



Understanding IQX Timesheet Validation

IQX will apply a number of validation checks before a timesheet can be completed.

Some of these are scripted (in the Timesheet Pre-Validation and the Temp Timesheet Complete functions). These will vary from installation to installation and can be inspected in **Maintenance → Database Functions**

Other checks will depend on the setting of Payroll in **Maintenance → Temp Setup → Miscellaneous Settings**. These are shown in the table below:

Check	Payroll Setting					
	None	Other	Safe Outsourcing	TempAid	Sage	Cash Friday
Client Account Code exists	✓	✓	✓	✓	✓	✓
Candidate Payroll Number exists	✓	✓	✓	✓	✓	✓
Candidate Payroll Company set	✓	✓	✓	✓	✓	✓
Vacancy Their Ref set (if required by <i>Their Ref ALWAYS required on Timesheets</i> setting in General Settings - Temps)	✓	✓	✓	✓	✓	✓
P45 not requested (if set in Temps Setup - Miscellaneous Settings - P45 Behaviour)	✓	✓	✓	✓	✓	✓
Candidate Date of Birth		✓	✓	✓	✓	✓
Candidate Gender		✓	✓	✓	✓	✓
If candidate payment method PAYE, then NI Number		✓	✓	✓	✓	✓
If candidate tax method Ltd Co then Company Name, Company Reg number, VAT status (and if VAT Registered then the VAT Number)		✓	✓	✓	✓	✓
If candidate Payment Method BACS then bank details		✓	✓	✓	✓	✓
Candidate Address Line 1 & Postcode		✓	✓	✓	✓	✓
Candidate Forenames and Surname		✓	✓	✓	✓	✓
If internal timesheet, that an internal client account has been specified			✓			✓
Client Days Credit in range 1-30			✓			✓
Client Accounts & Timesheet Contacts specified			✓			✓
Candidate pay method & frequency and tax method set, unless placed through as secondary agency			✓			✓
If candidate bank account is with a Building Society, that the Building Society Roll Number has been specified			✓			✓



Back to [Technical Help Section list](#)

Back to 'How To' guides for IQX system administrators

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