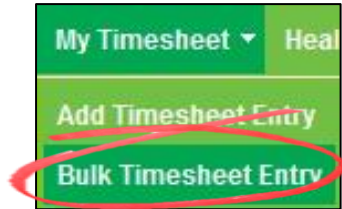


BULK TIMESHEETS

To navigate to the Bulk Timesheet area, hover on My Timesheet and click on Bulk Timesheet Entry:



Select the start date for the 7-day period:

The following process should be used if you want to enter different hours and codes for multiple employees e.g. your employees have all worked different hours and days:

Enter the hours for each day:

	GEN	Jan 22 2018	Mon Jan 22 default:	Tue Jan 23 default:	Wed Jan 24 default:	Thu Jan 25 default:	Fri Jan 26 default:	Sat Jan 27 default:	Sun Jan 28 default:
<input checked="" type="checkbox"/>			hours : 8.5	hours : 8.25	hours : 9	hours : 10	hours : 10.00	hours : 10.00	hours : 10.00
			bins :	bins :	bins :	bins :	bins :	bins :	bins :
			code : GEN	code : GEN	code : GEN	code : GEN	code : AL	code : RTO	code : RTO
<input type="checkbox"/>			hours :	hours :	hours :	hours :	hours :	hours :	hours :
			bins :	bins :	bins :	bins :	bins :	bins :	bins :
			code :	code :	code :	code :	code :	code :	code :

Total hours are shown here

Select the Activity Code:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: <input type="text"/>	Tue Jan 23 default: <input type="text"/>	Wed Jan 24 default: <input type="text"/>	Thu Jan 25 default: <input type="text"/>	Fri Jan 26 default: <input type="text"/>	Sat Jan 27 default: <input type="text"/>	Sun Jan 28 default: <input type="text"/>
<input checked="" type="checkbox"/>	Abby Salary Full-Time (65.75)	hours: <input type="text" value="8.5"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="8.25"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="9"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="10"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="AL"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="RTO"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="RTO"/> ▼
<input type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼

Click Add:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: <input type="text"/>	Tue Jan 23 default: <input type="text"/>	Wed Jan 24 default: <input type="text"/>	Thu Jan 25 default: <input type="text"/>	Fri Jan 26 default: <input type="text"/>	Sat Jan 27 default: <input type="text"/>	Sun Jan 28 default: <input type="text"/>
<input checked="" type="checkbox"/>	Abby Salary Full-Time (65.75)	hours: <input type="text" value="8.5"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="8.25"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="9"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="10"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="GEN"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="AL"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="RTO"/> ▼	hours: <input type="text" value="10.00"/> ◀ ▶ bins: <input type="text"/> code: <input type="text" value="RTO"/> ▼
<input type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ ▶ bins: <input type="text"/> code: <input type="text"/> ▼
		Mon Jan 22	Tue Jan 23	Wed Jan 24	Thu Jan 25	Fri Jan 26	Sat Jan 27	Sun Jan 28
								<input type="button" value="add >>"/>

The following process should be used if you want to enter the same hours and codes for each day for multiple employees e.g. your employees all worked 8 hours from Monday 22/01/2018 to Friday 28/01/2018:

Select the Activity Code:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: 8	Tue Jan 23 default: 8	Wed Jan 24 default: 8	Thu Jan 25 default: 8	Fri Jan 26 default: 8	Sat Jan 27 default:	Sun Jan 28 default:
<input checked="" type="checkbox"/>	Abby Salary Full-Time (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :
<input checked="" type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :
<input checked="" type="checkbox"/>	Bill Fletcher (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :

Enter the hours for each day:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: 8	Tue Jan 23 default: 8	Wed Jan 24 default: 8	Thu Jan 25 default: 8	Fri Jan 26 default: 8	Sat Jan 27 default:	Sun Jan 28 default:
<input checked="" type="checkbox"/>	Abby Salary Full-Time (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :
<input checked="" type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :
<input checked="" type="checkbox"/>	Bill Fletcher (0)	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : 8 bins : code :	hours : bins : code :	hours : bins : code :

Click the checkboxes beside each employee:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: 8	Tue Jan 23 default: 8	Wed Jan 24 default: 8	Thu Jan 25 default: 8	Fri Jan 26 default: 8	Sat Jan 27 default:	Sun Jan 28 default:
<input checked="" type="checkbox"/>	Abby Salary Full-Time (0)	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: bins: code:	hours: bins: code:
<input checked="" type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: bins: code:	hours: bins: code:
<input checked="" type="checkbox"/>	Bill Fletcher (0)	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: 8 bins: code:	hours: bins: code:	hours: bins: code:

Click Add:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default:	Tue Jan 23 default:	Wed Jan 24 default:	Thu Jan 25 default:	Fri Jan 26 default:	Sat Jan 27 default:	Sun Jan 28 default:
<input checked="" type="checkbox"/>	Abby Salary Full-Time (65.75)	hours: 8.5 bins: code: GEN	hours: 8.25 bins: code: GEN	hours: 9 bins: code: GEN	hours: 10 bins: code: GEN	hours: 10.00 bins: code: AL	hours: 10.00 bins: code: RTO	hours: 10.00 bins: code: RTO
<input type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours: bins: code:	hours: bins: code:	hours: bins: code:	hours: bins: code:	hours: bins: code:	hours: bins: code:	hours: bins: code:
		Mon Jan 22	Tue Jan 23	Wed Jan 24	Thu Jan 25	Fri Jan 26	Sat Jan 27	Sun Jan 28
								<input type="button" value="add >>"/>

Click Add:

<input type="checkbox"/> GEN <input type="text" value="Jan 22 2018"/>		Mon Jan 22 default: <input type="text"/>	Tue Jan 23 default: <input type="text"/>	Wed Jan 24 default: <input type="text"/>	Thu Jan 25 default: <input type="text"/>	Fri Jan 26 default: <input type="text"/>	Sat Jan 27 default: <input type="text"/>	Sun Jan 28 default: <input type="text"/>
<input checked="" type="checkbox"/>	Abby Salary Full-Time (65.75)	hours: <input type="text" value="8.5"/> ◀ Ⓞ bins: <input type="text"/> code: GEN ▼	hours: <input type="text" value="8.25"/> ◀ Ⓞ bins: <input type="text"/> code: GEN ▼	hours: <input type="text" value="9"/> ◀ Ⓞ bins: <input type="text"/> code: GEN ▼	hours: <input type="text" value="10"/> ◀ Ⓞ bins: <input type="text"/> code: GEN ▼	hours: <input type="text" value="10.00"/> ◀ Ⓞ bins: <input type="text"/> code: AL ▼	hours: <input type="text" value="10.00"/> ◀ Ⓞ bins: <input type="text"/> code: RTO ▼	hours: <input type="text" value="10.00"/> ◀ Ⓞ bins: <input type="text"/> code: RTO ▼
<input type="checkbox"/>	Andrew Salary Fixed-Term (0)	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼	hours: <input type="text"/> ◀ Ⓞ bins: <input type="text"/> code: <input type="text"/> ▼
		Mon Jan 22	Tue Jan 23	Wed Jan 24	Thu Jan 25	Fri Jan 26	Sat Jan 27	Sun Jan 28
								add >>

A table showing the timesheets that have been added will show after each addition:

Date: Jan 22 2018 to Jan 28 2018					
Default Activity Code: GEN					
User	Date	Code	Hours	Bins	Bin rate
Abby Salary Full-Time	Jan 22 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 23 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 24 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 25 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 26 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 27 2018	GEN	10.0000	0	0.0000
Abby Salary Full-Time	Jan 28 2018	GEN	10.0000	0	0.0000

NB: If you want to edit or delete any timesheets, you will need to do this through My Timesheets