Generating an E-timesheet

Note In order to create an E-timesheet, the following needs to be setup:

- Under 'Maintenance → General Settings → Temps' ensure that **E Timesheets** is set to **Y**

To generate an E-timesheet against an order:

- the client that the placement is with has to be set to accept E-timesheets. This is done under the **Accounts** section of the client, ensure that **E-timesheets** is ticked. If this is not ticked, then traditional paper-based timesheets will be associated any placements with this client.
- To create E-timesheets for a particular week, go to the tempdesk → timesheets secion and click **Create** or **Create E-timesheets**. If there are timesheets due for vacancies where the client is set to accept E-timesheets, an etimesheet will be generated, with the timesheet number prefixed with an **E** and text appearing in bold red font. This will not work from anywhere else - it must be this tab.
- If the client is **not** set to receive E-timesheets, then a standard provisional timesheet will appear in bold blue font.

I have tried to generate an E-timesheet, but a blue provisional timesheet has been created, what has happened?

Things to check are:

- Has the client been set to accept E-timesheets?
- Are there pay rates associated with the vacancy/placement?
- Does the candidate have all of their payroll information completed? This includes bank account information, NI information and date of birth?

Once this has been checked, expand the blue provisional timesheet and delete. Then click **Create E-timesheets** - an E-timesheet for the placement in question will then be generated.

Back to Online Users Guide
Back to Temp Desk

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