

Timesheet submission – navigate to ‘Timesheets’ tab

Either submit timesheet by editing an ‘Open’ timesheet or create manually with ‘+ New timesheet’

The screenshot shows the PwC Timesheets interface. At the top left is the PwC logo. The user name 'Katy Giles' is in the top right. A navigation bar contains 'Engagements', 'Timesheets' (underlined), 'Payments', 'Invoices', and 'Reporting'. Below this are three buttons: 'All organisations', '+ New timesheet' (highlighted with a red box), and 'Export'. A filter bar shows 'Statuses: 3 checked', 'From date: Any date', 'To date: Any date', and a search box. The main table has columns: Supplier, Date, Hours worked, Total time charge, Approver, Status, and Timesheet identifier. The table contains six rows of timesheet data. A red box highlights the edit icon (a box with a pencil) in the 'Timesheet identifier' column for the row with ID 1448. A callout box points to this icon with the text: 'Edit ‘Open’ timesheet by clicking box icon'.

Supplier	Date	Hours worked	Total time charge	Approver	Status	Timesheet identifier
Katy Giles ED March	01 Mar 19 - 03 Mar 19	0	£0.00	Paddy Farrell	Open	1447
Katy Giles Demo 1/3/19 - 14/04/19	01 Mar 19 - 01 Mar 19	7.5	£225.00	Kevin Tester	Pending	1431
Katy Giles ED March	04 Mar 19 - 05 Mar 19	13	£455.00	Paddy Farrell	Open	1448
Katy Giles ED March	11 Mar 19 - 12 Mar 19	13	£455.00	Paddy Farrell	Open	1449
Katy Giles Test March	12 Mar 19 - 12 Mar 19	10	£222.00	Kevin Tester	Draft	1453
Katy Giles ED March	18 Mar 19 - 19 Mar 19	13	£455.00	Paddy Farrell	Open	1450

Fill out timesheet detail
and add any notes

Attach paper timesheet

Organisation
Foundation Trust Demo

Engagement
ED March

Details

Date
04 Mar 2019

Time worked
From 19 : 00 to 24 : 00

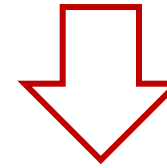
Length of break ⓘ
minutes 30

Notes Optional

Attachments
Select files...

Save

Adjust breaks by
using arrows on
right side



◀ All timesheets




Timesheet for Kathleen Gillen

NINO: jp590832a

Open

Submit for approval

Foundation Trust Demo Demo Engagement Total hours worked: 5 Total time charge: £125.00

Date	From	To	Hours worked	Rate	Notes	
20 Nov 17	9:00	14:00	5	Core	-	 
 New entry						



Recent activity

Kathleen Gillen changed status to Open
09 Nov 17 14:54

Please review all entries carefully

Timesheet for

[← Back to timesheet](#)

Timesheet summary

For the week of 20 Nov 17 - 20 Nov 17

Hours clocked

5

Total value

£125

Once this timesheet has been submitted you will not be able to add or modify the time entries. Please see contract for details of your payment terms.

[Submit](#)[Cancel](#)

You can access a summary of your timesheet status at any time and therefore track progress of your payments






Timesheets

All organisations ▾

+ New timesheet

Statuses: All ▾ From date: Any date ▾ To date: Any date ▾

🔍 Search

Supplier	Date ▾	Hours worked	Total time charge	Total paid to supplier	Approver	Status	
OBJECTIVITY LIMITED calcs test demo	07 Nov 17 - 07 Nov 17	1	£50.00	£40.00 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED consultant allocate demo	06 Nov 17 - 06 Nov 17	4	£212.00	£163.00	Kevin Tester	Approved	
OBJECTIVITY LIMITED Friday demo	04 Nov 17 - 04 Nov 17	6.5	£325.00	£257.34 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED Demo agency thursday	03 Nov 17 - 03 Nov 17	3.75	£206.25	£170.27 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED thursday agency demo	02 Nov 17 - 02 Nov 17	5.5	£275.00	£220.54 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED							