Complete timesheets

refers to:
temp desk form → timesheets tab

On the **Temp desk** form

To complete the timesheets:

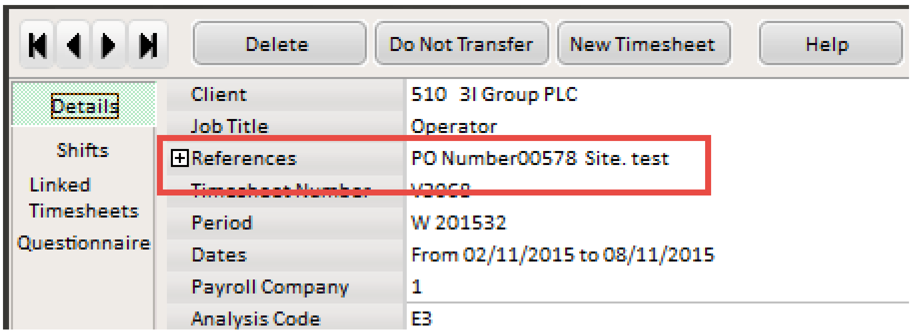
- Click on the **Timesheets** tab and select the correct week.
- Use **Expand** to open the Provisional timesheet wizard.
- Fill in the hours worked and check that the rates are correct.
- Click the **Next** button to continue, check the client or candidate info and click the **Finish** button.

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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