



Bocconi

ELECTRONIC TIMESHEET

The new application allows you to fill in electronically your Timesheet.

The Timesheet registers the number of hours devoted to the research projects, subject to audit, in which you are involved.

You can enter it from the Professor's Diary or via intranet.

Login via Professor's Diary: www.unibocconi.it, click on yoU@B Student/Professor's Diary, enter with your user and password, you will see the Timesheet under "Procedure".

The screenshot shows the yoU@B website interface. The browser title is "yoU@B - UNIVERSITA' BOCCONI". The address bar shows "https://agenda.unibocconi.it/homepage.php?primo=si". The page features a navigation menu with "PROCEDURE" highlighted and a yellow arrow pointing to it. The main content area includes a calendar for August 2012, a "LINK AL SITO BOCCONI" section with various university resources, and an "AVVISI" section with event listings.

PROCEDURE
Timesheet
CONTATTI
Rubrica degli studenti
Rubrica personale

LA TUA AGENDA
Ago 2012

D	L	M	M	G	V	S
-	-	-	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	-
-	-	-	-	-	-	-

Calendario della settimana

LINK AL SITO BOCCONI

ATENE0
STATUTO E REGOLAMENTI
SEDI

DIPARTIMENTI
CENTRI DI RICERCA

RISORSE E SERVIZI
BIBLIOTECA
NEWS & EVENTS
MAILBOX
SEARCH
MAP

DIDATTICA
SCUOLE E PROGRAMMI
GUIDE ALL'UNIVERSITA'
INSEGNAMENTI
ORARI AULE E CALENDARI
ORARIO DI RICEVIMENTO DOCENTI

DIDATTICA MULTIMEDIALE
INTRANET

HELP yoU@B Docenti
Comunicazione e Servizi per la Didattica:
uatb.docenti@unibocconi.it
tel. 0258362210 e 0258362071

LINK PERSONALI

AVVISI
Non sono presenti messaggi dall'Universita'.

EVENTI

- Eventi in programma**
 - 18 settembre 2012 ore 14:00 - 18:00
PhD Day
Deutsche Bank Room via Roentgen 1, Milano
Partecipazione gratuita
 - 19 settembre 2012 ore 10:00 - 13:00
Efficienza e risparmio energetico
Aula Seminari AS03 via Roentgen 1, Milano
Partecipazione gratuita
- Eventi culturali in programma**
 - 11 ottobre 2012 ore 21:00 - 23:30
Concerto della pianista Tamila Salimdjianova
Aula Magna via Gobbi 5, Milano
Partecipazione gratuita
 - 14 ottobre 2012 ore 10:00 - 13:00
Bocconi Run
Universita' Bocconi via Sarfatti 25, Milano
Partecipazione a pagamento

Login via intranet : Faculty Administration – Research click on F- Electronic Timesheet

Bocconi Faculty Administration

Home Calendar Contatti

Intranet / Faculty Administration / Home / Research

Research

Navigation

- Faculty
- Research**
 - A - STRUCTURE AND ORGANISATION
 - B - EVALUATION SYSTEM AND RESEARCH INCENTIVES
 - C - OTHER INTERNAL FINANCING
 - D - INTERNAL POLICY
 - E - ETHICS POLICY
 - F - ELECTRONIC TIMESHEET**
 - G - HIGH PERFORMANCE COMPUTING (HPC)
 - H - IRIS RESEARCH CATALOGUE

RESEARCH

test concept analysis method problem

F - ELECTRONIC TIMESHEET

Navigation

- Faculty
- Research
 - A - STRUCTURE AND ORGANISATION
 - B - EVALUATION SYSTEM AND RESEARCH INCENTIVES
 - C - OTHER INTERNAL FINANCING
 - D - INTERNAL POLICY
 - E - ETHICS POLICY
 - F - ELECTRONIC TIMESHEET**
 - G - HIGH PERFORMANCE COMPUTING (HPC)
 - H - IRIS RESEARCH CATALOGUE

F - ELECTRONIC TIMESHEET



ACCESSO (Login)

Instructions



Once in the system, you will see all the research projects assigned to you, which are subject to completion of a Timesheet.

Bocconi

Timesheet [logout](#)

Projects list

- LOCALISE - Prof Paolo Graziano
- Progetto Prova -

Other Activities

Add new activitie

print summary of the working hours for the year

File Modifica Visualizza Preferiti Strumenti ?

Convert Select

Preferiti Suggested Sites Free Hotmail Web Slice Gallery

Bocconi - Timesheet

Pagina Sicurezza Strumenti

100%

Siti attendibili

You can also fill in the timesheet daily, save it (**save icon**) and enter again at a later date. This operation should be repeated for all your projects. If you make a mistake you can correct it by clicking on **restore**.

Timesheet

Title of the project: Progetto Prova
 Description: esempio
 Person: Ilaria Fortuna
 Period: November (11) 2021
[Click to select different date](#)

[print report and close month](#) [back to projects list](#)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total				
Day	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
Other projects																															0				
MAN																																			
WP 1 man												1																			5				
Total MAN																																			5
Day total																															5				
Total productive hours for the month																																			5

[print report and close month](#) [back to projects list](#)

In order to fill in the timesheet of December during January, please, click on the month, you will see the complete list and next to it you could choose the year.

Timesheet

=>
 Title of the project: LOCALISE
 Description: Contratto n. 2667
 Person: Ilaria Fortuna
 Period: January

print report and close month back to projects list

Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Day	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
Other projects																															0
MAN																															0
1 Project Management																															0
Total MAN																															0
Day total																															
Total productive hours for all projects in the month																															0

print report and close month back to projects list

Choose December, then the year, in this way you will see a blu arrow .Click there and you will be connected to the chosen month.

Timesheet

=>
 Title of the project: LOCALISE
 Description: Contratto n. 266768
 Person: Ilaria Fortuna
 Period: December 2012

Click to select different date

Put the cursor in one of the cells, when you begin to write there, the cell will become yellow and you will see the icons save and restore.

Bocconi - Timesheet - Windows Internet Explorer

http://olomedia.sm.unibocconi.it/timesheet/timesheet.php?project=24&month=4

File Modifica Visualizza Preferiti Strumenti ?

Preferiti Suggested Sites Free Hotmail Web Slice Gallery

Bocconi - Timesheet

Timesheet logout

Title of the project: **Progetto Prova**
 Description: **esempio**
 Person: **Ilaria Fortuna**
 Period: **April 2012**

print report and close month
 back to projects list

Click to select different date

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
Other projects				2								2	1																	5	
MAN																															
WP 1 man				1																											
Total MAN				1																											0
RTD																															
WP 2 ric																															
Total RTD																															0
Day total				2								2	1																		
Total productive hours for all projects in the month				2								2	1																	5	

print report and close month
 back to projects list

Windows Taskbar: Fine, Siti attendibili, 100%

When you enter the working hours, you will see the daily total, as the system calculates a sum together with all the other hours declared on the other projects.

Bocconi - Timesheet - Windows Internet Explorer

http://olomedia.sm.unibocconi.it/timesheet/timesheet.php?project=24&month=4

File Modifica Visualizza Preferiti Strumenti ? X Convert Select

Preferiti Suggested Sites Free Hotmail Web Slice Gallery

Bocconi - Timesheet

Timesheet logout

Title of the project: Progetto Prova
 Description: esempio
 Person: Ilaria Fortuna
 Period: April 2012

save restore print report and close month back to projects list

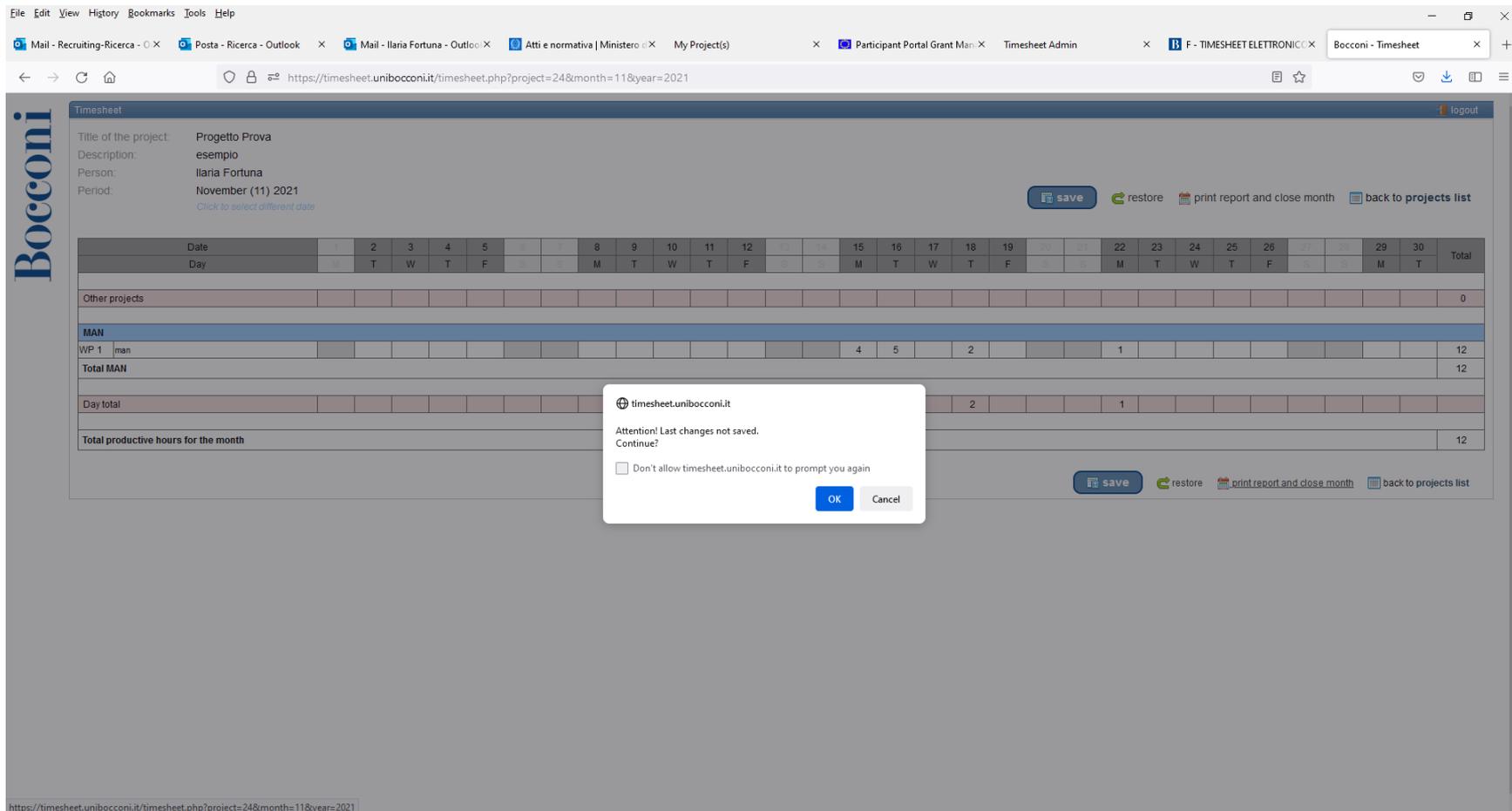
Click to select different date

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
Other projects				2								2	1																	5	
MAN																															
WP 1 man				2																											2
Total MAN																															2
RTD																															
WP 2 ric																															0
Total RTD																															0
Day total				4								2	1																		
Total productive hours for all projects in the month																															7

save restore print report and close month back to projects list

Windows Taskbar: Fine, Siti attendibili, 100%

The timesheet must be filled in regularly, closing every month by the beginning of the following month by clicking on **print report and close month**, the system asks you to confirm. If you confirm, you will be directed to the printer window. Print the timesheet, sign it and have it signed by your Scientific Director of the project. Then, give it to your project administrative assistant who will keep it for the audit.



The screenshot shows the Bocconi Timesheet application interface. The browser address bar displays the URL: <https://timesheet.unibocconi.it/timesheet.php?project=24&month=11&year=2021>. The page title is "Timesheet".

Project details:

- Title of the project: Progetto Prova
- Description: esempio
- Person: Ilaria Fortuna
- Period: November (11) 2021

Navigation buttons: save, restore, print report and close month, back to projects list.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	
Day		T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
Other projects																														0		
MAN																																
WP 1 man															4	5			2					1								12
Total MAN																																
Day total															2									1								12
Total productive hours for the month																																

A confirmation dialog box is displayed in the center of the screen:

timesheet.unibocconi.it

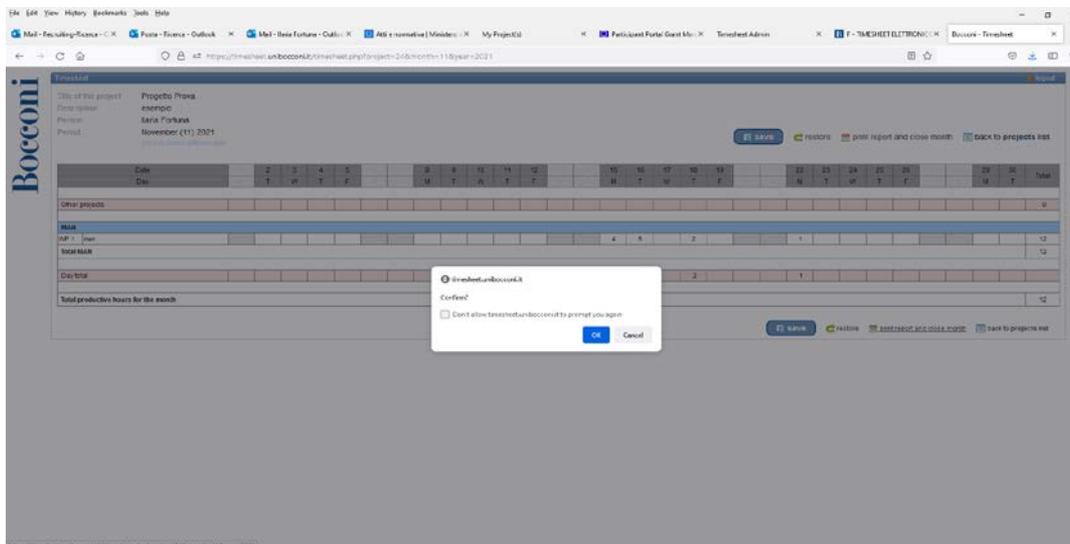
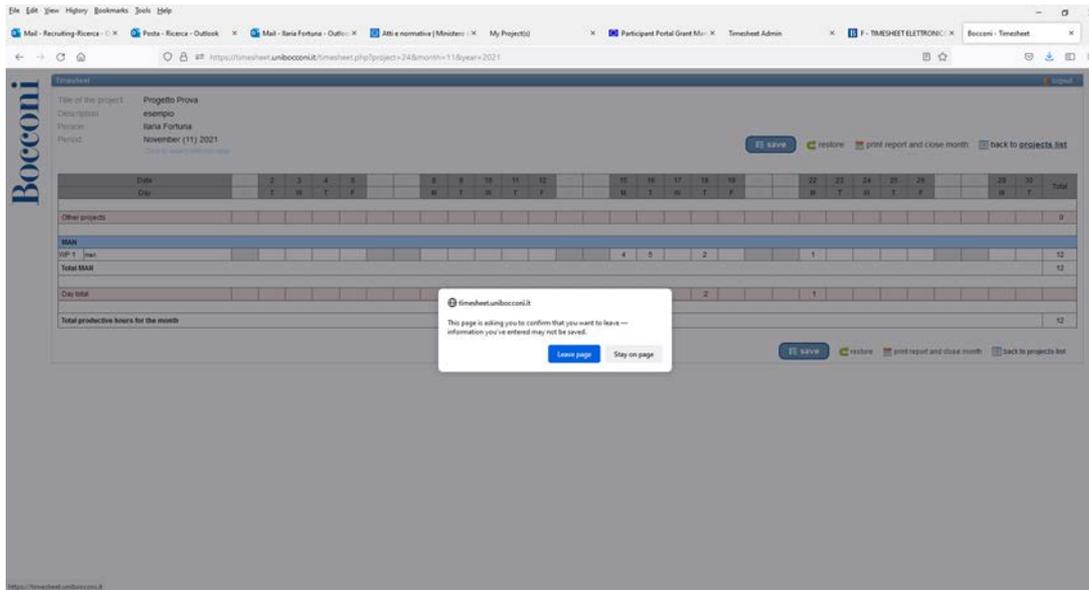
Attention! Last changes not saved.
Continue?

Don't allow timesheet.unibocconi.it to prompt you again

OK Cancel

Navigation buttons at the bottom of the dialog: save, restore, print report and close month, back to projects list.

The system will ask for a confirmation if the user click on back to project list before saving, or try to leave before saving.



Example of timesheet ready for printing /pdf printing and signature.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "F - TIMESHEET ELETTRO... Bocconi - Timesheet". The address bar shows the URL: https://timesheet.unibocconi.it/report.php?id_project=248&month=11&year=2021&desc=abc.

The main content area displays a timesheet for "Università Commerciale 'Luigi Bocconi'". The project details are:

- Title of the project: Progetto Prova
- Description: esempio
- Person: Ilaria Fortuna
- Period: November (11) 2021

The timesheet includes a calendar grid for the month of November 2021, with columns for days 1 through 30. Below the calendar, there are sections for "Other projects", "MAN" (Manpower), and "Day total".

At the bottom of the timesheet, there are signature fields for the Administrative Assistant and the Supervisor, each with a "Print name" field and a "Date" field.

A print dialog is open on the right side of the browser window, titled "Print 1 sheet of paper". The dialog includes options for:

- Save to PDF
- Orientation: Portrait (selected) and Landscape
- Pages: All
- Color mode: Color
- Fewer settings
- Paper size: US Letter
- Scale: Fit to page width (selected) and Scale 100%
- Pages per sheet: 1
- Margins: Default
- Format: Original (selected) and Simplified
- Options: Print headers and footers, Print backgrounds
- Print using the system dialog...

Buttons for "Save" and "Cancel" are visible at the bottom of the print dialog.

Finally , there is also the **Summary** , that **must be filled in only by Full Professors, Associate professors, Assistant Professors and permanent administrative staff** .

The Summary has the same value as the old Excel sheet. The Summary is only one for the whole year, it should be saved and printed at the beginning of the following year. Here, you should add all the other activities done during the year (i.e. paper, book chapter, published articles, other non financed researches etc.)

Bocconi - Timesheet - Windows Internet Explorer

http://olomedia.sm.unibocconi.it/timesheet/projects.php?tm=1336487453

File Modifica Visualizza Preferiti Strumenti ?

Convert Select

Preferiti Suggested Sites Free Hotmail Web Slice Gallery

Bocconi - Timesheet

logout

Projects list

- LOCALISE - Prof Paolo Graziano
- Progetto Prova -

Other Activities

Year	Description	Hours
Select year		
		save or cancel

print summary of the working hours for the year 2012

Siti attendibili 100%

Click on print summary and select the year to print it. Sign and give it to your secretary .

Bocconi - Timesheet Report - Windows Internet Explorer

http://olomedia.sm.unibocconi.it/timesheet/report_year.php?year=2012

File Modifica Visualizza Preferiti Strumenti ? X Convert Select

Preferiti Suggested Sites Free Hotmail Web Slice Gallery

Bocconi - Timesheet Report

 **Università Commerciale
Luigi Bocconi**

Summary of the working hours for the year: 2012

Person: PTA Ilaria Fortuna Organisation: Università Commerciale "Luigi Bocconi"

LOCALISE	Total hours	7
Progetto Prova	Total hours	9
Total		16

I am authorised to sign this document and confirm this to be an accurate record of the time worked on the above mentioned project.

Signed: _____ Position: _____

Print name: **Ilaria Fortuna** Date: _____

Fine

Siti attendibili 100%

