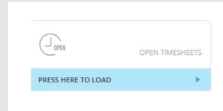


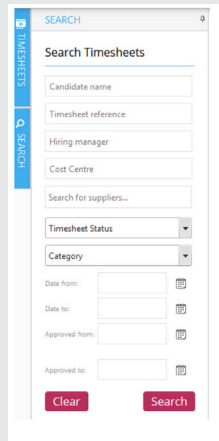
# How to submit a candidate's timesheet

The system is designed to allow you to submit timesheets on behalf of your candidate

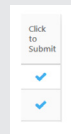
- 1. Select 'Open Timesheets' from your dashboard



- 2. You can use the search tab located on the left hand side to help you find the timesheet you would like to submit

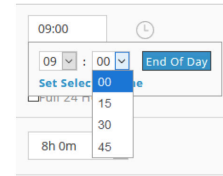


- 3. Select the tick icon under the 'Tick to submit' column



- 4. The system will default the start and end time based on the details listed against the job

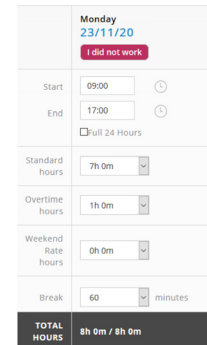
- 5. These can be edited to reflect the actual hours the candidate has worked by selecting the clock icon and selecting the relevant options from the drop down



- 6. In the standard hours section the system will automatically calculate the total number of hours the candidate has been on site

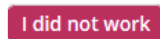
- 7. If other rate types are to be claimed please select the relevant hours from the drop down as shown

- 8. From the drop down select the duration of the break in minutes



- 9. If the candidate did not work any dates listed on the timesheet select 'I did not work'

**Note:** 0 hours will be submitted were this has been selected



- 10. If it has been pre agreed that the candidate can claim expenses under the expense section enter the quantity the candidates needs to claim in relation to the value listed in the amount section

**Note:** The system will calculate and display the overall value of the expense in the total section

- 11. In the notes section enter the description of the expense being claimed

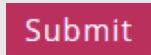
- 12. In the document section load any documents required for the expense for example receipts

Expense	Quantity	Amount	Total	Notes	Document
Expense	20	£ 1	£ 20.00	mileage	Mileage Receipt.docx Remove

- 13. If there are any additional notes to be provided to the timesheet approvers, please enter this into the timesheet note section

Timesheet Notes:

- 14. Select submit



**Note:** The system will send you and your candidate a notification when the timesheet has been approved or rejected