



# eTimesheet

CTL Engineering, Inc.



▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

# eTimesheet

**Daily time entry**

**Customizable Approval Setup System**

**Default Projects**

**Approval System**

**Attendance Report**

▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

CTL - eTimesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://apps.ctleng.com/etimesheet/tsdailyentry.jsp?ts\_id=43376&ts\_date=07/20/2009&daily\_id=2&pagetype=emp&openby=&vhflag=

**Zutshi (Sachina USE) Chiranjiv's MONDAY (07/20/2009) Timesheet Entry**

Last Name : Zutshi (Sachina USE)    First Name : Chiranjiv    Emp Id : CZ    COL - 99    TS# 44364

<input type="checkbox"/>	Project #	Branch	Dept	Phase	Staff	ST	OT	Vehicle Used	Billable * Mileage	Reimb Mileage	\$	Expense Code	Qty	Billing Code
<input type="checkbox"/>	08050063MORPPL	MOR	05						0			Select		
Client Name		Proposal Client		Description										
<input type="checkbox"/>	08050043MORP	MOR	05						0			Select		
Client Name		Proposal Client		Description										
<input type="checkbox"/>	07310001CLEA	CLE	31						0			Select		
Client Name		Sachina Engineering Pvt Ltd		Description										
<input type="checkbox"/>	07539349COL	COL	53						0			Select		
Client Name		CTL Engineering, Inc.		Description										
<input type="checkbox"/>	07539354COL	COL	53						0			Select		
Client Name		CTL Engineering, Inc.		Description										

Start     Lunch Time     Stop     V/H/S Start     V/H/S Stop     Lunch Time Notes

**Odometer Readings for Vehicle (Company, Runzheimer & Personal) used for Official & Personal Purpose**

Vehicle No 1     Odometer Start     Odometer Stop     Personal Miles   
 Vehicle No 2     Odometer Start     Odometer Stop     Personal Miles


   Balance Vacation : 82.0 Hours           

Daily Time Total				Department Head Approval				Daily Mileage Total			
Hourly	Total	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
<input type="checkbox"/>											

Done    Internet

**Daily time entry with access to mileage, vacation, sick and holiday**

CTL - eTimesheet - Microsoft Internet Explorer



X Close

**Assign Employee(s)**

<b>Employee Name</b>	Batt Douglas R.
<b>Employee Id</b>	BAT-D
<b>Employee Type</b>	Branch Manager

List of Options to Assign Employee(s) for Branch Manager

Assign Department Manager(s)

Assign All Employees of a Department

<a href="#">Remove</a>	Branch - Department
<input type="checkbox"/>	CIN - 01
<input type="checkbox"/>	CIN - 02
<input type="checkbox"/>	CIN - 05
<input type="checkbox"/>	CIN - 21
<input type="checkbox"/>	CIN - 98

Assign Employee(s)

Assign Phasecode(s)

Assign Project(s)

Customizable Approval Setup System

CTL - eTimesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://apps.ctleng.com/etimesheet/defaultprojectssave.jsp?pagetype=emp> Go

Masters  Entries  Reports  Exports  Change Password Help Support Sign Out Emp Id :- CZ Branch :- COL

### Default Projects

**Add Projects** **Save**

Remove	CTL Project No.	Client Name	Branch	Dept	Phase	Staff	Description
<input type="checkbox"/>	07310001CLEA	Sachina Engineering Pvt Ltd	CLE	31	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	07539349COL	CTL Engineering, Inc.	COL	53	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	07539354COL	CTL Engineering, Inc.	COL	53	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08020002CHAP	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08020004CHAP	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08020005CHAP	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08020007CHAP	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08020020CHA	PDK Construction Inc.	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08050043MORP	Proposal Client	MOR	05	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08050063MORPPL	Proposal Client	MOR	05	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	08990001COL	CTL Engineering, Inc.	COL	99	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	09020007CHAPPL	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	
<input type="checkbox"/>	09020008CHAPPL	Proposal Client	CHA	02	<input type="text"/> v	<input type="text"/> v	

**Save**

Done Internet

## Default Projects

CTL - eTimesheet - Microsoft Internet Explorer

Address: https://apps.ctleng.com/etimesheet/tsapproval.jsp

Masters | Entries | Reports | Exports | Change Password | Help | Support | Sign Out | Emp Id :- CZ Branch :- COL

### Approve Timesheet

[Old Approve Timesheet](#)

**Search Timesheet**    Administrator    Branch Manager    Dept. Manager    All Employees

Employee Id:

Last Name:

First Name:

Branch: - Select Branch -

Department: - Select Department -

Mileage Receipts are Available     Mileage Receipts are not Available

<input type="checkbox"/>	Status	Timesheet Week	Emp Id	Emp Name (LN FN)	Home B / D	Worked Br - Dept
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	BRA-M	Bradford Mark	IND - 05	IND-05
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	DUB-L	Dubois Laurence	COL - 03	COL-03
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	KAI-H	Kairouz Hamid	CLE - 01	CLE-05, CLE-01
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	PIE-D	Pierce Donald	COL - 06	WAP-02, COL-99, COL-06
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	STA-JA	Standing Jason	MLS - 22	MLS-22
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	WEA-J	Weaver Jerry	MLS - 22	MLS-22
<input type="checkbox"/> Go	Approve	07/12/2009 to 07/18/2009	WER-J	Werner John	MLS - 98	MLS-98, MLS-22, MLS-01

Done    Internet

## Approval System

CTL - eTimesheet - Microsoft Internet Explorer

Address: https://apps.ctleng.com/etimesheet/tsrptattendance.jsp

Masters | Entries | Reports | Exports | Change Password | Help | Support | Sign Out | Emp Id :- CZ Branch :- COL

### Attendance Report for Zutshi (Sachina USE) Chiranjiv

Branch \* : Columbus

Department \* : (02) Construction Field Services

Select Report Options

From Range \* : Month: January Year: 2009

To Range \* : Month: July Year: 2009

\* - required fields [List] [Clear]

Active Employees In-Active Employees

Emp Id	Last Name	First Name	Vacation Balance	Sick Balance	Holiday Balance
<a href="#">ALL-B</a>	Allen	Barrett	24.50	560.00	40.00
<a href="#">COL-J</a>	Collins	Jared			
<a href="#">COL-J</a>	Collins	Jared	80.00	16.00	40.00
<a href="#">CRA-J</a>	Crabb	John	120.00	8.00	48.00
<a href="#">DAD-D</a>	Dade	Derek			
<a href="#">DAD-D</a>	Dade	Derek	80.00	16.00	-8.00
<a href="#">DAV-M</a>	Davis	Michael	26.00	28.00	40.00
<a href="#">FRY-J</a>	Fry	Jason	24.00	20.50	40.00
<a href="#">FRY-B</a>	Frye	Brian	116.00	121.25	32.00
<a href="#">GEI-K</a>	Geiser	Karmey			
<a href="#">GEI-K</a>	Geiser	Karmey	42.75	3.50	32.00
<a href="#">GRA-B</a>	Graham	Bradley	64.00	60.00	40.00
<a href="#">GRI-L</a>	Griffith	Larry	203.25	356.50	40.00

Done Internet

## Attendance Report

FOR MORE INFORMATION CONTACT:

**CHIRANJIV ZUTSHI**

PHONE: 1-614-276-8123

EMAIL: [czutshi@ctleng.com](mailto:czutshi@ctleng.com)

CTL Engineering, Inc.