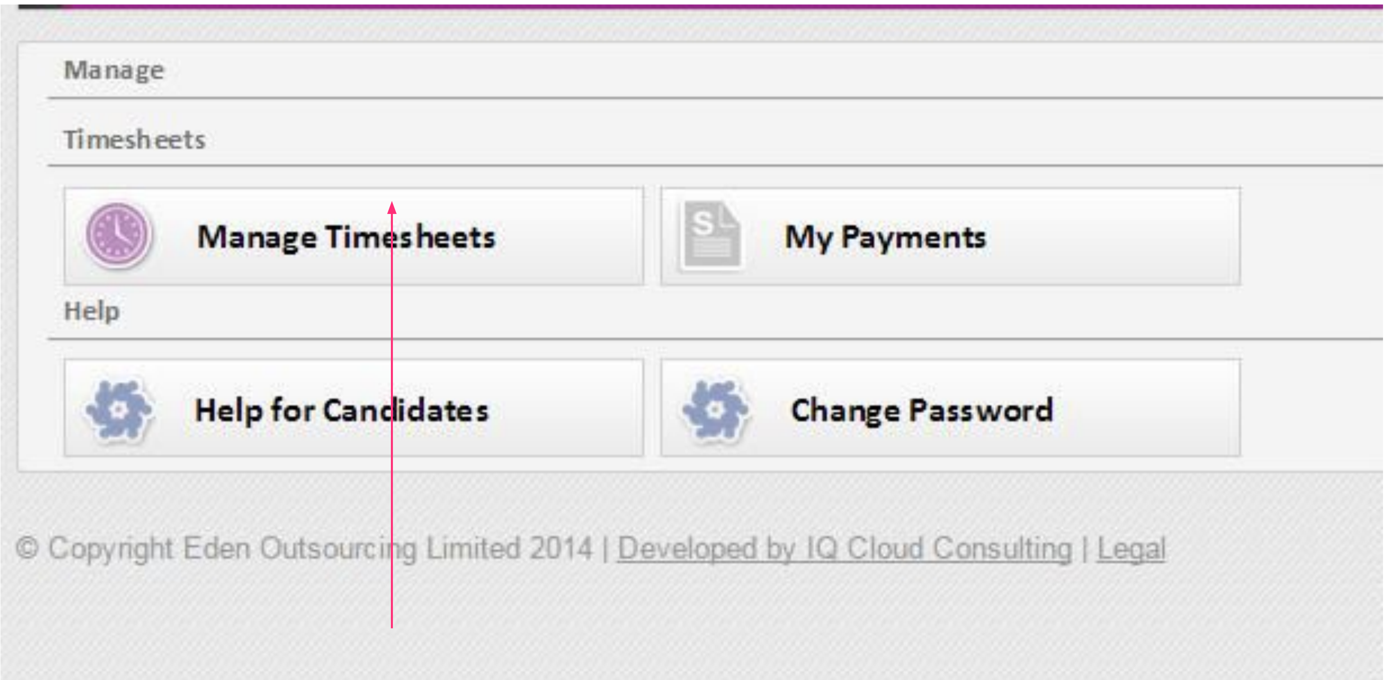
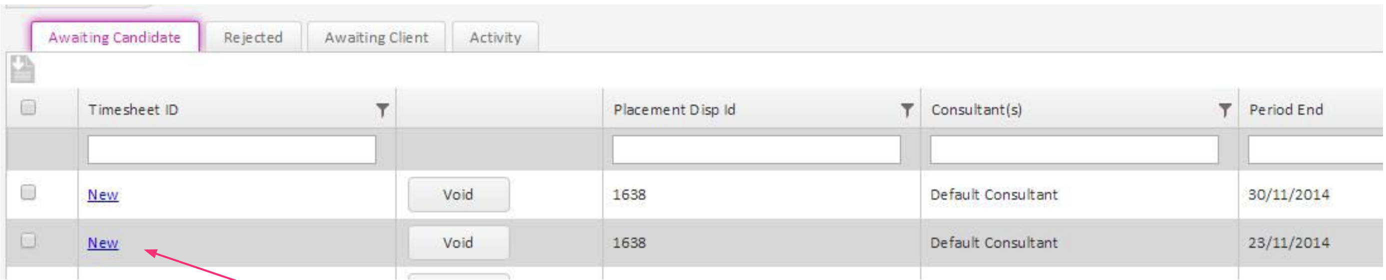
Adding your online timesheet

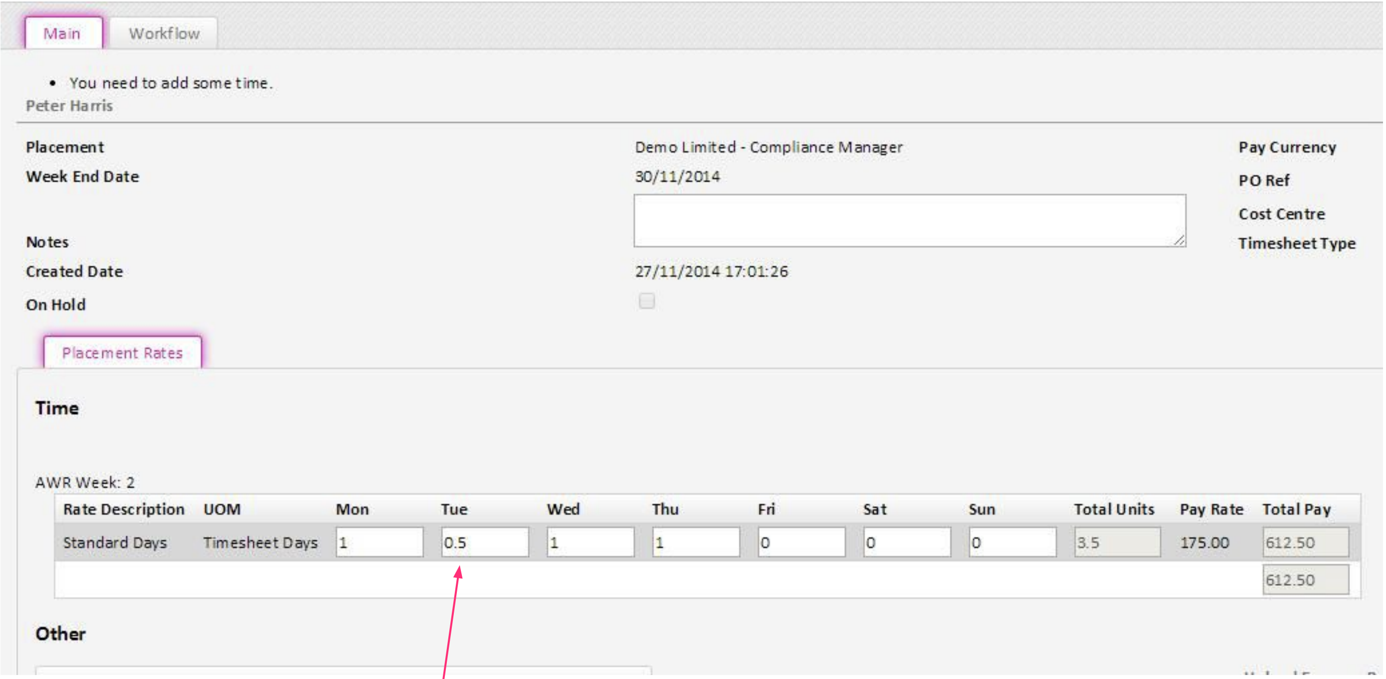
Click on the link in your email and enter your log in details.



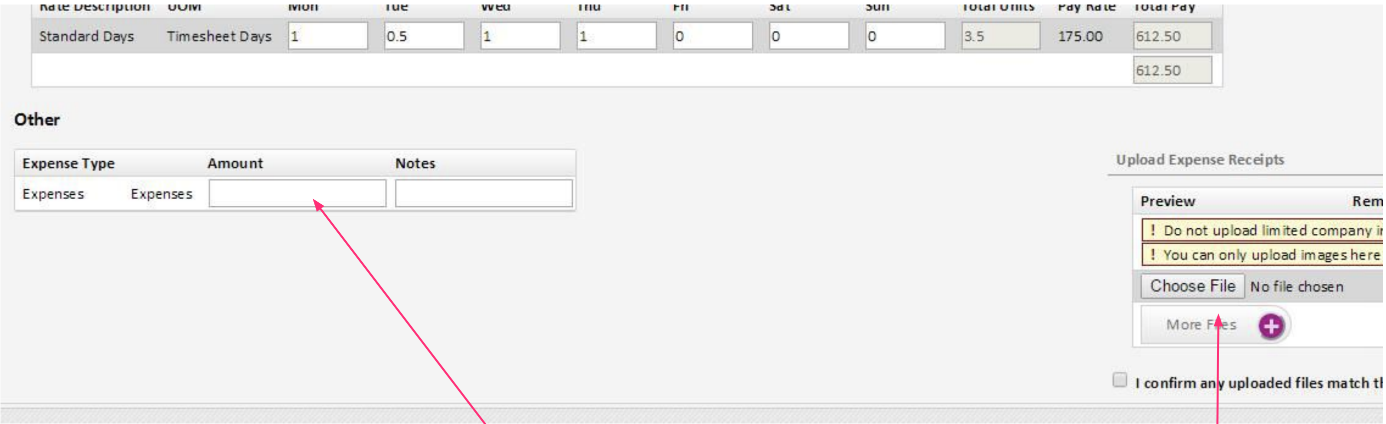
1. Click on 'Manage Timesheets' to find any timesheets that are due.



2. Check the period end date and click 'New' to add a timesheet for the relevant week / month. If you haven't worked please Click the 'Void' button and select a reason from the list.

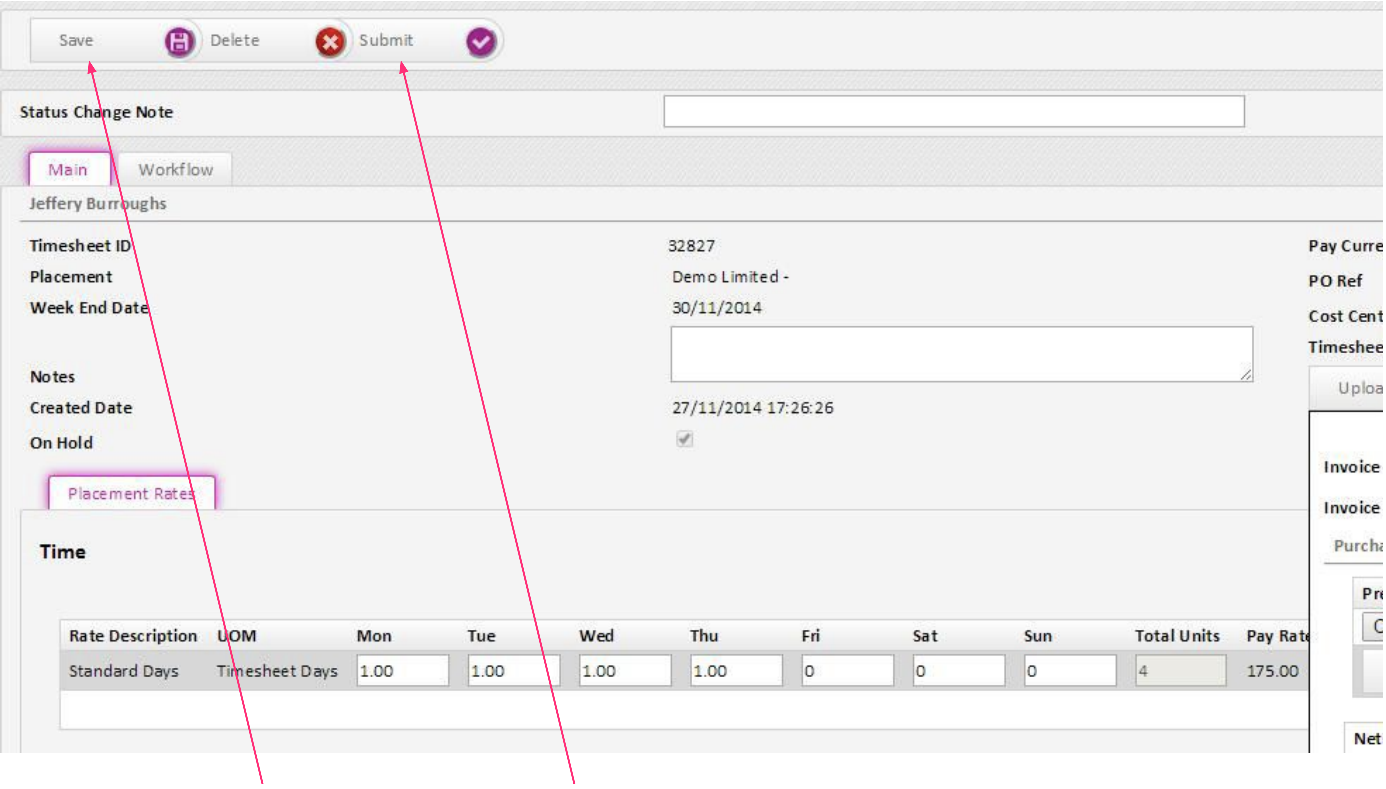


3. Add your units, hours/days to the timesheet. The total pay for the period will appear on the right.

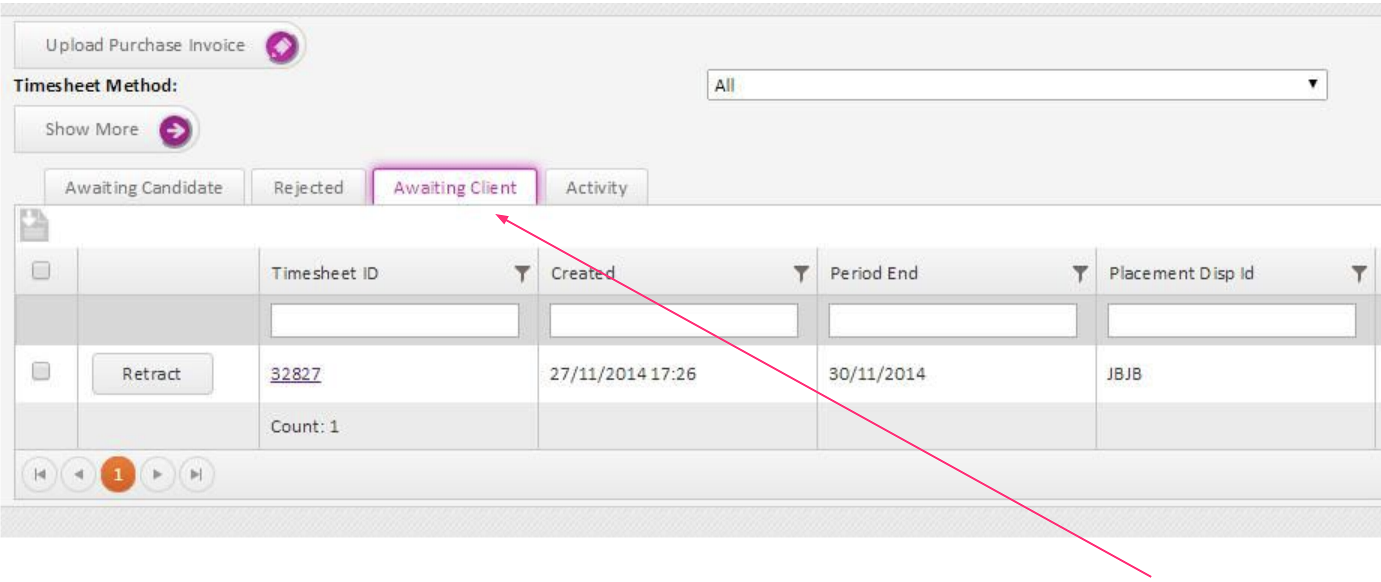


4. If you have expenses paid please add the total amount to the box below, adding a brief description of what you're claiming for to the notes box.

5. If you are adding expenses to your timesheets you must upload your receipts in order to save your timesheet. The document must be an image file: PNG / JPEG / TIF ect... you cannot upload a PDF document. Tick the confirmation box to validate your expenses.



6. Once you have finished adding your timesheet, expenses & uploaded your purchase invoice (if applicable) please click 'Save' to save the timesheet to your account. Then click 'Submit' to send your timesheet through for approval to your line manager.



7. Once you have submitted your timesheet, it will appear in the tab 'Awaiting Client' in 'Manage Timesheets'. This is now ready for your manager to approve.