



## Vacancy Record - Timesheets

### refers to:

vacancies form → timesheets tab  
temp desk form → timesheets tab

**Note:** You should enter timesheets from the Temp Desk.

Timesheets are colour coded as follows:

Blue	Provisional
Red	E-Timesheet Awaits Completion
Pink	E-Timesheet Awaits Client Authorisation
Purple	E-Timesheet Awaits Agency Authorisation
Black	Finalised
Yellow	Incomplete Client Account

To access an existing timesheet for this vacancy:

- Click on the Timesheet option on the left hand side of the screen.
- Highlight the timesheet.
- Click on the **Expand** button.

see also

[How to complete a timesheet](#)

### Add Period Filter to Timesheet View - as in Vacancy Timesheet View

The facility to filter timesheets by period in Vacancy has been extended to filtering timesheets in Person. This reduces the time for the form to load.

View this feature via the Person form - Timesheets – The 'Show from Period' box defaults to showing the last 10 weeks. To see more enter the starting week and Apply. Display will change to show only those timesheets from that period.



**Kevin Constance**

Navigation: Reports, Register, Delete, Search, Help, Registration Report

**Temp** | Division: **BR Derby**

Known As: Kevin

Name: Kevin Constance

State: Current

Available From:

Personal: Male 27

Home Phone: 01835 9013472

Day Phone:

Mobile: 07453900090

E-mail:

Payroll Email Address:

Social Media:

Headline:

Alert:

Reg. Departments: Construction\* (Temp), Industrial (Perm+Temp)

Dept. Questionnaire: Construction\*

Job Title:

Key Skills:

CSCS: No

CSCS Expiry:

Test number for dec plac:

\*\*\*Person Q'aire\*\*\*

Do not mailmerge UN:

Location Zone: Any Area

Buttons: Expand, Add, Self-Book, Holiday Pay, Query, Create, Show from Period, Apply

Period: Number: Company: Position: Gross Pay: Net Charge:

This functionality requires System Administrator setup.

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From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

[https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy\\_job:ug3-19](https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-19)

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