



# Quick guide for E-Timesheets

## 1 Create provisional Timesheet.

In IQX go to Temp Desk Timesheets and use the CREATE button to create the provisional Timesheets for that week. Provisional E-Timesheets will show in red bold and Timesheet number prefixed with an **E**.

	Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method
Temp										
Placements										
Vacancy Shifts	<b>E4433</b>		<b>7639</b>	<b>O'Donoghue, Chri...</b>	<b>ABBA01</b>	<b>10 Group PLC</b>	<b>test</b>			
Shifts	<b>E4434</b>		<b>50168</b>	<b>Small, Edwin</b>	<b>3I1014</b>	<b>3I Group PLC</b>	<b>IQXNet demo</b>			
	<b>E4435</b>		<b>0000KG</b>	<b>Elam, David</b>	<b>3I1014</b>	<b>3I Group PLC</b>	<b>IQXNet demo</b>			
Timesheets										
Transfer										
AWR Temps										

## 2 Client and or Candidate edits and completes Timesheet online.

Once a provisional E-Timesheet exists, the Candidate will see the Timesheet online in the Current Timesheet section. It will show the Shift details for the shifts that they have been booked in to.

The screenshot shows the IQX E-Timesheets interface. On the left is a navigation menu with options like Home, Diary, References, Timesheets, Current, Completed, Pay Documents, Jobs, Compliance, Personal Documents, Details, Downloads, Reports, Settings, and Help. The 'Current' option is highlighted. The main area displays a 'Timesheet 10205 | 24/10/2022 - 30/10/2022' for 'HCA at St James's Hospital - Hospital Ward'. It lists four shifts with details like date, time, break, and hours. Each shift has buttons for 'Edit', 'Copy', 'Duplicate Next Day', and 'Copy'. At the bottom, there are buttons for 'Expenses', 'Calculate', 'Query', and 'Print'.

The E-Timesheets' features can be switched so that you can enable or disallow features for Candidates and Clients.

If Candidates need to change any of these existing Shift details - ie. Start/End time, Date, Break Minutes or Reference details they can click the Edit button and make the changes then SAVE.

If they need to add extra Shifts there are few options for this:

- Copy which creates a new line to then enter the relevant date, start and end times and reference details then SAVE.
- Duplicate Next Day will copy all the Shift Details and set the date to the day after the date of



the Original Shift.

- Duplicate will copy all the Shift Details and set the date to the same date of the Original Shift.

If they have times showing for a day that they did not work then they can not include this Shift on the Timesheet, or they can use the Delete button which will also delete the Worked Shift on IQX.

The Candidate can also Move the Shift to a different Vacancy if it has been put on the wrong Vacancy using the Move button.

Once all of the Timesheet lines are showing correctly click the Calculate button (This button will not show if Candidate Right "TSAUTOCALCULATE" is selected) to ensure that all the pay lines are updated.

The screenshot shows the IQX Timesheet interface. On the left is a sidebar with navigation options: Home, Timesheets, Pay Documents, Compliance, Personal Documents, Downloads, Reports, Settings, and Help. The main area displays a 'Timesheet' for '24/10/2022 - 30/10/2022'. It lists shifts with columns for Shift, Break, and Work. Below the shifts is a summary table with columns for Pay Type, Total, Rate, and Total. At the bottom, there are buttons for 'Calculate', 'Complete and Sign Now', and 'Complete and Send for Approval'.

Shift	Break	Work
24/10/2022 08:00 - 16:00 Long Day	1h	7:00
25/10/2022 08:00 - 16:00 Long Day	1h	7:00
26/10/2022 08:00 - 16:00 Long Day	1h	7:00
27/10/2022 08:00 - 16:00 Long Day	1h	7:00

Pay Type	Total	Rate	Total
Standard	28:00	12.00	336.00
Night	1:00	12.00	12.00
Standby	7:00	12.00	84.00
Monday 01/11/22	7:00	12.00	84.00
Total			416.00

## Timesheet Signing

If your Database is set up with Timesheet signing (System Administrator setup required) The Candidate can get their Timesheet Signed and Approved by Timesheet Authorisers.

The "Complete and Sign Now" Button will prompt the Candidate to pass their device to a Manager so the Manager can check the Timesheet Lines and Sign the Timesheet

The "Complete and Send for Approval" Button will allow the Candidate to send their to be Approved by a Timesheet Authoriser (2.21.11+ You can set Timesheet Authorisers within IQX. Rather than having to free type in an email address for who it should be sent to for authorisation they can now select from a dropdown box.)

Once the timesheet is signed you can see the Signing information on the TempDesk Timesheets View where it will turn pink and show more information and provide a pdf image

The Candidate can also Query the Timesheet using the Query button with pre-set Query reasons and adding a comment, this will get returned into the TempDesk under TS Query Log (System Administrator setup required)



Create	Copy	Comment	Query	?	Count	Filter	Document	Show Hours			
Temp Desk	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method	Image File	Signing Detail	Image Approved
Drivers	30029	Parker, Jeff	529	A & M Stephens & Sons	Waiting Staff				No Link	Sent to :scott.mcmullen@iqx.co.uk at 15/09/21 16:46	

## Client Authorising Timesheet

If the Client is set up they can Log in to their Portal and view Current Timesheets to be authorised.

The Client will have the option to Authorise the Timesheet and Query if the details are not as expected (Pre-Set Query Reasons to be populated in the TS Query Log in the TempDesk similar to the Candidate Query process).

If the Client Right "AUTOAPPROVETIMESHEET" is switched on once the Timesheet is Authorised, it will automatically Approve the Timesheet and Complete it within IQX.

### Timesheet 10270 | 13/03/2023 - 19/03/2023

Cabrera, Edward (00034B) as F/S, 10 Blackhall Street, Newcastle, England NE6 1AD

Shift	Break	Hours
Wed 15/03/2023 12:30 - 22:30 Late	45	9.25
Fri 17/03/2023 12:30 - 22:30 Late	45	9.25

  

Unit	Units	Rate	Total
Hours	18.50	18.23	337.26
Total			337.26

Reference

How would you rate the worker?

## Troubleshooting

- Client/Candidate cannot log in.

Ensure they are using the correct login details (ie. the email address that you have registered for them or the LoginID shown in the IQXNet User record accessed by pressing the website rights button from their person record) Double check spelling they are using etc.

If they still cannot login reset their password (by clicking the Reset Password button on Website Rights from their person record) and ask them to try again.

- The provisional Timesheet does not show as an **E-Timesheet**



There is certain information that must be entered to the relevant records to ensure E-Timesheets are enabled (see [Enable Online Timesheets](#)). Open the provisional Timesheet and click through each page **remembering to set the units paid and charged columns to 0.00**. When you get to the last page of the Timesheet, if you click E-Timesheet it will tell you what information is missing against the records.

Go back to [IQXNet](#)

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