

# OnDemand CA PPM 15.3: Time Management 200



## Course Overview

The time management functionality of CA Project and Portfolio Management (CA PPM) provides your organization with a solution that helps ensure your timekeeping records are accurate and align with project tasks. The real-time view of time data provided for your project managers helps ensure they have the information they need to effectively perform their jobs.

This course is designed for team members and managers. All aspects of timesheet-related functionality are explored. Procedures relating to submission of a timesheet are demonstrated, including how to access, populate, save, submit and edit. The review and approval of submitted timesheets are also demonstrated. This training is based on CA PPM classic interface. This training is applicable for CA PPM 15.4.

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### PRODUCT RELEASE

CA PPM 15.3

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### COURSE TYPE, LENGTH & CODE

- Web Based Training (WBT)
- One (1) hour
- Course Code: 33CLR25350

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### PREREQUISITES

- Good working knowledge of project and resource management in the application
- CA PPM 15.3: Core Components 200  
Course Code: 33CLR25250  
Two (2) hours

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## What You Will Learn

- Access timesheets and add investment tasks and indirect time like personal holidays, to help ensure all actuals can be captured.
- Perform manual and process-driven review and approval of entries on a timesheet to help ensure the actuals data is accurate.
- Create notes in a timesheet to help explain time entries to approvers.
- Print a timesheet for use when not connected to the CA PPM.
- Correct timesheet errors to help keep investment data accurate.
- Configure a timesheet to meet your individual needs.

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## For Managers

The time management functionality available in CA PPM provides your organization with the tools needed to unify and simplify all aspects of timekeeping.

This content is designed for your project team and demonstrates how to work with all timesheet-related functionality. Persons taking this course will be provided with the information they need to efficiently perform time management tasks from start to finish, including timesheet completion, approval, and modification.

Accurate timekeeping is integral to any organization. This content supplies your project team members with the information they need for optimal timekeeping and management in all projects undertaken by your organization.

**WHO SHOULD ATTEND**

- Project Manager
- Program Office Manager
- IT Services Manager
- Business Analyst
- Application Administrator
- Financial Administrator
- Data Administrator
- System Administrator

**RECOMMENDED NEXT COURSES**

- CA PPM 15.3: Project and Investment Management  
Course Code: 33CLR2527S (Dynamic Labs) or 33CLR25271 (Instructor Led)

**Course Agenda**

<p><b>Lesson 1 – Timesheet Access: Using the Home Menu and Toolbar</b></p> <ul style="list-style-type: none"> <li>■ Access timesheets using the Home menu</li> <li>■ Access your current timesheet using the toolbar</li> </ul>	<p><b>Lesson 2 – Timesheet Completion: Adding Time-entry Rows</b></p> <ul style="list-style-type: none"> <li>■ Populate your timesheet</li> <li>■ Add an existing project task row</li> <li>■ Add an unplanned task row</li> <li>■ Add a non-project investment row</li> <li>■ Add an indirect row</li> <li>■ Add an incident row</li> <li>■ Remove a timesheet row</li> </ul>
<p><b>Lesson 3 – Timesheet Completion: Entering Time</b></p> <ul style="list-style-type: none"> <li>■ Print your timesheet</li> <li>■ Enter time</li> <li>■ Change an ETC value</li> <li>■ Enter split time</li> </ul>	<p><b>Lesson 4 – Timesheet Completion: Adding Notes</b></p> <ul style="list-style-type: none"> <li>■ Add a note for a time entry</li> <li>■ Add a note to a timesheet</li> </ul>
<p><b>Lesson 5 – Timesheet Completion: Submitting Your Timesheet</b></p> <ul style="list-style-type: none"> <li>■ Submit your timesheet</li> <li>■ Return your submitted timesheet</li> </ul>	<p><b>Lesson 6 – Timesheet Approval: Managing Manual Approvals</b></p> <ul style="list-style-type: none"> <li>■ Approve a timesheet manually</li> <li>■ Filter the approver timesheet page</li> <li>■ Return a timesheet as an approver</li> <li>■ Correct a timesheet as an approver</li> </ul>



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## Course Agenda Continued

### Lesson 7 – Timesheet Approval: Managing Process-enabled Approvals

- Initiate the timesheet approval process
- Approve a timesheet using a process
- Examine the Timesheet Overview page

### Lesson 8 – Timesheet Modification: Correcting Timesheet Errors

- Modify a submitted timesheet
- Modify an approved timesheet
- Modify a posted timesheet

### Lesson 9 – Timesheet Configuration: Configuring Timesheets

- Add a column to the timesheet
- Change the sort order of time entry rows
- Change time entry options



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