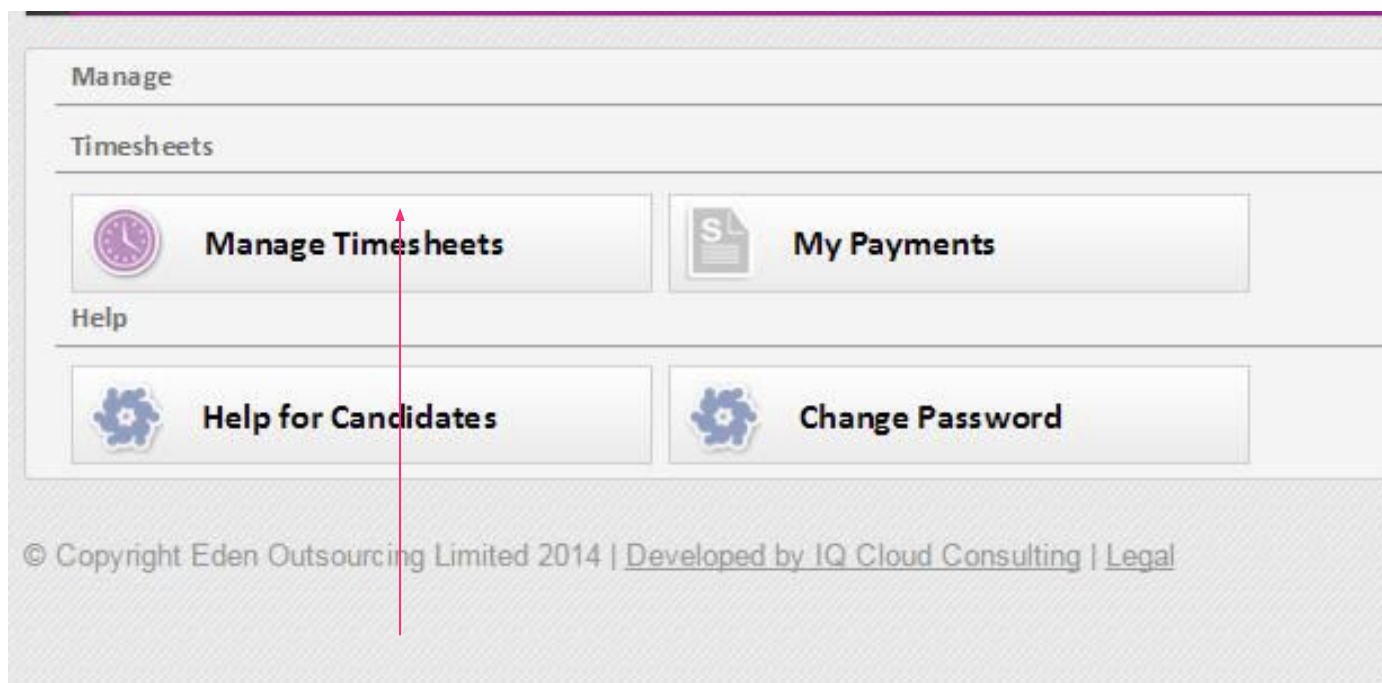


# Adding your online timesheet

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.

Awaiting Candidate					
Rejected					
Awaiting Client					
Activity					
<input type="checkbox"/>	Timesheet ID		Placement Disp Id	Consultant(s)	Period End
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">New</a>	<input type="button" value="Void"/>	1638	Default Consultant	30/11/2014
<input type="checkbox"/>	<a href="#">New</a>	<input type="button" value="Void"/>	1638	Default Consultant	23/11/2014

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.

Main
Workflow

• You need to add some time.

Peter Harris

Placement
Week End Date

Demo Limited - Compliance Manager
30/11/2014

Pay Currency
PO Ref
Cost Centre
Timesheet Type

Notes
Created Date
On Hold

27/11/2014 17:01:26

Placement Rates

Time

AWR Week: 2

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	1	0.5	1	1	0	0	0	3.5	175.00	612.50
											612.50

Other

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

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	1	0.5	1	1	0	0	0	3.5	175.00	612.50
											612.50

Other

Expense Type	Amount	Notes
Expenses	Expenses	

Upload Expense Receipts

Preview
Rem

! Do not upload limited company ir  
! You can only upload images here

Choose File
No file chosen

More Files
+

☐ I confirm any uploaded files match tl

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.

Save Delete Submit

Status Change Note

Main Workflow

Jeffery Burroughs

Timesheet ID 32827

Placement Demo Limited -

Week End Date 30/11/2014

Notes

Created Date 27/11/2014 17:26:26

On Hold ☒

Placement Rates

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate
Standard Days	Timesheet Days	1.00	1.00	1.00	1.00	0	0	0	4	175.00

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.

Upload Purchase Invoice

Timesheet Method: All

Show More

Awaiting Candidate Rejected Awaiting Client Activity

		Timesheet ID	Created	Period End	Placement Disp Id
<input type="checkbox"/>					
<input type="checkbox"/>	Retract	32827	27/11/2014 17:26	30/11/2014	JBJB
		Count: 1			

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.