

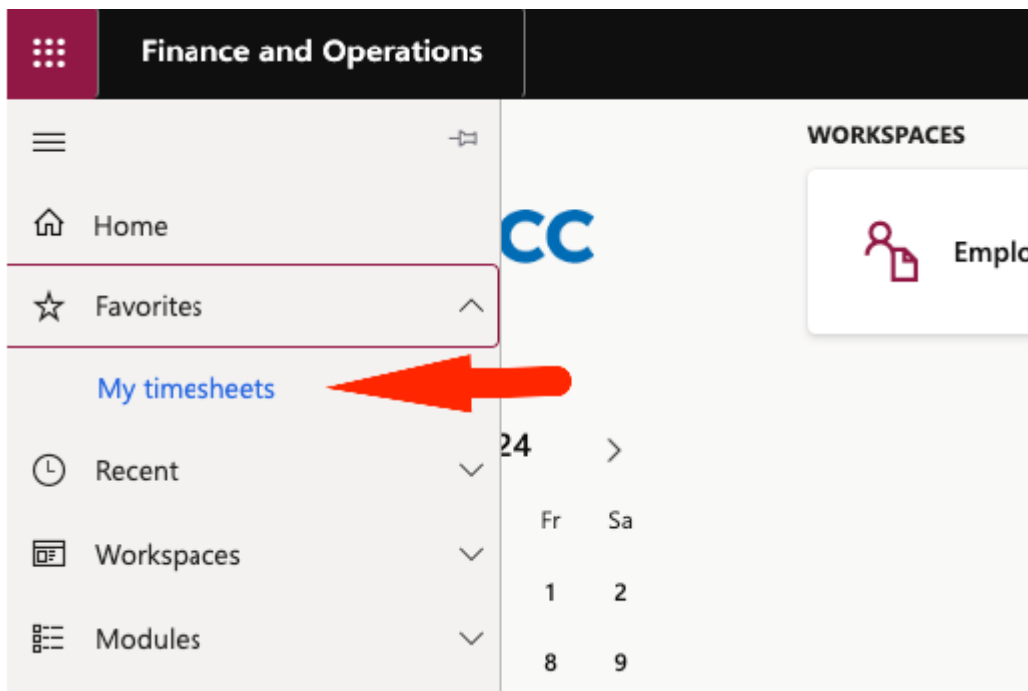
# Samsaran Timesheet

Categories: Procedures · Topics: Organization · Context: HR · Exported: 2026-04-18 00:52

## Access

<https://icc-prod-finance.operations.dynamics.com/?cmp=ICC&mi=DefaultDashboard>

Go to Favorites > My timesheets



- Create a new timesheet and choose any date of the current month.
- Check that the "Time input Reference" is Monthly

Time input Reference

Monthly

## Add the activities

- Click on "Load my activities"
- Select the activities that are not required and click on "Remove".As a result, we should have **at least the one related to OICT** - "Office of Information and Communications Technology", which will be used to register the working hours. Also one for each Shared Services applications, until we handover completely the support.

- Click on “Common Activities” to register those activities that are not OICT working hours, such as **annual leave, other leaves and trainings**. Select the required common activities, for example “Annual leave”. Then click ok.

## Input the hours

- Click “Input Time” to fill the time related to each selected activity.
- Within the column “Monthly Hours” fill the hours related to each activity. Then click “**Register inputted time**”

## Confirm and submit monthly timesheet

- Once finished with the monthly timesheet, just click “**Save**”, “**Workflow**”, then click on “**Submit**”.

## Leaves categorization

- Normal leave: Annual Leave
- Discretionary day: Other Leaves
- Uncertified Sick Leave: Other Leaves
- Compensatory Leave: Other Leaves
- Parental: Other Leaves