

Timesheet Workflow

The challenge for this **Timesheet Management** was to provide a customizable way to do it.

By defining an **Issue Type** in reserved project, we are able to use a dedicated **Workflow**.



Default Workflow Edit, due to latest retained change, provided by Jira (Jira ~7.x) is no more able to edit such Workflow using OS Workflow features.



Step Name (id)	Linked Status	Transitions (id)
Initial Transition	NONE	Create (1) >> OPENED
Validation in Progress (7)	TIMESHEET SUBMITTED	   Re-Submit (61) >> ITSELF Request Revision (21) >> ITSELF Validate (81) >> ITSELF 
Validated (8)	TIMESHEET VALIDATED	Reopen (41) >> OPENED 
Opened (9)	TIMESHEET INITIATED	 Submit (51) >> VALIDATION IN PROGRESS
Needs Revision (10)	TIMESHEET NEEDS REVIEW	 Request Revision (21) >> ITSELF Re-Submit (61) >> ITSELF Validate (81) >> ITSELF Submit (51) >> VALIDATION IN PROGRESS
Global Transition	ANY	
Common Transition	MANY	Validate (81) >> ITSELF Submit (51) >> VALIDATION IN PROGRESS Request Revision (21) >> ITSELF    Reopen (41) >> OPENED On Complete (61)

All the business logic is defined in the **Workflow Timesheet** :

- to manage Worklog Status
- to manage Timesheet Status depending on Worklog Status
- to notify each actor in case of change
- to manage permission in each action

Timesheet Scenario

See below, step by step, how the Timesheet is managed ...

1. Some work is logged in a project configured to be manage by Timesheet.
As 1st worklog created in the period, a Timesheet Issue is created ... the Timesheet is **Opened** (Status **Timesheet Initiated**)
2. The user decides that all its work is logged for the period, he can **Submit** the Timesheet.
The Timesheet reaches the Workflow Step **Validation in Progress** (Status **Timesheet Submitted**)
The user with Approver Role is notified by email and can access the timesheet through the Timesheet Gadget.
3. During the validation process, the Approver will be able to perform Worklog Transitions (Validate or Request Revision).
These Transitions are Recursive Transition and only affect the status of Worklogs.
4. As soon as the Approver requests a revision, the Timesheet is passed automatically to **Needs Revision** (Auto-Transition Worklog Revision required).
The Timesheet Owner is notified by email.
5. The Timesheet can **Re-Submit** (Step Transition) the Timesheet or **Re-Submit** (Recursive Transition) Worklog set by Worklog Set.
6. When there is no more Worklogs requiring a revision, the Timesheet is passed to **Validation in Progress** by the Auto-Transition **Worklog Revision done**.
7. As soon as all Worklog have been validated by the Approver, the Timesheet is automatically passed to Validated by the Auto-Transition All Worklog Validated.
8. For already submitted Timesheet (Validation in Progress or Validated), any new created or updated worklog, concerning the period of the Timesheet, passes the Timesheet to Open (Auto-Execute Transitions **New Worklog Created** and **New Worklog Created** (for **Closed Timesheet**))
9. The Approver can explicitly Reopen a Timesheet (Useful in future, when the Log Work will be closed depending on the Timesheet status)
10. **Ask for Closure** is an Recursive Auto-Transition that will be passed depending on Timesheet date in order to invite Actor to do their job (Submit, Validate or Revise Worklog ... The required configuration is not yet completed!)