



HOW TO SUBMIT A TIMESHEET

The screenshot shows the 'Submit Timesheets' interface for 'hayley Test'. The main area displays a weekly timesheet for the period 10/02/14 - 16/02/14. The 'Timesheet Details' section shows 'Exported' status and a table of days with corresponding units. A callout points to the week selection arrows, stating 'Please select the correct week using the arrows'. Another callout points to the 'Days' input fields, stating 'Enter your days/hours here'. A third callout points to the 'Additional info' field, stating 'You can add comments here such as a job number'. A fourth callout points to the 'Submit' button, stating 'Click Submit once you have entered all the info or save for later ensure you select the correct manager'. A fifth callout points to the 'Notes' field, stating 'You can add further notes here if you wish'. A sixth callout points to the 'Timesheet total days' field, stating 'Your total hours/days will show here'. The interface also includes a navigation menu, user profile information, and a table of recent actions.

Submit Timesheets | in.titaniumhr.com/Timesheets/Default.aspx?vid=4#&&/wEXAQUEV

Customer id: 4113
Logged in as contractpayroll@novouk.com
[Edit Profile](#)

System management | Tools & Reports | Settings | Help | Log Off

Submit timesheet for hayley Test

10/02/14 - 16/02/14

Timesheet Details Exported

10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun
1.00	0.00	0.50	0.75	0.25	0.00	0.00

Client: TEST LTD

Job: Test Job

Days: 1.00 0.00 0.50 0.75 0.25 0.00 0.00

Additional info:

Timesheet total days: 2.50

Day units per day: 1.00 0.00 0.50 0.75 0.25 0.00 0.00

Your timesheet cannot be submitted as you do not have any assigned approvers and you do not have permissions for auto-approval.

Date	User	Note
18/02/14 10:34	hayley Test	Timesheet submitted
18/02/14 10:36	Test Manager	Approved
18/02/14 14:52	Hayley Lavens	Timesheet exported

Your total hours/days will show here

You can add further notes here if you wish

Click Submit once you have entered all the info or save for later ensure you select the correct manager

Enter your days/hours here

You can add comments here such as a job number

