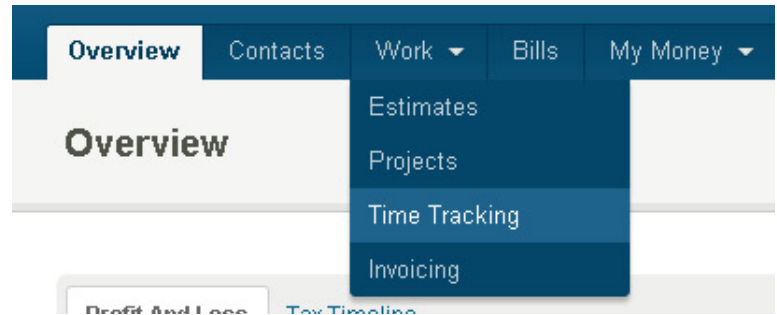


How to create a daily/weekly Timesheet

1. On the top of your screen, click on 'Work' then 'Time-Tracking'



2. In the top right hand corner, you will find a bright green button "Add Weekly Timesheet" click on this

Add Weekly Timesheet

3. Select the project you would like to bill the time to and the director/employee who worked the hours. Always make sure the week starting is the correct week.

Create a new weekly timesheet

Project User
Week Starting

4. Enter the amount of hours worked for each day, select the task and click on create timesheet.

Hours Worked *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="text" value="8:00"/>	<input type="text" value="8:00"/>	<input type="text" value="8:00"/>	<input type="text" value="8:00"/>	<input type="text" value="8:00"/>	<input type="text" value="0:00"/>	<input type="text" value="0:00"/>
Task *	<input type="text" value="Ordinary Time"/>						
Comment	<input type="text"/>						

Tips:

If you have not created a task before, have a look at our creating a task guide. If you would like to bill 8 hours 30 minutes, enter the time as either 8.5 or 8:30. If you do not want to bill any hours for certain days enter 0.00 in the relevant boxes.