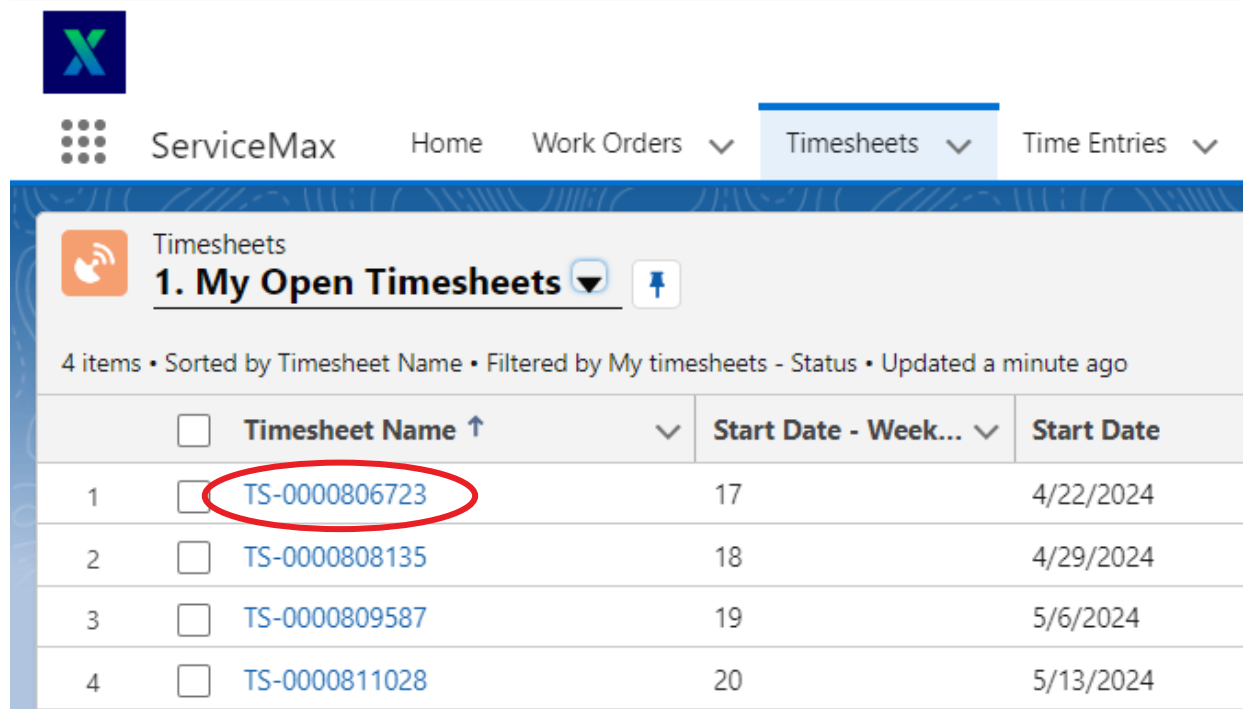




SE Hours in ServiceMax

Adding hours to Timesheet



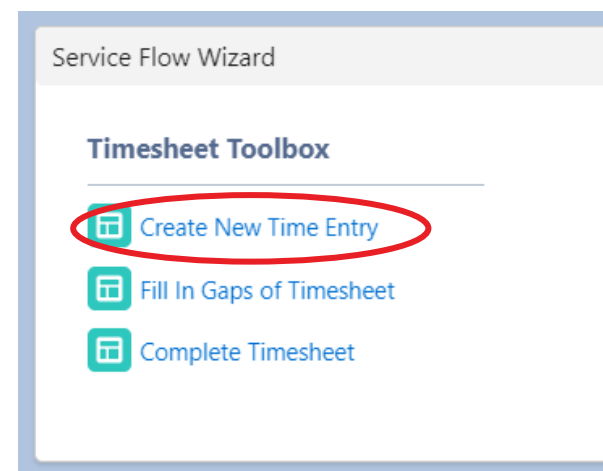
ServiceMax Home Work Orders Timesheets Time Entries

Timesheets
1. My Open Timesheets

4 items • Sorted by Timesheet Name • Filtered by My timesheets - Status • Updated a minute ago

	<input type="checkbox"/> Timesheet Name ↑	Start Date - Week...	Start Date
1	<input type="checkbox"/> TS-0000806723	17	4/22/2024
2	<input type="checkbox"/> TS-0000808135	18	4/29/2024
3	<input type="checkbox"/> TS-0000809587	19	5/6/2024
4	<input type="checkbox"/> TS-0000811028	20	5/13/2024

- 1 **Timesheet:** click on the desired timesheet. It will open.
- 2 **Time entry:** click on "Create new time entry".



Service Flow Wizard

Timesheet Toolbox

- ☒ Create New Time Entry
- ☐ Fill In Gaps of Timesheet
- ☐ Complete Timesheet

Activity and Time Entry Notes

Time Entry

Timesheet

TS-0000806723

* Organization

Boxmeer

* Department

Service

* Activity

0088 - Special Leave (internal)

* Start Date

04/22/2024

* Start Time (hh:mm)

Start Time (hh:mm)

- 1 Special Leave:** choose the activity "Special Leave (internal)". And fill in your hours.
- 2 Time Entry Notes:** fill in "SE hours" in the field below Time Entry Notes.
- 3 Save:** save your timesheet like you normally do.

Commute

--None--

Overnight stay

☐

Working from Home

☐

Time Entry Notes

SE Hours

Samen Sterk

