



Complete timesheets

refers to:

temp desk form → timesheets tab

On the **Temp desk** form

To complete the timesheets:

- Click on the **Timesheets** tab and select the correct week.
- Use **Expand** to open the Provisional timesheet wizard.
- Fill in the hours worked and check that the rates are correct.
- Click the **Next** button to continue, check the client or candidate info and click the **Finish** button.

Note: If any client or candidate information is incomplete save as Provisional again until the information is entered.

Show Site Name on completed Timesheet

(2.3.5+)

The ability to show the site name on a completed timesheet has been added.

Once there is a completed timesheet, select a timesheet, it will show in the References section.

The screenshot shows a software interface for creating a timesheet. At the top, there are navigation buttons (back, forward, etc.) and action buttons: 'Delete', 'Do Not Transfer', 'New Timesheet', and 'Help'. Below these is a table with two columns: a left column for labels and a right column for values. The labels include 'Details', 'Shifts', 'Linked Timesheets', 'Questionnaire', 'References', 'Period', 'Dates', 'Payroll Company', and 'Analysis Code'. The values include '510 3I Group PLC', 'Operator', 'PO Number00578 Site. test', 'V2068', 'W 201532', 'From 02/11/2015 to 08/11/2015', '1', and 'E3'. The 'References' row is highlighted with a red box, and the 'Details' row is highlighted with a green box.

Details	Client	510 3I Group PLC
	Job Title	Operator
	References	PO Number00578 Site. test
	Timesheet Number	V2068
	Period	W 201532
	Dates	From 02/11/2015 to 08/11/2015
	Payroll Company	1
	Analysis Code	E3

see also

[6.19 create provisional timesheets from placements](#)

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