

Vidatum Timesheets User Guide



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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.

The screenshot shows the 'Timesheets' dashboard in Vidatum Academic. It features a sidebar with navigation options like 'Intent to Submit', 'Proposals', and 'Timesheets'. The main area displays a table of submissions:

Id	Staff Member	Submission Date	Status
1532	Shafiq Far	03/03/2025	With Timesheet Approver
1568	Rik Verspagen ECOVID	09/2024	Draft
1624	Abdelrahman Abdallat	04/2025	Draft
1604	Shafiq Far	12/2025	Draft
1527	Shafiq Far	27/02/2025	With Timesheet Approver
1566	Shafiq Far	06/2025	Draft

The screenshot shows a 'Timesheet - 12/2025 Draft' form. On the left, there are fields for Name (Shafiq Far), Month (12/2025), and Hours (0 of 0). A dropdown menu is set to '-- Please Select --'. A blue message box states 'No validation errors found.' On the right, a calendar grid shows hours recorded for each day of the month. The grid is as follows:

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



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



Users Leiden University click here to login



Homepage

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

The screenshot shows the Vidatum Academic homepage. At the top, there is a navigation bar (1) with links for Home, Submissions, Reporting, and Administration. To the right of the navigation bar is a user profile dropdown (3) for Shafiq Far, including a search icon and a notification bell. Below the navigation bar is a 'Your Profile' section (4) for Shafiq Far, featuring a profile picture, a 'Last Updated' section with a 'Publish Profile' button, and a 'Suggested Funding Opportunities' section with the message 'No new suggested opportunities found.' To the right of the profile is an 'Outstanding Timesheets' section, which lists months from FEB 2024 to JAN 2026. Below the profile is a 'Tasks' section (2) with a search bar and a table of tasks. The table has columns for Short title, Submission type, Applicant, and Role/Approval Step. The tasks listed are: 'VICI Sijpesteijn' (Proposal, Rogier Strijk, Key Control) and 'test abd' (Contract/funding documents (RfA), Shafiq Far, Contract Guide).

Short title	Submission type	Applicant	Role/Approval Step
VICI Sijpesteijn	Proposal	Rogier Strijk	Key Control
test abd	Contract/funding documents (RfA)	Shafiq Far	Contract Guide

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

System Language

Select Language *

English ▼

Save

System Language

Select the language would prefer to use the system with. Changing this setting changes all text components to your selected language.

Other

Receive Email Notifications (Recommended) Automatically add publications to public profile

-- Please Select -- ▼ -- Please Select -- ▼

Save

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.

The screenshot shows a form titled "Login by Proxy". On the right side, there is a label "Select the staff member to give proxy access to *" above a dropdown menu. Below the dropdown menu is a blue button labeled "Add".

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.

The screenshot shows the "Login by Proxy" form with the dropdown menu open. The dropdown menu has a search bar containing "Simon cullen". Below the search bar, a list of results is shown, with "Simon Cullen" highlighted in blue. Below the list, there is a small text note: "You can select one or more members of staff who will be given the facility to login as you. Please ensure that you review this list on a regular basis."

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 *

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.

Id	Staff Member	Submission Date	Status
1532	07/2024 Shafiq Far	03/03/2025	With Timesheet Approver

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

Add Project ✕

Project *

-- Please Select --

Selected project will be added to the timesheet projects

Budget code *

-- Please Select --

Work Package

-- Please Select --

[Submit](#)

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

Project Related Tasks

[Add new project](#)

	Total Hours	SUN 1	MON 2	TUE 3	WED 4
2417309092 - ECOVID 20100526	25	0	14	11	0
WP-2					



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

Non-Project Related

Other Productive

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Total Hours	1	2	3	4	5	6	7	8	9	10	11	12
No Specific Code	0	<input type="text"/>										

Non-Productive Time

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Total Hours	1	2	3	4	5	6	7	8	9	10
HR Data	0	<input type="text"/>								
Parental leave / maternity leave	0	<input type="text"/>								
Other leave	0	<input type="text"/>								

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.

Timesheet - 09/2024 Draft

[Refresh from SAP](#)
Errors
Save
Cancel

Name
Rik Verspagen ECOVID

Month
09/2024

Hours
34 of 0

Timesheet ready to be submitted

No ▼

Please Note

- The total number of recorded hours exceeds the contracted hours.

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

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

You cannot submit a timesheet on another user's behalf Errors

You cannot submit a timesheet with more than 12 hours on 2024-09-02 (Total: 23 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.

Timesheet - 09/2024 Draft Refresh from SAP Submit Save Cancel

Name
Shafiq Far

Month
09/2024

Hours
203 of 127.6

Timesheet ready to be submitted
-- Please Select --

Please Note

- The total number of recorded hours exceeds the contracted hours.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
9 Hrs	8 Hrs	9 Hrs	8 Hrs	12 Hrs	0 Hrs	0 Hrs	0 Hrs
12 Hrs	12 Hrs	0 Hrs	0 Hrs	0 Hrs	0 Hrs	0 Hrs	0 Hrs
12 Hrs	0 Hrs	0 Hrs					
12 Hrs	0 Hrs	0 Hrs					
12 Hrs	0 Hrs	0 Hrs					
12 Hrs	30	1	2	3	4	5	6

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.



Tasks **6**

Search: Timesheet

Short title	Submission type	Applicant	Role/Approval Step
Timesheet for 07/2024	TIMESHEET	Shafiq Far	Timesheet Approver

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

First Previous **1** Next Last

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

Timesheet - 07/2024 **Pending** Proceed Cancel

Name
Shafiq Far

Month
07/2024

Hours
7 of 0

Timesheet ready to be submitted

-- Please Select --

Please Note

- The total number of recorded hours exceeds the contracted hours.

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

Show Weekends

Project Related Tasks

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Total Hours	1	2	3	4	5	6	7	8	9	10	11	12
- Test 0210 Proposal WP-8	7	0	0	4	0	3	0	0	0	0	0	0



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 **Title:** Timesheet - 07/2024
Submitter: Shafiq Far
Status: With Timesheet Approver

1

Current Proposal Approval Status

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

2

Your Approval and Comments **Update Status To:**

Reject (send back to draft)
 Approve

Add Comment

Cancel Save

Workflow Attachments

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.

Timesheet: Shafiq Far (01/08/2024) Approved Back

Role / Approver	Date	Status
Timesheet Approver Shafiq Far	03/03/2025 1:25:50 PM	

Comments [Uploaded Attachments](#)

Add Comments / Files

Comments

Maximum 4000 characters allowed

Submit