

PVK Timesheet: Staff User Manual

P V K & Co. · 16 October 2026

Getting started

You need three things to start: the timesheet link (pvktimesheet.netlify.app), your own email, and a joining code from a partner.

1. Open the timesheet link in Chrome or Edge, on a computer or phone.
2. Choose **Create your login**. Enter your email, a password of 8 characters or more, and your joining code.
3. From then on, choose **Sign in** with the same email and password.
4. To change your password, click **Change password** at the top right.
5. Click **Sign out** when you finish on a shared computer.

A joining code works once and links your login to your name. If you forget your password, ask a partner to reset it; there is no self-service reset.

Your working day

A full day is 8.5 hours, lunch included. Your shift is set by the partners.

Shift	Start	End
Shift 1	10:00	18:30
Shift 2	11:00	19:30

Log your lunch as its own entry under the client **Lunch**. Keep lunch to 30 minutes. Partners see a Long lunch report that counts your lunch entry plus any unlogged gaps inside your shift, so log every part of your day.

Adding a time entry

Each block of work is one entry on the **Log time** tab. Fill the form under **Add time entry**:

1. **Date**: pick the day. You can also click a day in the week bar.
2. **Entry type**: always **Work**.
3. **Client**: start typing the client's name, group or code, then pick it from the list.
4. **Activity**: choose from the activities set up for that client.
5. **Year**: the financial year the work is for, for example FY 2025-26. It starts on the year you last used for that client. Internal clients show "Not applicable".
6. **Start** and **End**: 24-hour times, for example 10:00 and 13:30. Hours are worked out for you.
7. **Work done**: one line on what you did. If you spent money on this work (travel, courier, fees paid), enter its nature under Overhead / expense and the amount in rupees, so

accounts can reimburse you.

8. Click **Save entry**. The next entry's start time is filled in from this one's end.

To change an entry, click **Edit** on its row, make the change and click **Save changes**, or **Cancel edit**. To remove one, click **Delete**, then **Confirm delete**. Entries can't overlap; the page tells you which entry clashes.

Leave

Apply for leave on the **Log time** page, in the **Apply for leave** card under the entry form:

1. Pick the **From** and **To** dates. For a half day, choose **Half day** under Leave type (one date only).
2. Type the reason and click **Apply for leave**.
3. The application shows "Waiting for approval" below the form. You can **Cancel** it while it is waiting.
4. Once a partner approves it, the leave is added to your timesheet for those days (Sundays and holidays are skipped). If it is not approved, the partner's note is shown and you need to log work for those days.

While an application is waiting, those days don't hold up logging later days. You can't enter, change or delete leave entries yourself.

Leave type	Work hours still needed that day
Full-day leave	0
Half-day leave	4.25

A day can have one leave entry. You can apply for future dates; work can only be logged up to today.

Save and Log day

Saving keeps your entries as a draft; logging a day submits it. You can save entries at any time, but a day only counts as filed once you log it.

1. Pick the day. The list shows only that day's entries, with a line such as "6.00 of 8.50 hours".
2. Add entries until the day reaches 8.5 hours (4.25 with a half-day leave).
3. Click **Log day**. It stays greyed out until the hours are reached.
4. The day then shows **Logged** ✓.

A logged day is locked: you can't add, edit or delete its entries. If you need a change, pick the day, type what needs changing and click **Ask a partner to open this day**. Once a partner approves, change the entries and log the day again.

Filing rules

File your days in order and within a week. The timesheet enforces these rules:

- **Day by day:** you can't add work on a day until every earlier working day is logged. The note above the week bar names the next day to log.
- **Days off are skipped:** Sundays, holidays marked by the partners, and full-day leave don't need logging. You can still log time on a Sunday or holiday if you worked.
- **Three days of backlog:** you can fill today and the 3 working days before it (Sundays and holidays don't count). Older days are locked.
- **No future work:** work can't be entered for a date after today. Leave can.

If a locked day needs filling or correcting, pick it in the week bar, type the reason and click **Ask a partner to open this day**. The day shows "Waiting for a partner" until they approve or reject it.

My records and payslips

Open the **My records** tab to see your own records:

- **Period:** click This month, Last month or This FY, or pick your own From and To dates.
- **Summary:** hours logged, client work hours, days with work, leave days and expenses for the period.
- **My timesheet:** every entry day by day, with "✓ Logged" on logged days. **Download CSV** saves it for Excel.
- **My expenses:** the expenses you entered, with the total.
- **My payslips:** once the partners release a month's salary, click **View / download payslip**. It opens in a new tab; click **Print / Save as PDF** and choose Save as PDF to keep a copy.

Reading the week bar and messages

The week bar shows seven days with the hours on each. Use < **Prev**, **This week** and **Next** > to move between weeks.

What you see on a day	Meaning
✓ before the date	The day is logged
Hours in green	The day has its full hours
Hours in amber	The day is short of hours
Amber outline	This is the next day you need to log
½L after the date	Half-day leave
Faded day	Locked; ask a partner to open it

Message	What to do
Log (date) first	Finish and log that earlier day, then come back
Days before (date) are locked	Pick the day and click Ask a partner to open this day
You can't log work for a future date	Pick today or an earlier day
This overlaps (times)	Change your start or end time, or edit the other entry
Choose the financial year this work is for	Pick a Year
Your timesheet is locked	Ask a partner to reopen your timesheet