

Elements of the Timesheet Screen

Click to View Previous of Next Timesheet Period

To access the Timesheet screen, select the Timesheet option from the Menu

Total effort reported by row for the selected time period

Total effort reported for the selected time period

Opens the Timesheet Periods screen, where you can see general status information for the selected resource's timesheet and access timesheets for other periods

A next to an item indicates the item has been disapproved. Correct the time reported to the item, then resubmit the timesheet

A appears next to an item if it has been signed, approved but not yet progressed, or approved and progressed

Total effort reported to a time-reporting item for a specific date

Indicates Timesheet Status

Click to Sign and submit Timesheet

The purpose of this job aid is to walk Contingent workers through the process of creating and managing weekly timesheets in **Planview**.

- As a Contingent Worker, you are responsible for submitting a timesheet each week in PPM.
- **Timesheets are due no later than 10:00 AM CST / 8:00 AM PST each Monday** for the previous week. **NOTE:** Some teams find it helpful to send timesheets for approval by end of day Friday for the current week.
- If a specific project or task is not visible, the most common reason is that you have not been assigned hours to track against. If you are missing tasks, please email the [D&T Portfolio Support Team](#)

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Click to View Previous of Next Timesheet Period

To access the Timesheet screen, select the Timesheet option from the Menu

Planview Enterprise One My Overview **Timesheet** Requests Work Resources Planning Strategies more ...

Resource: Luker, Mesa View Timesheet

March 7 to March 13, 2021

Work	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Total	Complete
IS2021 PORTFOLIO MGMT TOOLS - 183F9D64-30B									
318726_Strategy & Planning	8 h	8 h						16 h	<input type="checkbox"/>
318726_Development (New Functionality)			8 h			8 h		16 h	<input type="checkbox"/>
318726 (No New Functionality) Maintenance/Support				4 h	4 h			8 h	<input type="checkbox"/>
Total	8 h	8 h	8 h	4 h	4 h	8 h	0 h	40 h	

Select Work

Disapproved: Update timesheet and resubmit

Sign and Submit

Opens the Timesheet Periods screen, where you can see general status information for the selected resource's timesheet and access timesheets for other periods

A next to an item indicates the item has been disapproved. Correct the time reported to the item, then resubmit the timesheet

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Total effort reported by row for the selected time period

Total effort reported for the selected time period

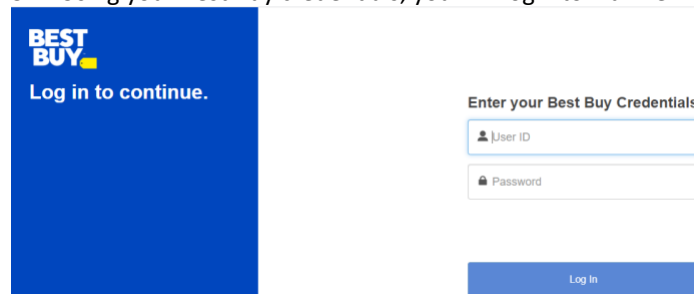
Total effort reported to a time-reporting item for a specific date

Indicates Timesheet Status

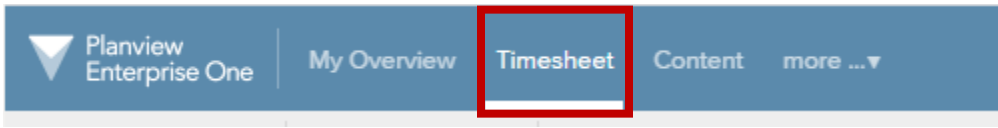
Click to Sign and submit Timesheet

How to Create and submit your weekly Timesheet in Planview

1. Planview must be accessed using Chrome
2. <https://bestbuy.pvcloud.com>
3. Using your Best Buy credentials, you will login to Planview using SSO



4. Once in Planview, to access your timesheet select “Timesheet” in the main navigation. Your timesheet will be for the current time period, unless you have overdue or disapproved timesheets, in which case you will be directed to the earliest timesheet that requires attention.



5. Your timesheet will pre-populate with tasks scheduled for the current time period.

NOTE: If a specific project or task is not visible, please email the [D&T Support Team](#)

Work	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning								0 h	<input type="checkbox"/>
312516 - Development (New Functionality)								0 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	0 h	0 h	0 h	0 h	0 h	0 h	0 h	

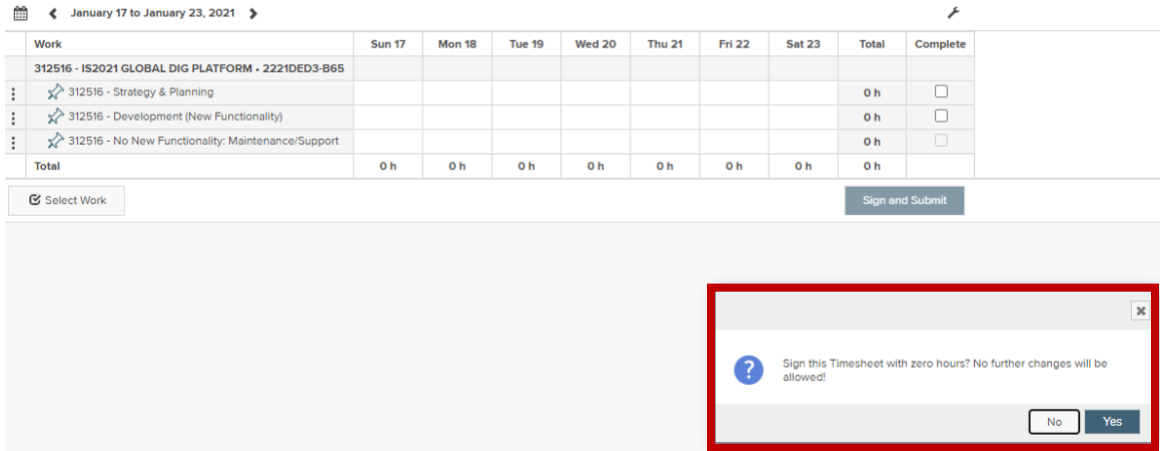
6. Enter the **Actual** hours you have spent on each task for each day. Planview will only allow you to enter time in quarter-hour (0.25) increments. **Actual Work** = work that has been completed on a task.

Work	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning		4 h						4 h	<input type="checkbox"/>
312516 - Development (New Functionality)		4 h	8.25 h	8.75 h	6.5 h	8.5 h		36 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	8 h	8.25 h	8.75 h	6.5 h	8.5 h	0 h	40 h	

7. Validate the total in the **Total Work** row located at the bottom of the timesheet for each day.

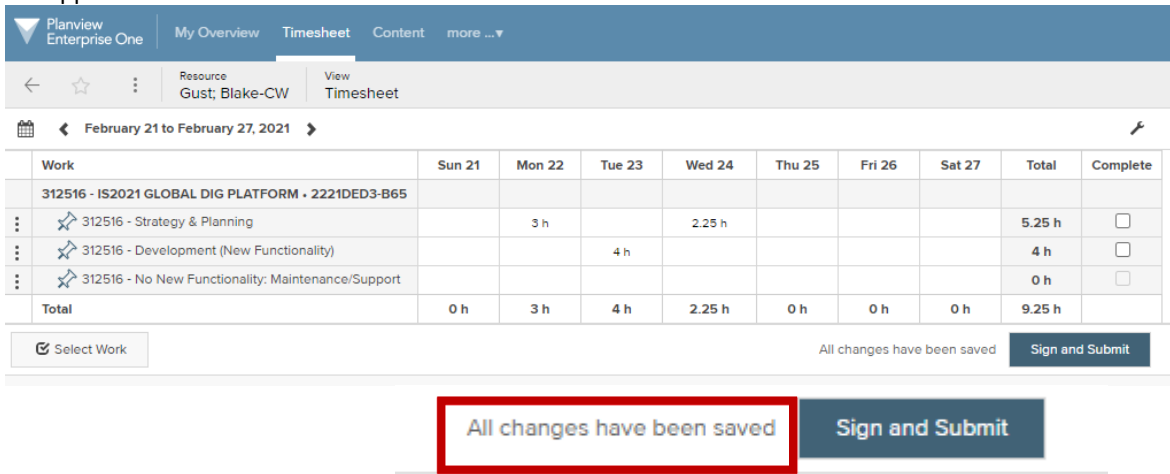
Work	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning		4 h						4 h	<input type="checkbox"/>
312516 - Development (New Functionality)		4 h	8.25 h	8.75 h	6.5 h	8.5 h		36 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	8 h	8.25 h	8.75 h	6.5 h	8.5 h	0 h	40 h	

- If you are submitting a timesheet with zero hours you will be prompted to confirm that you want to “sign this timesheet with zero hours.”



Work	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning								0 h	<input type="checkbox"/>
312516 - Development (New Functionality)								0 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	0 h	0 h	0 h	0 h	0 h	0 h	0 h	

- Planview will save all timesheet entries automatically. For example, if you enter your time on a daily basis, you will enter your time each day and Planview will retain those entries until you are ready to “Sign and Submit” for final approval.



Work	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning		3 h		2.25 h				5.25 h	<input type="checkbox"/>
312516 - Development (New Functionality)			4 h					4 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	3 h	4 h	2.25 h	0 h	0 h	0 h	9.25 h	

- When you have entered all your time for the week, submit your timesheet by selecting **Sign and Submit**

Work	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total	Complete
312516 - IS2021 GLOBAL DIG PLATFORM - 2221DED3-B65									
312516 - Strategy & Planning		4 h						4 h	<input type="checkbox"/>
312516 - Development (New Functionality)		4 h	8.25 h	8.75 h	6.5 h	8.5 h		36 h	<input type="checkbox"/>
312516 - No New Functionality: Maintenance/Support								0 h	<input type="checkbox"/>
Total	0 h	8 h	8.25 h	8.75 h	6.5 h	8.5 h	0 h	40 h	

a. **NOTE:** unlike in previous time reporting tools, the ability to recall a timesheet requires speaking with your approver / manager so make sure you do not submit without careful review.

11. Your timesheet will be routed to the: **Timesheet Approver for review**

12. At any time, you can see a complete list of your timesheets by clicking on the calendar icon to the left of the specified timesheet period

List View of all available timesheets:

Period	Status	Total Hours	Signed By	Signed Date	Approved By	Approved Date	Disapproved By	Disapproved Date
2/21/2021	No time reported during this period							
2/14/2021	No time reported during this period							
2/7/2021	No time reported during this period							
1/31/2021	Overdue							

13. You should verify that your timesheet is fully approved each week. To do this, you can click on the calendar icon from an individual timesheet to see statuses for each timesheet you have submitted (or not yet submitted). If your manager has not yet approved your timesheet, you will see “Signed, needs approval” in the status column.

Period	Status	Total Hours	Signed By	Signed Date	Approved By	Approved Date	Disapproved By	Disapproved Date
2/21/2021	Entered	9.25 h						
2/14/2021	Overdue							
2/7/2021	Overdue							
1/31/2021	Overdue							
1/24/2021	Entered, but overdue							
1/17/2021	Signed, needs approval		Gust; Blake-CW	2/25/2021				

14. You can see additional approval details by clicking on the three dots to the left of a timesheet and selecting “Timesheet Status”

Period	Status	Total Hours	Signed By
3/14/2021	Entered		
3/7/2021	Disapproved.	39 h	Luker; Mesa
2/28/2021	Entered, but overdue	61 h	
2/21/2021	Signed, needs approval	40 h	Luker; Mesa
	not progressed.	45 h	Planview Ma

Timesheet Status Descriptions

Planview Statuses	Description	Action, If Required
Entered	Saved, but unsubmitted	Timesheet needs to be completed, signed, and submitted
Entered, but Overdue	Saved, but unsubmitted	Timesheet is overdue; needs to be signed and submitted
Signed, needs approval	Submitted	Timesheet Approver needs to review and approve or disapprove timesheet
Approved	Approved	No action required; timesheet is in an Approved state
Disapproved	Disapproved	Disapproved timesheet line items must be updated and resubmitted

Controllership Guidelines for Translating Activities to Assigned Tasks

Questions about how work activities translate to task assignments?
 Please email: digital&technologycontrollership@bestbuy.com



Controllership
 Guidelines for Transla

For further questions or support, please email the [D&T Portfolio Support Team](#)