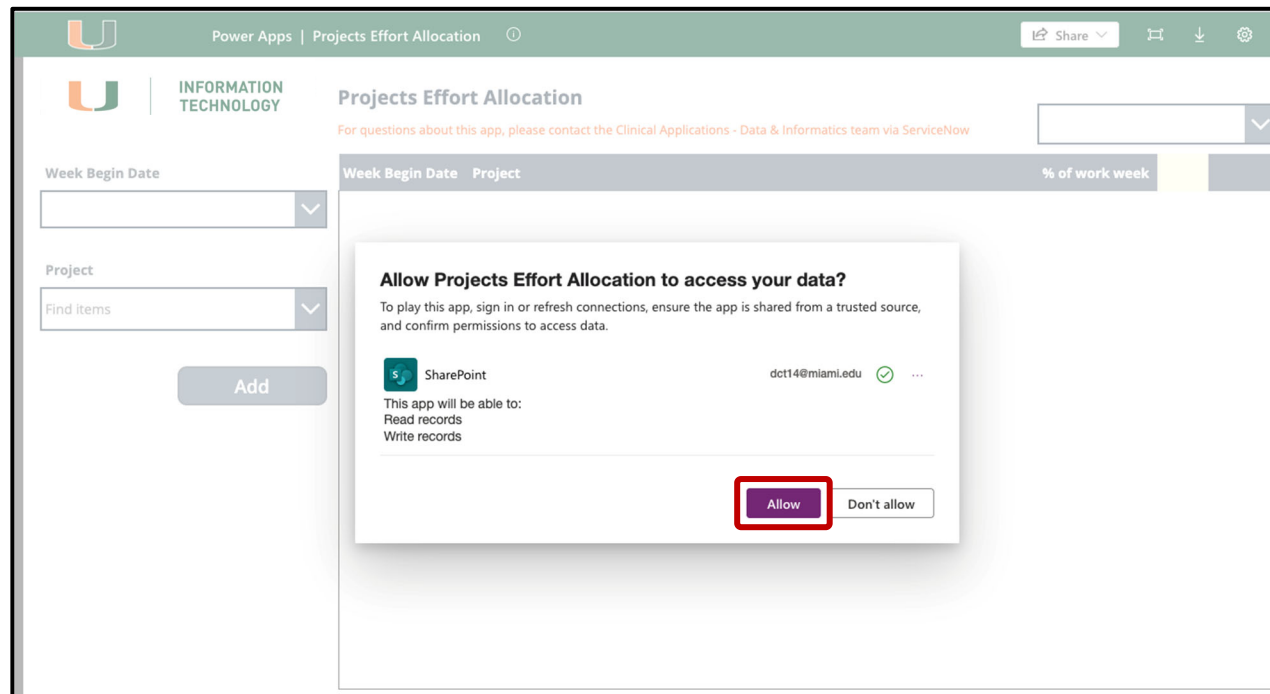


Tip Sheet for ITS Employees: Process for Capturing Project Effort

The *Projects Effort Allocation* platform has been created in PowerApps for project time tracking for IT employees. This platform allows each IT team member to document the percentage (%) of time they worked on specific projects **on a weekly basis**. Refer to the screenshots below and information within this tip sheet on how to use the *Projects Effort Allocation* platform to track your time worked accordingly.

Step-by-Step Instructions

- Visit and log in to the PowerApps site via this link: <https://it.miami.edu/it-projects-effort>
- In the **App Permissions** window, select **Allow**.



Tip Sheet for ITS Employees: Process for Capturing Project Effort

Update as of 8/10/25: By default, the category of **Run and Maintain** will be included in the weekly *Projects Effort Allocation* list. (If you do not see this category within your sheet list, search for it within the "Projects" drop-down and then click the "Add" button to add it to your list.)

You will see **your name** displayed by default. IT employees with no direct reports only have access to their own weekly *Projects Effort Allocation* list. IT employees with direct reports can view and/or edit their direct reports list.

INFORMATION TECHNOLOGY

Projects Effort Allocation

For questions about this app, please contact the Clinical Applications - Data & Informatics team via ServiceNow

Week Begin Date
2025-08-10

Project
Find items

Add

Week Begin Date	Project	% of work week	
2025-08-10	Run and Maintain	0	0

Edit **Submit**

Starting on 8/10/2025, the categories of Keep the Lights On, Administration Time, and Time Away should be entered under **Run and Maintain** category.

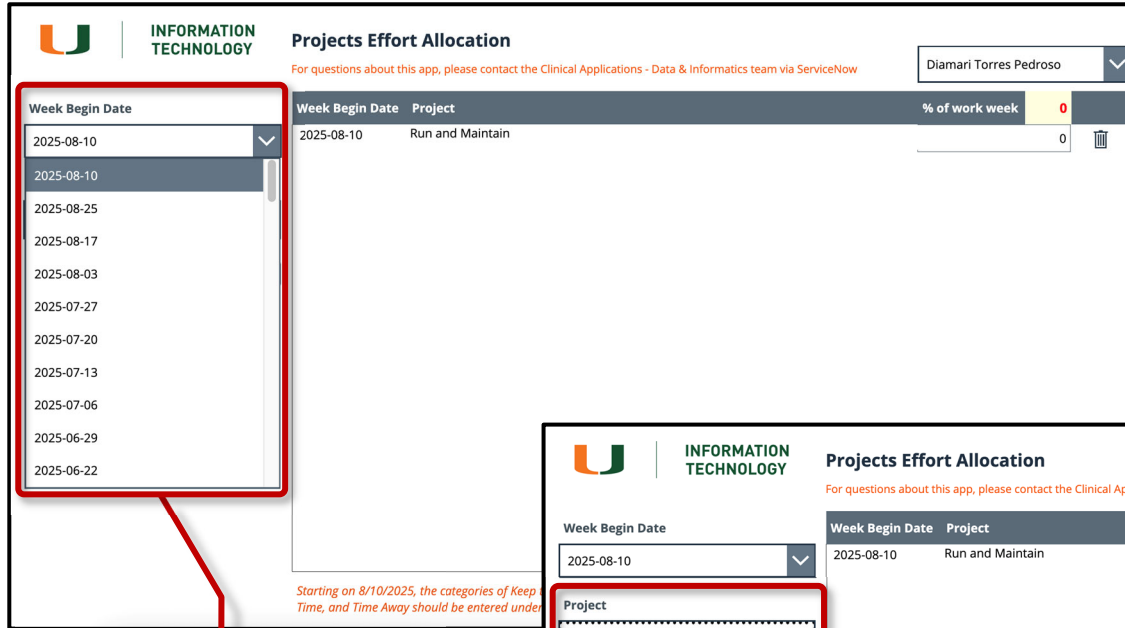
Use the empty fields for each category/project to enter the approximate percentage (%) that you spent on that specific category/project for the week.

Note: By assigning percentages to each category/project for the week, you'll note that the "% of work week" at the top will update accordingly. Ensure that your total adds up to 100% for the worked completed during that week.

To remove a project from your *Projects Effort Allocation* list for a specific week, click the **trash icon** next to the respective activity/project in the list.

Important: Refer to the latest information at the bottom of the PowerApps screen for a brief explanation of any non-project category(ies).

Tip Sheet for ITS Employees: Process for Capturing Project Effort




INFORMATION TECHNOLOGY

Projects Effort Allocation

For questions about this app, please contact the Clinical Applications - Data & Informatics team via ServiceNow

Diamari Torres Pedrosa

Week Begin Date

2025-08-10

2025-08-10

2025-08-25

2025-08-17

2025-08-03

2025-07-27

2025-07-20

2025-07-13

2025-07-06

2025-06-29

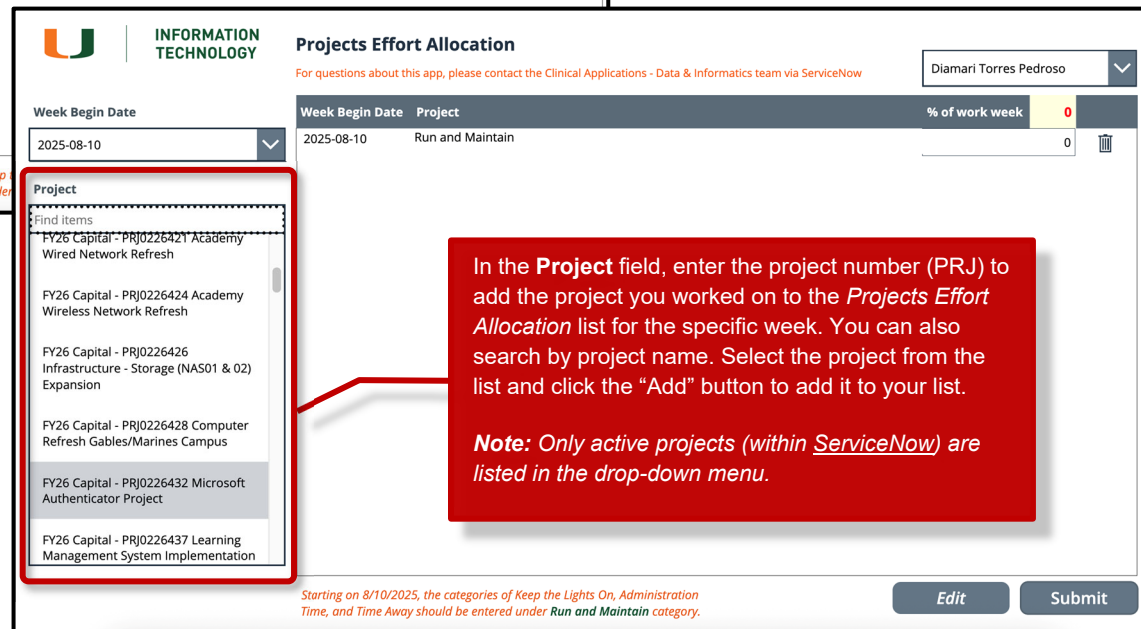
2025-06-22

Week Begin Date Project % of work week

2025-08-10 Run and Maintain 0

Use the drop-down menu for the **Week Begin Date** to select the week during which you will allocate the percentage of time you worked on the respective project(s). The available dates correspond to weeks starting on Sundays ending on Saturday. You can select any date up to four weeks in the past.

Starting on 8/10/2025, the categories of Keep the Lights On, Administration Time, and Time Away should be entered under




INFORMATION TECHNOLOGY

Projects Effort Allocation

For questions about this app, please contact the Clinical Applications - Data & Informatics team via ServiceNow

Diamari Torres Pedrosa

Week Begin Date

2025-08-10

Week Begin Date Project % of work week

2025-08-10 Run and Maintain 0

Project

Find items

FY26 Capital - PRJ0226421 Academy Wired Network Refresh

FY26 Capital - PRJ0226424 Academy Wireless Network Refresh

FY26 Capital - PRJ0226426 Infrastructure - Storage (NAS01 & 02) Expansion

FY26 Capital - PRJ0226428 Computer Refresh Gables/Marines Campus

FY26 Capital - PRJ0226432 Microsoft Authenticator Project

FY26 Capital - PRJ0226437 Learning Management System Implementation

Starting on 8/10/2025, the categories of Keep the Lights On, Administration Time, and Time Away should be entered under **Run and Maintain** category.

Edit Submit

In the **Project** field, enter the project number (PRJ) to add the project you worked on to the *Projects Effort Allocation* list for the specific week. You can also search by project name. Select the project from the list and click the "Add" button to add it to your list.

Note: Only active projects (within ServiceNow) are listed in the drop-down menu.

Tip Sheet for ITS Employees:

Process for Capturing Project Effort


 INFORMATION TECHNOLOGY

Projects Effort Allocation

For questions about this app, please contact the Clinical Applications - Data & Informatics team via ServiceNow

Week Begin Date
 2025-08-10

Project
 FY26 Capital - PRJ0226432 Microsoft Au

Add

Week Begin Date	Project	% of work week	100
2025-08-10	Run and Maintain	80	
2025-08-10	FY26 Capital - PRJ0226432 Microsoft Authenticator Project	20	

Edit
 Submit

Starting on 8/10/2025, the categories of Keep the Lights On, Administration Time, and Time Away should be entered under **Run and Maintain** category.

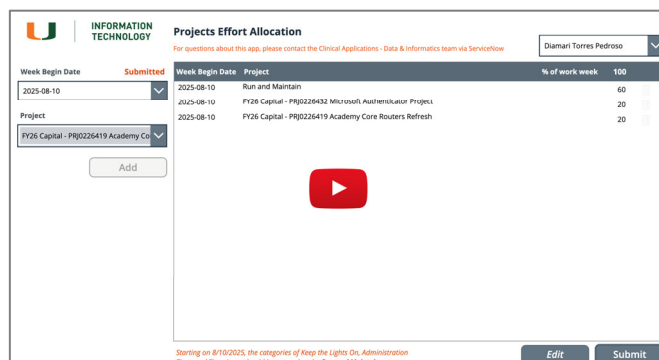
Once you are ready to submit your *Projects Effort Allocation* for the respective week, click on the **Submit** button. If the total percentage of your workweek does not equal 100, your week will not be submitted. An error will appear indicating that the total must equal 100 for the records to be saved/submitted.

Note: The Submit button also functions as a save button, allowing you to save the projects you've added. In addition, you can still go back and make changes for up to four weeks, if needed. To make changes, click the Edit button, make the necessary changes, and then click the Submit button again.

Tip Sheet for ITS Employees: Process for Capturing Project Effort

Video Demonstration

[Click here](#) or on the image below to watch a quick demonstration video.



Week Begin Date	Project	% of work week
2025-08-10	Run and Maintain	60
2025-08-10	FY26 Capital - PRJ0226432 Microsoft Authentication Project	20
2025-08-10	FY26 Capital - PRJ0226419 Academy Core Routers Refresh	20

Frequently Asked Questions

When is the weekly *Projects Effort Allocation* due each week?

- The weekly *Projects Effort Allocation* is **due every Friday** by end of day for that specific week.

Will all the projects from the current week roll over to the following week?

- Yes, all the projects from your current week will roll over to the following week and so on, unless you remove them from that new week.

Am I still able to make corrections to the *Projects Effort Allocation* workweek after submission?

- Yes, you can update your *Projects Effort Allocation* for up to four weeks.

How frequently is the project list drop-down updated to reflect active projects in ServiceNow?

- Daily.