Dovico Timesheet – version 13

New employee checklist

When adding new employees to Dovico Timesheet, use this checklist to ensure that everything is ready for your new staff members to enter their time and expenses.

☐   Check for available licenses to make sure you have enough licenses to use for the new employee(s). Click the About button on any toolbar to find out how many licenses have been purchased and how many are used.

☐   From the Project Assignments view, add the new employee. Take note of the employee's User ID and Password (case sensitive).

☐   Make certain the Software Access field is set to at least 'Time and Expense Entry only' and that the Security level is at least set to 'Time and Expense Entry'. This will ensure that the employee can enter time and expenses.

☐   If time tracked is used for costing or billing, enter the hourly Rate of Wages (Pay rate) and Rate Charged (Billing Rate) to the employee.

☐   From the employee's properties window, click the Additional tab and;

- Select the appropriate Instant E-mail Notification options for the employee.
- Select a Leave/Absences rule and adjust the Accrual Start date if necessary.

☐   Assign projects and tasks for the new employee. If the new employee will have similar assignments as an existing employee, you can use the Copy Employee Assignments function and then edit individual assignments as necessary.

☐   Review Assignment Budgets (Budgeted Time and Costs) for the new employee and make any required modifications.

☐   Add the new employee to any applicable Approval workflows.

☐   Add the employee to relevant scheduled reporting or notification jobs (Job Scheduler).

☐   Use the Timesheet Options view to customize the employee's time and expense entry screens.

☐   Send the new employee, the company/database name, his/her User ID, Password and the URL to login to DOVICO Timesheet (https://login.dovico.com/index.aspx)

☐   Train the employee how to use DOVICO Timesheet to enter time and expenses (or use our On Demand Training). http://www.dovico.com/versions/dt_hosted_training/dt_on_demand_training.htm