Temporaries User Guide

Creating and Completing a Timesheet

1. Creating a Timesheet

After you have successfully logged in you will be on the **Candidate Menu** –

If you are currently assigned to a job, you will be able to select the Week Ending date for the timesheet you want to create.

Click **Select** next to the Week Ending date you want to create a timesheet against. A blank timesheet will load, ready for you to enter your hours.

Note: you can only create a timesheet for the current week or the previous week.

Once you have created a timesheet for a Week Ending date, the date will **no longer** appear in the New Timesheet list. The timesheet **will** appear in the Current Timesheet list.

2. Entering Hours

You can now enter you hours. You can only enter hours into the current and previous days. E.g. if you create your timesheet on a Monday, you will only be able to enter your hours into the Monday row. If you create your timesheet on the Friday, you will be able to enter your hours in the Monday, Tuesday…..Friday rows.

Please enter your start and finish times using the 24 hour clock, e.g. 0900 and 1700.

You **do not need** to add a decimal point or any other puntuation.

	Start Time	Finish Time	Break	Total
Sat 16/06/07			0	0 hours
Sun 17/06/07			0	0 hours
Mon 18/06/07	0900	1800	15	8.75 hours
Tue 19/06/07	0900	1800	30	8.5 hours
Wed 20/06/07	0900	1800	30	8.5 hours
Thu 21/06/07	0900	1600	30	6.5 hours
Fri 22/06/07	0800	1730	45	8.75 hours
			Total Hours worked:	41 hours

[Close] [Delete] [Save for Later] [Continue]

Break times are entered in minutes. E.g. half an hour is 30 minutes, an hour 60 minutes, etc. If you are required to take a minimum break time, e.g. 15 minutes, you will not be able to enter less than the minimum time.

Click **Save for Later** to close the timesheet if you have not entered all your hours. Your timesheet will be available from the Current Timesheet list.

Click **Continuer** if you have fully completed your hours and are ready to send the timesheet to your line manager.

Click **Close** if you no longer want to continue with this timesheet. Clicking close will mean you will have to start your timesheet again – none of the information you entered will be saved.

Click **Delete** if you want to remove this timesheet from Sprint. If you click delete, you will no longer be able to create a timesheet for the week ending date. If you need to re-create the timesheet you have just deleted, you will need to speak to your **Consultant**.

3.   Completing the Timesheet and Managing Overtime

If the hours you have entered are not correct, click the **Go Back** button to return to the hour entry screen.

You are about to submit your completed timesheet to your line manager.
Please take a moment to check that the following information is correct.

If you need to correct the timesheet, click the 'Go Back' button.

	Start Time	Finish Time	Break	Total
Sat 16/06/07				0 hours
Sun 17/06/07				0 hours
Mon 18/06/07	0900	1800	15	8.75 hours
Tue 19/06/07	0900	1800	30	8.5 hours
Wed 20/06/07	0900	1800	30	8.5 hours
Thu 21/06/07	0900	1600	30	6.5 hours
Fri 22/06/07	0800	1730	45	8.75 hours
			Total Hours worked:	41 hours

Hours worked at Standard rate:	40
Hours worked at Overtime1 rate:	1
Hours worked at Overtime2 rate:	0

Close   Delete   Go Back   Complete Timesheet

If you are entitled to work overtime, you will need to complete your overtime hours. If you are unsure how many hours to allocate to overtime 1 and 2, please check with your **Line Manager** or **Consultant**. If you have not worked any overtime, leave the figures for overtime 1 and 2 as Zero.

Note: you may be working for a client where the overtime is calculated for you automatically. If this is the case, you will not have to enter your overtime hours.

Now that your timesheet is ready for authorisation, click **Complete Timesheet**. Your timesheet will now be sent to your **Line Manager** for approval.