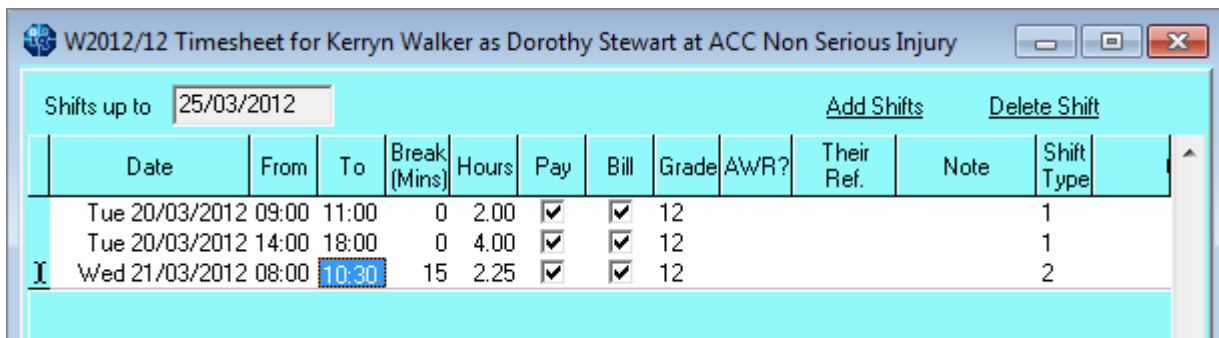




Completing Timesheets - hints for problems

Shifts not for correct time



Date	From	To	Break (Mins)	Hours	Pay	Bill	Grade	AWR?	Their Ref.	Note	Shift Type
Tue 20/03/2012	09:00	11:00	0	2.00	✓	✓	12				1
Tue 20/03/2012	14:00	18:00	0	4.00	✓	✓	12				1
Wed 21/03/2012	08:00	10:30	15	2.25	✓	✓	12				2

The start and end time and the break minutes can be edited to match the timesheets - and keep an accurate record in the database.

It is possible in the Vacancy Diary view to adjust shifts with the mouse - which is a good way to change a morning shift to an evening shift for example.



	Mon 25/6/12	Tue 26/6/12	Wed 27/6/12	Thu 28/6/12	Fri 29/6/12	Sat
7 a.m.						
8 a.m.						
9 a.m.		Weenink, Ashlie: ACC H01 Home		Weenink, Ashlie: ACC H01 Home		
10 a.m.						
11 a.m.						
12 p.m.						
1 p.m.						

Put the mouse on the TOP coloured line of the shift to move the WHOLE shift to another time, hold down and drage to the correct start time. The length of the shift will remain the same.

Put the mouse on the BOTTOM coloured line of the shift to extend or shorten the time. (Use the number buttons on the top right to show the day in 60, 30, 20 etc minute slices.)

You can also can right click on a shift and select **Edit Details** to alter by entering an exact time.

Missing Shifts

The quickest way to add a missing shift fully is to start on the Temp Desk Timesheets view.



Search	Expand	Add	Vacancy	Candidate	Create	Copy
Number	Payroll No.	Temp	Account Code	Client		
▶ 2752 141152	Ackroyd, Toni	1061	Access Homehealth ...			
2463 125090	Burt, Wilma	101142	Voulk Peter			

Select the line of the provisional timesheet then click the **vacancy** button. The vacancy opens on the Shifts view. Use **Ctrl + Add Shifts** to open Grid.

Add Shifts

Temp Desk: Non ACC

[Save and Continue](#) [Save and Close](#)

[Add](#) [Add for Same Client](#) [Add for Same Vacancy](#) [Duplicate](#) [Duplicate Next Day](#) [Duplicate Next Week](#)

Client	Job Title	Shift	Description	Date	From	To	Break	Their Ref.	Ordered By
* Access Homehealth Ltd	Access Home Health	▼							

Select the shift type and enter date, times and break minutes. Use the **Duplicate** button to help add further. Click **Save & Fill** or **Save & Close** then **Fill Shifts**

Choose **Specified Individual** for filling the shift and enter the keyname to find then book.

Match from

☐ Vacancy Short List

☐ Current in Temp Desk Pool

☐ Entire Temp Desk Pool

☐ Current in Department

☒ Specified Individual

☐ Secondary Agency Temp

Match:

Week(s)

Starting:

☒ Filter Temps

Previously worked only

☒ No

☐ Client

☐ Vacancy

Date from:

Date to:

The existing Provisional timesheet will find the new shifts when reopened.

ACC Timesheets The script to create lines work on the TYPE of the shift → If a proper shift has been entered there is a shift Type code on the right.

Shifts up to		01/07/2012		Add Shifts							Delete Shift	
Our Ref.	Date	From	To	Break (Mins)	Hours	Pay	Bill	Grade	AWR?	Their Ref.	Note	Shift
▶ 10...	Mon 25/06/2012	20:00	00:00	0	4.00	✓	✓					1
10...	Tue 26/06/2012	20:00	00:00	0	4.00	✓	✓					1
10...	Wed 27/06/2012	19:00	20:00	0	1.00	✓	✓					2

1	ACC 01
2	ACC 03a
3	ACC 03b
5	ACC 05
6	ACC 07
7	ACC CC
8	HBRN03
9	HBRN01

If there is a missing shift, you can use the **Add Shifts** button to add a shift - if you ENTER a type using the drop down then the script will create the expected line on the next page.

Shift Type

1 ▼



No Units in the Pay Lines

There is a mismatch between the Rates Scheme and the Candidate match it is looking for - usually the Candidate's Grade. Perhaps the Candidate has not been coded to hve the grade - inform Compliance to set code the candidate's skills and then the match will happen. Or perhaps the Scheme does not have lines that cover the grade - inform the Section Manager to correct the scheme and then the match will happen.

===== How to save Override Pay Rates for future Timesheets for this Candidate/Vacancy combination.

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<https://iqxusers.co.uk/iqxhelp/> - iqx

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