

How to use the Timesheet feature

You can now upload timesheets directly from your mobile using our scan and send timesheet feature!

1. Click the Timesheet option on the homepage.
2. Select the shift you wish to upload a timesheet for,

3. Complete all fields on the page with the shift information.

4. Select the option to Scan timesheet.

5. Take a clear photo of your timesheet, ensuring the blue box covers only the sheet.

6. Once the image is uploaded, simply confirm the timesheet by clicking:

Save

You can filter via the status of the timesheet using the filter tools at the top of the page, allowing you to see outstanding, rejected, and paid timesheets.

Date 20/05/2021

Status Outstanding

Multi Timesheet

23 May 2021



START TIME 07:30
END TIME 20:30

BREAK (30 MINUTES)

0 120

21 May 2021



START TIME 07:30
END TIME 13:30

BREAK (0 MINUTES)

0 120

20 May 2021



Timesheets



All

THU
17
JUN

Newham

A&E - Newham
08:00-20:30

TUE
15
JUN

Newham

A&E - Newham
07:30-20:00

MON
14
JUN

Newham

A&E - Newham
07:30-20:00

TUE
25

Newham

A&E - Newham



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