On-line Timesheets

Tempdesk form → Timesheets tab → Create timesheets button

When the **Create** Timesheets button is pressed on the Tempdesk, provisional E-Timesheets will appear **red** rather than **blue**, and their number will be prefixed with 'E', to signify that there are E-timesheets available for on-line completion, they will appear in the **Current Timesheets** tab of iqxWEB. If the validation which would be required for normal IQX completion (i.e. address, payment details, contact details, payroll number, client account code etc.) is not passed then they will not show.

Completing timesheets:

- **Shift based temp desk** timesheets 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).
- **Weekly Contract temp desk** timesheets 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).
- Units can also be filled manually against the supplied rates.

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 relevant General Setting regarding completion of E-Timesheets set by your agency.

E-Timesheets quick guide

Enabling E-Timesheets

In Maintenance > General Settings > Number: 330 Group: Temps; The value must be set to 'Y' for E-Timesheets to be enabled.

The Client Record's Miscellaneous/A/C Setup section has a setting called "E-Timesheets" that must be checked in order to allow E-Timesheets for this Client.

Period	W 201532
Dates	From 02/11/2015 to 08/11/2015
Payroll Company	1
Analysis Code	E3
Entered	02/11/2015 14:29 By Suzanne Smyth
Processing Details	

see also
Enable e-timesheets
Timesheet Form
To Complete a Timesheet
Create provisional timesheets from placements

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