



## Complete timesheets

### refers to:

temp desk form → timesheets tab

On the **Temp desk** form

To complete the timesheets:

- Click on the **Timesheets** tab and select the correct week.
- Use **Expand** to open the Provisional timesheet wizard.
- Fill in the hours worked and check that the rates are correct.
- Click the **Next** button to continue, check the client or candidate info and click the **Finish** button.

**Note:** If any client or candidate information is incomplete save as Provisional again until the information is entered.

### Show Site Name on completed Timesheet

#### (2.3.5+)

The ability to show the site name on a completed timesheet has been added.

Once there is a completed timesheet, select a timesheet, it will show in the References section.

The screenshot shows a software interface for managing timesheets. At the top, there are navigation buttons (back, forward, etc.) and action buttons: 'Delete', 'Do Not Transfer', 'New Timesheet', and 'Help'. Below these is a table with a left-hand menu and a main data area. The left-hand menu has options: 'Details' (highlighted), 'Shifts', 'Linked Timesheets', and 'Questionnaire'. The main data area contains the following fields:

Client	510 3I Group PLC
Job Title	Operator
References	PO Number00578 Site. test
Timesheet Number	V2068
Period	W 201532
Dates	From 02/11/2015 to 08/11/2015
Payroll Company	1
Analysis Code	E3

The 'References' row is highlighted with a red box.

see also

[Create provisional timesheets from placements](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)



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