



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 or editing 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 'Client', 'Job Title', 'References', 'Timesheet Number', 'Period', 'Dates', 'Payroll Company', and 'Analysis Code'. The values are '510 3I Group PLC', 'Operator', 'PO Number00578 Site. test', 'V2068', 'W 201532', 'From 02/11/2015 to 08/11/2015', '1', and 'E3'. A red box highlights the 'References' row, which contains the text 'PO Number00578 Site. test'. On the left side of the form, there is a vertical menu with options: 'Details', 'Shifts', 'Linked Timesheets', and 'Questionnaire'. The 'Details' option is currently selected.

Label	Value
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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