

Contents

1	Background	1
2	Installation.....	1
3	Entering Data.....	2
3.1	Entering work/study records.....	4
3.2	Setting the AM/PM border	5
3.3	Editing the hourly rate	7
3.4	Navigation Buttons.....	9
3.5	Edit Categories Button	10
3.6	Entering Expense Records.....	11
3.7	Claimed Time Sheets.....	13
3.8	Using filters and Claim All buttons to claim a subset of records.....	14
4	Timesheet Database Reports	17
4.1	Exporting and Printing Reports	23
5	Creating your own Queries	23
6	Exporting your records to Excel for further processing	24
7	Conclusion.....	24

1 Background

This program has two uses. If you are a contract worker, who must submit timesheets to your employer, then this program is for you as it will keep track of your activities and generate detailed timesheet reports to submit with your expenses claim.

However, this program also has a second use. If you are a university or school student, you can use this program to capture the amount of time you spend on revision and personal study. As a tutor of university students, my advice to all those I have tutored is keep a formal record of the number of hours you spend revising before your exams. This is important because it helps you to understand the amount of time you need to spend revising to obtain whatever mark you want to obtain for your degree or other study course.

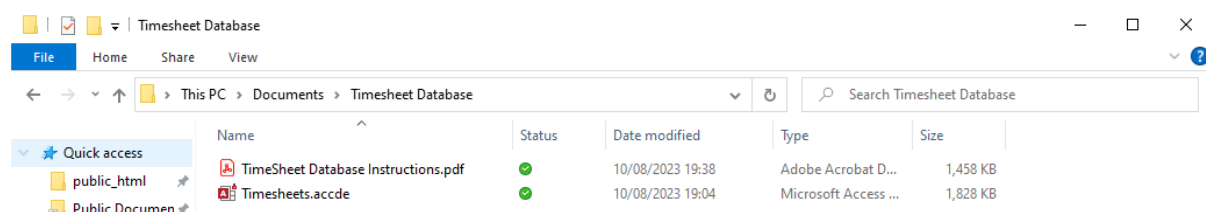
It also means you actually know how much work you have done and in what subjects so when you have met your target, you can pursue a leisure activity without wondering if you really have put in the hours. In fact, “clocking in” and “out” of your study sessions turns the whole process into a bit of game whereby the report of how much time you have spent studying becomes part of the reward for actually putting in those hours. Likewise, if you do have a week where you have found it hard to meet your study targets, then the program will hopefully motivate you to put in a week with more focus on your study and less focus on your social life! In other words, the program will help you manage your personal timetable more effectively which hopefully will translate into better exam grades and ultimately a better class of degree.

2 Installation

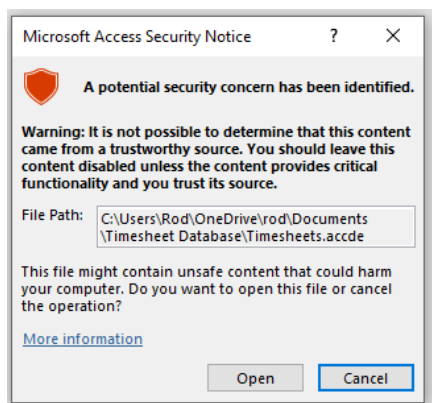
After downloading the program (which is a zip file) right click on the folder and select **Extract All** to create a normal folder in your download folder that contains the Timesheet database files. Now run the install file to start the installation.

The install file checks whether you have a 32-bit or 64-bit version of Microsoft Office installed and whether that version contains Access. If you do not have Microsoft Access, or you do not have Office installed at all, then the program will install for you either the 64-bit or 32-bit version of Runtime Access that will allow you to run this database. If you already have Office, then the runtime Access installed will be the one that matches the bit architecture of your currently installed Office. Therefore, even if you have a 64-bit operating system, if you have 32-bit Office installed, then 32-bit Access runtime will be installed. If no Office is installed on your system, then the runtime version of Access installed will be matched to the computer architecture of your operating system (64-bit Access and 32-bit Access for 64-bit and 32-bit operating systems respectively).

Once the installation program has completed, you will find the database in a folder inside your default documents folder called Timesheet Database (Screen 1). Each time you launch the program a security notice (Screen 2) will be displayed confirming whether you want to open the program. Please just select open as this program is completely safe to run.



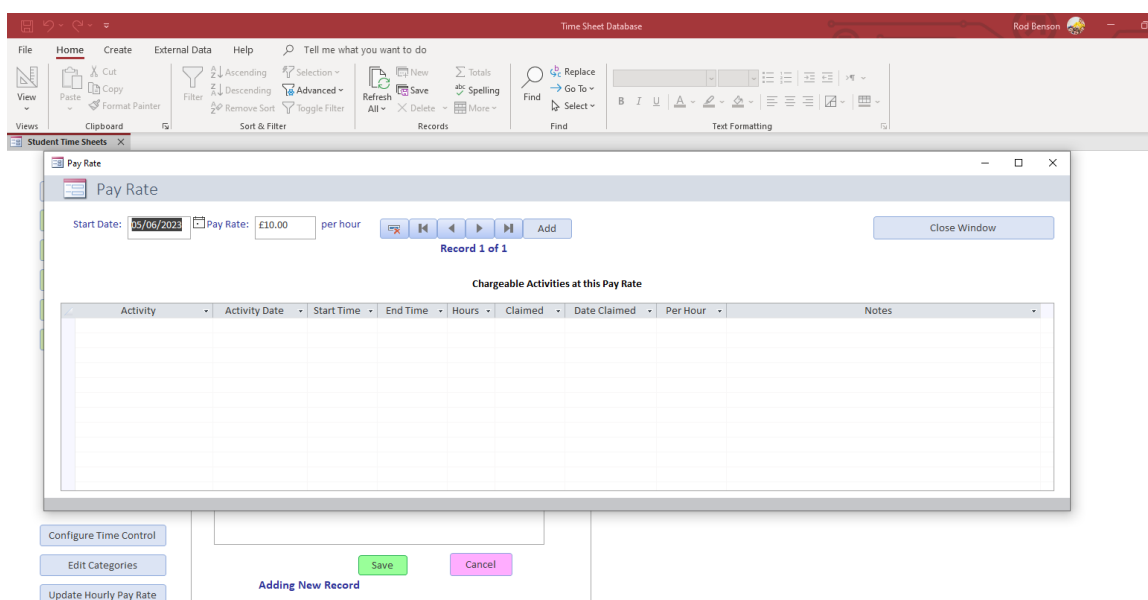
Screen 1: Timesheet database is located inside your documents folder after installation.



Screen 2: Annoying extra security check that default Access displays when running a third-party compiled database that has been written by an individual rather than a software company.

3 Entering Data

The very first time you run the database the following screen will be displayed.



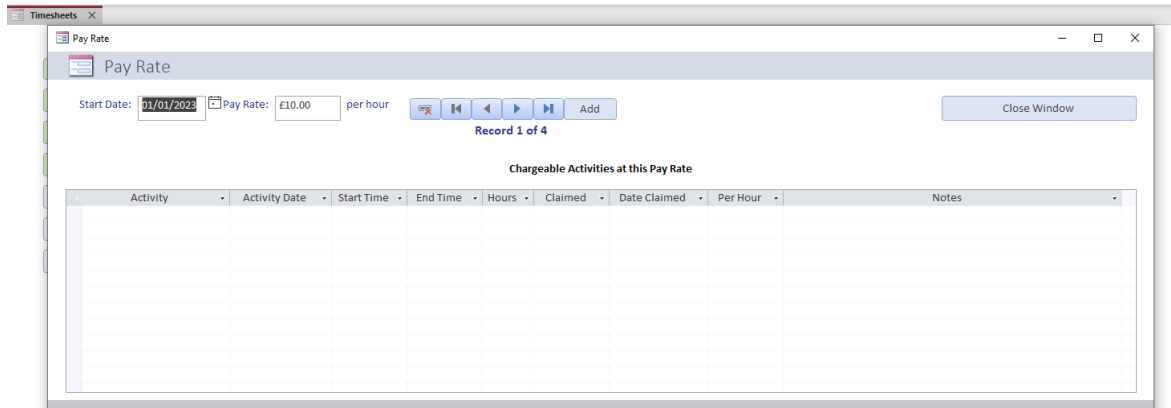
In the pop-up menu you need to define your first pay rate if you are using the program as a contractor or charging for your services. The default is £10 per hour but obviously this figure can be changed to match your hourly rate. If you are a student, then this field is irrelevant, but you might want to change the value to say £1 (or a value you can afford) which you can then use as a financial amount to reward yourself for completing the number of hours you aimed to do in any given study week.

In my database example for this instruction manual, I entered 4 payrate records starting on the 1st of January 2023 as follows:

Table 1

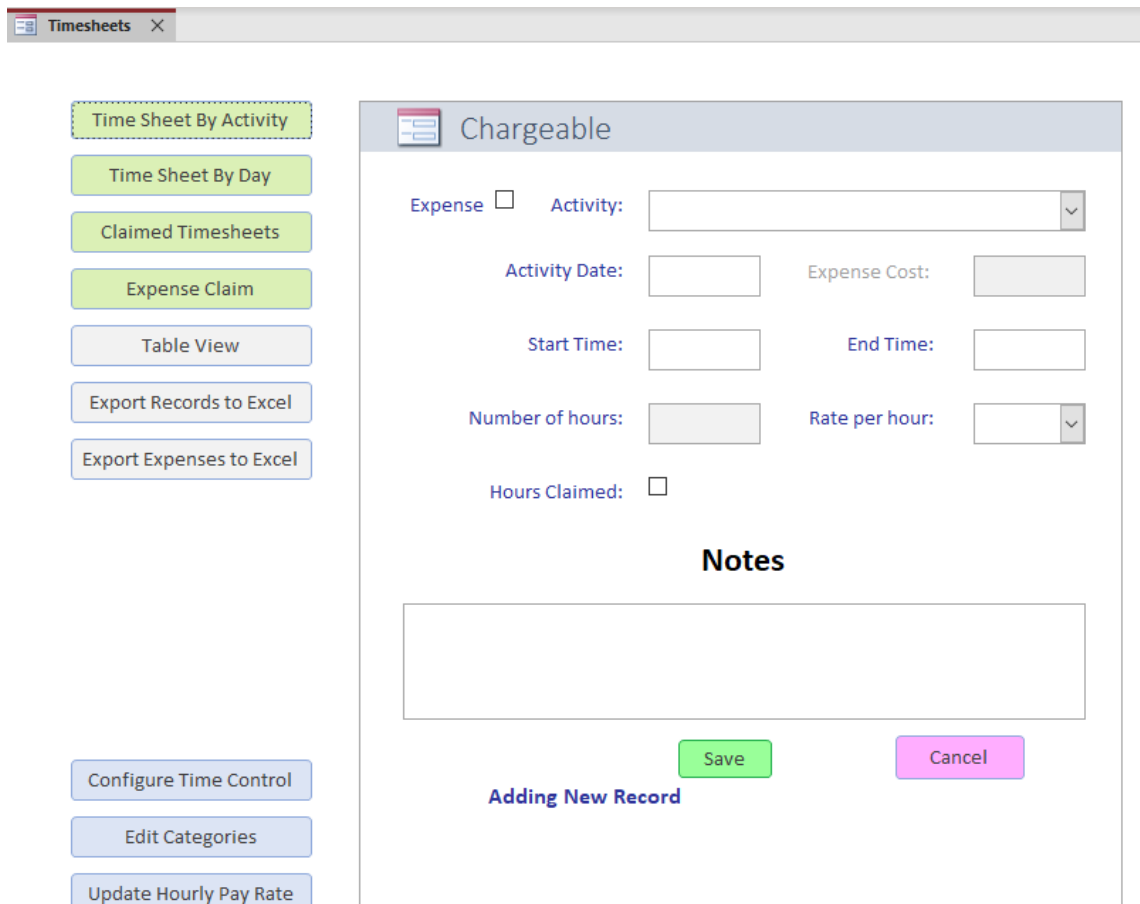
Start Date	Amount
1/1/2023	£10.00
1/3/2023	£15.00
1/5/2023	£20.00
1/7/2023	£25.00

The screen below shows what the payrate form looks like after all 4 records have been entered. Like other forms in the database, you can use the arrow keys to step between the 4 records (see page 9)



Screen 3: The rate table database after my four example rates have been entered from Table 1 above.

Once you close the Pay Rate window, the main database window becomes accessible Screen 4.



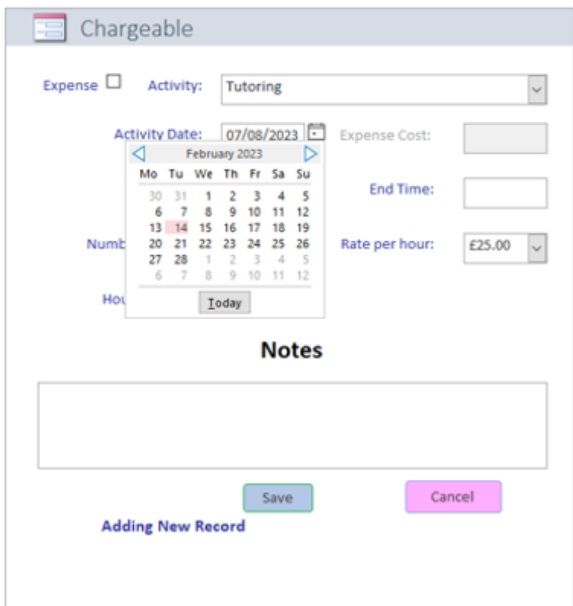
Screen 4: Main screen of the Timesheet database program before any records have been entered into the system.

3.1 Entering work/study records

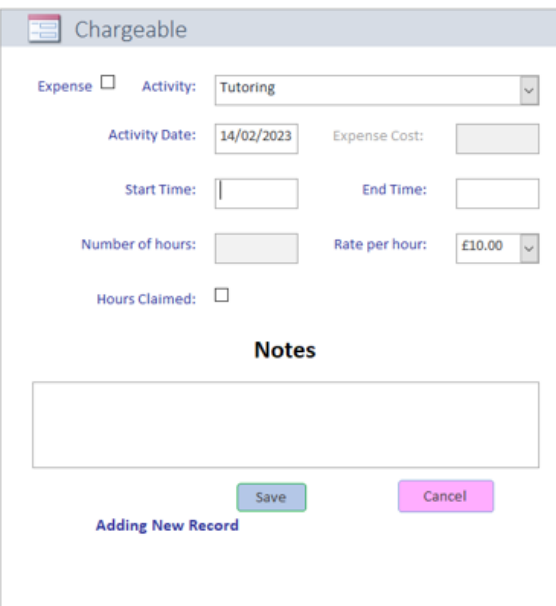
From the main screen you can start entering data. The first field tells the database whether the entry is recording a work activity or an expense you incurred as part of your employment that is reclaimable. We will start by entering a work activity so will leave the expense checkbox unticked. Next, we type our first activity. In my example I shall type "Tutoring". The default date in the Activity Date field is today's date. If you need to change to an earlier date, you can click on the field and when you do a little calendar icon will appear. If you click on this, you will get an electronic calendar that will allow you to select your date. If you need to enter a date that is a long time in the past it is usually quicker just to type it in. For example, if you type "3/4/20" this will automatically be entered into the date field as **03/04/2020**. At the time of writing, the date was the 7th of August 2023 so this is the date that appears in my Activity Date field when I first click the Add button. Referring back to the rate data I entered in Table 1, on the 7th of August 2023 my pay rate was £25.00 per hour so that is also the rate that appears in the Rate per hour field (Screen 5A).

I will now change the activity date back to Valentine's day (the 14th of February 2023). As I now click or push the tab key to enter the start time field, the Rate per hour field changes from £25.00 back to £10.00 per hour because that was the applicable rate (as recorded in the rates table) that was active in February and which lasted until 1st of March 2023 (Screen 5B & Table 1).

A



B



Screen 5A: Entering an activity record into the timesheet database. After clicking the Add key a new record comes up with the Activity date defaulting to today's date (which on the day writing this document was the 7th of August 2023). The rate per hour value has also been automatically entered from my rate per hour table which on this date was £25.00.

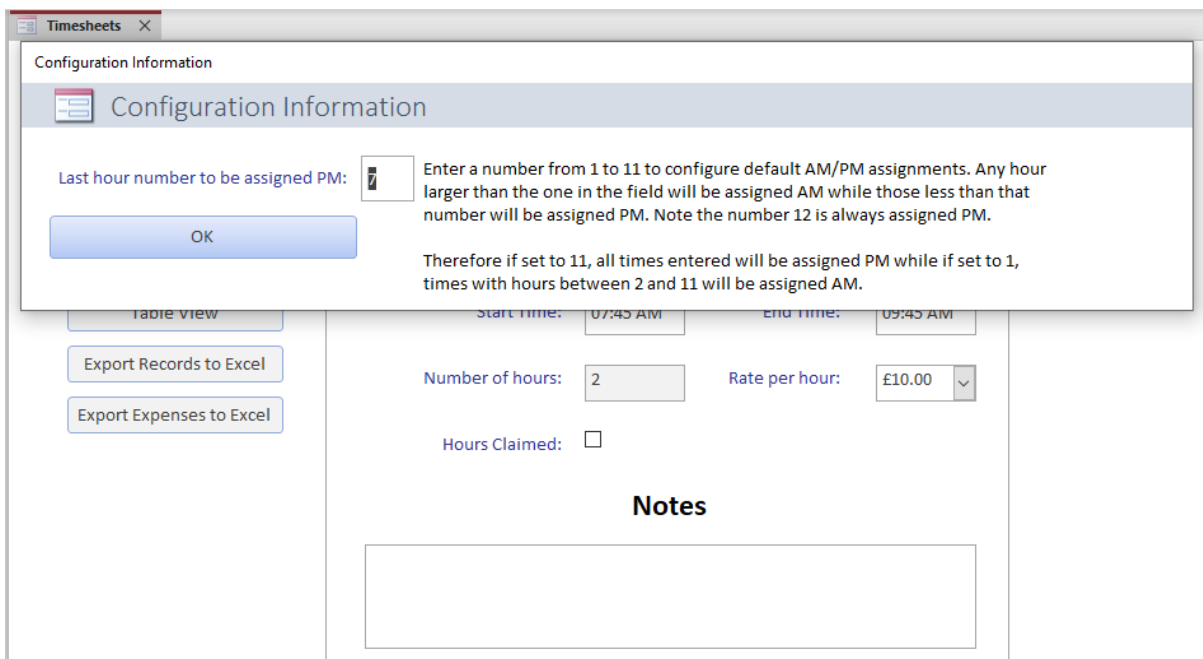
Panel B: After changing the Activity date back to the 14th of February 2023, the rate per hour value also changes to £10 per hour which matches the rate that covers that time-period in my rate per hour table (see Table 1)

Once you have inserted the date, you can fill in the start and end times of your work/study period. These fields only accept numbers, a colon sign, and AM or PM. The field will autocomplete after the hours and minutes are entered by adding either AM or PM.

3.2 Setting the AM/PM border

In the Start Time field, whether AM or PM is added to the time you have entered is controlled by the default AM/PM border setting that can be changed using the Configure Time Control button located in the main menu of the Timesheet program. The default AM/PM border is factory set to 7. This means that any times that contain the hours from 1 to 7 are appended with the PM label. In other words, the program assumes you want to enter an afternoon time while times with hour numbers from 8 to 11 are appended with the AM (assumed to be morning times). The number 12 is always assumed to mean 12 pm not 12 am.

It is possible to change this setting to match your own work/study habits. So, if you are a student who starts late and works late into the night, you might want the program to assume that when you type the time 9:00 you are normally referring to 9 at night rather than 9 in the morning and so want the "PM" not the "AM" label added. If this is the case, then you can set the AM/PM border value by pushing the Configure time control button to bring up the popup entry menu of Screen 6.



Screen 6: Changing the behaviour of the time field in the database by specifying when the program assumes a morning or evening time. The default is 7 meaning that all times entered with hours from 1 to 7 will be appended with "PM" (in the start time field) and all times 8 to 11 will have "AM" sign appended to them. If the user changes this number to 10, then all the times with hour-values from 1 to 10 will have PM appended to them while only times beginning "11:" will have the AM suffix added. Start times beginning with "12:" always have PM appended to them.

The single field in this entry screen takes numbers between 1 and 11. If you routinely start work late in the afternoon and work to the early hours of the morning, then you might want to change the AM/PM border from the default of 7 to 11 so that now times with hour values from 8 to 12 will be assigned with a PM rather than an AM suffix. Although the program appends either AM or PM to the time field, it is a trivial exercise to change the "P" into "A" (or vice versa) in the time field to specify the correct 12-hour period to which the time you are entering refers to for any particular record.

So returning to our example, if I enter 7, then the program instantly converts it to 07: (the correct hour format for the time field).

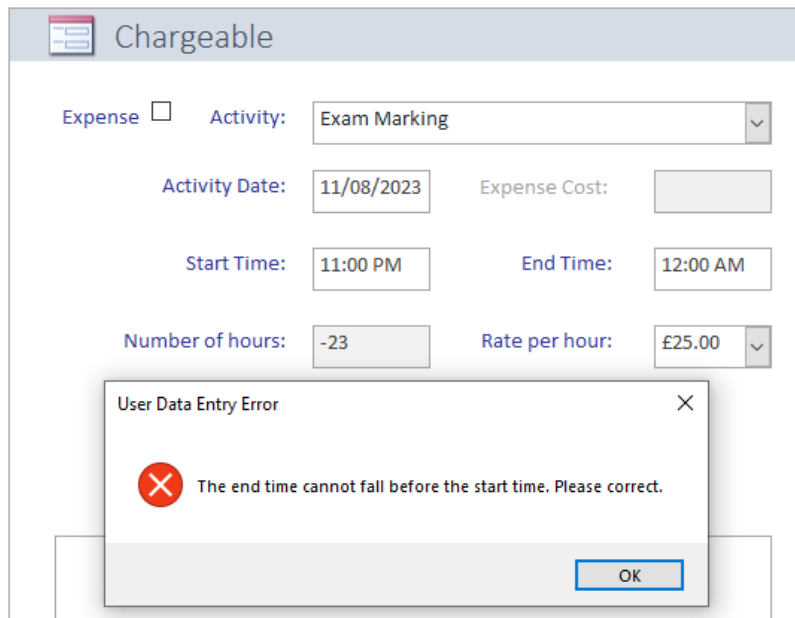
Start Time: 07:

I can now complete the time say by adding 45 and the program (under the factory default settings) will add the PM because the AM/PM border is set at 7 meaning that the last PM hour is 7.

Start Time: 07:45 PM

However, I want 7:45 in the morning, so I simply change PM to AM by deleting the “P” and changing it to an “A”. I now enter the time I finished working in the End Time field. Ideally it is best to record this information at the time you actually begin and complete your work. In other words, you use the program to literally “clock on and off”. In my example, let’s say I stop working at 9:45 am. Therefore, I type 9 (the system will convert to 09:) and then type 45 in the end time field. The system will automatically supply the AM because the hour value is both greater than the start time and the start time was AM. Once the end time is entered, the number of hours will be automatically calculated. If you try to add 1 o’clock, you will need to either manually type the colon (or type “01”) because 1 on its own could be 1 o’clock or the first digit of 10, 11, or 12 o’clock.

It should also be noted that it is not possible to enter a period that would theoretically cover two different days. For example, if you enter as a start time 11 pm then the latest end time is 11:59 pm not 12 am or later because in this case your study period would cover a period that spans two different days. From the program’s perspective, entering the value 12 am will mean 12 am of that day so the end time now falls **before** the start time resulting in the following error:



Chargeable


Expense ☐ Activity: Exam Marking

Activity Date: 11/08/2023 Expense Cost:

Start Time: 11:00 PM End Time: 12:00 AM

Number of hours: -23 Rate per hour: £25.00

User Data Entry Error

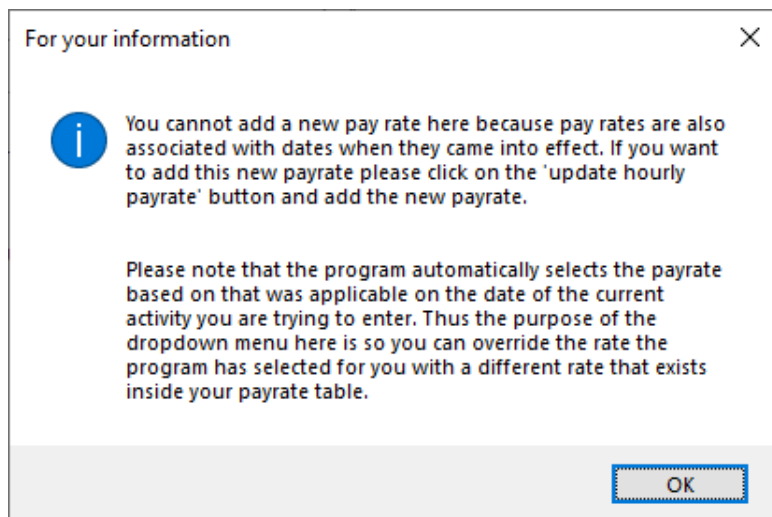
 The end time cannot fall before the start time. Please correct.

OK

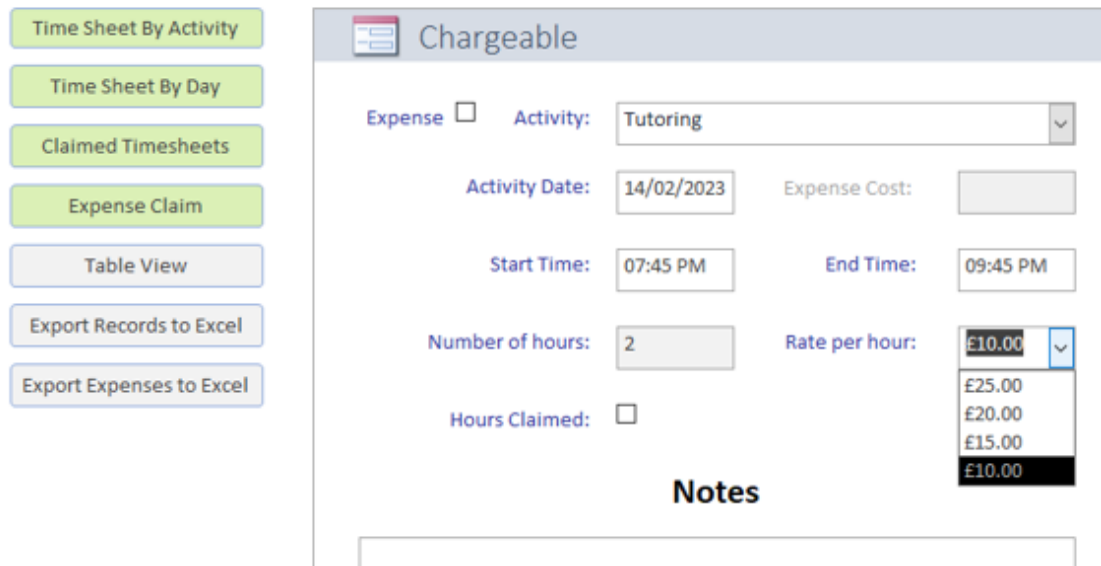
Screen 7: You cannot spill your study period across two different days. If you must do this, then simply split your work/study session by creating one record that covers from 11:00 pm to 11:59 pm and then a separate record that starts at 12:00 am the next day and ends whenever you finished your work.

3.3 Editing the hourly rate

As discussed above, the rate per hour field will contain the rate from your hourly rate table that was in place at the time the activity was carried out. On the 14th of February 2023 the applicable pay rate was £10.00 per hour (see Table 1). However, you can easily override this rate by simply selecting one of the other rates recorded in the rate table using the drop-down menu in the combo-box of the Rate per hour field (Screen 8). If you attempt to write your own rate value in this box, the following message will be displayed.



In order to enter your new rate, push the “Update Hourly Rate” button to bring up the Payrate pop up form. Then push the add key to create a new blank record and enter the new rate and the date it first became active. Once you have done this, you can then select this rate from the drop-down menu of the pay rate combo box in the main timesheet data entry form (Screen 9).



Time Sheet By Activity
Time Sheet By Day
Claimed Timesheets
Expense Claim
Table View
Export Records to Excel
Export Expenses to Excel

Chargeable

Expense ☐ Activity: Tutoring

Activity Date: 14/02/2023 Expense Cost:

Start Time: 07:45 PM End Time: 09:45 PM

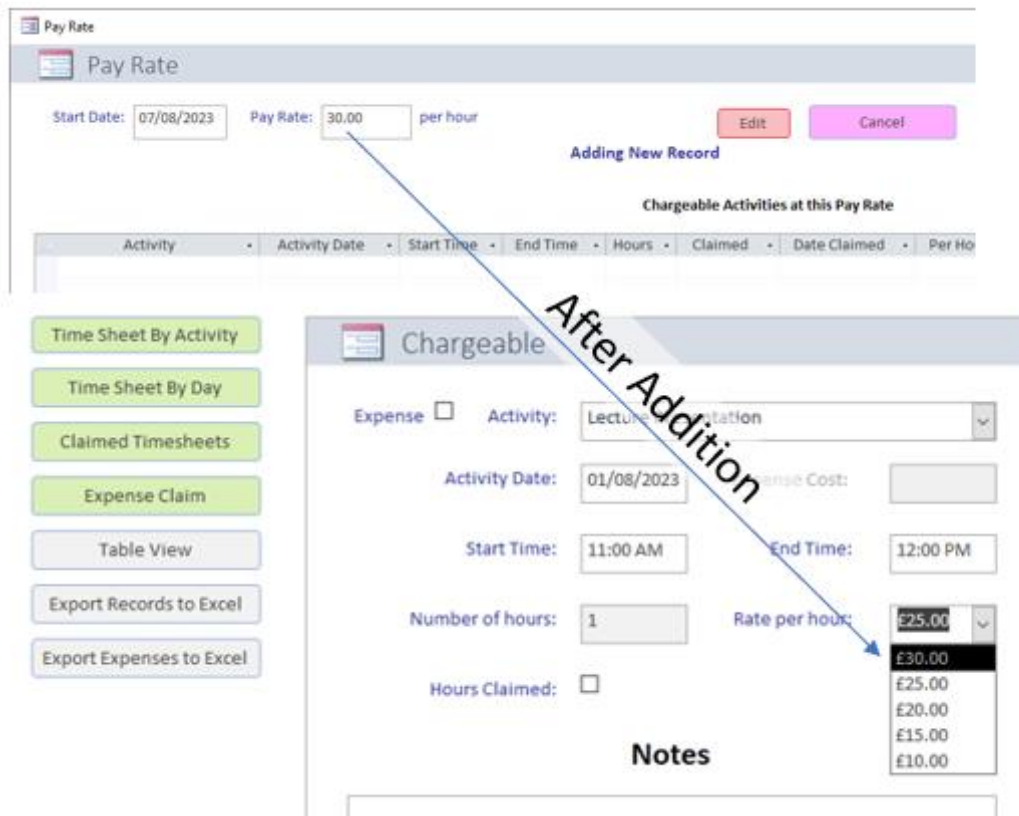
Number of hours: 2 Rate per hour: £10.00

Hours Claimed: ☐

Notes

£25.00
 £20.00
 £15.00
 £10.00

Screen 8: Dropdown box showing previous rates that this worker was paid (appropriate dates recorded in the rate table). Any one of these rates can be selected but a new rate cannot be added here (see main text).



Pay Rate

Start Date: 07/08/2023 Pay Rate: 30.00 per hour Edit Cancel

Adding New Record

Chargeable Activities at this Pay Rate

Activity	Activity Date	Start Time	End Time	Hours	Claimed	Date Claimed	Per Ho
----------	---------------	------------	----------	-------	---------	--------------	--------

Time Sheet By Activity

Time Sheet By Day

Claimed Timesheets

Expense Claim

Table View

Export Records to Excel

Export Expenses to Excel

Chargeable

Expense ☐ Activity: Lecture Station

Activity Date: 01/08/2023 Expense Cost:

Start Time: 11:00 AM End Time: 12:00 PM

Number of hours: 1 Rate per hour: £25.00

Hours Claimed: ☐

Notes

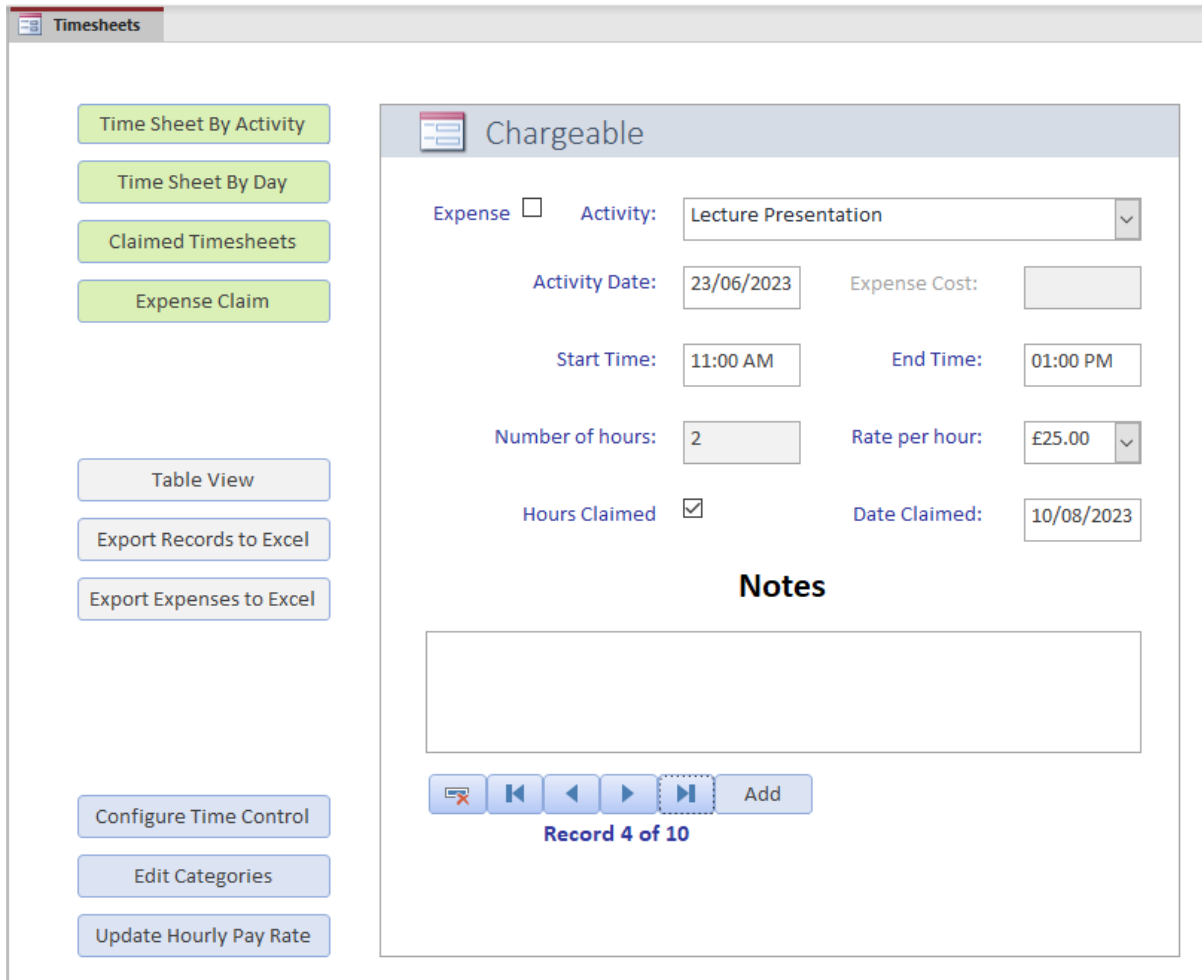
£30.00
£25.00
£20.00
£15.00
£10.00

Screen 9: Adding a new pay rate and the date it became active. Note if you have multiple clients and you charge different rates for each, simply add multiple pay rate records with similar or identical active dates and then select the appropriate rate from the dropdown menu on the Charge form (Screen 8).

Once all this information is added you can now click the green save button and your first record is entered.

You can quickly add records this way as you clock your hours of work or study (sadly easier to enter records than to actually do the work!!). If you also want to make notes about a particular activity or study session, there is a field where you can enter notes.

In the example database below, I have entered 10 study records which are shown in Screen 10.



Screen 10: My example database after recording seven different work periods covering a variety of activities over a variety of months in 2023.

3.4 Navigation Buttons

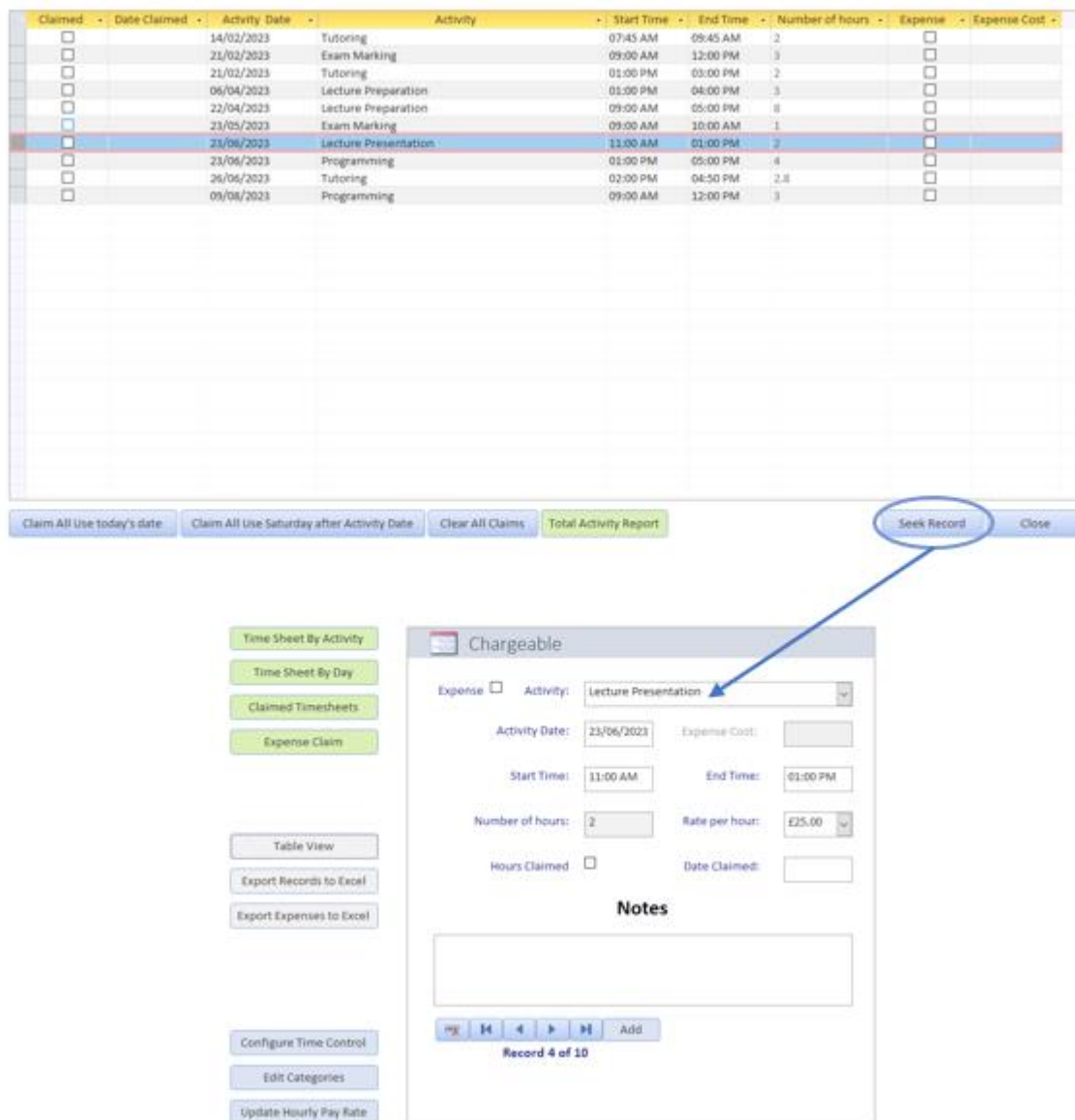
You can now use the arrow keys to navigate backwards or forwards through the records.



The left arrow key with the line takes you to your first record while the right arrow key with the line takes you to the last record in the set. However, the records when you first open the database (before you add new records) are sorted in reverse date order so the last record will be the very earliest date while the first record will be your latest date. The arrow keys step through each record.

The  is the delete key and will delete the current selected record. The Add key will allow you to add a new record.

When you have many records in the database you can also use the table view to navigate to particular record if you need to edit it. To do this, push the Table View button to bring up the table view of the database. Click on the row which contains the record you want. Push the Seek Record button (circled in screen below) and this will return you to the main chargeable form with the record you selected from the table selected for editing.



The screenshot displays the Bensonium software interface. The top panel shows a table view of activity records. The bottom panel shows the 'Chargeable' editing form, which is accessed via the 'Seek Record' button in the top panel.

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>		14/02/2023	Tutoring	07:45 AM	09:45 AM	2	<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Exam Marking	09:00 AM	12:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Tutoring	01:00 PM	03:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		06/04/2023	Lecture Preparation	01:00 PM	04:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		22/04/2023	Lecture Preparation	09:00 AM	05:00 PM	8	<input type="checkbox"/>	
<input type="checkbox"/>		23/05/2023	Exam Marking	09:00 AM	10:00 AM	1	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Programming	01:00 PM	05:00 PM	4	<input type="checkbox"/>	
<input type="checkbox"/>		26/06/2023	Tutoring	02:00 PM	04:50 PM	2.8	<input type="checkbox"/>	
<input type="checkbox"/>		09/08/2023	Programming	09:00 AM	12:00 PM	3	<input type="checkbox"/>	

Buttons at the bottom of the table view: Claim All Use today's date, Claim All Use Saturday after Activity Date, Clear All Claims, Total Activity Report, **Seek Record**, Close.

The 'Chargeable' editing form (bottom panel) shows the following details for the selected record (Lecture Presentation):

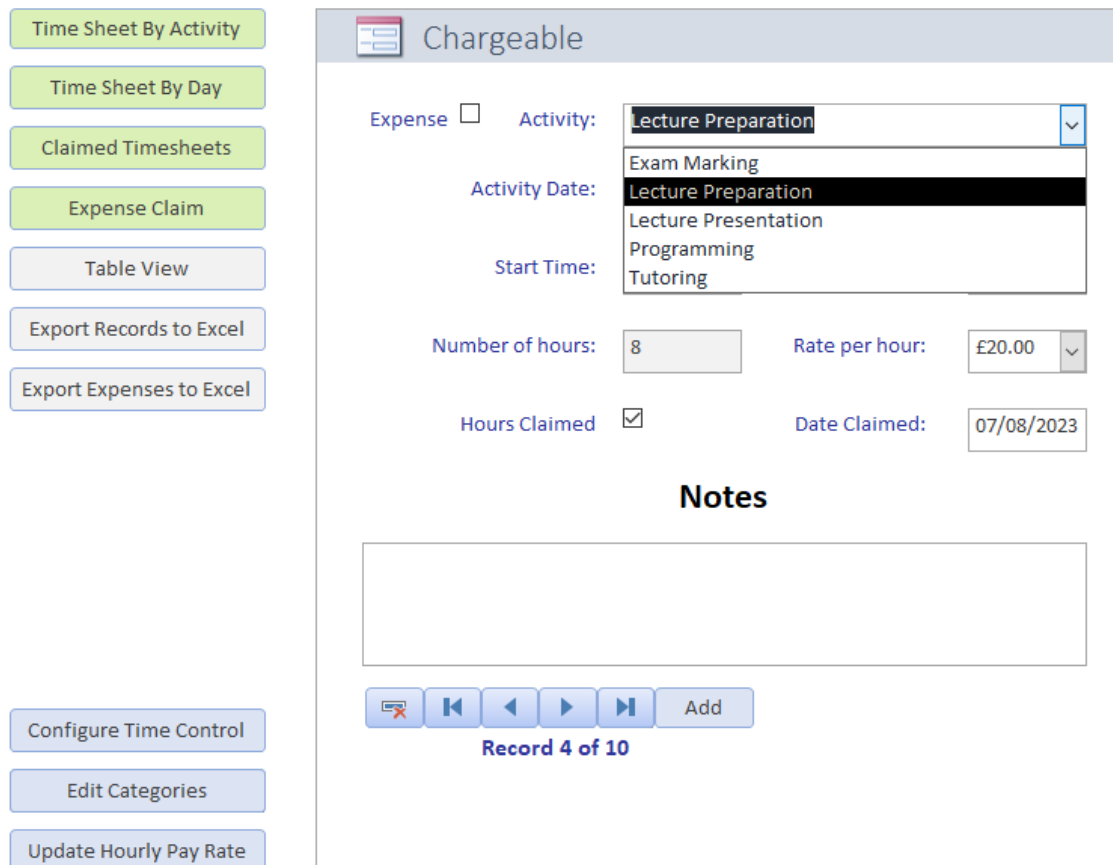
- Expense: ☐
- Activity: Lecture Presentation
- Activity Date: 23/06/2023
- Expense Cost:
- Start Time: 11:00 AM
- End Time: 01:00 PM
- Number of hours: 2
- Rate per hour: £25.00
- Hours Claimed: ☐
- Date Claimed:
- Notes:

Navigation buttons at the bottom of the form: First, Previous, Next, Last, Add. Record 4 of 10.

Screen 11: Using the table view (*top panel*) to quickly navigate to a particular record in the database so it can be edited using the chargeable editing form (*bottom panel*). Note when you have many records you can use the table view header filters (see section 3.7 Claimed Time Sheets, page 13 to first filter out the record (or records) you want to edit and then use the Seek Record button to navigate to that/those records.

3.5 Edit Categories Button

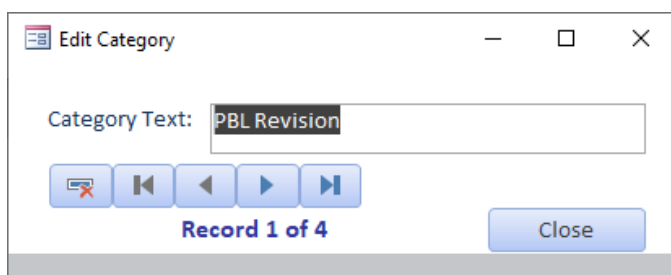
As you enter records you will type your various work or study activities. In my example, I used labels such as "Tutoring" and "Lecture Preparation". As you enter new activities, the database stores these so you can keep using the same activity label by selecting it from a dropdown list (Screen 12).



Screen 12: The chargeable page showing the dropdown menu that is available for you to reselect work/study categories you have used when entering previous records.

You can edit these categories later by pushing the Edit Categories button from the main menu. This brings up a pop-up window that allows you to edit or delete previously entered categories as shown in Screen 13.

Note you can only delete a category if there are no study records associated with it. If there are records associated with it, then you must first either delete those records or change the activity on those records to a different one.

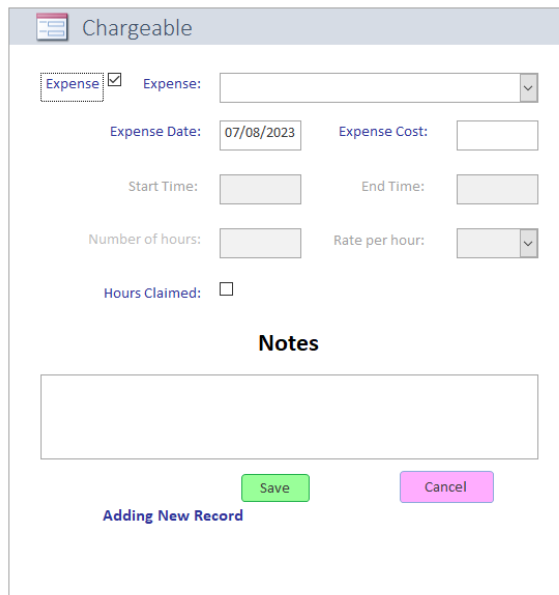


Screen 13: Editing your work/study categories. Any changes you make here will be propagated to all the records that have this category name in their activity field.

3.6 Entering Expense Records

The other type of record you can enter is an expense record. Clicking Add brings up a new timesheet record but this time I shall tick the expense box. When I do this, the Start Time, End Time, Number of

hours and Rate per hour fields become inactive and blank as none of these fields are relevant when recording an expense.



Chargeable

Expense ☒ Expense:

Expense Date: Expense Cost:

Start Time: End Time:

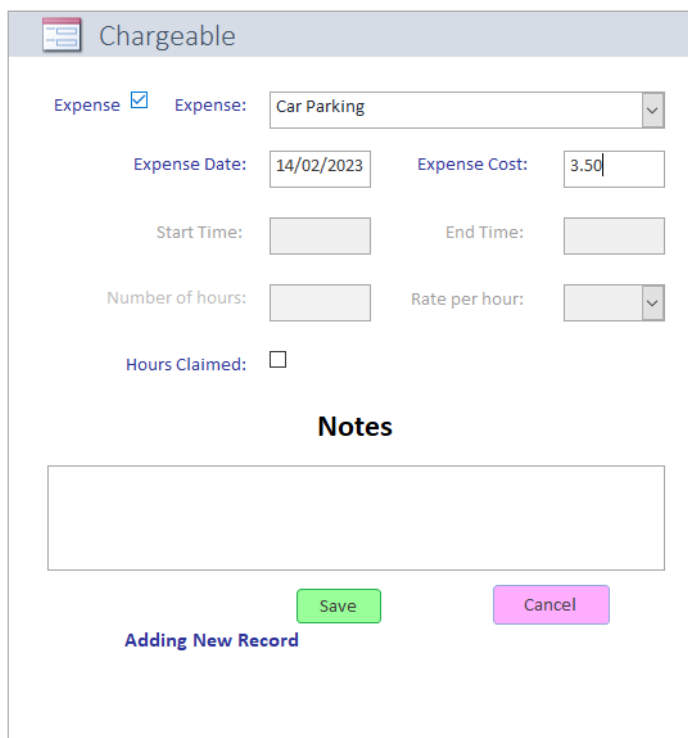
Number of hours: Rate per hour:

Hours Claimed: ☐

Notes

Adding New Record

I can now type my first expense which in my example will be a car parking charge of £3.50 incurred on the 14th of February 2023.



Chargeable

Expense ☒ Expense:

Expense Date: Expense Cost:

Start Time: End Time:

Number of hours: Rate per hour:

Hours Claimed: ☐

Notes

Adding New Record

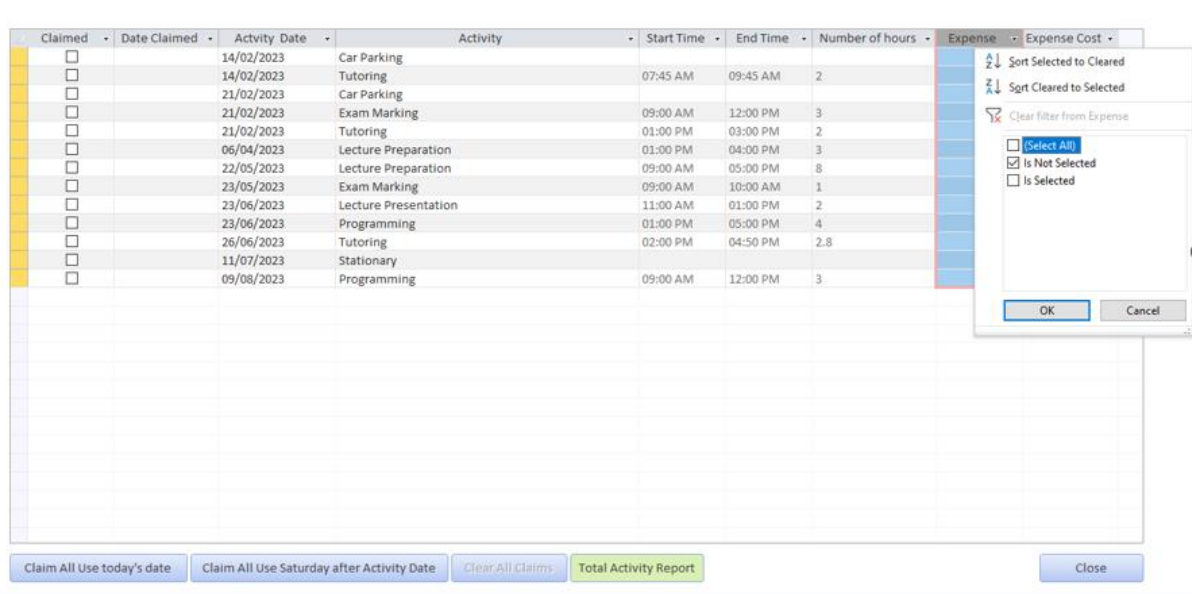
Screen 14: An example of entering an expense into the timesheet database. After entering the data push the green save key to save the record.

3.7 Claimed Time Sheets

The original purpose of this program was to account for my working hours and then charge the university per week for my time. Therefore, at the end of each week I would submit a timesheet. Once the timesheet was submitted, all the records were marked as claimed so that the new reports only contained my unclaimed hours.

In my example database of 13 records, I now want to mark all records up to the end of April as being claimed. I can indicate which records are claimed either by navigating to each individual record and ticking the claimed box or by pushing the Table View button which will bring up a table view of the database (Screen 15).

In the headers of this table, it is possible to select a dropdown arrow to set a data filter so you only see the records you want to work on. So, in our example, we want to remove from the table all the expense claims. We can do this by clicking on the arrow at the base of the "Expense" title and then unticking "Is Selected".



Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>		14/02/2023	Car Parking					
<input type="checkbox"/>		14/02/2023	Tutoring	07:45 AM	09:45 AM	2		
<input type="checkbox"/>		21/02/2023	Car Parking					
<input type="checkbox"/>		21/02/2023	Exam Marking	09:00 AM	12:00 PM	3		
<input type="checkbox"/>		21/02/2023	Tutoring	01:00 PM	03:00 PM	2		
<input type="checkbox"/>		06/04/2023	Lecture Preparation	01:00 PM	04:00 PM	3		
<input type="checkbox"/>		22/05/2023	Lecture Preparation	09:00 AM	05:00 PM	8		
<input type="checkbox"/>		23/05/2023	Exam Marking	09:00 AM	10:00 AM	1		
<input type="checkbox"/>		23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2		
<input type="checkbox"/>		23/06/2023	Programming	01:00 PM	05:00 PM	4		
<input type="checkbox"/>		26/06/2023	Tutoring	02:00 PM	04:50 PM	2.8		
<input type="checkbox"/>		11/07/2023	Stationary					
<input type="checkbox"/>		09/08/2023	Programming	09:00 AM	12:00 PM	3		

Screen 15: A table view of the Worksheet Database.

After clicking OK, only the work activity records will be shown (Screen 16).

From here I can simply tick each of the claimed boxes for all the records up to the end of April accepting the default claim dates of the Saturday after the activity date (Screen 17).

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>		14/02/2023	Tutoring	07:45 AM	09:45 AM	2	<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Exam Marking	09:00 AM	12:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Tutoring	01:00 PM	03:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		06/04/2023	Lecture Preparation	01:00 PM	04:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		22/04/2023	Lecture Preparation	09:00 AM	05:00 PM	8	<input type="checkbox"/>	
<input type="checkbox"/>		23/05/2023	Exam Marking	09:00 AM	10:00 AM	1	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Programming	01:00 PM	05:00 PM	4	<input type="checkbox"/>	
<input type="checkbox"/>		26/06/2023	Tutoring	02:00 PM	04:50 PM	2.8	<input type="checkbox"/>	
<input type="checkbox"/>		09/08/2023	Programming	09:00 AM	12:00 PM	3	<input type="checkbox"/>	

Claim All Use today's date
Claim All Use Saturday after Activity Date
Clear All Claims
Total Activity Report
Close

Screen 16: The Table view of the Timesheet database with the expense filter set to exclude all expense records. From here it is possible to quickly mark a set of activities as claimed or unclaimed. Note when you claim an activity a claimed date also needs to be entered. If you click the claimed box on an individual record or an individual row in the table above, the default value of the claimed date is the *Saturday after the week* the activity occurred because it is assumed you put in your claim the week after the week you did the work. You can also accelerate the process of claiming simply by using the buttons “Claim all Use today’s date” (which will claim all the unclaimed records in the table with today’s date) or “Claim all using the Saturday after the date the activity occurred” which is a batch equivalent of ticking the claimed box for each record individually.

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input checked="" type="checkbox"/>	18/02/2023	14/02/2023	Tutoring	07:45 AM	09:45 AM	2	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	25/02/2023	21/02/2023	Exam Marking	09:00 AM	12:00 PM	3	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	25/02/2023	21/02/2023	Tutoring	01:00 PM	03:00 PM	2	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	08/04/2023	06/04/2023	Lecture Preparation	01:00 PM	04:00 PM	3	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		22/04/2023	Lecture Preparation	09:00 AM	05:00 PM	8	<input type="checkbox"/>	
<input type="checkbox"/>		23/05/2023	Exam Marking	09:00 AM	10:00 AM	1	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Programming	01:00 PM	05:00 PM	4	<input type="checkbox"/>	
<input type="checkbox"/>		26/06/2023	Tutoring	02:00 PM	04:50 PM	2.8	<input type="checkbox"/>	
<input type="checkbox"/>		09/08/2023	Programming	09:00 AM	12:00 PM	3	<input type="checkbox"/>	

Claim All Use today's date
Claim All Use Saturday after Activity Date
Clear All Claims
Total Activity Report
Close

Screen 17: Claiming the first five records with the default claim date of the Saturday after the activity date. Note as you move off the row the default date is inserted in the date claimed field. Upon clicking the final record (third row) I can either click the little pencil key (circled) to complete the edit (the claim date at that point will be inserted) or move to the next row which has the same effect.

3.8 Using filters and Claim All buttons to claim a subset of records.

You can also use the “Claim All” buttons on the claim form table view page to select a subset of records by first filtering the data in the table using the drop-down arrow keys in the title columns of the table (Screen 18). For example, let’s imagine in our example database, all our records are

unclaimed and I want to just claim all the lecturing activities. I can simply select “Lecture Presentation” and “Lecture Preparation” as shown in Screen 18 and click OK to produce the filtered version of the table shown below (Screen 19).

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>		14/02/2023	Car Parking				<input checked="" type="checkbox"/>	£3.50
<input type="checkbox"/>		14/02/2023	Tutoring				<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Car Parking				<input checked="" type="checkbox"/>	£4.00
<input type="checkbox"/>		21/02/2023	Exam Marking				<input type="checkbox"/>	
<input type="checkbox"/>		21/02/2023	Tutoring				<input type="checkbox"/>	
<input type="checkbox"/>		06/04/2023	Lecture Preparation				<input type="checkbox"/>	
<input type="checkbox"/>		22/04/2023	Lecture Preparation				<input type="checkbox"/>	
<input type="checkbox"/>		23/05/2023	Exam Marking				<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Lecture Presentation				<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Programming				<input type="checkbox"/>	
<input type="checkbox"/>		26/06/2023	Tutoring				<input type="checkbox"/>	
<input type="checkbox"/>		11/07/2023	Stationary				<input checked="" type="checkbox"/>	£5.39
<input type="checkbox"/>		09/08/2023	Programming				<input type="checkbox"/>	

Screen 18: Filtering the data based on conditions set using the dropdown arrows in the title fields at the top of table.

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>		06/04/2023	Lecture Preparation	01:00 PM	04:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		22/04/2023	Lecture Preparation	09:00 AM	05:00 PM	8	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2	<input type="checkbox"/>	

Screen 19: Records remaining after the activity filter is applied (circled).

At this point I can now push “Claim All Use today’s date” button. Now when I release the filter by going back to the activity title selecting clicking on the filter symbol (circled in Screen 19) and clicking “Select All” I get the following table with only the lecturing activities marked as claimed (Screen 20).

Similarly, I can make changes to the other fields shown in the table view which can be a more efficient way of doing it than trying to navigate to the individual record on the Timesheet form which can be laborious because you must switch from table view to timesheet view.

Screen 20: Example of claiming just the lecture-related records by first filtering the table on activity and then pushing the “Claim All Use today’s date” button.


4 Timesheet Database Reports

We shall now use a demo database that has 13 example records in it (10 work activity records and 3 expense records). We shall assume that activity records up to end of April have been claimed as described above. The green buttons generate 5 different reports. The first two reports show all activities which are as yet unclaimed and so can be used to submit claim timesheets to your employer/customer. The first report is activity-centric showing each of your work/study activities and the total amount of time spent on each on a month per month basis (Report 1).

Time Sheet Expense Claim						10 August 2023
Activity Date	Activity	Start Time	End Time	Number of Hours	Amount Earned	
May 2023						
Exam Marking						
23/05/2023		09:00 AM	10:00 AM	1		£25.00
<i>Total for this Activity</i>				1 hours		£25.00
June 2023						
Tutoring						
26/06/2023		02:00 PM	04:50 PM	2.8		£56.00
<i>Total for this Activity</i>				2.8 hours		£56.00
Lecture Presentation						
23/06/2023		11:00 AM	01:00 PM	2		£50.00
<i>Total for this Activity</i>				2 hours		£50.00
Programming						
23/06/2023		01:00 PM	05:00 PM	4		£60.00
<i>Total for this Activity</i>				4 hours		£60.00
August 2023						
Programming						
09/08/2023		09:00 AM	12:00 PM	3		£75.00
<i>Total for this Activity</i>				3 hours		£75.00
Total for this Claim				12.8 hours		£266.00
Page 1 of 1				Export to PDF Close Report		

Report 1: An activity-based report grouped into different months of the year. Note that all records before May have already been claimed so these do not appear in this report.

The second report is day-centric showing the activities you did on each day which are still yet to be claimed from your employer (Report 2).



TimeSheet

10 August 2023

Activity Date	Number of Hours	Activity	Start Time	End Time	Amount
May 23, 2023					
23/05/2023	1	Exam Marking	09:00 AM	10:00 AM	£25.00
Total Hours:		1	Total Amount:		£25.00
June 23, 2023					
23/06/2023	2	Lecture Presentation	11:00 AM	01:00 PM	£50.00
23/06/2023	4	Programming	01:00 PM	05:00 PM	£60.00
Total Hours:		6	Total Amount:		£110.00
June 26, 2023					
26/06/2023	2.8	Tutoring	02:00 PM	04:50 PM	£56.00
Total Hours:		2.8	Total Amount:		£56.00
August 9, 2023					
09/08/2023	3	Programming	09:00 AM	12:00 PM	£75.00
Total Hours:		3	Total Amount:		£75.00
Total for this Claim:		12.8	Total for this claim:		£266.00

Page 1 of 1

Export PDF

Close Report

Report 2: An day-centric report with unclaimed activities listed for each day shown in the report.

The third and fourth reports are designed to list all the previous activities that have now been claimed. Assuming you claim your activities once a week (or once a month) these reports will continue to increase in size while the unclaimed reports should remain relatively the same size because they are always covering a similar period.

The third report lists all work that has been previously claimed arranged into tables based on the week the work activity was claimed from your customer/employer **not the date** the work was conducted. This means that effectively this report is a conglomeration of your previous timesheets that have been submitted to your customer/employer for payment.

Historic Claimed Timesheets 10 August 2023

Week 7 2023

Activity Notes	Activity Date	Start Time	End Time	Number of hours	Amount Earned
Tutoring					
	14/02/2023	07:45 AM	09:45 AM	2	£20.00
Claim Subtotal				2	£20.00

Week 8 2023

Activity Notes	Activity Date	Start Time	End Time	Number of hours	Amount Earned
Tutoring					
	21/02/2023	01:00 PM	03:00 PM	2	£20.00
Exam Marking					
	21/02/2023	09:00 AM	12:00 PM	3	£60.00
Claim Subtotal				5	£80.00

Week 14 2023

Activity Notes	Activity Date	Start Time	End Time	Number of hours	Amount Earned
Lecture Preparation					
	06/04/2023	01:00 PM	04:00 PM	3	£60.00
Claim Subtotal				3	£60.00

Week 32 2023

Activity Notes	Activity Date	Start Time	End Time	Number of hours	Amount Earned
Lecture Preparation					
	22/04/2023	09:00 AM	05:00 PM	8	£160.00
Claim Subtotal				8	£160.00

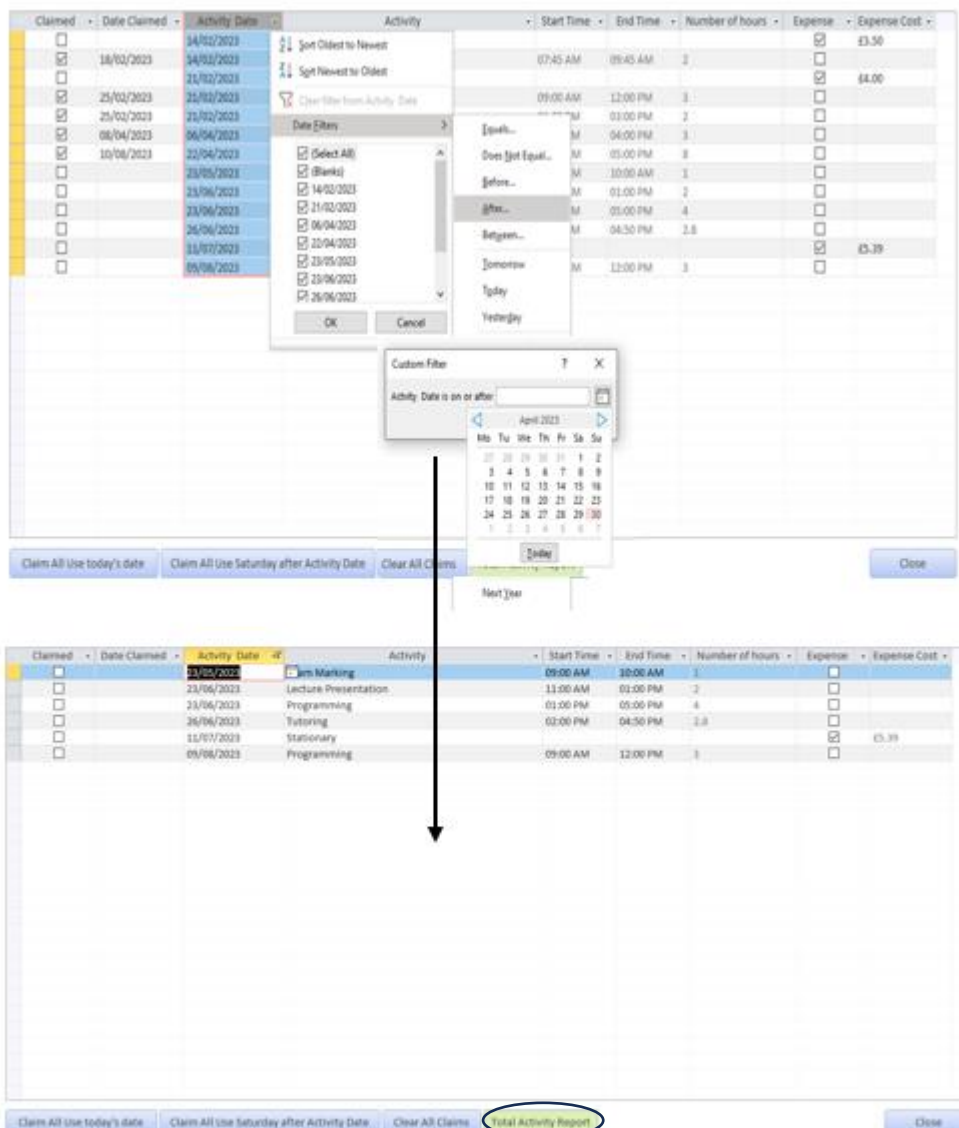
Claim Grand Totals: **18** **£320.00**

[Export to PDF](#)
[Close Report](#)

Report 3: This report will give a complete list of all activities that have been claimed broken down into week they were claimed. Note that in our example database we have claimed everything up to the end of April, therefore the activity dates in this report only go up to the month of April 2023. However, the table arrangement is based on when the activity was claimed not when the activity took place. Because in my example this date, for the first three activities, is Saturday after the activity occurred, the claimed date and activity dates are similar. However, the final activity "lecture preparation" on April 22nd of 2023 was not claimed until August so it appears in week 32 of the report not week 16 when the activity took place.

The final historical report is located in the Table View form. This report does not distinguish between unclaimed and claimed activities or expenses but lists everything in the database arranged in tables based on activity. Therefore, it is completely an activity/expense-centric view of the database. The other useful thing about this report is it is linked to the filters that are applied in the data table view directly above it. Therefore, if you simply run the report without filters you will generate a report with every record that is in your database. However, if you only want to see records beyond a certain

date this is also possible; in our example we shall set the filter so that only records after April are displayed. Once we have done this, we can then push the green Report button (Screen 21) to produce Report 4 below.




The screenshot displays two tables of activity records. The top table is filtered to show records from April 2023 onwards. The bottom table shows the same data after applying the filter. A green circle highlights the 'Total Activity Report' button in the bottom table, which is the button to be clicked to generate the report.

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>	18/02/2023	14/02/2023	Sort Oldest to Newest	07:45 AM	09:45 AM	2	<input checked="" type="checkbox"/>	\$3.50
<input checked="" type="checkbox"/>	25/02/2023	14/02/2023	Sort Newest to Oldest				<input checked="" type="checkbox"/>	\$4.00
<input checked="" type="checkbox"/>	25/02/2023	21/02/2023	Clear filter from Activity Date	09:00 AM	12:00 PM	3	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	08/04/2023	06/04/2023		M	03:00 PM	2	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	10/04/2023	23/04/2023		M	04:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		23/05/2023		M	05:00 PM	8	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023		M	10:00 AM	1	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023		M	01:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>		23/06/2023		M	05:00 PM	4	<input type="checkbox"/>	
<input type="checkbox"/>		24/06/2023		M	04:30 PM	2.8	<input checked="" type="checkbox"/>	\$5.39
<input type="checkbox"/>		11/07/2023		M	12:00 PM	3	<input type="checkbox"/>	
<input type="checkbox"/>		09/08/2023					<input type="checkbox"/>	

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input type="checkbox"/>	23/06/2023	23/06/2023	Jim Marking	09:00 AM	10:00 AM	1	<input type="checkbox"/>	
<input type="checkbox"/>	23/06/2023	23/06/2023	Lecture Presentation	11:00 AM	01:00 PM	2	<input type="checkbox"/>	
<input type="checkbox"/>	26/06/2023	26/06/2023	Programming	01:00 PM	05:00 PM	4	<input type="checkbox"/>	
<input type="checkbox"/>	26/06/2023	26/06/2023	Tutoring	02:00 PM	04:50 PM	2.8	<input type="checkbox"/>	
<input type="checkbox"/>	11/07/2023	11/07/2023	Stationary				<input checked="" type="checkbox"/>	\$5.39
<input type="checkbox"/>	09/08/2023	09/08/2023	Programming	09:00 AM	12:00 PM	3	<input type="checkbox"/>	

Screen 21: Filtering the Table view of the database in preparation for running the Total activity report (circled). In this example, I want to see only the records where the expense/activity date is later than the 30th of April 2023. I do this by first using the header filters (see Screen 16) to filter the top table containing all the records of the database to produce the bottom table that contains only the records I want to appear in my Total Activity report.

 Selected Data Report						10 August 2023
Exam Marking	Date	Start Time	End Time	Duration	Remuneration	
	23/05/2023	09:00 AM	10:00 AM	1	£25.00	
Activity Total:				1	£25.00	
Lecture Presentation	Date	Start Time	End Time	Duration	Remuneration	
	23/06/2023	11:00 AM	01:00 PM	2	£50.00	
Activity Total:				2	£50.00	
Programming	Date	Start Time	End Time	Duration	Remuneration	
	23/06/2023	01:00 PM	05:00 PM	4	£60.00	
	09/08/2023	09:00 AM	12:00 PM	3	£75.00	
Activity Total:				7	£135.00	
Stationary	Date	Start Time	End Time	Duration	Remuneration	
	11/07/2023				£5.39	
Activity Total:					£5.39	
Tutoring	Date	Start Time	End Time	Duration	Remuneration	
	26/06/2023	02:00 PM	04:50 PM	2.8	£56.00	
Activity Total:				2.8	£56.00	
				Claim Grand Totals:	12.8	£271.39

Report 4: This report allows you to get information on all the activities/expenses you have undertaken (arranged in tables based on activity) independent of whether you have claimed them back from your customer or employer. Note that because we filtered the table view of the database to include records only after the end of April 2023, the report only contains records from May 2023 onwards.

The timesheet database also provides one single report to exclusively display expenses which are yet to be claimed. The button for this report is located on the main front screen of the database.

Expense Claim 10 August 2023

February 2023

Expense Name: Car Parking

Expense Date Cost

Notes

21/02/2023	£4.00	Multistorey carpark
------------	-------	---------------------

July 2023

Expense Name: Stationary

Expense Date Cost

Notes

11/07/2023	£5.39	New pens and stapling machine.
------------	-------	--------------------------------

Report 5: The expense claim report.

Note if you wanted to report showing all the expenses that have been claimed, the simplest way would be to select out these using filtering in the table view and running the Total Activity Report. The required filters to do this is **Expense=true** and **Date Claimed does not equal Null** (see below)

Claimed	Date Claimed	Activity Date	Activity	Start Time	End Time	Number of hours	Expense	Expense Cost
<input checked="" type="checkbox"/>	18/02/2023	14/02/2023	Car Parking				<input checked="" type="checkbox"/>	£3.50
<input type="checkbox"/>		21/02/2023	Car Parking				<input checked="" type="checkbox"/>	£4.00
<input type="checkbox"/>		11/07/2023	Stationary				<input checked="" type="checkbox"/>	£5.39

Custom Filter ? X

Date Claimed is not equal to null

OK Cancel

If I now again run the Total Activity Report in my example it returns a single expense record which has been claimed as shown in Report 6.

Selected Data Report 10 August 2023

Car Parking	Date	Start Time	End Time	Duration	Remuneration
	14/02/2023				£3.50
Activity Total:					£3.50

Close

Export PDF

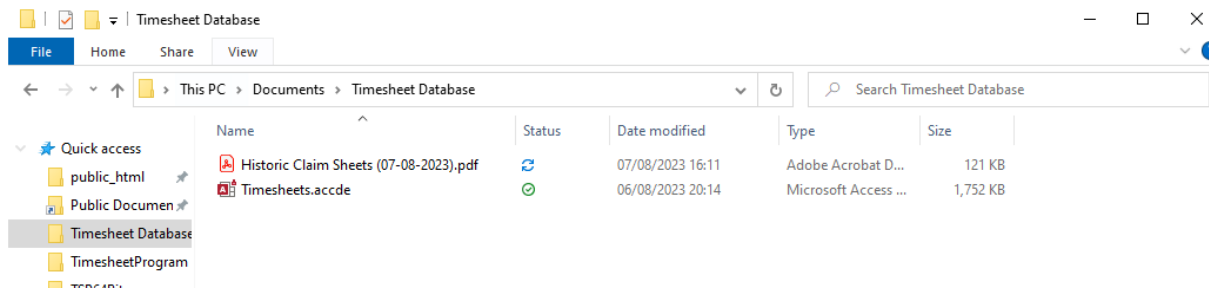
Claim Grand Totals:

£3.50

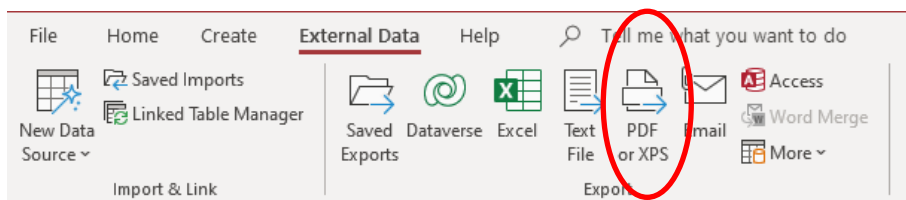
Report 6: Running the Total Activity Report selecting only claimed expense claims using the Expense and Date claimed filters in the Table View of the database.

4.1 Exporting and Printing Reports

A possible way you may want to use the program is to produce the timesheet and timesheet per day report at the end of each week before marking that week's records as claimed. You can then save these reports as PDF files so you have them to look back through at a future date. You can save a report by simply pushing the Export to PDF button at the base of each report. When you do this, a report is automatically saved in your Worksheet Database folder. The name of the report is the Report name with the date it was created in brackets. So, for example, if you export the Claimed Timesheet report then a PDF file called "Historic Claimed Sheets (Date of Export).pdf will be created in the working folder of the Timesheet database as shown:



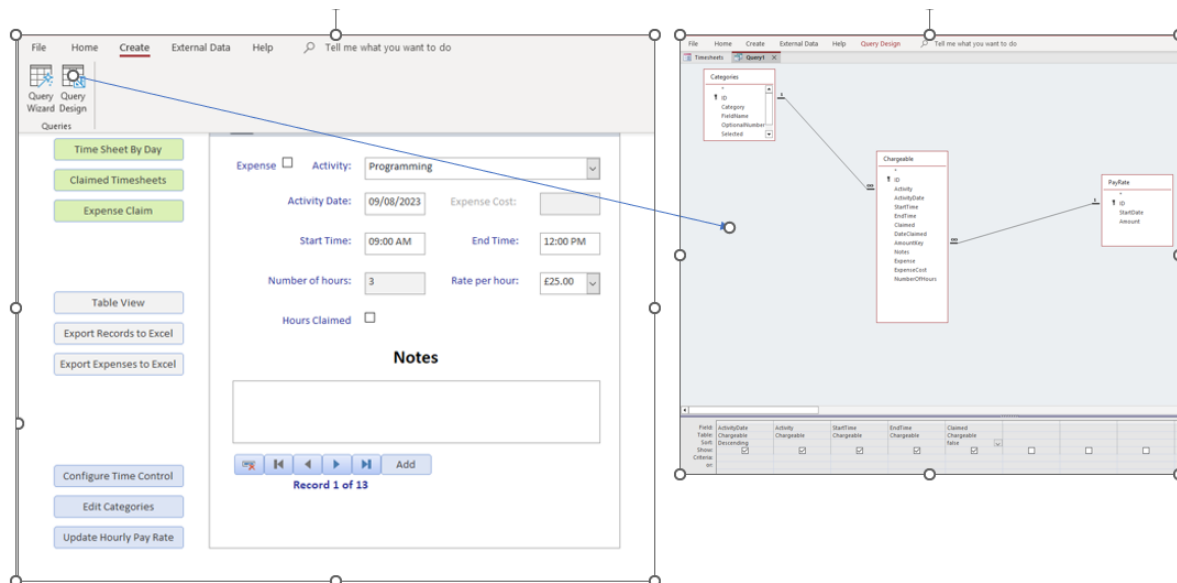
Another way to create a PDF file of your report is to navigate to the External Data tab and click the PDF button:



This method gives you more control over what name you wish to give the file and where abouts on your computer you want to store it. However, if you are using the runtime version of Access installed by the Timesheet program (because your Office does not come with Access) then this option will not be available to you so you must use the Export to PDF buttons at the base of each report as provided.

5 Creating your own Queries

If your office had the Access program before this program was installed then on the main menu ribbon under the "Create" submenu is the Query Design option where you can create your own Access Queries either directly in SQL or by using Access' own Query Design module. Note instructions on how to do this are also beyond the scope of this manual. Likewise, this option is not available to you if you did not have a version of Access before this program was installed (Screen 22).



Screen 22: An example of building your own Access query to extract data from the timesheet database see main text above.

6 Exporting your records to Excel for further processing

The two final buttons on the main window of the Timesheets Database are “Export Records to Excel” and “Export Expenses to Excel” which, as their names suggest, create Excel files the former containing work activity and the latter containing Expense data respectively. The files are saved in your Timesheet Database folder under the names “Timesheet Export (**export date**).xlsx” and “Expense sheet Export (**export date**).xlsx” respectively. If you export the same file on the same date then the file name simply has a number appended to it. For example “Timesheet Export (**export date**)-2.xlsx”.

In our small example database of 13 records, if you were to export the timesheet records to an Excel workbook then the resultant Excel worksheet produced would be similar to Screen 23. You can then use the power of Excel to conduct further analysis. In Screen 24, I have generated a Pie chart to give me an idea of the percentage of my total work time spent on each of my identified activities. Generating such a quick report is very simple if you know how to use Excel Pivot tables and Pivot Charts which is beyond the scope of this instruction manual. You can learn how to do this using the following link: [Learn about Excel Pivot Charts](#).

7 Conclusion

I hope you find this program useful for your requirements. If you do, please consider [leaving a positive review here](#). That would be much appreciated. You might also like to check out the [other programs](#) on this website.

AutoSave On Timesheet Export (10-08-2023).xlsx • Saved

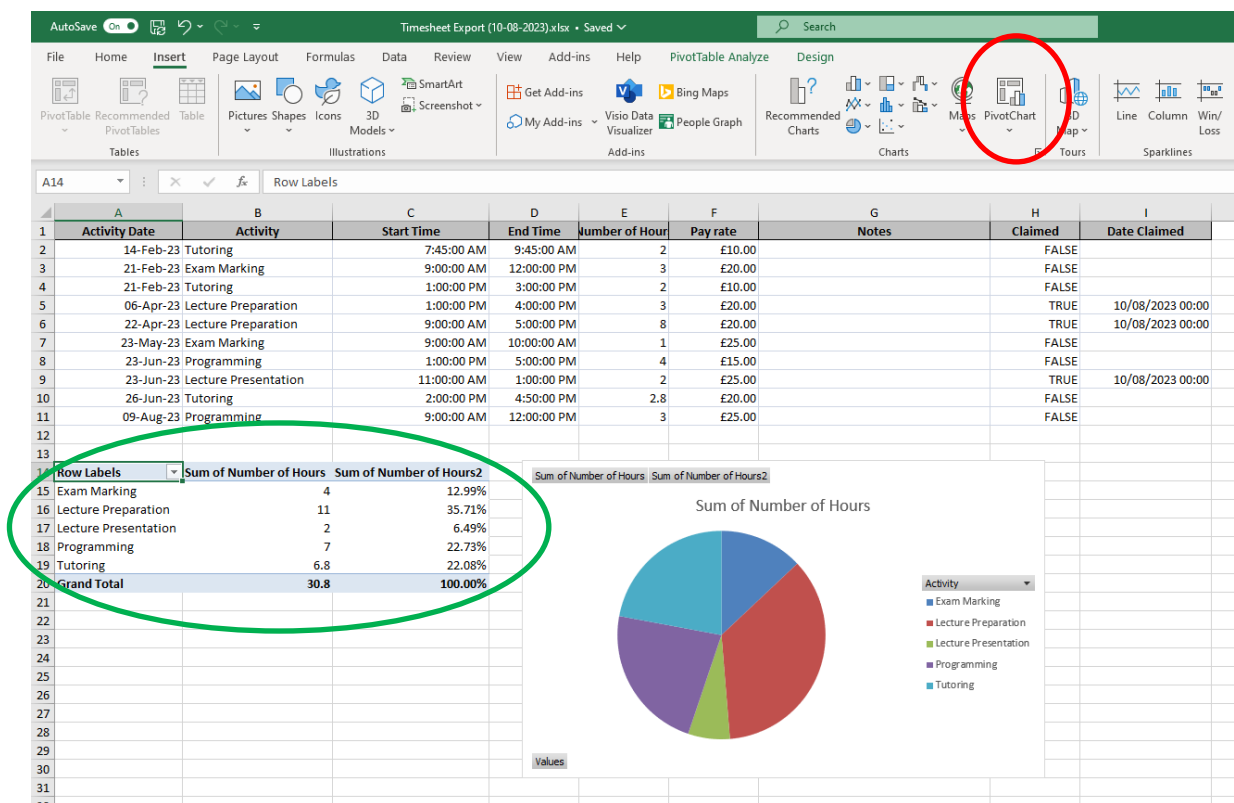
File Home Insert Page Layout Formulas Data Review View Add-ins Help PivotTable Analyze Design

Clipboard Font Alignment Number Styles

Row Labels

	A	B	C	D	E	F	G	H	I	J
	Activity Date	Activity	Start Time	End Time	Number of Hour	Pay rate	Notes	Claimed	Date Claimed	
2	14-Feb-23	Tutoring	7:45:00 AM	9:45:00 AM	2	£10.00		FALSE		
3	21-Feb-23	Exam Marking	9:00:00 AM	12:00:00 PM	3	£20.00		FALSE		
4	21-Feb-23	Tutoring	1:00:00 PM	3:00:00 PM	2	£10.00		FALSE		
5	06-Apr-23	Lecture Preparation	1:00:00 PM	4:00:00 PM	3	£20.00		TRUE	10/08/2023 00:00	
6	22-Apr-23	Lecture Preparation	9:00:00 AM	5:00:00 PM	8	£20.00		TRUE	10/08/2023 00:00	
7	23-May-23	Exam Marking	9:00:00 AM	10:00:00 AM	1	£25.00		FALSE		
8	23-Jun-23	Programming	1:00:00 PM	5:00:00 PM	4	£15.00		FALSE		
9	23-Jun-23	Lecture Presentation	11:00:00 AM	1:00:00 PM	2	£25.00		TRUE	10/08/2023 00:00	
10	26-Jun-23	Tutoring	2:00:00 PM	4:50:00 PM	2.8	£20.00		FALSE		
11	09-Aug-23	Programming	9:00:00 AM	12:00:00 PM	3	£25.00		FALSE		
12										

Screen 23: An example export from the database into an Excel workbook.



Screen 24: The same example workbook after using further excel Pivot Chart functionality. This analysis gives a pie chart breakdown of the relative proportions of study time spent on each study area. It was achieved using an Excel Pivot Chart to generate the appropriate Pivot table and linked pie chart (see Excel Help Files for further information).