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	Provisionally filled
Green	Not filled, provisional
Black	Paid

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

Back to Online Users Guide
Back to Vacancy Records

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-19&rev=1287502070

Last update: **2017/11/16 22:11**