Creating SSP timesheets

You can add a Statutory Sick Pay (SSP) amount through an **internal timesheet** from the **Temp Desk** or the **Candidate**'s record, if your Agency sets it up. It cannot be calculated by IQX.

- Add a **timesheet** as normal for this candidate.
- Select **Internal Timesheet**.
- Click on the **Nex**t button.
- Select an **SSP rate** from the Rate Scheme drop down and enter the units in days.
- Click on the **Next** button.
- Check the details and **add** or **edit** as required
- Enter a **comment** to indicate that this as an SSP timesheet.
- Click on the **Finish** button.

See also
1.18 Timesheets.

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