

Start Break Finish workers (Timesheets quick guide)

Use the Dropdown to Select the correct Rate

Start E.g. 8AM
type 08:00

Break E.g. If you had an hour and a half of total breaktime
type 01:30

Finish E.g. 5:30PM
type 17:30

Hours is calculated automatically

Date	Rate	Start	Break	Finish	Hours	Units	Hours Worked	PO Number	Comment
+ Sun 30/01/2022	Weekend	hh:mm	hh:mm	hh:mm	00:00				
+ Mon 31/01/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				
+ Tue 01/02/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				
+ Wed 02/02/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				
+ Thu 03/02/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				
+ Fri 04/02/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				
+ Sat 05/02/2022	Daily Mon-Fri	hh:mm	hh:mm	hh:mm	00:00				

<< Previous Period

Cancel Save As Draft Save And Submit Copy From Previous

Next Period >>

Use the + if you need to submit time for more than one rate on the same day

Save at any time.

Save and submit when you are finished. NB. If after submitting you realise you have made a mistake ask your manager to reject and then you will have the opportunity to correct. If they have already approved then contact agencypay@gattacapl.com

If you do the same (or similar hours each week you can copy a previous weeks data and amend if necessary.

Add a PO number or Comment if necessary.