



## On-line Timesheets

Tempdesk form → Timesheets tab → Create timesheets button

When the **Create** Timesheets button is pressed on the Tempdesk, provisional E-Timesheets will appear **red** rather than **blue**, and their number will be prefixed with 'E', to signify that there are E-timesheets available for on-line completion, they will appear in the **Current Timesheets** tab of IQXNet. If the validation which would be required for normal IQX completion (i.e. address, payment details, contact details, payroll number, client account code etc.) is not passed then they will not show.

Completing timesheets:

- **Shift based temp desk** timesheets will have shifts attached to them. The Rate Script attached to the vacancy's Rate Scheme will be used to convert them into Rates and Units (by pressing the Calculate button, after the shifts have been selected or edited as applicable at completion time).
- **Weekly Contract temp desk** timesheets where the Work Pattern has been filled in (Vacancy and Placement form) will also be processed by Rate Script as above (the actual times worked can be edited at completion time before the Calculate button is pressed).
- Units can also be filled manually against the supplied rates.

On the web forms, clients will only see charge rates, and temps/agencies will only see pay rates.

When a timesheet has been completed on-line (but not authorised by the client), it will appear pink on the Temp Desk. It can be finalised within IQX if the client does not authorise it on-line. If authorised by the client on-line, it will appear purple (still needs final IQX authorisation) or black, depending on the relevant General Setting regarding completion of E-Timesheets set by your agency.

[E-Timesheets quick guide](#)

## Blocking E-Timesheets

### (2.3.4+)

This feature offers the option to block creation of E-Timesheets by vacancy where the client does not want timesheets filled in online.

To access this feature – Vacancies – Search and Select a vacancy - Miscellaneous – Scroll down – Block E-Timesheets



Placements	Duplicate	Make Permanent	Change Company	Cascade Now
Timesheets				
Site Details	Source	Existing Client		
	Reason Not Filled			
Miscellaneous	Payroll Co.	1		
	Analysis Code	E4		
Location Map	Currency	Pounds Sterling		
Shift Templates	Cascade Time			
Vacancy Limits	Cascade Level	0		
	External Price List			
Documents	Send Shifts To Payroll	<input type="checkbox"/>		
Vacancy Roles	Override Invoice Layout			
Modify Screen	AWR Fixed NI percent			
	AWR Fixed WTR percent			
Appointments	Invoice E-mail			
Audit Trail	Block E-Timesheets	<input type="checkbox"/>		
AWR Audit Trail				

This Feature requires setting up by a System Administrator at Maintenance - General Settings - Group 'Temps' - Y against No 330 - Click the Save and Close button.

## Authorised e-timesheet, Entered now shows the client contact who completed the timesheet

### (2.15.11+)

In IQXNet the timesheet is enhanced by the inclusion of the name of the Consultant who completed the timesheet on the portal.

Period	W 201532
Dates	From 02/11/2015 to 08/11/2015
Payroll Company	1
Analysis Code	E3
Entered	02/11/2015 14:29 By Suzanne Smyth
Processing Details	

see also

[11.4 Enable e-timesheets](#)

[1.18.2 Timesheet Form](#)

[6.11 To Complete a Timesheet](#)

[6.19 Create provisional timesheets from placements](#)

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