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# **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.

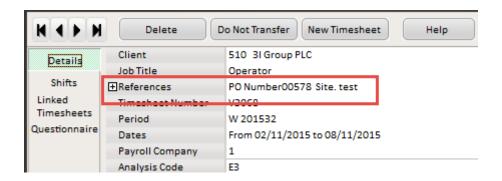
**Note:** If any client or candidate information is incomplete save as Provisional again until the information is entered.

### **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.



#### see also

Create provisional timesheets from placements

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Last update: 2018/01/18 10:48

