# Lynx Recruitment TimeSheet System

All new Contractors will receive an email with their individual login details to our online TimeSheet system TimeAdder. TimesSheets can be accessed from any web enabled device. At the end of each week TimeSheets must be completed and will be automatically sent to the Company Approver.

## Getting Started

1. Create or Edit Timesheet
2. View Timesheets
3. Resubmit a Rejected Timesheet
4. View and Add Notes to Timesheets

## Create or Edit Timesheets

To create a new timesheet:

1. Click "**+ NEW TIMESHEET**."



2. Fill timesheet details.
3. Submit or save your timesheet as a draft.

| | | Start time | End time | Break | Total: **35.00 hours** |
|---|---|---|---|---|---|
| ☑ | **Mon 12 Jan 2019** | 9:00 AM | 5:00 PM | 1:00 | 7.00 hours |
| ☑ | **Tue 13 Jan 2019** | 9:00 AM | 5:00 PM | 1:00 | 7.00 hours |
| ☑ | **Wed 14 Jan 2019** | 9:00 AM | 5:00 PM | 1:00 | 7.00 hours |
| ☑ | **Thu 15 Jan 2019** | 9:00 AM | 5:00 PM | 1:00 | 7.00 hours |
| ☑ | **Fri 16 Jan 2019** | 9:00 AM | 5:00 PM | 1:00 | 7.00 hours |
| | Sat 17 Jan 2019 | | | | non-working day |
| | Sun 18 Jan 2019 | | | | non-working day |

Acme Inc

James Ford

SUBMITTED    DRAFTS    APPROVED    REJECTED

+ NEW TIMESHEET

12 Jan 2019 - 18 Jan 2019

pending approval

Edit    Cancel

Select the link below for a short video Tutorial

Submit a timesheet (video)

**To edit a timesheet pending approval:**

1. Click the "**SUBMITTED**" tab.
2. Click the timesheet you want to edit.
3. Click "**Edit**."
4. Make necessary changes and click "Resubmit."

Edit a timesheet that is pending approval (video)

**To edit or submit a draft timesheet:**

1. Click the "**DRAFTS**" tab.
2. Click the timesheet you want to edit or submit.
3. Click "**Edit**" or "**Submit**." If editing, make necessary changes and submit or save.
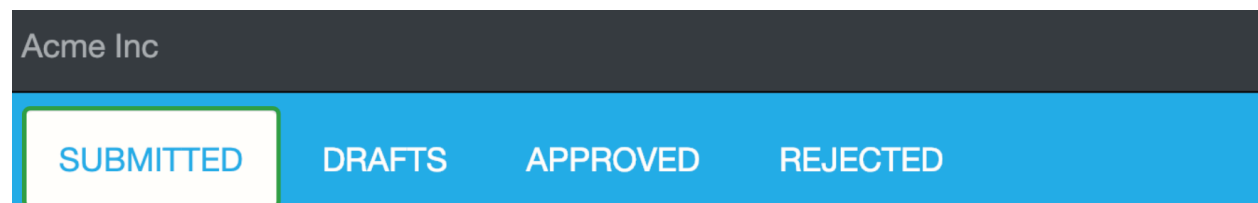
Edit or submit a draft timesheet (video)

# View Timesheets

Timesheets are listed according to their status (Submitted, Drafts, Approved and Rejected).

**To view your submitted timesheets:**

1. Click the "**SUBMITTED**" tab. This tab is also your default landing page.
2. Click the timesheet name to view or edit the timesheet.

| Acme Inc | | | |
|---|---|---|---|
| **SUBMITTED** | DRAFTS | APPROVED | REJECTED |

## Submitted (2)

| Timesheet | Submitted | Notes |
|---|---|---|
| 12 Jan 2019 - 18 Jan 2019 | 30 Jan 2019 | Timesheet Submitted |
| 29 Dec 2018 - 04 Jan 2019 | 30 Jan 2019 | Timesheet Submitted |

**To view your approved timesheets:**

1. Click the "**APPROVED**" tab.
2. Click the timesheet name to view or edit the timesheet.

View submitted timesheets (video)

# Resubmit a Rejected Timesheet

If an approver rejects a timesheet, they are required to leave a note explaining why it was rejected so the employee can make the necessary adjustments.

**To resubmit a rejected timesheet:**

1. Click the "**REJECTED**" tab.
2. Click the timesheet you want to resubmit. Be sure to review the notes as to why it was rejected.
3. Click "**Edit**."
4. Make the necessary changes and click "**Resubmit**."

Resubmit a rejected timesheet (video)

# View and Add Notes to Timesheets

Timesheet notes are used to log related actions and communications. Keep in mind that notes are visible to admins, approvers and employees. If an approver rejects a timesheet, they are required to leave a note explaining why it was rejected.

T**o view timesheet notes:**

1. Click the status of the timesheet that you want to view notes for.
2. Click the timesheet to open details. Notes appear in the "**Note history**" section below the details.

12 Jan 2019 - 18 Jan 2019                                                                  ⏱ pending approval

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| | Sat 17 Jan 2019 | | | | non-working day |
| | Sun 18 Jan 2019 | | | | non-working day |

Edit    Cancel

Note history

+ Add a note

**To add notes to timesheets:**

1. Click the status of the timesheet that you want to add a note to.
2. Click the timesheet to open details.
3. Click "**+ Add a note**."
4. Type your notes and click "**Add note**." Remember that notes are visible to approvers and admins. Notes appear in the "Note history" section below the timesheet details.

View timesheet notes (video)