

# Geology Department Time Tracking Instructions

We are using a time tracking system from Anuko called time tracker. This site is designed to be used by all students who are paid from Geology Department Accounts.

This website is only available when you are on campus, it is not published globally on the internet. Therefore you must enter your time when you are on campus.

You can find the site here: <https://geol-timetracker.lsu.edu> .

The basic process is as follows:

- 1) Login to the time tracking site using your PAWS/ MyLSU ID in all lowercase letters.  
**Contact Lisa Kirk or Michael Strain for your initial password.**
- 2) Enter your time in and time out daily. Include any relevant notes.
- 3) At the end your pay cycle you will create a report of your time worked and email it to your supervisor / professor for approval.
  - a. GAs must submit a report monthly. Reports must be approved by your supervising professor and forwarded to Lisa Kirk ([LKirk2@lsu.edu](mailto:LKirk2@lsu.edu)). TAs teaching more than one course must submit a report for each professor they teach for.

For questions or IT support contact Michael Strain ([GeolSupport@lsu.edu](mailto:GeolSupport@lsu.edu))

Sounds easy right? The following pages give you step by step instructions on how to do it.

# How To Enter Your Time

When you reach the site you will be presented with this login screen.

  
**Login · Create Team · Forum · Help**

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**Login**

Login:

Password:

[Forgot password?](#)

Anuko [Time Tracker](#) is a simple, easy to use, open source time tracking system.

Your username will be the same as your MYLSU / PAWS ID. (For the purposes of this document we will be using an account names testy). **This username is case sensitive, and your username will be all lower case.**

Please speak to Lisa Kirk or Michael Strain to get your initial password.

**PLEASE CHANGE YOUR PASSWORD THE FIRST TIME YOU LOGIN!**

When you login you will see the basic time entry page.

  
**Logout · Profile · Forum · Help**  
Time · Reports · Charts · Projects · Users

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**Time: 2015-10-05**

\_\_Testy, Graduate Students

Client (\*):

Project (\*):

Task (\*):

Start:

Finish:

Duration:  (hh:mm or 0.0h)

<<< October 2015 >>>

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
|    |    |    |    | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Today

Note:

| Client | Project                | Task | Start | Finish | Duration | Note                  | Edit                 |
|--------|------------------------|------|-------|--------|----------|-----------------------|----------------------|
|        | TA-Teaching Assistants |      | 10:27 | 11:27  | 1:00     | teaching geology 2324 | <a href="#">Edit</a> |

Week total: 5:00 Day total: 1:00

From this page you can enter your time information for any day.

- 1) Begin by selecting the day that you wish to enter time for by clicking on the appropriate day on the calendar.
- 2) Then you will select your "Client" - This will be the supervising professor, the professor you are teaching a course for, or the person you are working for. If you are working in the department office you will select Lisa Kirk as the client.

**Anuko Time Tracker**  
 Logout · Profile · Forum · Help  
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Time: 2015-10-05  
 \_\_Testy, Graduate Students

Client (\*): Heather Lee  
 Project (\*): --- select ---  
 Task (\*): Amy Luther  
 Start: Barbara Dutrow  
 Finish: Brooks Ellwood  
 Duration: Carol Wicks  
 Duration: Carol Wilson  
 Duration: Darrell Henry  
 Duration: Guangsheng Zhuang  
 Duration: Heather Lee  
 Duration: Huiming Bao  
 Duration: Jianwei Wang  
 Duration: Juan Lorenzo  
 Duration: Karen Luttrell  
 Duration: Peter Clift  
 Duration: Peter Doran  
 Duration: Philip Bart  
 Duration: Samuel Bentley  
 Duration: Sophie Warny  
 Duration: Suniti Karunatilake

Note:

Week total: 5:00

Calendar: <<< October 2015 >>>  
 Su Mo Tu We Th Fr Sa  
 04 05 06 07 08 09 10  
 11 12 13 14 15 16 17  
 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31  
 Today

| Client | Project | Task | Start | Finish | Duration | Note                  | Edit |
|--------|---------|------|-------|--------|----------|-----------------------|------|
|        |         |      | 10:27 | 11:27  | 1:00     | teaching geology 2324 | Edit |

Day total: 1:00

- 3) Next you will select the "Project" - This will be what category of employee you are classified as.

**Anuko Time Tracker**  
 Logout · Profile · Forum · Help  
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Time: 2015-10-05  
 \_\_Testy, Graduate Students

Client (\*): Heather Lee  
 Project (\*): --- select ---  
 Task (\*): --- select ---  
 Start: Fellowship  
 Finish: RA-Research Assistants  
 Duration: SA-Service Assistants  
 Duration: Student Worker  
 Duration: TA-Teaching Assistants

Note:

Submit

Calendar: <<< October 2015 >>>  
 Su Mo Tu We Th Fr Sa  
 04 05 06 07 08 09 10  
 11 12 13 14 15 16 17  
 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31  
 Today

| Client | Project                | Task | Start | Finish | Duration | Note                  | Edit |
|--------|------------------------|------|-------|--------|----------|-----------------------|------|
|        | TA-Teaching Assistants |      | 10:27 | 11:27  | 1:00     | teaching geology 2324 | Edit |

Week total: 5:00

Day total: 1:00

- 4) You will then select your task. There will only be one option for task unless you are a TA. TAs must select the course they are teaching in that time period.

**Anuko Time Tracker**  
 Logout · Profile · Forum · Help  
 Time · Reports · Charts · Projects · Users

Time: 2015-10-05

\_\_\_Testy, Graduate Students

Client (\*): Heather Lee  
 Project (\*): Fellowship  
 Task (\*): --- select ---  
 Start: --- select ---  
 Finish:  Now  
 Duration:  (hh:mm or 0.0h)

<<< October 2015 >>>

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
|    |    |    |    | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Today

Note:

Submit

| Client | Project                | Task | Start | Finish | Duration | Note                  | Edit |
|--------|------------------------|------|-------|--------|----------|-----------------------|------|
|        | TA-Teaching Assistants |      | 10:27 | 11:27  | 1:00     | teaching geology 2324 | Edit |

Week total: 5:00      Day total: 1:00

**Anuko Time Tracker**  
 Logout · Profile · Forum · Help  
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Time: 2015-10-05

\_\_\_Testy, Graduate Students

Client (\*): Heather Lee  
 Project (\*): TA-Teaching Assistants  
 Task (\*): --- select ---  
 Start: --- select ---  
 Finish:   
 Duration:  (oh)

<<< October 2015 >>>

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
|    |    |    |    | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Today

Note:

| Client | Project                | Task | Start | Finish | Duration | Note                  | Edit |
|--------|------------------------|------|-------|--------|----------|-----------------------|------|
|        | TA-Teaching Assistants |      | 11:27 |        | 1:00     | teaching geology 2324 | Edit |

Week total: 5:00      Day total: 1:00

- 5) You will then enter the time you started and stopped working and any relevant notes you would like to include. These values are based on a 24 hour clock so 2:00 PM is 14:00. The duration field will automatically be populated.

Time: 2015-10-14

\_\_Testy, Graduate Students

Client (\*):       <<< October 2015 >>>

Project (\*):       Su Mo Tu We Th Fr Sa

Task (\*):       01 02 03

Start:        04 05 06 07 08 09 10

Finish:        11 12 13 14 15 16 17

Duration:  (hh:mm or 0.0h)      18 19 20 21 22 23 24

25 26 27 28 29 30 31  
Today

Note:

6) Finally you will click the submit button and a list of your time entries for that day will appear at the bottom of the page

**Anuko Time Tracker**  
[Logout](#) · [Profile](#) · [Forum](#) · [Help](#)  
[Time](#) · [Reports](#) · [Charts](#) · [Projects](#) · [Users](#)

Time: 2015-10-14

\_\_Testy, Graduate Students

Client (\*):       <<< October 2015 >>>

Project (\*):       Su Mo Tu We Th Fr Sa

Task (\*):       01 02 03

Start:        04 05 06 07 08 09 10

Finish:        11 12 13 14 15 16 17

Duration:  (hh:mm or 0.0h)      18 19 20 21 22 23 24

25 26 27 28 29 30 31  
Today

Note:

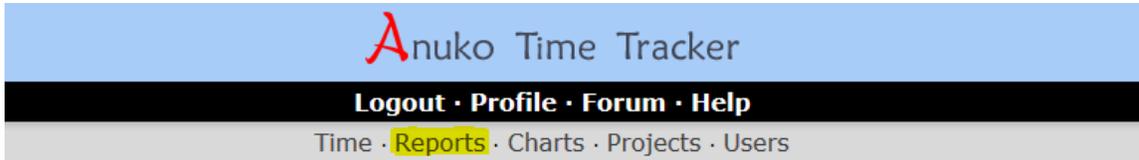
| Client      | Project                | Task     | Start | Finish | Duration | Note          | Edit                 |
|-------------|------------------------|----------|-------|--------|----------|---------------|----------------------|
| Heather Lee | TA-Teaching Assistants | 3032.1-2 | 14:12 | 15:14  | 1:02     | I Love rocks! | <a href="#">Edit</a> |

Week total: 1:02      Day total: 1:02

Seems strait forward so far right? Let's take a look at how to create a report to send to your professor.

## How To Create A Monthly Time Report

- 1) Navigate to the reporting page by clicking on the work “Reports” at the top of the webpage



- 2) In the “Select Time Period” box select “this month” (unless it is the first day of the following mon, then you will select “last month”)

The screenshot shows the 'Reports' page in the Anuko Time Tracker application. The page has a blue header with the logo 'Anuko Time Tracker' and a black bar with 'Logout · Profile · Forum · Help'. Below that is a grey bar with 'Time · Reports · Charts · Projects · Users', where 'Reports' is highlighted in yellow. The main content area is titled 'Reports' and shows the user '\_\_\_Testy, Graduate Students'. There is a 'Favorite report:' dropdown menu set to '--- no ---' with 'Generate' and 'Delete' buttons. Below this are several sections: 'Client' with a dropdown set to '--- all ---'; 'Project' with a dropdown set to '--- all ---'; 'Task' with a dropdown set to '--- all ---'; 'Select time period' with a dropdown set to 'this month' (highlighted in yellow); 'or set dates' with 'Start date: 2015-10-01' and 'End date: 2015-10-31' (both with calendar icons); 'Show fields' with checkboxes for Client, Project, Task, Start, Finish, Duration, and Note, all of which are checked; and 'Group by' with a dropdown set to 'client' (highlighted in yellow) and a 'Totals only' checkbox. At the bottom, there is a 'Save as favorite:' field with a 'Save' button and a 'Generate' button.

- a. TAs will need to also select the section they are teaching from the “Task” field so that they can generate a report for each professor they are teaching a class for.

Reports

\_\_Testy, Graduate Students

Favorite report: --- no ---

Client

--- all ---

Project

--- all ---

Task

4068 Lab

Select time period

this month

or set dates

Start date: 2015-10-01

End date: 2015-10-31

Show fields

- Client
- Project
- Task
- Start
- Finish
- Duration
- Note

Group by

client  Totals only

Save as favorite:

- 3) Click on the work "Generate" at the bottom of the page.
- 4) You will be presented with a formatted table that looks similar to this.

Report: 2015-10-01 - 2015-10-31

\_\_Testy, Graduate Students

Export XML or CSV

| Date            | Client             | Project                | Task     | Start | Finish | Duration    | Note                  |
|-----------------|--------------------|------------------------|----------|-------|--------|-------------|-----------------------|
| 2015-10-05      |                    | TA-Teaching Assistants |          | 10:27 | 11:27  | 1:00        | teaching geology 2324 |
| 2015-10-06      |                    | TA-Teaching Assistants |          | 10:28 | 12:28  | 2:00        | teaching geol 4321    |
| 2015-10-07      |                    | TA-Teaching Assistants |          | 11:48 | 13:48  | 2:00        | 4321                  |
| 2015-10-28      |                    | TA-Teaching Assistants |          | 3:30  | 5:00   | 1:30        | 2341                  |
| <b>Subtotal</b> |                    |                        |          |       |        | <b>6:30</b> |                       |
| 2015-10-14      | Heather Lee        | TA-Teaching Assistants | 3032.1-2 | 14:12 | 15:14  | 1:02        | I Love rocks!         |
| <b>Subtotal</b> | <b>Heather Lee</b> |                        |          |       |        | <b>1:02</b> |                       |
| <b>Total</b>    |                    |                        |          |       |        | <b>7:32</b> |                       |

- 5) Click the "Send by e-mail" button at the bottom of the page.

- 6) Enter the email address of the person who will review your time. Note the time period covered by the report in either the subject or notes field and click send.

**Anuko Time Tracker**  
**Logout · Profile · Forum · Help**  
Time · Reports · Charts · Projects · Users

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**Sending Report**  
\_\_Testy, Graduate Students

From (\*): "Geology Time Tracker"  
To (\*):   
Cc:   
Subject (\*): Time Tracker Report -   
Comment:

\* - required fields

- 7) After reviewing your time the professor will then forward the email to [LKirk2@lsu.edu](mailto:LKirk2@lsu.edu) with the work "Approved" in the message body.



That wasn't so hard.