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:

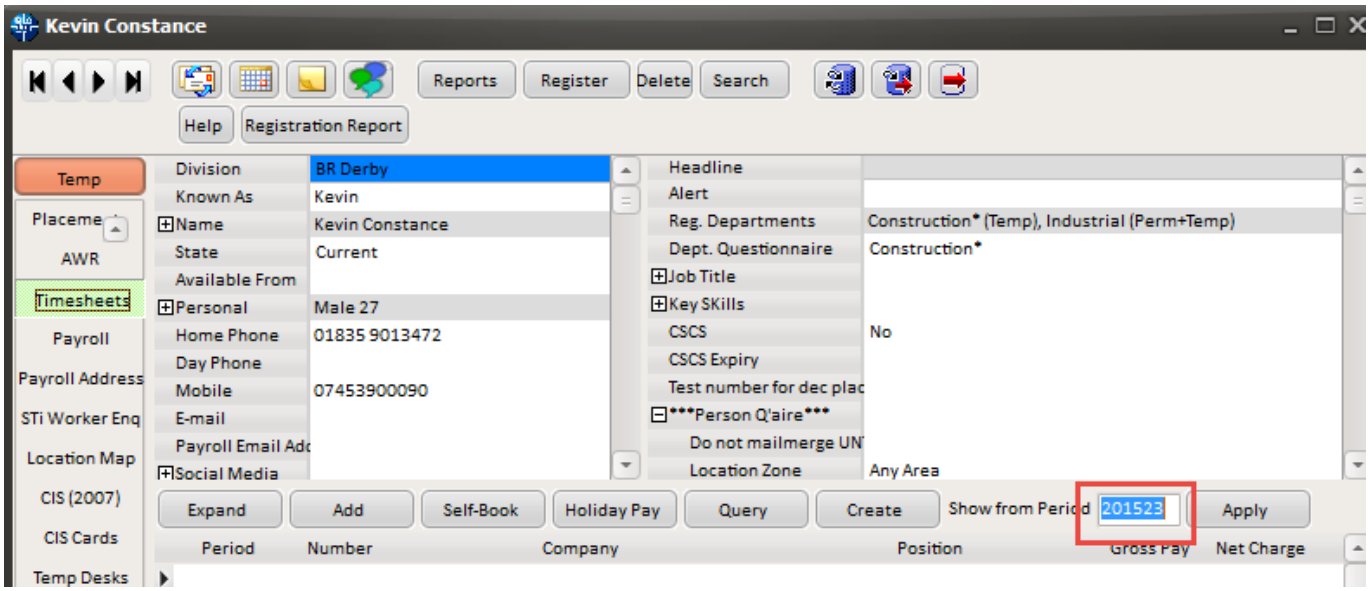
- Click on the Timesheet option on the left hand side of the screen.
- Highlight the timesheet.
- Click on the **Expand** button.

see also
How to complete a timesheet

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

(2.3.5+)
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.



This functionality requires System Administrator setup.

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