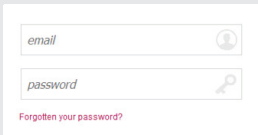


How to submit your timesheet

➤ 1. Logon to the Retinue system using your login credentials

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

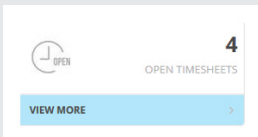



email

password

[Forgotten your password?](#)

➤ 3. Select 'Open Timesheets' on your dashboard



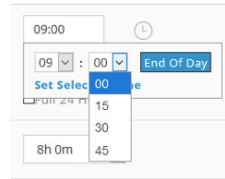
 OPEN 4
OPEN TIMESHEETS
[VIEW MORE](#)

➤ 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



09:00

09 : 00 End Of Day

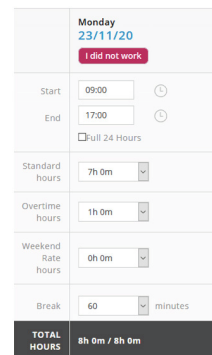
Set Selected

15
30
45

➤ 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



Monday
23/11/20
 I did not work

Start 09:00

End 17:00

Full 24 Hours

Standard hours 7h 0m

Overtime hours 1h 0m

Weekend rate hours 0h 0m

Break 60 minutes

TOTAL HOURS 8h 0m / 8h 0m

➤ 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

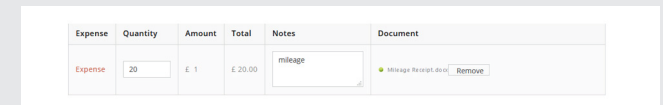
I did not work


➤ 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

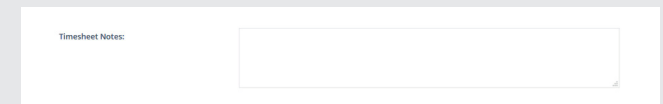
➤ 12. In the notes section enter the description of the expenses being claimed

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



Expense	Quantity	Amount	Total	Notes	Document
Expense	20	€ 1	€ 20.00	mileage	 Mileage Receipt.docx <input type="button" value="Remove"/>

➤ 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



Timesheet Notes:

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