Vidatum

Timesheets User Guide

Universiteit Leiden

Contents

1. General information

Time writing is a monthly process in which employees record their hours throughout the month, and an approver reviews and approves the hours at the end of the month. The approved hours are then used by your (project) administration and/or manager to account for hours related to granted subsidies, for invoicing direct clients, or to provide insight into and optimize the use of time within your organization.

What is Vidatum Timesheets?

Vidatum Timesheets allows researchers to record and submit their monthly project and non-project work.

Logging in

https://researchprojects.universiteitleiden.nl

Users can log in with their University accounts by clicking on the "Click Here To Login via Leiden SSO" link and keying in their username and password on the login screen

Homepage

Upon logging in, you will be brought to the home page.

1. The **Navigation bar** which is used to access different parts of the system
2. The **Notifications and Tasks bar** which displays any activities or alerts regarding the timesheet submissions
3. **User Options** dropdown where users can go into their account settings or log out
4. **Incomplete and Outstanding Timesheets pane**, where it will list any timesheets that have been created but have not been completed or timesheets that require submission

System settings

Here, users can change the system language or turn on/off email notifications.

2. Pre-filling by/for someone else

A secretary or a project office can prepare the hours. You will be informed at the start of time entry whether this is the case.

Grant permission to a pre-filler

One user can give another user access to their account to log in as them (Login by Proxy).

Go to **User options (3)** by clicking on Settings, go to the Security part in the left column on the screen.

By clicking on the dropdown list, this will allow the user to begin typing the name of another user they wish to give access to.

Clicking on the name and then on "Add" will allow the specified user to log in as the current user.

Login by Proxy

Select the staff member to give proxy access to *

Add

Simon Cullen ⊗

To remove a user, clicking on the X button next to a name will delete the user from the Login By Proxy list and revoke their access.

Login As

If you are a pre-filler, you can use the Login As function to switch to the timesheets of the employees assigned to you. You can enter hours on behalf of the employee, save them, and view the monthly timesheet. However, the employee must submit the hours for approval themselves.

Login As

Login As a person who has assigned you as their Proxy *(If you are an administrator you automatically have this right)*

Select User *

Submit

Creating and Submitting Timesheets

To go to the timesheet page, click **"Submissions"** in the navigation bar (1). In the left column you will see Timesheets.

New Timesheet

Limited to users that are

- Linked to live projects that require timesheets
- Users that require timesheets need to be added to the budget of the live project

Researchers will have the ability to log their hours against a relevant project. They can begin by clicking on the **"New Timesheet"** button on the Timesheets page.

This will then prompt the user to select a month and will be brought to this page.

Timesheet - 01/2025 Draft

Refresh from SAP | Errors | Save | Cancel

Name
USER

Month
01/2025

Hours
0 of 0

Timesheet ready to be submitted

No

No validation errors found.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 0 Hrs	2 0 Hrs	3 0 Hrs	4 0 Hrs	5 0 Hrs
6 0 Hrs	7 0 Hrs	8 0 Hrs	9 0 Hrs	10 0 Hrs	11 0 Hrs	12 0 Hrs
13 0 Hrs	14 0 Hrs	15 0 Hrs	16 0 Hrs	17 0 Hrs	18 0 Hrs	19 0 Hrs
20 0 Hrs	21 0 Hrs	22 0 Hrs	23 0 Hrs	24 0 Hrs	25 0 Hrs	26 0 Hrs
27 0 Hrs	28 0 Hrs	29 0 Hrs	30 0 Hrs	31 0 Hrs	1	2
3	4	5	6	7	8	9

Show Weekends

From here, users can begin entering their hours for submission. First users will need to specify a project, budget code, and work package they are registering hours against. This can be done by clicking on "Add Project" which will bring up the menu below.

When your project is not findable, there could be to reasons. You are not added to the budget of the project or the project did not specify a Timesheet approver.

When entering your hours, the system applies the rule that limits a workday to a maximum of 12 hours.

Users can also enter non project-related hours underneath the project hours section.

When you have finished entering the hours you have worked on your project, scroll back to the top of the page to save your hours and tally them up.

Red: The amount of hours logged have gone over the maximum of 12 hours.

Yellow: These days indicate holidays and mandatory days off

Clicking on the **"Error"** button will bring up a message directing the user's attention to what needs to be corrected.

Once these details have been corrected, the **"Error"** button will turn Blue and the user will be able to submit the Timesheet after selecting "Yes" from the "Timesheet ready to be submitted" dropdown.

When the pre-filler has finished entering the hours, they can notify the timesheet owner by setting the "Timesheet ready to be submitted" field to "Yes."

Copying a Timesheet

When creating a new timesheet, you can copy a previously approved timesheet. The hours will not be copied, but the projects and work packages associated with the timesheet will be.

After clicking on the **"New Timesheet"** button on the Timesheets page. Select "Copy from previous timesheet" and select the timesheet to copy from.

New Timesheet

Copy from previous timesheet

Copy from *

-- Please Select --

Select Month *

-- Please Select --

Submit

Timesheets Submission Business Rules

- The maximum hours per day that a user can enter hours against is 12 hours
- The maximum hours per week that a user can enter hours against is 60 hours
- Users need to enter hours that are at least equal to or more than the expected hours from the feeds
- If a user is associated with more than one project and some of these projects do not require a timesheet, they will still need to fill in hours for these projects.
- HR Data is pre-populated from SAP data and is read only.

Timesheets Approval

Assigning Approvers

Approvers are assigned on the Vidatum project at the Project team section, see the [Project Module manual](#)

Approver Users

When a timesheet is submitted, it will go to the timesheet approver specified in the project. As an approver, upon logging in, any timesheets that need to be approved will appear at the bottom of your home page under tasks.

Note: If the timesheet approver also happens to be the timesheet submitter, the timesheet will go to a second level approver

Note: When the timesheet is related to multiple projects with different approvers, the timesheet will go to the different approvers for approval.

Clicking on the **"View"** button in the "Link" column will bring the approver to a read only page of a user's submitted timesheet.

Clicking on the "Proceed" button will bring the user to a new screen.

1. This shows the submission details of the timesheet.

2. Shows which stage of approval the timesheet is at and which approver the timesheet is with

3. Here, the approver can choose to approve the timesheet, or they can send the timesheet back for amendments (Reject)

4. The approver can upload supporting documents that may be relevant to either the approval of the timesheet or the sending back of timesheets to a user for amendments.

5. The approver can view any previous comments and previously uploaded attachments

Timesheet Approval and Comments

Submission Details

1

Title: Timesheet – 07/2024

Submitter: Shafiq Far

Status: With Timesheet Approver

Current Proposal Approval Status

2

Role / Approver	Date	Status
Timesheet Approver Shafiq Far ⓘ Current Approver		🕐
Timesheet Second Level Approver Abdelrahman Abdallat		⍰

Your Approval and Comments

3

Update Status To:
○ Reject (send back to draft)
○ Approve

Add Comment

[   ]

Cancel Save

Workflow Attachments

4

File name   Browse

File name description

[   ]

Upload

Previous Comments and Uploads

5

No data available in this section.

When a timesheet is returned to a user for amendments, they can make changes to their timesheet with the approver's comments in mind and resubmit it for approval.

Upon approval, the approver will see this screen and no further action is needed.