

# Managing Time with ServiceNow PPM

## COURSE DESCRIPTION

*Managing Time with ServiceNow PPM (Project and Portfolio Management) teaches team members and resource managers how to use ServiceNow's Time Sheet Portal to support time entry and approval processes.*

AUDIENCE – Team Members & Resource Managers

COURSE TYPE – Onsite / Online

PREREQUISITES – None

DURATION – 1 hour

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## COURSE OUTLINE

### Entering and Submitting Time

- Time Management Overview
- Time Cards and Time Sheets
- Navigating the Time Sheet Portal
- Logging Time on the Time Sheet Portal
- Submitting Your Time Sheet
- Recalling Your Time Sheet

### Managing your Team's Time

- Overview
- Accessing the Time Sheet Portal
- Viewing Your Team's Time Sheets
- Entering and Submitting Time for your Team
- Approving and Rejecting Time Sheets
- Delegating Time Sheet Approvals