

BANE NOR SF

UNIT 4 Timesheets / AGRASSO SELF SERVICE

1. Login.....	1
2. Timesheets.....	2
3. Correcting a timesheet	3
4. Enquiry - Timesheets	4
5. Invoice attachment.....	5

1. Login

Login to Unit 4 Timesheets / Agresso self service - using **banenettet**:

Menu: **Arbeidsstøtte – Agresso Bane NOR**



Systemoversikt A-J

★ Adra Task Manager

★ Agresso Bane NOR

Login using CITRIX applications does not work.

2. Timesheets

Select the Menu item **Time and expenses – Timesheets - standard**

Menu

Your employment

Forms

Time and expenses

Time

- Timesheets - standard**
- Your timesheet details
- Workflow enquiry - Timesheets

The timesheet appears:

Timesheets - standard

Timesheet for

Name*

Period* ... Status*

Normal hours

Working hours

Time	Mon 04.01	Tue 05.01	Wed 06.01	Thu 07.01	Fri 08.01	Sat 09.01	Sun 10.01	Sum
From	08:00	08:00	08:00	08:00	08:00	00:00	00:00	0
To	15:45	15:45	15:45	15:45	15:45	00:00	00:00	0
Hours remaining	0,00	-1,00	7,75	7,75	7,75	0,00	0,00	22,25

Time entry

<input type="checkbox"/>	Zoom	Time code	Work order	Project	Description	Rate code	Geografi	Kontrakt	Time unit	Mon 04.01	Tue 05.01	Wed 06.01	Thu 07.01	Fri 08.01	Sat 09.01	Sun 10.01	Sum
<input type="checkbox"/>	<input type="checkbox"/>	0	100000-100	100000	Administrati...		BN01		Hours	4,75	7,00	0,00	0,00	0,00	0,00	0,00	11,75
<input type="checkbox"/>	<input type="checkbox"/>	0	10000010-1...	10000010	Arbeid for an...		BN01		Hours	3,00	1,75	0,00	0,00	0,00	0,00	0,00	4,75
Σ										7,75	8,75	0,00	0,00	0,00	0,00	0,00	16,50

Add Delete Copy

Click **Working hours** to remove the overview showing Time From - To per day

This is not relevant for consultants.

The toolbar shows which options you have in timesheets.

Save

Clear

Print preview

Copy timesheet

Clear time

Export

Save Save the timesheet as Draft or Ready (Ready will be sent for approval).

Clear Removes all data entered in the timesheet

Print preview Print timesheet or save as PDF

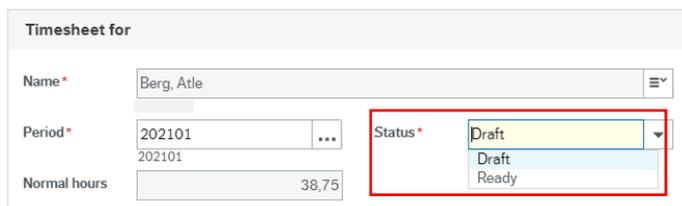
Copy timesheet Copy information from previous timesheet.

Clear time Removes all hours entered in the timesheet.

Entering hours worked pr. week:

Period	The timesheet retrieves the oldest week that has not been registered. If you want to work on another period, you can change this.
Status	When entering working hours during the week, keep the timesheet in Draft status and click Save. When the whole week has been registered, change the status to Ready and click Save, and the timesheet is sent to approval.
Time code	Time code 05 FOR INNLEIDE fakturerbare timer is used when working at the agreed hourly rate. Enter only hours that shall be invoiced. Time code 09 INNLEIDE – natt/helg is only used in cases where a separate hourly rate has been agreed for work at night or weekend.
Time entry	Enter Time code, Work order and number of hours per day. You can click  to get a list of valid values for each field. Only hours to be invoiced shall be registered. Holiday or illness shall not be registered. Only hours worked which shall be included in the invoice. Work order: use only work orders specified by your manager for time entry. Add new work order / new row by clicking «Add» .

When the timesheet is complete, select **Ready** in the **Status** field.



The screenshot shows a form titled "Timesheet for" with the following fields: Name* (Berg, Atle), Period* (202101), Normal hours (38,75), and Status*. The Status* dropdown menu is open, showing options: Draft (highlighted in yellow), Draft, and Ready. A red box highlights the Status* field and its dropdown menu.

The timesheet is sent for approval.

PS! Timesheets cannot be sent for approval during a week, the hours for all days from Monday to Friday must be filled in before the timesheet is sent for approval. It is not possible to change the number of hours when a time list has been sent for approval unless it is rejected.

3. Correcting a timesheet

You will receive an email from Arbeidsflyt if your manager has rejected your timesheet.

Timesheets for correction are located under **Mine oppgaver / My tasks**

Click on på **Korr. Timeliste / Correcting timesheet...**



Retrieve the rejected period. The rejected period is found in the e-mail from Arbeidsflyt.

The rejected rows are marked in red. Click on the row to see a comment from your manager.

Make corrections, add or delete rows and Click Save when the timesheet has been corrected.

Timelister - standard

Timeliste for: Egeeth, Endre (500434)

Periode: 202022 Status: Klar

Normal arbeidstid: 37,50

	Til	Man 29.05	Tu 28.05	Ons 27.05	Tor 26.05	Fre 25.05	Lar 30.05	Sun 31.05	Sum
Rta		07:00	07:00	07:00	07:00	07:00	00:00	00:00	0
Ti		14:30	14:30	14:30	14:30	14:30	00:00	00:00	0
Opprekkende timer		7,50	7,50	7,50	7,50	7,50	0,00	0,00	37,50

Arbeidsflytlogg (rad 1)

05.06.2022 08:20 System Løkke (LOKKE) - Avslutt - "Korrigert timeliste"
 05.06.2022 10:19 Endre Egeeth (EGEETH) - Start
 05.06.2022 10:18 Endre Egeeth (EGEETH) - Automatisk godkjenning

(Skriv inn en kommentar)

Kjøl

Tidregistrering

	Zoom	Avsett	Tabellkode	Arb.ordre	Prosjekt	Bedriftsnavn	Saksbehandler	Geografi	Kontrakt	Tilberedt	Man 25.05	Tu 26.05	Ons 27.05	Tor 28.05	Fre 29.05	Lar 30.05	Sun 31.05	Sum
1				34710028-102	34710018	Drift - OSS		IND1		Timer	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2											0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Legg til Slett Kjøl

Logne Blank ut Utskrift bilag Kopier timeliste Nullstilt ut Eksport

4. Enquiry - Timesheets

In the menu under **Time and expenses** you will find **Workflow enquiry - Timesheets**.

You can see where in the workflow your timesheet is.

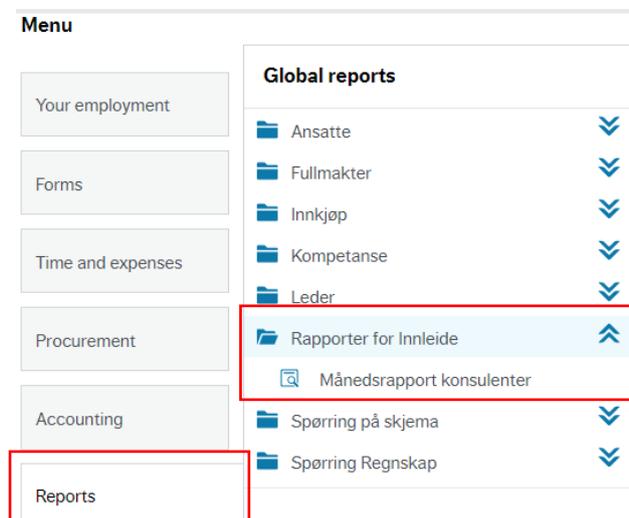
Menu

Your employment	Time Timesheets - standard Your timesheet details Workflow enquiry - Timesheets
Forms	
Time and expenses	

5. Invoice attachment

A report shall be **attached to the invoice** for each month.

In the menu option Reports select **Rapporter for innleide – Månedssrapport konsulenter**



Enter the **date from (Bilagsdato between) and to** for the current month.

Månedssrapport konsulenter

The screenshot shows the 'Selection criteria' form for the report. It includes several input fields: 'Prosjekt like', 'Arb.ordre like', 'Tidskode not in list' (with 'FLEX' entered), and 'Periode between'. The 'Bilagsdato between' field is highlighted with a red box and contains the dates '04.01.2021' and '31.01.2021' separated by 'and'. There are calendar icons next to the date fields.

Click **Search** and the report is displayed:

The screenshot shows the 'Resultat' table with the following data:

#	Navnedel	Tidskode	Bilagsdato	Prosjekt	Prosjekt (T)	Arb.ordre	Arb.ordre (T)	Timer
1		0	02.11.2020	100000	Administrative oppgaver	100000-100	Administrative oppgaver	9,50
2		0	03.11.2020	100000	Administrative oppgaver	100000-100	Administrative oppgaver	6,25
3		0	03.11.2020	10000010	Arbeid for andre enheter i Bane NOR (uten overføring av budsjettmi...	10000010-1...	Arbeid for andre enheter i Bane NOR (uten overføring av budsjettmidler) - E...	2,00
4		0	04.11.2020	100000	Administrative oppgaver	100000-100	Administrative oppgaver	7,75
5		0	04.11.2020	10000010	Arbeid for andre enheter i Bane NOR (uten overføring av budsjettmi...	10000010-1...	Arbeid for andre enheter i Bane NOR (uten overføring av budsjettmidler) - E...	1,00

Click **Export** and save as **PDF**.

This PDF is attached to the monthly invoice.

Only approved hours in the workflow in Agresso are included in the report.

Invoice:

- Invoice for different projects or cost centers if the consultant works for several different projects or departments in Bane NOR
- End of month: if Monday is the last day in the month, hours worked that day will be approved the week after. In such cases, the hours worked can be included in next month's invoice.