



## 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

#### (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.



Kevin Constance

Temp

Placeme

AWR

Timesheets

Payroll

Payroll Address

STi Worker Enq

Location Map

CIS (2007)

CIS Cards

Temp Desks

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 Ad:

Social Media:

Headline:

Alert:

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

Dept. Questionnaire: Construction\*

Job Title:

Key Skills:

CSCS:

CSCS Expiry:

Test number for dec plac:

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

Do not mailmerge UN:

Location Zone: Any Area

Expand Add Self-Book Holiday Pay Query Create Show from Period: 201523 Apply

Period Number Company Position Gross Pay Net Charge

This functionality requires System Administrator setup.

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From:

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