Time Entry for External Workforce

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Time reporting rules for External Workforce

All External workforce shall report their time accurately and according to the contractual agreement with Ericsson, on a weekly basis in an approved Ericsson Time reporting system. (Group instruction on time reporting for external workforce)

- In almost all companies globally, and in all companies live with XRM, the time reporting tool used is **XWP**. (As a complement to the XWP portal, there is an app for mobile devices.)

- Time reporting shall be done for both attendance and absence hours.

- If Target hours are not met, register absence hours to reach the Target hours by using absence type "Off work/XRM Off work".

- Absence type "Off Work/XRM Off work" needs to be used for vacation, sickness and any other type of absence. I.e. all hours not working for Ericsson, up to your Target hours.

- "Attendance types" are the codes used to report worked hours. Refer to 'Overview of att and abs types' for list of attendance types available in your country. For companies live with XRM, refer to the sheet "XRM (Externals)", for non-countries refer to the country info in the sheet for applicable region, but please note that externals should use "Off Work/XRM Off Work" for all types of absences.

- Hours shall be reported on Network/project number if requested by the manager or project manager. If the Manager is not aware of the Project/Network numbers; ask the Project Manager. If you are not expected to report on a Network/project, leave that field blank, select only attendance type and fill out number of hours.

Time reporting rules for External Workforce

In XRM live countries

› A week is considered complete when the total number of approved hours are greater than or equal the target hours & all hours for the week are either approved or cancelled.

› If Target hours are not met, register absence hours to reach the Target hours by using absence type "XRM Off work".

› For XRM live countries, the recourses must report all hours in XWP, otherwise the supplier can not invoice Ericsson for the hours worked.

Enter time in the future

› Absence can be reported in the future with no limit.

› No future attendances are allowed. Attendance can only be registered after the hours have been worked

Corrections of time reporting

• The external can make corrections of time reporting in XWP for the current month and 2 months back in time. (Exception countries, only current and 1 month back: India-EGI, Mexico, Japan) No corrections in the total number of hours per day are allowed for older periods.

• Requests submitted to COE Cost Data management for correction of receiving Cost Object/Network must be pre-approved by the direct report to BA/MA/GF head of the organization receiving the cost.
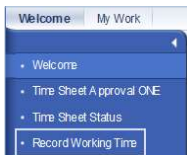
› .

Time reporting in External Workplace Portal (XWP)

1. Log on to the portal.
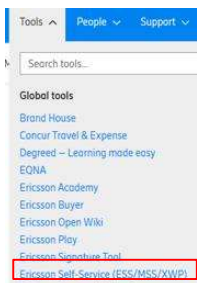
2. Click on the *Record Working Time* quick link.

3. Select the week you want to enter time for.
   Note that the current week is displayed by default.

   ➥ You can scroll back and forth between timesheets by using the *Return to Previous Week* and *Proceed to Next week* buttons.

   ➥ You can also access a timesheet directly by using the date picker and clicking on the Go button.

4. Enter the attendance type, the number of hours worked. If working on network/project, also enter Network and Activity. If you need to report on a Network/project your manager or the project manager will inform you. If not leave it blank, fill only out the Att/Abs type column and the number of hours.

5. Click on the *Review* button when you are done recording your hours.

6. Review your timesheet for the period.

   ➥ To make a correction, click on
   You will be returned to the editing screen, where you can make the required changes.

   ➥ To exit without saving, click on
   You will return to the employee self-service main page.

   ➥ To save your timesheet, click on
   You will receive confirmation that your timesheet has been successfully saved.

Samples scenarios

1) Varying number of hours registered per day, all hours worked on a Network/project that the project manager has instructed to report the hours on. The weekly Target hours (38.75) has been reached.

You must always report up to Target hours.

- Normally it's the weekly Target hours that need to be reported up to. However, please note the instruction on slide 8, about month end.

- Which days per week that have target hours and the number of hours depends on the Holiday Calendar in your location and the assigned work schedule.

After saving the total number of reported hours will show here

LOC	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 11-23	TU, 11-24	WE, 11-25	TH, 11-26	FR, 11-27	SA, 11-28	SU, 11-29
								38,75	7,75	7,75	7,75	7,75	7,75	0,00	0,00
								39,75	9,00	7,00	7,75	8,50	7,50	0,00	0,00
HC	A00001		96321691	0010		Productive hou... ▼		39,75	9,00	7,00	7,75	8,50	7,50		

Refer to this instruction if you travel within the country or abroad How to use the Location field

Samples scenarios

2) Varying number of hours registered per day, work that doesn´t need to be on a Network/Project according to the manager. Absence on Friday (e.g. Vacation/Annual leave or sickleave). Note: the attendance type for non-productive hours vary between the countries. For local info see Overview of att. and abs. types

	Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 16.11	TU, 17.11	WE, 18.11	TH, 19.11	FR, 20.11	SA, 21.11	SU, 22.11
									38,75	7,75	7,75	7,75	7,75	7,75	0,00	0,00
									38,75	8,00	6,00	9,50	7,50	7,75	0,00	0,00
	HC						Internal time (1... ▼		31,00	8,00	6,00	9,50	7,50			
	HC						XRM Off Work ... ▼		7,75					7,75		

3) Varying number of hours registered per day, on Wednesday the manager ordered Overtime work. Absence on Friday. Overtime code is not applicable in all the countries. For local info see Overview of att. and abs. types

	Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 16.11	TU, 17.11	WE, 18.11	TH, 19.11	FR, 20.11	SA, 21.11	SU, 22.11
									38,75	7,75	7,75	7,75	7,75	7,75	0,00	0,00
									38,75	8,00	6,00	9,50	7,50	7,75	0,00	0,00
	HC						Internal time (1... ▼		29,50	8,00	6,00	8,00	7,50			
	HC						XRM Off Work ... ▼		7,75					7,75		
	HC						XRM Overtime ... ▼		1,50			1,50				

Samples scenarios

4) The month ends mid-week. On the last day of the month, make sure the target hours for that part of the week has been reached.

Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 28.09	TU, 29.09	WE, 30.09	TH, 01.10	FR, 02.10
								38,75	7,75	7,75	7,75	7,75	7,75
								23,25	7,25	8,00	8,00	0,00	0,00
HC						Internal time (1... ▼		20,00	4,00	8,00	8,00		
HC						XRM Off Work ... ▼		3,25	3,25				

Target hours for the 3 days are 7,75 x 3 = 23,25. The person has reported 20 hours. So 3,25 need to be "filled out" with XRM Off work to reach the target hrs

5) When the week (in the sample above) has been reached, make sure that that part of the week also reach target hours

Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 28.09	TU, 29.09	WE, 30.09	TH, 01.10	FR, 02.10
								38,75	7,75	7,75	7,75	7,75	7,75
								38,75	7,25	8,00	8,00	9,00	6,50
HC						Internal time (1... ▼		35,00	4,00	8,00	8,00	9,00	6,00
HC						XRM Off Work ... ▼		3,75	3,25				0,50

Target hours for the 3 days are 7,75 x 2 = 15,5. The person has reported 15 hours. So 0,5 need to be "filled out" with XRM Off work to reach the target hrs

6) Some hours should, according to the manager or project manager, be reported on a Network/project, others are non-chargeable hours. (I.e. Ericsson will not charge an Ericsson client for the hours. The hours may be work on e.g. something needed internally e.g. administration)

LOC	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 11-16	TU, 11-17	WE, 11-18	TH, 11-19	FR, 11-20	SA
								38,75	7,75	7,75	7,75	7,75	7,75	
								41,50	9,00	9,00	9,00	9,00	3,50	
HC	A00001		96321691	0010		Productive hou... ▼		6,50	2,00	1,00	1,50	1,50	0,50	
HC						Internal time (1... ▼		35,00	7,00	8,00	7,50	7,50	3,00	

Samples scenarios

7) Less hours than target hours worked, to "fill out" up to target hours, Off work is registered on each day.

Arbetstider registrerade från den 14 september 2020 till den 20 september 2020.

	Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 14.09	TU, 15.09	WE, 16.09	TH, 17.09	FR, 18.09
									38,75	7,75	7,75	7,75	7,75	7,75
									38,75	7,75	7,75	7,75	7,75	7,75
	HC						Internal time (1... ▼		30,00	6,00	6,00	6,00	6,00	6,00
	HC						XRM Off Work ... ▼		8,75	1,75	1,75	1,75	1,75	1,75

8) Its September, you already know about a planned leave in October. Register the absence as soon as it is known.

	Acctg Indicator	Act. Type	Rec. Order	Network	Activity	Sub-Op	Att./Abs. Type	OT. Comp	Total	MO, 19.10	TU, 20.10	WE, 21.10	TH, 22.10	FR, 23.10
									38,75	7,75	7,75	7,75	7,75	7,75
									0,00	0,00	0,00	0,00	0,00	0,00
							XRM Off Work ... ▼			7,75	7,75	7,75	7,75	7,75
							▼							

Rejected hours

10) Steps to follow if manager need to reject registered hours:

1. Worker has reported hours, manager sees an error and rejects the hours. An automatic mail notification is generated. Manager and the worker has a dialogue about the time reporting.

2. Worker needs to correct the time according to manager's instruction and re-submit the time sheet.

3. Manager checks and approves the changes.
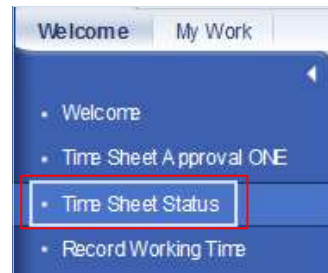
Checking Timesheet Status

By using the "Timesheet Status" functionality you can get an overview of weeks where Target hours have not been met.

1. Log on to the portal.
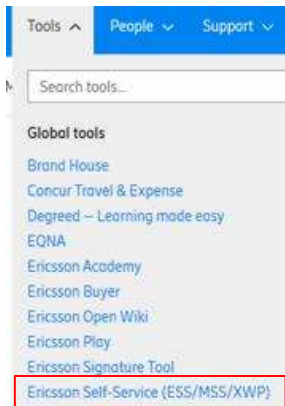
2. Click on the *Time Sheet Status* quick link.

Timesheets where you have recorded fewer hours than weekly target are displayed

Display Timesheet Data-Viewing your own timesheet data

1. Log on to the portal
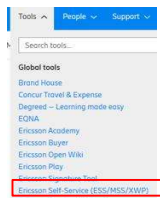
2. Click on the *Employee Self-Service (ESS)* or *External Workplace Portal (XWP)* tab

3. Click on *Time and Attendance*

4. Click on *Display Time Sheet Data*


5. Select reporting criteria

   ✓ **Selection Period From & To**
   Date range you want to report on
   ✓ **Project ID**
   Project you want to report on

   ✓ **LM Approval Status**
   Status of non-project-relevant hours you want to report on
   ✓ **PM Approval Status**
   Status of project-relevant hours you want to report on

   ✓ **Attendance / Absence Type**
   Attendance or absence type you want to report on

6. Click on *Execute*

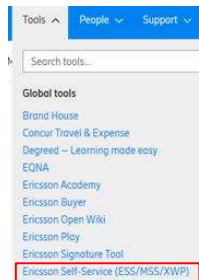   To export the report, click on *Export* → *Export to Microsoft Excel*
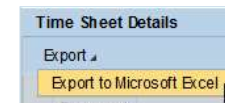
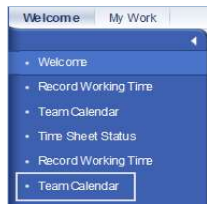# Viewing Resource Availability in Team Calendar

All absences that are known/planned in advance should be registered in XWP as soon as they are known, for example planned vacation/annual leave.

Absences (approved or those still pending approval) are visible in the Team Calendar functionality.

1. Log on to the portal

2. Click on the *Team Calendar* quick link

Team calendar is displayed

A = Approved absence
P = Absence pending manager approval
O = Non-working day (e.g. weekend)
H = Public holiday

For more information on using *Team Calendar*, see Team Calendar – Quick Guide

Getting support

For:

- User guidance & how to report & approve time
- Errors in target hours, absences or attendances

Contact HR Direct

For:

- Finance master data related errors
- Roles & Authorization related errors

Contact: coe.cost.data.management@ericsson.com

For:

- Missing or incorrect project codes
- Project is closed for time reporting

Contact: your Project Manager or Line Manager

Useful Links

[Time-Reporting in External Workplace Portal](#)

[Checking Timesheet Status](#)

[Displaying Timesheet Data in the Portal – Own Timesheet](#)

[Team Calendar – Quick Guide](#)