



## Timesheet Validation

When you submit your timesheet, the system performs a series of business validations on the timesheet content to ensure timesheet data meets specific business and processing requirements for reporting.

### Summary of the “Real Time” Timesheet Validation Process

The timesheet validation is performed in “real time” within the timesheets ONLY when the “Submit for Approval” button is clicked. The timesheet must pass ALL validation checks before advancing to the approval step(s). The timesheet will display any validation errors immediately, you will no longer receive validation error emails.

Timesheets will revalidate every time the “Submit for Approval” button is clicked. The timesheet note is populated with a list of validation errors. A new note is created each time the “Submit for Approval” is selected and validation errors exist.

### Summary of the Business Validation Rules with Presented Error Message

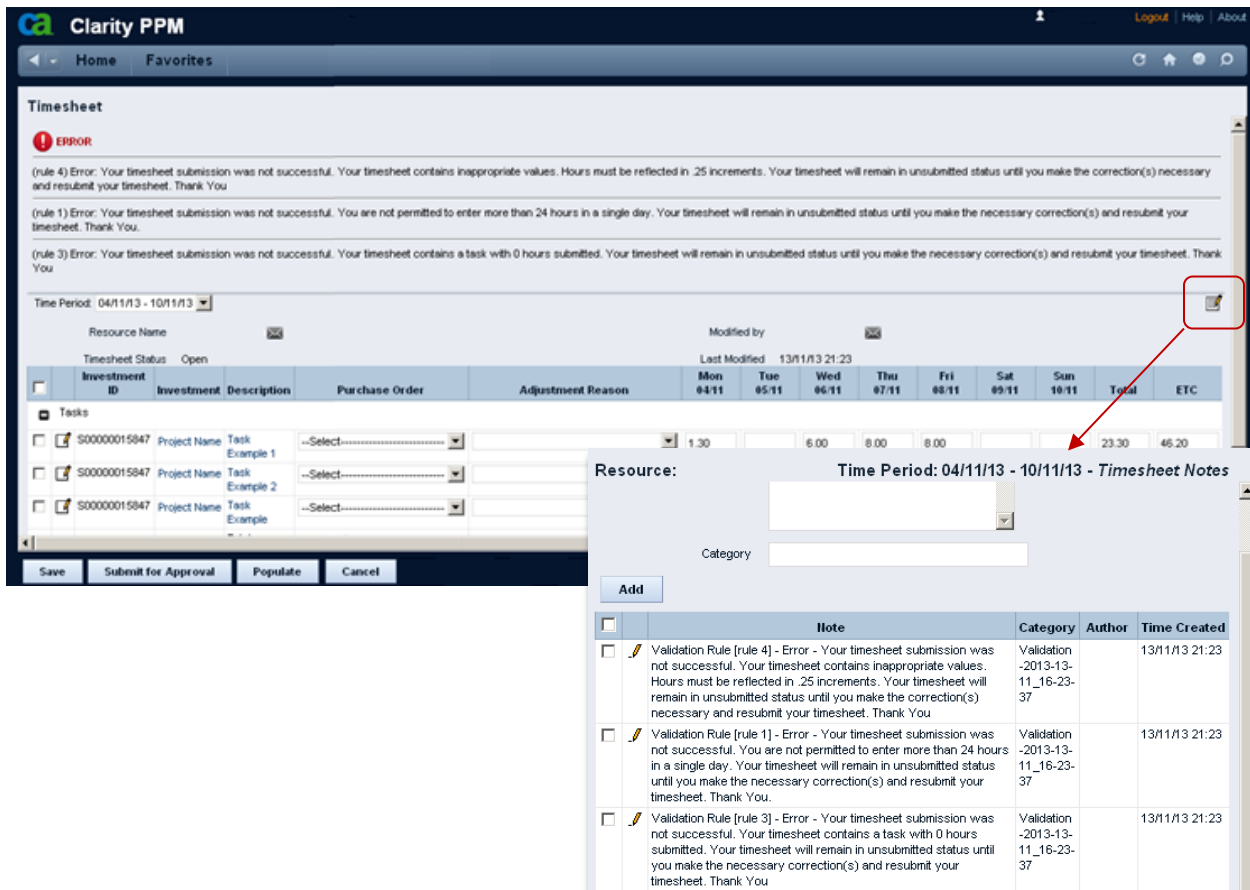
The following table represents the error messages that may be presented upon submission of a timesheet. There will be no message rendered if validation is successful; error messages render only upon failure. Following the table are two screen shot examples demonstrating the aforementioned real time validation changes.

ID	Validation Rule	Error Friendly Message
V-01	<ul style="list-style-type: none"> <li>No more than 24 hours in a day</li> </ul>	Error: Your timesheet submission was not successful. You are not permitted to enter more than 24 hours in a single day. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You
V-02	<ul style="list-style-type: none"> <li>Only billable time for Roles defined in the Budget Plan – Plan of Record will be processed. Otherwise the timesheet will be auto rejected.               <ul style="list-style-type: none"> <li>NA Project (SAP ONLY)</li> </ul> </li> </ul>	Error: Your timesheet submission was not successful. The billable time entry for the role selected does not match the Budget Plan of Record for <PROJECT NAME>. Your timesheet will remain in unsubmitted status until you make the necessary correction and resubmit your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email to <PPM PROJECT MANAGER> for assistance with this matter. Thank You
V-03	<ul style="list-style-type: none"> <li>Charge code and role must exist on the time entry and reflect the values on the Project Task at the time of submission.               <ul style="list-style-type: none"> <li>Charge Code must be provided (Billable/NonBillable/Travel Time)</li> </ul> </li> </ul>	Error: Your timesheet submission was not successful. The task charge code or task role does not exist on this task for <PROJECT NAME>. Your timesheet will remain in unsubmitted status until you make the necessary correction and resubmit your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email to <PPM PROJECT MANAGER> for assistance with this matter. Thank You
V-04	<ul style="list-style-type: none"> <li>Contractor Resources require a PO entry (user value 1)               <ul style="list-style-type: none"> <li>NA Project (SAP ONLY)</li> <li>EMEA Project</li> </ul> </li> </ul>	Error: Your timesheet submission was not successful. The timesheet submission does not contain a valid Vendor PO Number for <PROJECT NAME>. Your timesheet will remain in unsubmitted status until you make the necessary correction and resubmit your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email to <PPM PROJECT MANAGER> for assistance with this matter.

V-04a	<ul style="list-style-type: none"> <li>Contractor Resources will have time to be validated against PO data stored on the project. <ul style="list-style-type: none"> <li>NA Project (SAP ONLY)</li> <li>EMEA Project</li> </ul> </li> </ul>	<p>Error: Your timesheet submission was not successful. There is an issue with the selected PO value where there are not enough hours available on this PO for &lt;PROJECT NAME&gt;. Your timesheet will remain in unsubmitted status until you make the correction and resubmit your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email to the PM(s) in question for assistance with this matter. Thank You</p>
V-05	<ul style="list-style-type: none"> <li>The lowest level of granularity for time entry should be 15 minutes, allowing for 2 decimal places (i.e. .25, .50, .75)</li> </ul>	<p>Error: Your timesheet submission was not successful. Your timesheet contains inappropriate values. Hours must be reflected in .25 increments. Your timesheet will remain in unsubmitted status until you make the correction(s) necessary and resubmit your timesheet. Thank You</p>
V-06 V-06a V-06b	<ul style="list-style-type: none"> <li>A timesheet cannot have a new task with zero "0" hours. <ul style="list-style-type: none"> <li><i>Initial timesheets: cannot have zero hour Tasks</i></li> <li><i>Adjustment timesheets: cannot have new zero hour Tasks</i></li> <li><i>Adjustment timesheets: can have previous processed lines with zero hours (to reverse the time).</i></li> </ul> </li> </ul> <p><b>EXCEPTION:</b> Timesheets for begin/end of month time periods that include ONLY Saturday/Sunday or only Sunday, will allow a blank timesheet (no tasks) to be submitted and processed.</p>	<p>Error: Your timesheet submission was not successful. Your timesheet contains a task with 0 hours submitted. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You</p>
V-07	<ul style="list-style-type: none"> <li>Adjustment timesheets require the "Adjustment Reason" to have a selection for each adjusted line from the drop down. It is blank by default.</li> </ul>	<p>Error: Your timesheet submission was not successful. The adjustment reason is missing for the timesheet record. Please select the appropriate adjustment reason and resubmit your timesheet. Your timesheet will remain in unsubmitted status until you make the necessary correction and resubmit your timesheet. Thank You</p>
V-08	<ul style="list-style-type: none"> <li>Adjustment timesheets require a NOTE to exist for each adjusted line.</li> </ul>	<p>Error: Your timesheet submission was not successful. The adjustment reason is missing for the adjusted record submitted for &lt;PROJECT NAME&gt;. Please enter a note on the timesheet line item and resubmit your timesheet. Your timesheet will remain in unsubmitted status until you make the correction and resubmit your timesheet. Thank You</p>
V-09	<ul style="list-style-type: none"> <li>Adjustment timesheets with no changes will not be processed when there is no adjustment present for hours, line items, and Timesheet attributes</li> </ul>	<p>Error: This timesheet contains no adjustments to your previous entries. Your timesheet will remain in unsubmitted status until this necessary correction(s) has been applied and you have resubmitted your timesheet for processing. Thank You</p>

V-10	<ul style="list-style-type: none"> <li>Resource submitting time has a valid resource manager (line mgr) listed on their record</li> </ul>	<p>Error: Your timesheet submission was not successful. Your resource profile record does not contain a valid Line Manager association. Your timesheet will remain in unsubmitted status until this necessary correction has been applied and you have resubmitted your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email to your Resource Manager for assistance with this matter. Thank You</p>
V-11	<ul style="list-style-type: none"> <li>If OWI "Time Entry Note Required" field is set, then the Timesheet Line Item requires a Line Item Note to exist that includes the Test formatted "SFDC:####". At least one Note must exist with this text. The primary use is to be used with Pre-Sales efforts to map to the appropriate SFDC request.</li> </ul>	<p>Error: Your timesheet submission was not successful. The line item note which includes the formatted SFDC number was not submitted for &lt;PROJECT NAME&gt;. Your timesheet will remain in unsubmitted status until you make the necessary correction and resubmit your timesheet. To allow for timely processing and resolution, please capture a snapshot of this error message and forward in an email &lt;PPM BOOKING MANAGER&gt; for assistance with this matter. Thank You</p>

### Example of Timesheet Screen Showing Errors and Note Listing Errors



The screenshot shows the Clarity PPM Timesheet interface. At the top, there is a red error icon and the word "ERROR". Below this, three error messages are listed:

- (rule 4) Error: Your timesheet submission was not successful. Your timesheet contains inappropriate values. Hours must be reflected in .25 increments. Your timesheet will remain in unsubmitted status until you make the correction(s) necessary and resubmit your timesheet. Thank You
- (rule 1) Error: Your timesheet submission was not successful. You are not permitted to enter more than 24 hours in a single day. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You.
- (rule 3) Error: Your timesheet submission was not successful. Your timesheet contains a task with 0 hours submitted. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You

The main timesheet table shows columns for Investment ID, Description, Purchase Order, Adjustment Reason, and days of the week (Mon 04/11, Tue 05/11, Wed 06/11, Thu 07/11, Fri 08/11, Sat 09/11, Sun 10/11, Total, ETC). A red box highlights a small icon in the top right corner of the table area, which is linked to a modal window titled "Resource: Time Period: 04/11/13 - 10/11/13 - Timesheet Notes".

The modal window displays a table of validation errors:

	Note	Category	Author	Time Created
<input type="checkbox"/>	Validation Rule [rule 4] - Error - Your timesheet submission was not successful. Your timesheet contains inappropriate values. Hours must be reflected in .25 increments. Your timesheet will remain in unsubmitted status until you make the correction(s) necessary and resubmit your timesheet. Thank You	Validation -2013-13-11_16-23-37		13/11/13 21:23
<input type="checkbox"/>	Validation Rule [rule 1] - Error - Your timesheet submission was not successful. You are not permitted to enter more than 24 hours in a single day. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You.	Validation -2013-13-11_16-23-37		13/11/13 21:23
<input type="checkbox"/>	Validation Rule [rule 3] - Error - Your timesheet submission was not successful. Your timesheet contains a task with 0 hours submitted. Your timesheet will remain in unsubmitted status until you make the necessary correction(s) and resubmit your timesheet. Thank You	Validation -2013-13-11_16-23-37		13/11/13 21:23