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?
- Has Client and Invoice Address got an address and post code?
- Are there pay rates that use a script 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?
- If the candidate has no payroll number the first timesheet must be completed manually, to check all details and issue a payroll number, then deleted so that an E-Timesheet will be generated.

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.

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