year is shown. Use this if you need view a previous year.

4. Holiday: Status the amount of personal holidays you have taken through the year and how many holidays you have remaining.

My Account

The “My Account” function lets you view and edit your personal details.

Personal Information

Name and e-mail address. You can not adjust this yourself. For changes, please reach out to <placeholder>.

Contact Information

Address information and phone number. Can be edited at any time.

Bank Details

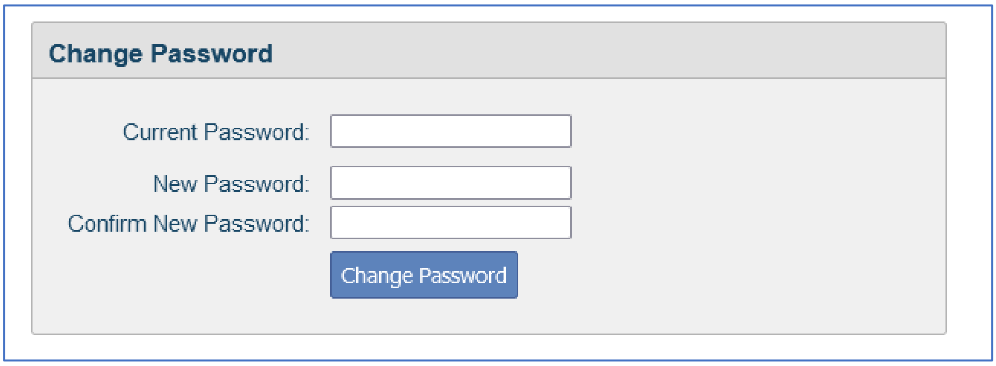
Personal banking information. For data security reasons, the overview only shows basic details. To view the complete details, click on “View/Update”. You can add up to two bank accounts.

Note: For safety reasons, updating/changing your banking information will send an automated e-mail to your e-mail address and the accounting department, so that suspicious changes can be immediately detected.

Emergency Contact

Your emergency contact. Can be updated by yourself at any time.

Password Change (External Accounts)



If you have an external, e-mail based account, you can change your password here.
For security reasons, you will always have to enter your current password first.
This feature is only available for external accounts, as internal accounts are authenticated through their Microsoft account.
Reminder: Accounts ending in @segula.uk are considered internal accounts.