On-line Timesheets

Refers to:
Tempdesk form → Timesheets tab → Create timesheets button

When the **Create** Timesheets button is pressed on the Tempdesk, provisional timesheets will be appear **red** instead of **blue**, and their number will be prefixed with 'E', to signify that they are E-timesheets available for on-line completion - that is, they will appear in the **Current Timesheets** tab of IQXnet. However, note that this will only happen if they pass all the validation which would be required for normal IQX completion (i.e. address, payment details, contact details, payroll number, client account code etc.).

As far as completion is concerned, there are three kinds of timesheet:

- Those belonging to a **Shift based temp desk** will have shifts attached to them. The Rate Script attached to the vacancy's Rate Scheme will be used to convert them into Rates and Units (by pressing the Calculate button, after the shifts have been selected or edited as applicable at completion time).
- Those belonging to a **Weekly Contract temp desk**, where the Work Pattern has been filled in (Vacancy and Placement form), will also be processed by Rate Script as above (the actual times worked can be edited at completion time before the Calculate button is pressed).
- In **all other cases** the units are filled in entirely manually against the supplied rates.

Note that on the web forms, clients will only see charge rates, and temps/agencies will only see pay rates.

When a timesheet has been completed on-line (but not authorised by the client), it will appear pink on the Temp Desk. It can be finalised within IQX if the client does not authorise it on-line. If authorised by the client on-line, it will appear purple (still needs final IQX authorisation) or black, depending on the General Setting above.

see also
11.4 Enable e-timesheets
1.18.2 Timesheet Form
6.11 To Complete a Timesheet
6.19 Create provisional timesheets from placements

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Last update: **2017/11/16 21:58**