Timesheets view \ Working with timesheets

This is where you manage the timesheets for the week. Create Timesheets makes a provisional timesheet for all current placements, for completion once the hours are known.

This shows the details of all the timesheets that you have created, provisionals are in blue and appear at the top of the list, completed are in black and are in timesheet number order.

Use the provisional timesheets to print blank timesheets for sending out to clients and candidates.

Completed timesheets are exported to the payroll and reported on.

Button	**Use**
Search	Search for a specific provisional timesheet so that you can complete it.
Expand	Opens the completion wizard or the completed timesheet for selected candidate.
Add	Add a new timesheet.
Vacancy	Open the vacancy record for this timesheet.
Applicant	Open the person record for this appllicant.
Create Timesheets	Make provisional timesheets for all shifts or placements that have not already got a linked timesheet. You can use this to create provisional timesheets for all placements and shifts for a week, and then confirm or enter the details
Copy Timesheets	Open the wizard for copying timesheets forward for the next week.

Follow the links below for more information on working with timesheets:

- Creating a batch of Provisional Timesheets
- Creating a Single Timesheet
- Completing a timesheet
- Viewing the details of a completed Timesheet
- Deleting a timesheet

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