



Managing Timesheet

CA CloudDesk.



STEP 1: OPEN HRMS MODULE

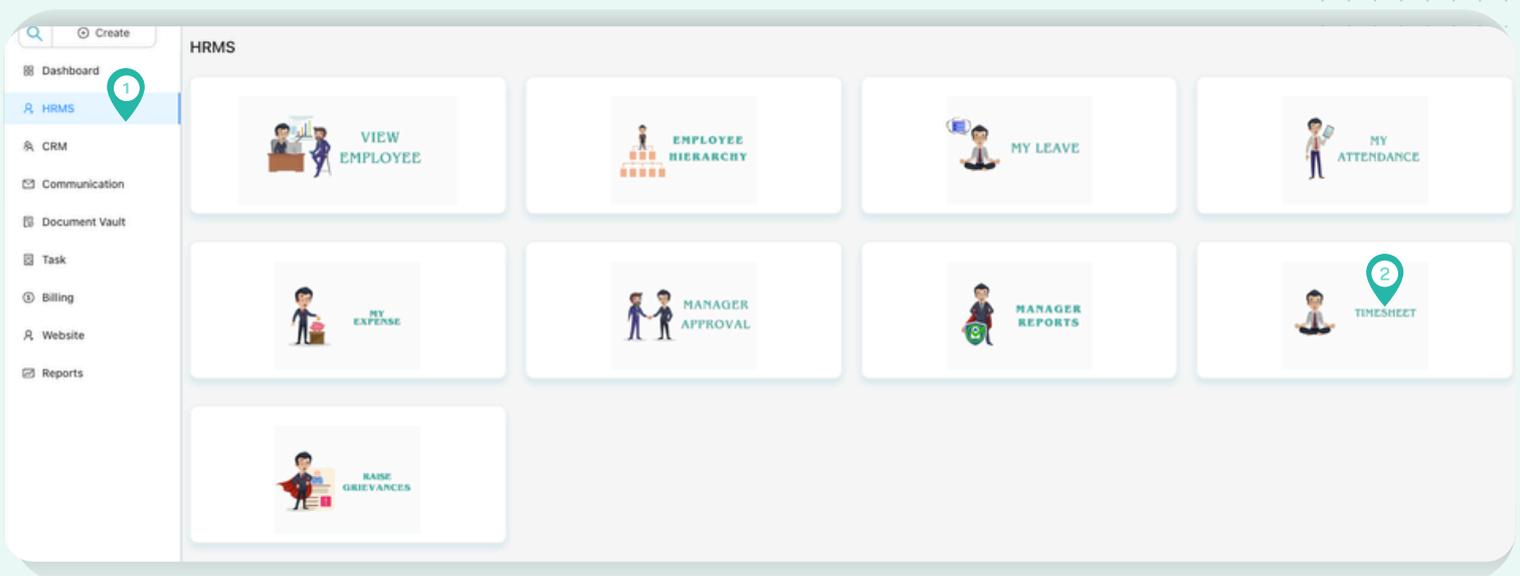
From the CA CloudDesk left navigation menu, go to HRMS and Select **Timesheet** to start the process.



Click on HRMS.



Click on Timesheet.



STEP 2: VIEW TIMESHEET LIST

In the Timesheet dashboard, you can see your previously logged time entries segmented by date, project, task type, hours worked, & status.



STEP 3: CLICK "ADD TIMESHEET"

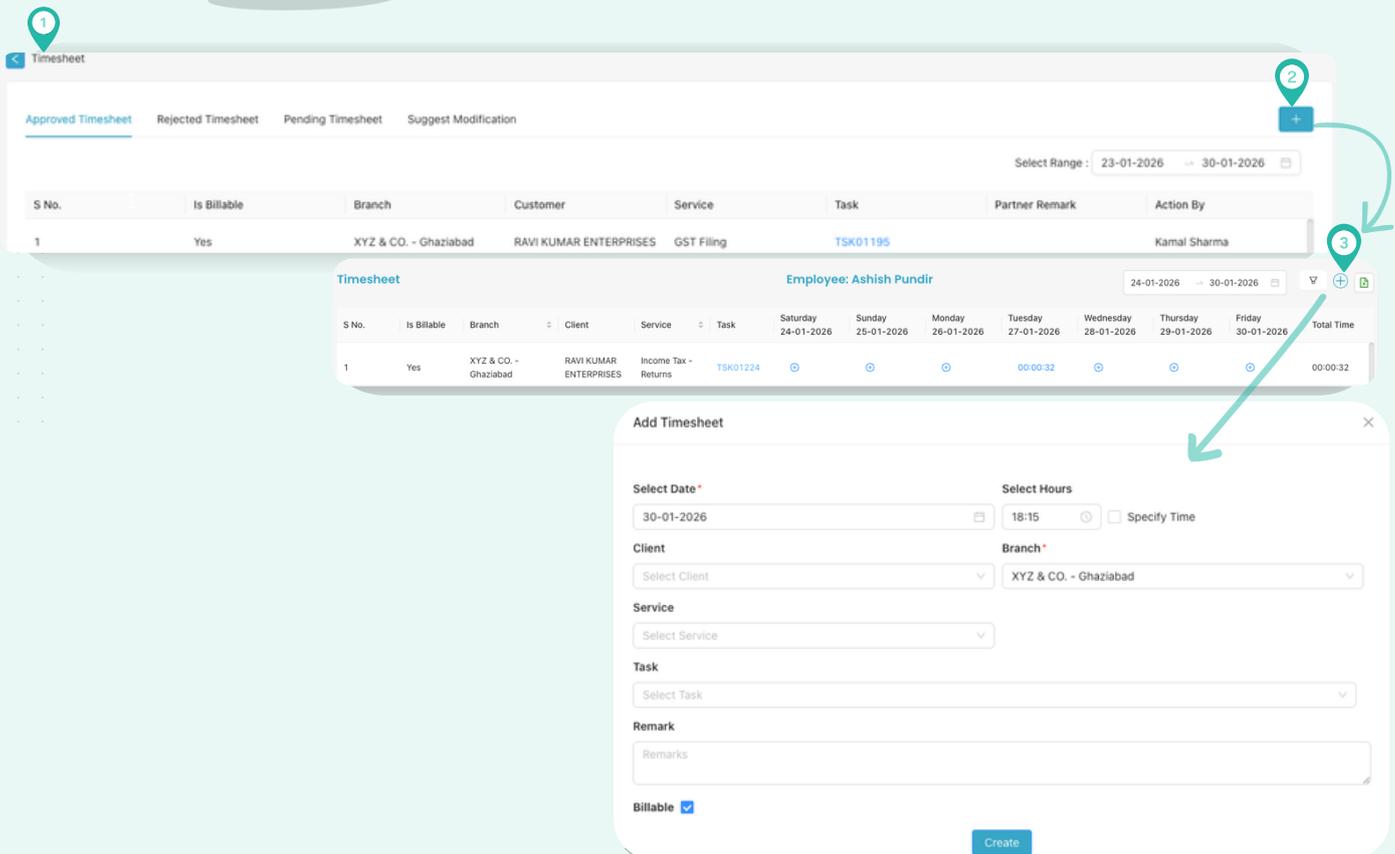
Click the  Add Timesheet button on the screen to start creating a new time entry.



1 Click on Timesheet.

2 Click on Add icon. 

3 Click on Add icon. 



Timesheet

Approved Timesheet | Rejected Timesheet | Pending Timesheet | Suggest Modification

Select Range: 23-01-2026 → 30-01-2026

S No.	Is Billable	Branch	Customer	Service	Task	Partner Remark	Action By
1	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	GST Filing	TSK01195		Kamal Sharma

Timesheet Employee: Ashish Pundir 24-01-2026 → 30-01-2026

S No.	Is Billable	Branch	Client	Service	Task	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Time
1	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	Income Tax - Returns	TSK01224					00:00:32			00:00:32

Add Timesheet

Select Date* 30-01-2026 Select Hours 18:15 Specify Time

Client Select Client Branch* XYZ & CO. - Ghaziabad

Service Select Service

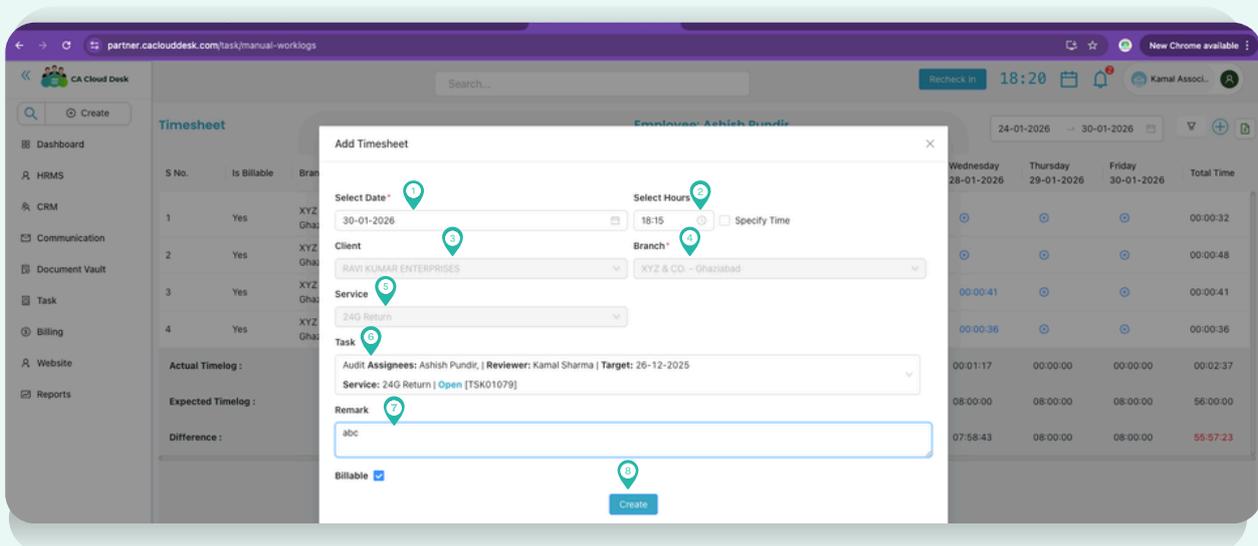
Task Select Task

Remark Remarks

Billable

Create

- 1 Enter Client Name
- 2 Enter Amount
- 3 Enter Expense Type
- 4 Enter Date
- 5 Enter Remark
- 6 Upload Bill
- 7 Enter Submit



STEP 4: SELECT DATE & TIME SLOT

Select the work date and enter the time spent (hours or predefined slot such as first half, second half, or custom duration).

STEP 5: SELECT TASK /PROJECT

Select the relevant task/project (client work, internal task, or assignment) to ensure accurate time tracking.

STEP 6: ADD REMARKS

Add a brief description or remarks about the work performed for better clarity and reference.

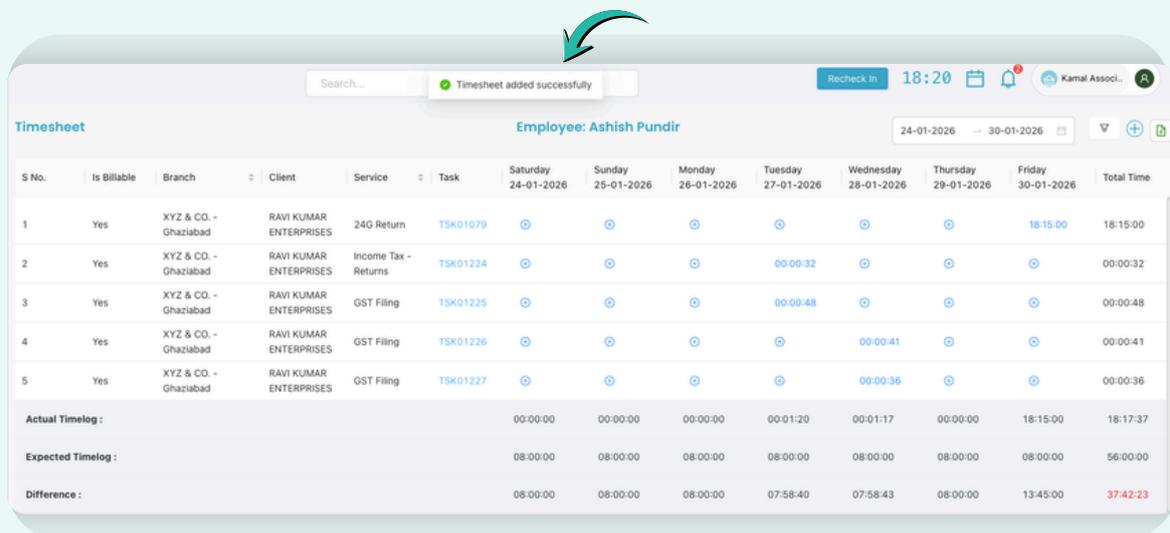
STEP 7: CREATE TIMESHEET

After Clicking Create, a confirmation popup appears with the message

“Timesheet Added successfully.”

After submission, you can view the status of your Timesheet.

(Pending, Approved, Rejected) .



S No.	Is Billable	Branch	Client	Service	Task	Saturday 24-01-2026	Sunday 25-01-2026	Monday 26-01-2026	Tuesday 27-01-2026	Wednesday 28-01-2026	Thursday 29-01-2026	Friday 30-01-2026	Total Time
1	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	24G Return	TSK01079							18:15:00	18:15:00
2	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	Income Tax - Returns	TSK01224				00:00:32				00:00:32
3	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	GST Filing	TSK01225				00:00:48				00:00:48
4	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	GST Filing	TSK01226					00:00:41			00:00:41
5	Yes	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	GST Filing	TSK01227					00:00:36			00:00:36
Actual Timelog :						00:00:00	00:00:00	00:00:00	00:01:20	00:01:17	00:00:00	18:15:00	18:17:37
Expected Timelog :						08:00:00	08:00:00	08:00:00	08:00:00	08:00:00	08:00:00	08:00:00	56:00:00
Difference :						08:00:00	08:00:00	08:00:00	07:58:40	07:58:43	08:00:00	13:45:00	37:42:23

