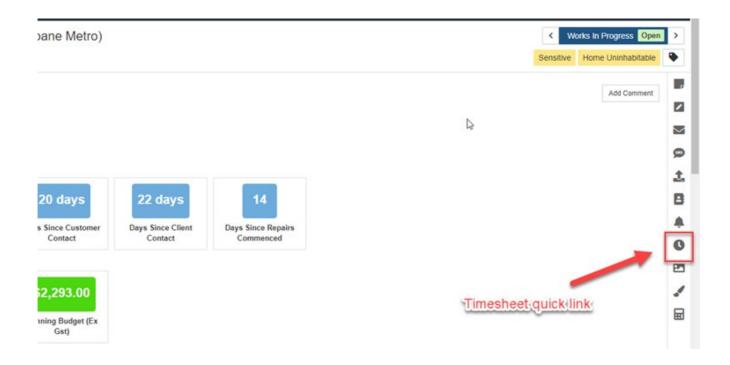


Updated 27.10.22

Prime Support Centre - Jobs

Prime Instructions | Jobs – How to Create Timesheet Entry



2. The timesheet form will appear on the right hand side of your screen to fill in.

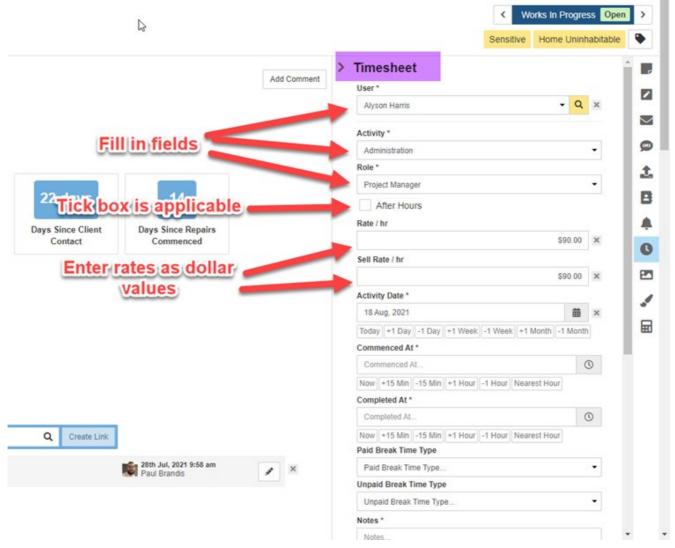
Depending on your Administration settings certain information may be prepopulated depending on your role as a user. This can be adjusted as required or filled in manually if it does not populate automatically. **User** – default to yourself but you can complete a timesheet for another user, select them from the drop down.

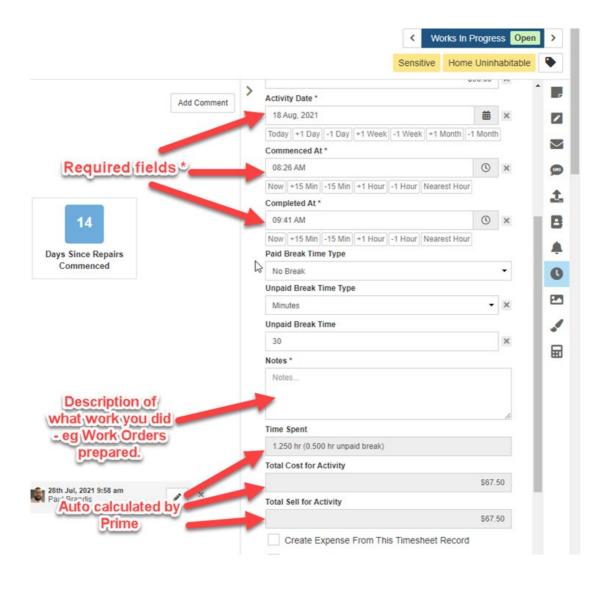
Activity – select the task you were completing on the job from the drop down.

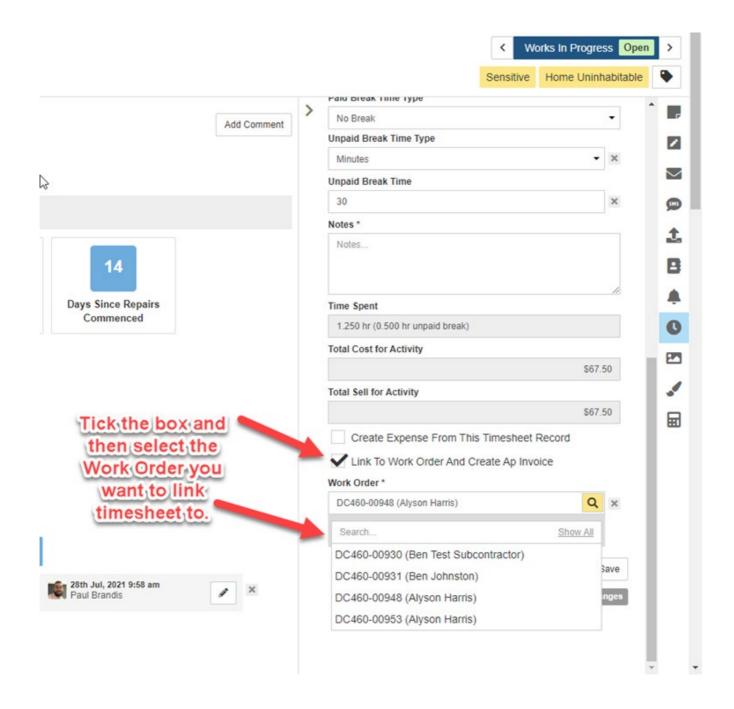
Role – select your job role from the drop down.

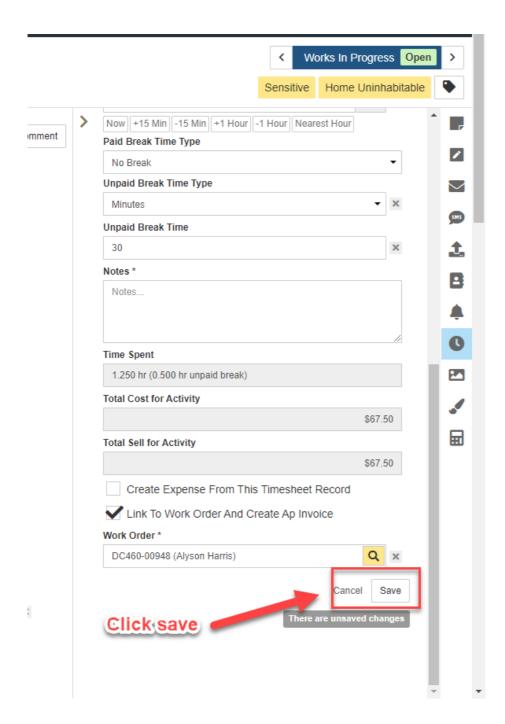
After Hours – tick the box if you are completing work outside your normal work hours and this will adjust the Rate the timesheet will be calculated at.

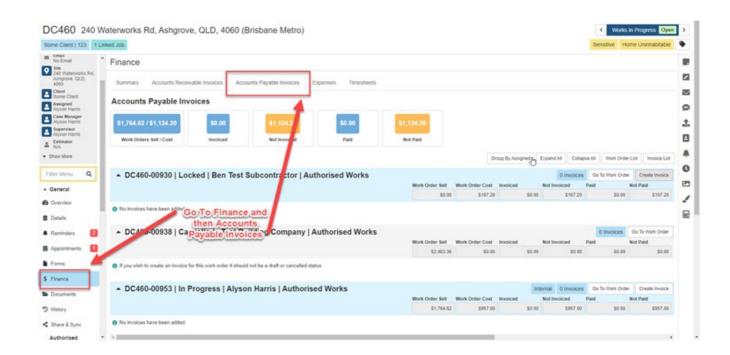
Rate / hr and Sell Rate / hr – complete these fields with the relevant dollar values (if they are not automatically populated).

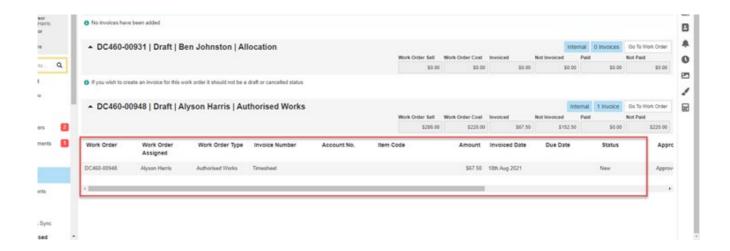


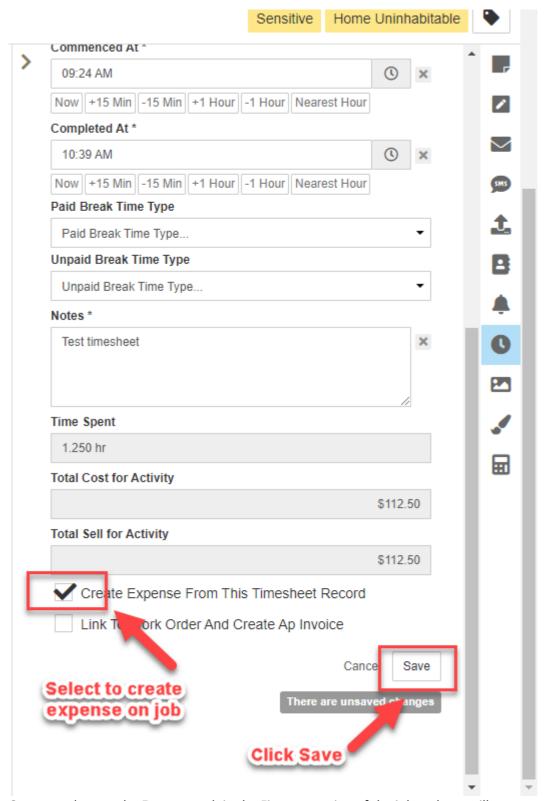












8. Once saved, go to the Expenses tab in the Finance section of the job and you will see an expense has been created for those Timesheet costs.

