



# Jobsheet overview

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The jobsheet allows you to allocate time against different activities, projects and tasks. Definitions of these are:

Work type	Description
<p><b>Activity</b></p>	<p>An activity is a way of categorising the <i>type of work</i> to be done. For example a carpenter may select from a choice of activity codes such as <i>DIGGING</i>, <i>PLANNING</i> or <i>CONSTRUCTING</i>, or any code as entered by the account administrator.</p>
<p><b>Project</b></p>	<p>A project is a one-time work item. For example a carpenter may begin a new project and call it <i>NEWHOUSE 1</i>. He can then scan workers In/Out for this project, thereby allocating employee time to it. Once the project is marked as complete he can no longer apply workers' time to it.</p>
<p><b>Task</b></p>	<p>A task is a many-times work item. For example a carpenter may have a task setup as <i>RUBBISH CLEANUP</i>. This task is performed multiple times on different worksites. <i>Tasks</i> are different to <i>Activities</i> in that many employees can be working on the same task but each can be performing a different <i>Activity</i> at the same time. For example on our construction site we are all working on the task <i>RUBBISH CLEANUP</i> but only one person was doing the activity <i>SWEEPING</i> while the rest of us were performing activity <i>FILLING BIN</i>.</p>