**Timesheet Tab**

The Timesheet Hours tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Special categories display in the initial rows of the grid. Use special categories to enter standard labor charges such as vacation, sick time, or holiday leave. Project, phase, task, labor code, and labor category data for special categories are predefined, so you can click in the appropriate Day/Date cell to enter your hours.

Use the fields in this grid to enter project, phase, task, labor code, and labor category data for your labor charges. The row selector displays to the left of the currently selected row. You can enter as many lines as you need on each timesheet. Vision automatically inserts a blank row after your last entry. Click in a field and then click to open the associated Lookup list to select data.

The lower portion of the Timesheet Hours tab displays the following information:
- Project, phase, task, labor code, and client data for the currently selected row
- Hourly totals (regular and overtime) by row and by day
- Hourly totals for the entire labor period

If you are using the Line Item Approval feature, the timesheet displays the status of the currently selected labor charge (line item).

The row selector displays to the left of the currently selected row. You can enter as many lines as you need on each timesheet. Vision automatically inserts a blank row after your last entry. Click in a field and then click to open the associated Lookup list to select data.

If you are using the Line Item Approval feature, the timesheet displays the status of the currently selected labor charge (line item).

Click in a Day/Date cell to enter hours. You can enter regular hours directly in the Day/Date cell, or click in the Day/Date cell and then enter hours in the Regular field at the bottom of the timesheet.

To enter overtime hours, you must click in the Day/Date cell and then enter standard overtime hours in the Ovt field and secondary overtime hours in the Ovt-2 field. When you enter overtime hours, the associated Day/Date cell displays with gray shading.

For each entry, you can enter comments directly in the Comment field or select comments from a drop-down list.

**Save** - Save entries to the current timesheet.
**Open** - Access the Timesheet Period Selection dialog and open a timesheet for a different labor period.
**Submit** - Submit the current timesheet for processing.
**Approve** - Approve the current timesheet (administrators only).
**Employees** - Access the Select Employee Timesheet dialog (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.
**Copy** - Access the Timesheet Period Selection dialog and select an existing timesheet whose data (excluding hours) you want to copy to the current timesheet.
**Show** - View ratios comparing the distribution of hours on the current timesheet. Or, view benefit hours earned and taken.
**Print** - Print a detailed or summarized timesheet report for the current timesheet.
**Option** - Specify whether you want Vision to print a detailed or summarized timesheet report each time you submit a timesheet.
**Help** - Open the Vision Timesheet Help.
Unit Quantities Tab

The Unit Quantities tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Use the fields in this grid to enter project, phase, task, unit code, and unit table data for your unit quantities.

The row selector displays to the left of the currently selected row.

You can enter as many lines as you need on each timesheet.

Vision automatically inserts a blank row after your last entry.

Click in a field and then click to open the associated Lookup list to select data.

Save - Save entries to the current timesheet.
Open - Access the Time-sheet Period Selection dialog and open a timesheet for a different labor period.
Submit - Submit the current timesheet for processing.
Approve - Approve the current timesheet (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.
Copy - Access the Time-sheet Period Selection dialog and select an existing timesheet whose data (excluding data from the Unit Quantities tab) you want to copy to the current timesheet.
Show - View ratios comparing the distribution of hours on the current timesheet. Or, view benefit hours earned and taken.
Print - Print a detailed or summarized timesheet report for the current timesheet.
Option - Specify whether you want Vision to print a detailed or summarized timesheet report each time you submit a timesheet.
Help - Open the Vision Timesheet Help.

The Unit Quantities tab displays unit totals by row, by day, and for the entire labor period.

Click in a Day/Date cell to enter units. You can enter units directly in the Day/Date cell, or click in the Day/Date cell and then enter units in the Quantity field on the Unit Quantities tab. For each entry, you can enter a description directly in the Description field or select a description from the drop-down list.

The Unit Quantities tab appears on the Timesheet form only if the feature is enabled by your System Administrator.