# How to submit your timesheet

**retinue**
Talent Acquisition
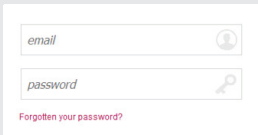
1. Logon to the Retinue system using your login credentials

2. If you need to reset your password select 'forgotten password'



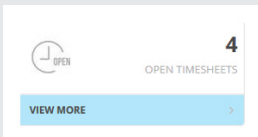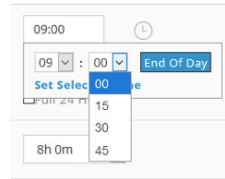3. Select 'Open Timesheets' on your dashboard



4. Select a timesheet to submit by clicking the tick icon



5. Under each date you have worked edit the start and end time accordingly by selecting the start time box and from the drop down selecting the correct time.

6. Do the same for the end time
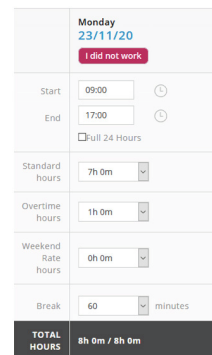


7. In the standard hours section select the total number of hours you have been on site

8. If other rate types are to be claimed select the total number of hours accordingly

9. In the break section from the drop down select the duration of the break in minutes



10. If you have not worked any dates tick box 'I did not work' on the timesheet

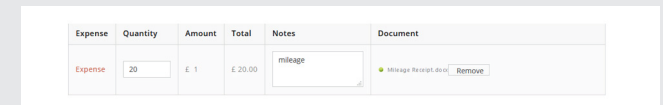    **Note:** 0 hours will be submitted were this has been selected

    

11. If it has been pre agreed you can claim expenses, under the expense section enter the quantity of the value listed in the amount section that you need to claim

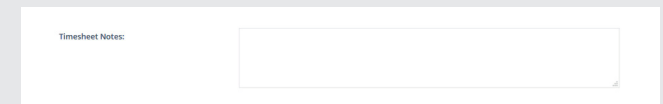    **Note:** The system will calculate the overall value of the expense in the total section

12. In the notes section enter the description of the expenses being claimed

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



14. If there are any additional notes to be provided to the timesheet approvers, please enter this into the timesheet note section and then select submit



15. The system will send you a notification when the timesheet has been approved or rejected