



Quick guide for E-Timesheets

1. Create provisional timesheet.

In IQX go to Temp Desk Timesheets and use the CREATE button to create the provisional timesheets for that week. Provisional E-Timesheets will show in red bold and timesheet number prefixed with an **E**.

Temp	Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method
Placements										
Vacancy Shifts	E4433		7639	O'Donoghue, Chri...	ABBA01	10 Group PLC	test			
Shifts	E4434		50168	Small, Edwin	311014	31 Group PLC	IQXNet demo			
Timesheets	E4435		0000KG	Elam, David	311014	31 Group PLC	IQXNet demo			
Transfer										
AWR Temps										

2. Client and or Candidate edits and completes timesheet.

Once a provisional E-timesheet exists, the candidate will see the timesheet online in the Current Timesheet section. It will show the shift details for the shifts that they have been booked in to.

Candidate Portal for [logout](#)

Welcome Profile **Current Timesheets** Historic Timesheets

Refresh

Number	Temp	Client	Position	End Date	Action
7625			Test temp emma	Sun 02/06/2013	
7650			Test E Timesheets	Fri 07/06/2013	

Date	From	To	Break (minutes)	Hours	Description	Worked	Job Ref	
Mon 03/06/2013	09:00	16:00	30	6.50	Legal Work	☒		Edit Copy
Mon 03/06/2013	16:00	18:30	0	2.50	Legal Work	☒	zz	Edit Copy
Tue 04/06/2013	09:00	18:00	30	8.50	Legal Work	☒		Edit Copy
Wed 05/06/2013	09:00	18:00	30	8.50	Legal Work	☒		Edit Copy
Thu 06/06/2013	09:00	18:00	30	8.50	Legal Work	☒		Edit Copy
Fri 07/06/2013	09:00	18:00	30	8.50	Legal Work	☒		Edit Copy

Calculate

Pay Type	Unit	Units	Rate	Total
Hourly Rate	Hour	6.50	25.00	162.50

If they need to change any of these existing shift details - ie. start/end time or reference details then click the EDIT button and make the changes then SAVE.

If they need to add extra shifts click on the COPY button which creates a new line to then enter the relevant date, start and end times and reference details then SAVE.

If they have times showing for a day that they did not work then UNTICK the WORKED button.



Date	From	To	Break (minutes)	Hours	Description	Worked	Job Ref
Mon 03/06/2013	09:00	16:00	30	6.50	Legal Work	☒	
Mon 03/06/2013	16:00	18:30	0	2.50	Legal Work	☒	zz
Tue 04/06/2013	18:00	19:00	0	8.50	Legal Work	☒	xx
Wed 05/06/2013	09:00	18:00	30	8.50	Legal Work	☒	
Thu 06/06/2013	09:00	18:00	30	8.50	Legal Work	☒	
Fri 07/06/2013	09:00	18:00	30	8.50	Legal Work	☒	

Once all of the timesheet lines are showing correctly for days/shifts worked click the CALCULATE button to ensure that all the pay lines are updated.



Once all details are entered and are showing correctly click COMPLETE.

3. Client authorises timesheet.

Client logs on and views Current Timesheets to be authorised. Open timesheet and query if details are not as expected or authorise if ok.

Once the client has authorised the timesheet it is ready for processing or is already finished within IQX depending on your agency settings.

Troubleshooting

- Client/candidate cannot log in.

Ensure they are using the correct login details (ie. the email address that you have registered for them or the LoginID shown in the IQXNet User record accessed by pressing the website rights button from their person record) Double check spelling they are using etc.

If they still cannot login reset their password (by clicking the Reset Password button on Website Rights from their person record) and ask them to try again.

- Timesheet is not showing in Current Timesheets online.

Has it been created in IQX yet? Check the temp desk timesheets for the relevant week. Use create button if it does not exist already, making sure they have a placement that covers that week or have been filled into at least one shift on that week.

The timesheet exists in IQX but is still showing as an ordinary blue provisional timesheet (if so see next point below).

Has it been completed and authorised and is therefore now listed in the Historic Timesheets section.



- The provisional timesheet does not show as an **E-timesheet**

There is certain information that must be entered to the relevant records to ensure E-Timesheets are enabled (see [Enable Online Timesheets](#)). Open the provisional timesheet and click through each page **remembering to set the units paid and charged columns to 0.00**. When you get to the last page of the timesheet, if you click E-Timesheet it will tell you what information is missing against the records.

Go back to [IQXNet](#)

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