



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 - Windows Internet Explorer'. The address bar contains 'https://agenda.unibocconi.it/homepage.php?primo=si'. The page layout includes a top navigation bar with 'Homepage', 'Gadgets', 'WebMail', 'Gestione laureandi', 'Campus Life Associazioni sportive/culturali', and 'Bocconi Education and Teaching Alliance'. A sidebar on the left lists 'PROCEDURE' (with 'Timesheet' highlighted and a yellow arrow pointing to it), 'CONTATTI', 'Rubrica degli studenti', and 'Rubrica personale'. The main content area is divided into three columns: 'LA TUA AGENDA' (calendar for August 2012), 'LINK AL SITO BOCCONI' (links to ATENELO, RISORSE E SERVIZI, DIDATTICA, and HELP yoU@B Docenti), and 'AVVISI' (announcements for 'PhD Day' and 'Bocconi Run').

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

F - ELECTRONIC TIMESHEET



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 ? x Convert Select

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Bocconi - Timesheet Pagina Sicurezza Strumenti

Fine Siti attendibili 100%

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															5
Total MAN												1				5															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

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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

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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

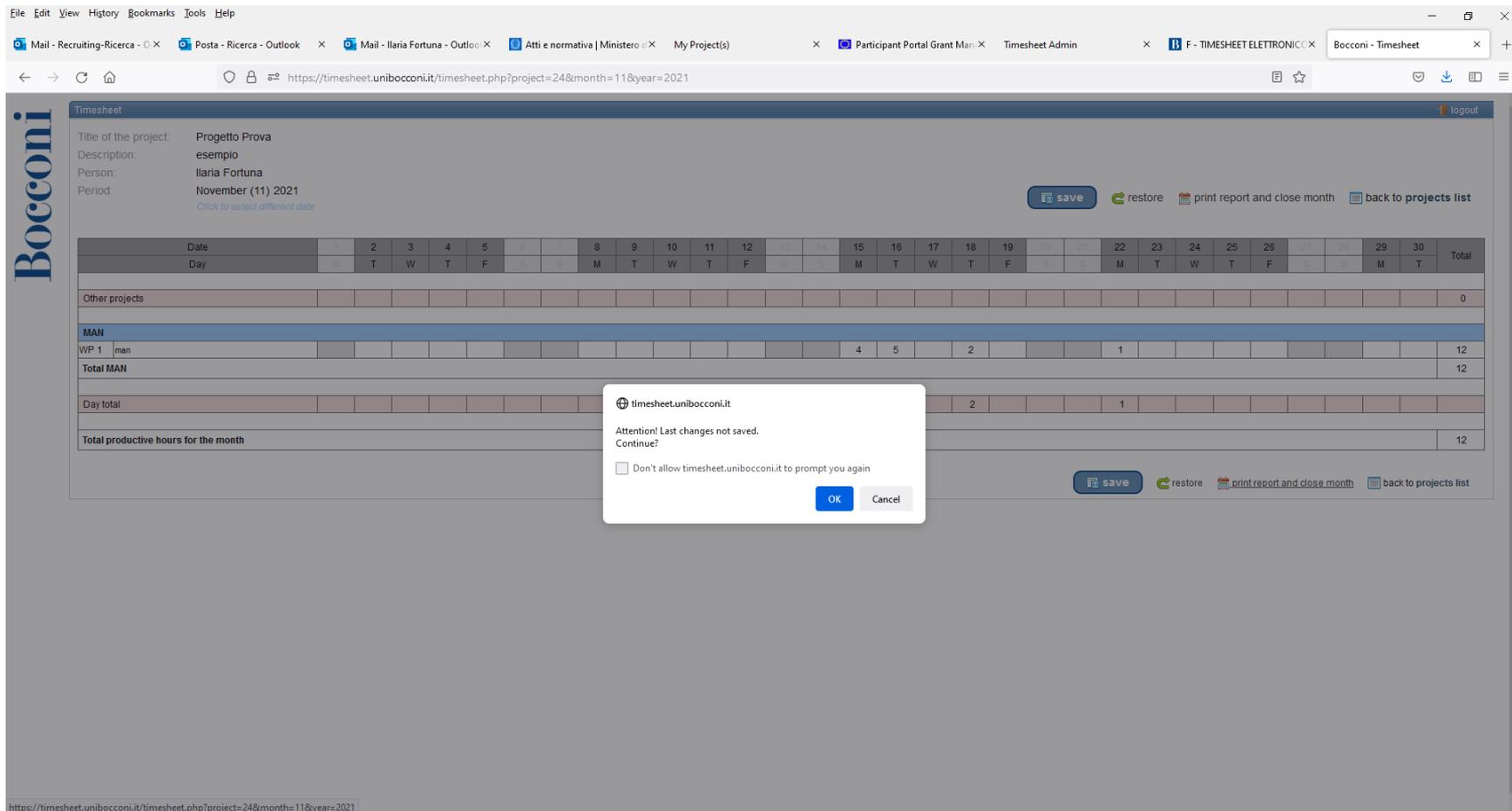
Click to select different date

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.



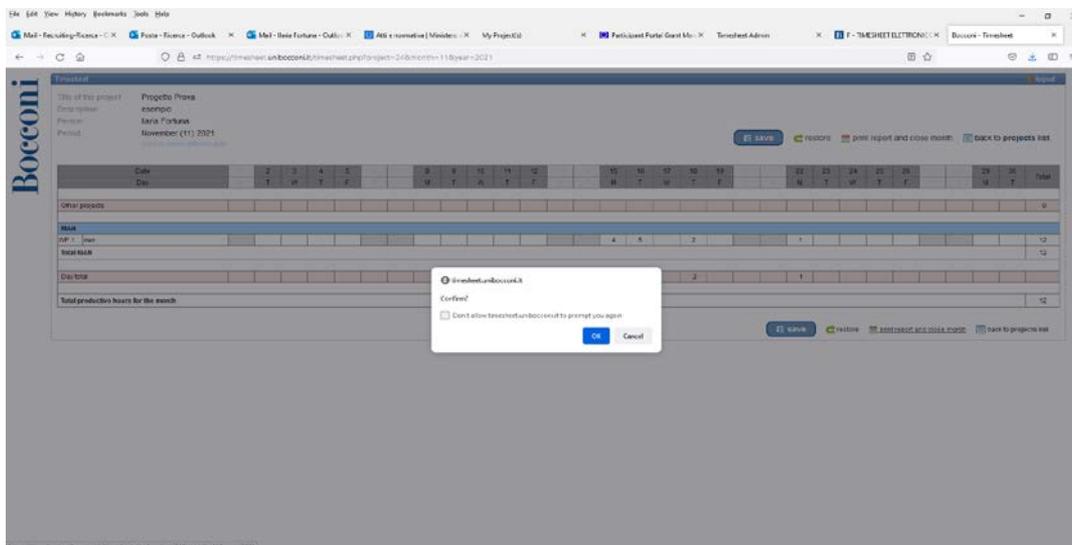
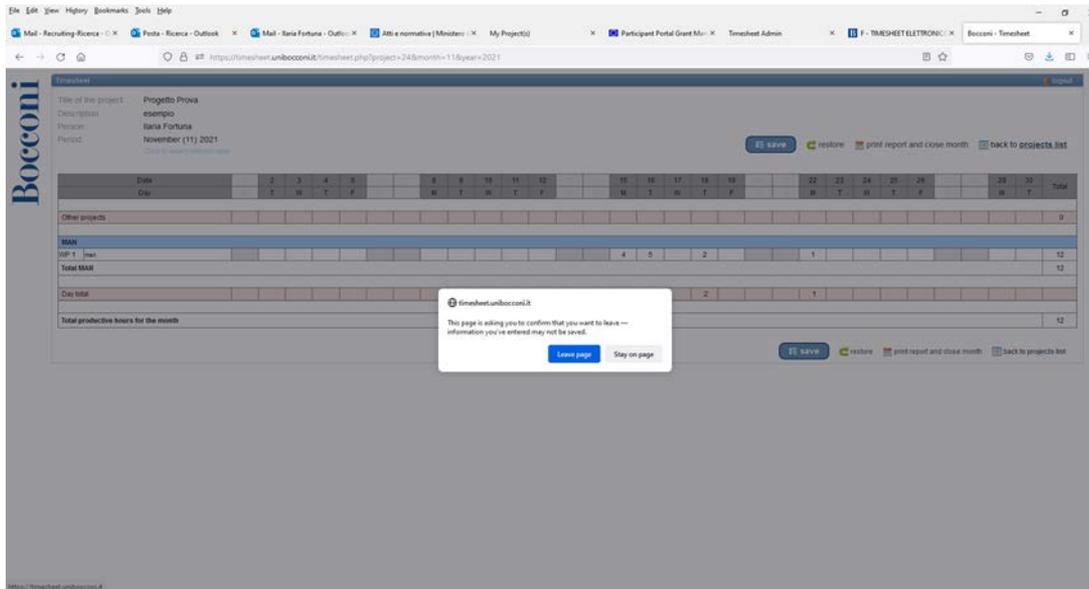
The screenshot shows the Bocconi Timesheet application interface. The browser address bar displays the URL: `https://timesheet.unibocconi.it/timesheet.php?project=24&month=11&year=2021`. The page header includes the Bocconi logo and a 'logout' link. The main content area displays project details for 'Progetto Prova' and a calendar grid for November 2021. A confirmation dialog box is overlaid on the calendar, with the following text:

timesheet.unibocconi.it
 Attention! Last changes not saved.
 Continue?
 Don't allow timesheet.unibocconi.it to prompt you again
 OK Cancel

The calendar grid shows the following data for November 2021:

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																	12
Total MAN																																		
Day total																																		
Total productive hours for the month																																		

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



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. Before printing, the system will ask you a short description of the activities carried out for the project during the month (max 350 characters including spaces) If you confirm, you will be directed to the printer window. Print the timesheet, sign it and have it signed by the Scientific Director of the project. Then, bring it to the administrative staff of your Research Center.

timesheet.unibocconi.it

Enter short description of the activities carried out in the month

Prevent this page from creating additional dialogs

OK Cancel

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									4	5							2						1								12
Total MAN																															12
Day total																															
Total productive hours for the month																															

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

The screenshot shows a web browser window with a timesheet application. The browser's address bar shows the URL: `https://timesheet.unibocconi.it/report.php?id_project=248&month=11&year=2021&desc=abc`. The page title is "Università Commerciale 'Luigi Bocconi'".

The main content area displays a timesheet for the month of November 2021. It includes a header with project details: "Università Commerciale 'Luigi Bocconi'", "Progetto Prova", "esempio", "Ilaria Fortuna", and "November (11) 2021". Below this is a calendar grid for the month, with columns for days of the week and rows for dates. The grid shows the following data:

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																															11
WP 1																															11
Total MAN																															11
Day total																															
Total productive hours for the month																															11

Below the calendar grid, there are sections for administrative confirmation and signatures. The "Administrative Assistant" section includes a signature line for "Ilaria Fortuna" and a date field. The "Supervisor" section includes a signature line and a date field. A "Print" dialog box is open on the right side of the screen, showing options for "Save to PDF", "Orientation" (Portrait/Landscape), "Pages" (All), "Color mode" (Color), "Paper size" (US Letter), "Scale" (Fit to page width), "Pages per sheet" (1), "Margins" (Default), and "Format" (Original/Simplified). The "Print" button is highlighted in blue.

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

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Bocconi - Timesheet

logout

Projects list

- LOCALISE - Prof Paolo Graziano
- Progetto Prova -

Other Activities

Year	Description	Hours
Select year	<input type="text"/>	<input type="text"/>
<input type="button" value="save"/> or cancel		

print summary of the working hours for the year 2012

To add an activity: click on **other activities** and describe the activity, ie. Paper title " ABCD" and add the number of hours.

Click save to add the activity

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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

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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

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