

Confidentiality Class	External Confidentiality Label	Document Type	Page
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Timesheet Reporting Requirements for Contingent Workers

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Launching ESS Application for Time Entry

1. Open Microsoft Edge and go to internal.ericsson.com
 - Optional: Set page as a favorite or home screen for easy access
2. Click "Tools" at the top left.
3. Select "Ericsson Self-Service"
 - A new tab should open.
4. Click "Record Working Time" in the left, blue panel.
 - A new tab should open.
5. Select the relevant week by clicking "Previous Period", "Next Period", or the calendar icon beside the corresponding date.
 - **Notice** the start date of the week is in European Time, where the date is first and month is second.
 - **Notice** that Monday is the start of the week and Sunday is the last

Time Entry

Use picture below for reference:

Weekly Daily

Week From: 08.07.2024

Delete	Location	Activity Type	Service Order	Network ID	Activity	Sub. Op.	Absence/Attendance type	OT Comp.	Total	MO, 08.07	TU, 09.07	WE, 10.07	TH, 11.07	FR, 12.07	SA, 13.07	SU, 14.07	Ac
<input type="checkbox"/>									40.00	8,00	8,00	8,00	8,00	8,00	0,00	0,00	
<input type="checkbox"/>									40,00	8,00	8,00	8,00	8,00	8,00	0,00	0,00	
<input type="checkbox"/>	HC	000020		001000246	5041		Chargeable hours		36,00	8,00	8,00	8,00	8,00	4,00			
<input type="checkbox"/>	HC						OFF WORK		4,00					4,00			
<input type="checkbox"/>																	
<input type="checkbox"/>																	

Notice Target Hours (In Green): The top row of the table lists the target hours for the week. For your time to be submitted to Ericsson, your entries **must sum to the total** at the top by end of week. This target will adjust automatically for holidays.

Notice Use of Commas: When entering hours, you will use a comma in place of a decimal.

Notice Recorded Hours: The second row, below the green, shows the total hours you have submitted. This total should match total target hours in row one by the end of the week.

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6. In the third row, under "Absence/Attendance Type", click the down arrow to select **from** the following options: **Chargeable**, Nonchargeable, and **Off Work**

- **Entering Chargeable Hours:** Time charged to an Ericsson Customer Project under a network code
 - Under "Location" column, use "HC" (home country)
 - Under "Activity Type" column, use "R000###" (NOT Network Activity Code). If you received a code starting with "A", request from manager code starting with "R".
 - Under "Service Order" Column OR "Network ID" Column, use values given by project manager (PM), team lead, or resource manager.
 - Under "Activity" column, use activity code (####) provided by PM. This code refers to the type of work being performed. If you are unsure of your code, hover over the corner of the cell, select the double square, and select relevant code among options.
- **Entering Non-Chargeable Hours:** Time not charged to a network code, but that suppliers will get paid for
- **Entering Off Work Hours:** Hours not worked, and that supplier is not paid for. Use this to make up the difference between target hours in the top gray row and the second gray row below.

7. Leave the cells under "Sub. Op." and "OT Comp." columns BLANK.

8. Once done, click "Apply" next to the "week from", and then click Save at the bottom right.

- Make sure only green or yellow icons are in the white box at the top. If there is a red or icon, read error in white box to resolve.

Further Instructions Below

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Saving Routine Entries

9. If you are working on a specific network code routinely, fill out table with information above except for your time.
10. Click "Favorites" next to the worklist button.
11. Select "Save without Times", name the favorite, select "Set as Default View", and Save

Getting Help

12. If you have questions or need assistance, please contact:

Shreya Brown
Shreya.Brown@ericsson.com

Rita Casey
Rita.Casey@ericsson.com