



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](#)

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