![DXC TECHNOLOGY]

DXC Advanced Project Timesheet

Simplify timesheet review processes with a dashboard that enables overview, insight and automation.

Advantages

- Use powerful dashboard capabilities that are built on top of standard timesheet functionality and workflow

- Make timesheet review processes more efficient and accurate – including handling of intercompany timesheets

- Save time by processing and submitting multiple timesheet lines in one operation

- Give reviewers direct access to overall project and activity information to inform their review process

- Give clarity by viewing timesheet lines across different timesheets and filtering by Project, Project Manager, Activity or Customer

- See an overview of planned-, posted- and pending-hours per resource and activity, and total daily hours for a resource for a selected work week

Reviewing and approving timesheets can be complex and time-consuming. Especially when individual reviewers need to process timesheet lines from multiple resources and across different projects and companies.

DXC Advanced Project Timesheet collects all the timesheet lines that are pending approval from a reviewer in one dashboard. Contextual, real-time project, activity and resource status information and one-click handling of multiple timesheet lines enable a faster, more accurate and informed review processes.

Review timesheet lines across multiple resources, timesheets and projects

Reviewers can view timesheet lines that are assigned to them for review from multiple resources and timesheets. They can view timesheet lines grouped by Project or Activity and filter by Project, Project Manager, Activity and Customer. Review and approval processes are informed by contextual information, such as updated status overviews of posted hours, pending hours and planned hours for each combination of resource and activity.

Process and submit multiple timesheet lines with a single click

Reviewers can change the review status of individual timesheet lines or update multiple lines across different timesheets and resources in one operation. The update options that are available for each line – for example, Approve, Return and Delegate – are based on the actions that are enabled in the standard **Review timesheet line** workflow setup in Microsoft Dynamics 365.

Status updates are saved as they are made to timesheet lines and the reviewer can see the total number of hours that are still pending their review.

When the reviewer is finished, they can submit the collected updates they have made to workflow with one click.

See status on Resource, Project and Activity levels across the business

Even though timesheet lines related to a specific project or activity may be routed by workflow to multiple reviewers, each individual reviewer can see a full overview of the planned, posted and pending hours per resource that are related to the specific Project or Activity.

Features

- View timesheet lines grouped by Project or Activity

- Review and process timesheet lines from multiple legal entities

- View project and activity totals even when some timesheet lines are still pending approval from other reviewers

- Process individual timesheet lines accurately, based on resource totals for the activity

- Approve, return or delegate multiple timesheet lines with one click

- Select review status for multiple lines across timesheets and resources, with one click.

- Add workflow comments to individual timesheet lines

- View how many hours are pending review and totals for each review status.

- View the workflow history for each timesheet line

- Navigate directly to a specific timesheet and see lines that are assigned to other reviewers

- Specify Hour Forecast or Work Breakdown Structure as basis for planning and calculating timesheet totals for review
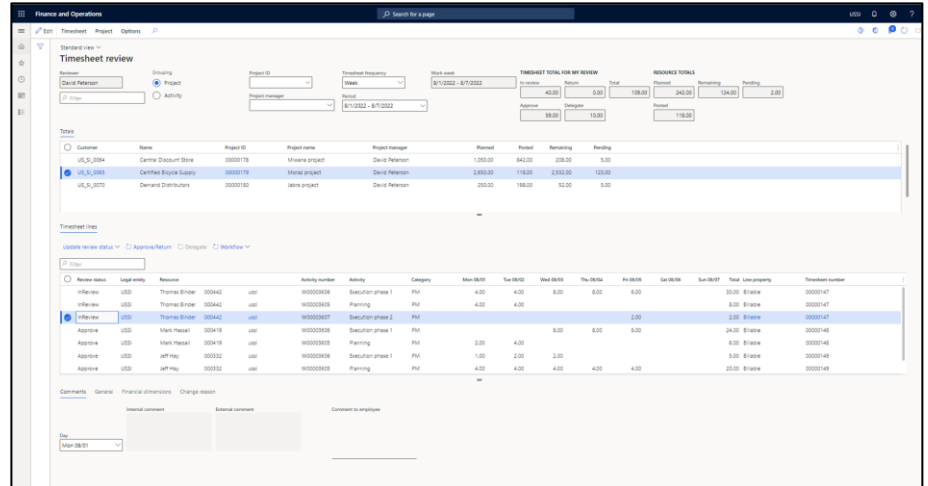
Use a single intuitive dashboard to view, review and process timesheet lines from multiple resources, timesheets and legal entities, grouped by project or activity.

In addition to seeing this consolidated information for specific projects and activities, reviewers can use the **Week summary to date** fact box to view the total daily hours that a specific resource has registered in the selected work week across all activities and timesheets.

Access standard forms to inform the review process

Reviewers can access standard forms to add a broader context to individual timesheet lines and project totals.

They can view the full timesheet related to a specific timesheet line, review previous timesheet versions and navigate directly to timesheet list pages.

They can also view standard forms such as the **Work Breakdown Structure** in Dynamics 365 for a selected project, or view **Hour Forecast**, **Open Hour Transactions** and **Posted Hour Transactions** for the selected project or activity.

Learn more at **dxc.com**

DXC Technology Denmark
Retortvej 8
2500 Valby
Denmark
T +45 3614 4000

f y in

About DXC Technology
DXC Technology (NYSE: DXC) helps global companies run their mission-critical systems and operations while modernizing IT, optimizing data architectures, and ensuring security and scalability across public, private and hybrid clouds. The world's largest companies and public sector organizations trust DXC to deploy services to drive new levels of performance, competitiveness, and customer experience. Learn more about how we deliver excellence for our customers and colleagues at www.dxc.com.