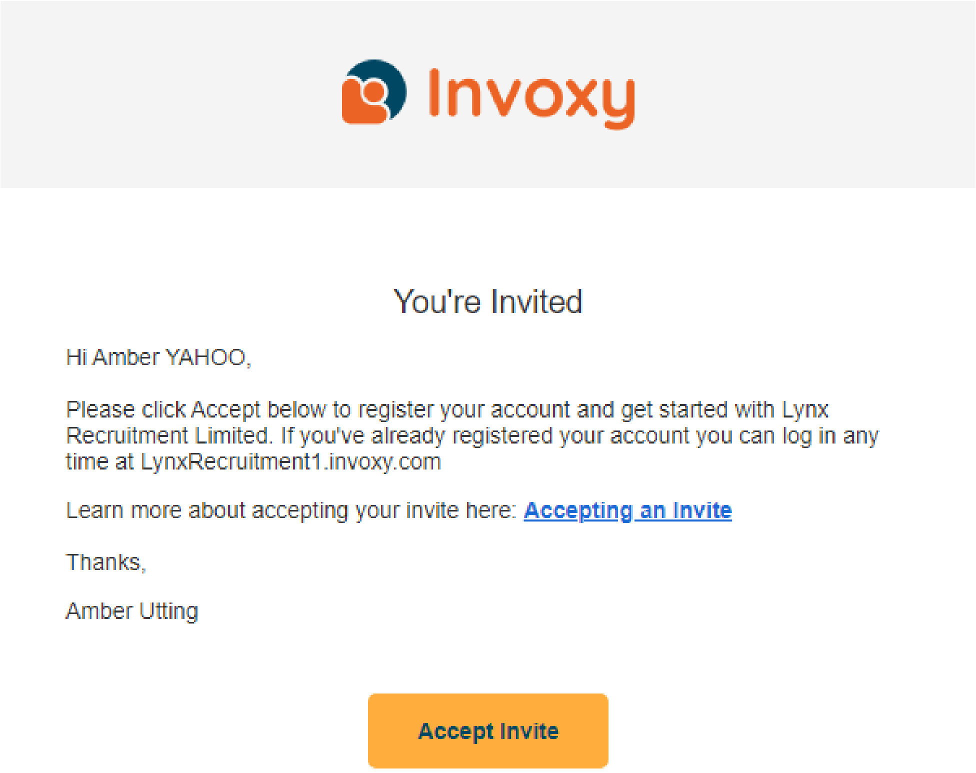
Lynx Timesheet System

Lynx Recruitment has introduced a new Timesheet system called Invoxy!

An invite will be emailed to you from Invoxy and you will need to follow the instructions to create and account then login.



You're Invited

Hi Amber YAHOO,

Please click Accept below to register your account and get started with Lynx Recruitment Limited. If you've already registered your account you can log in any time at LynxRecruitment1.invoxy.com

Learn more about accepting your invite here: Accepting an Invite

Thanks,

Amber Utting

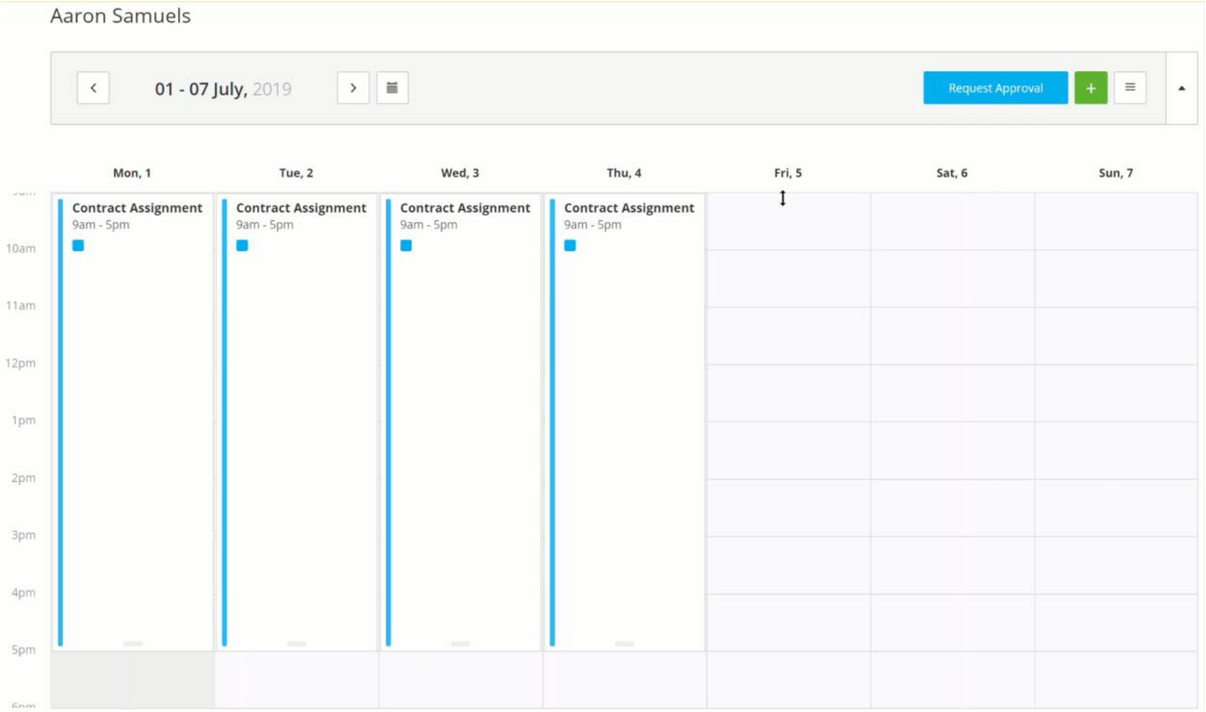
Adding and Editing Timesheets

Once you've accepted an invite to use Invoxy you'll be able to record your time and request approval.

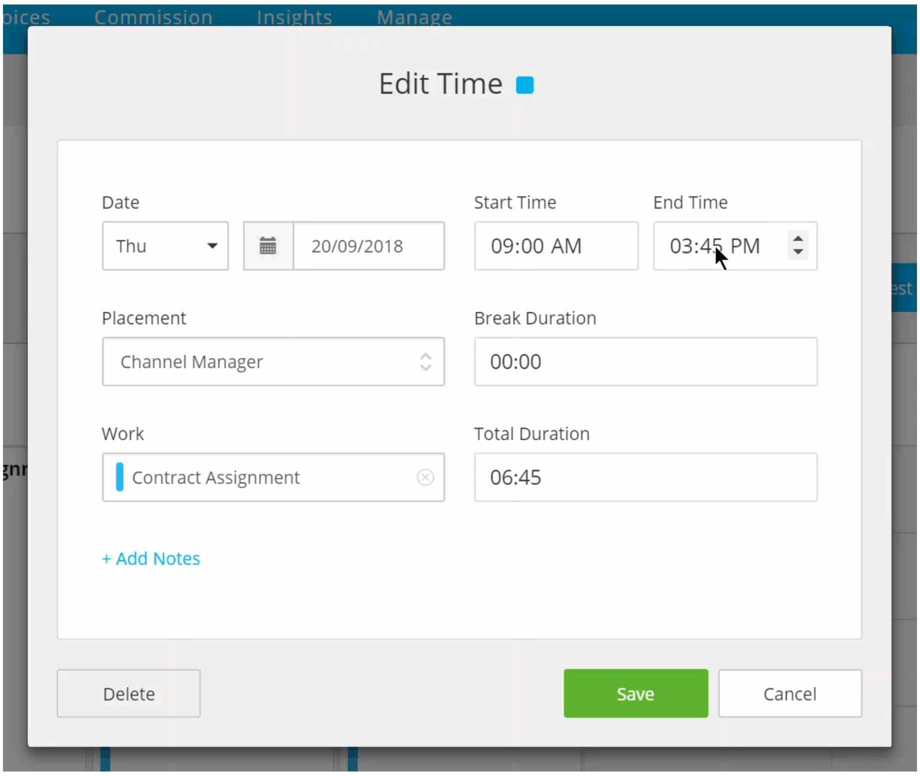
NOTE: Timesheets should only be sent for approval **once *before Sunday midnight.*** If they are not, you may not be paid on time.

Record Hours

Click and drag your mouse down on the day to create hours. Make sure you are in the correct dates for the week!


Aaron Samuels
01 - 07 July, 2019
Request Approval
+
Mon, 1
Tue, 2
Wed, 3
Thu, 4
Fri, 5
Sat, 6
Sun, 7
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
Contract Assignment
9am - 5pm
Contract Assignment
9am - 5pm
Contract Assignment
9am - 5pm
Contract Assignment
9am - 5pm

In the pop up that appears, select the correct Placement/Company and Work, add any break times by typing the numbers and adjust the start and end times as needed before selecting Save.


oices
Commission
Insights
Manage

Edit Time

Date: Thu, 20/09/2018

Start Time: 09:00 AM

End Time: 03:45 PM

Placement: Channel Manager

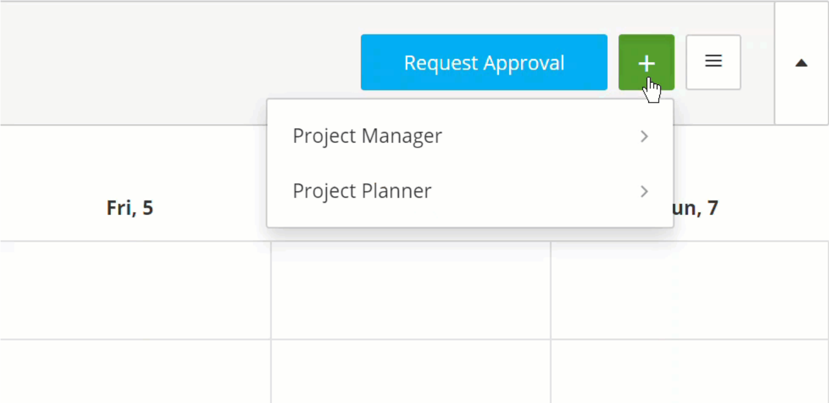
Break Duration: 00:00

Work: Contract Assignment

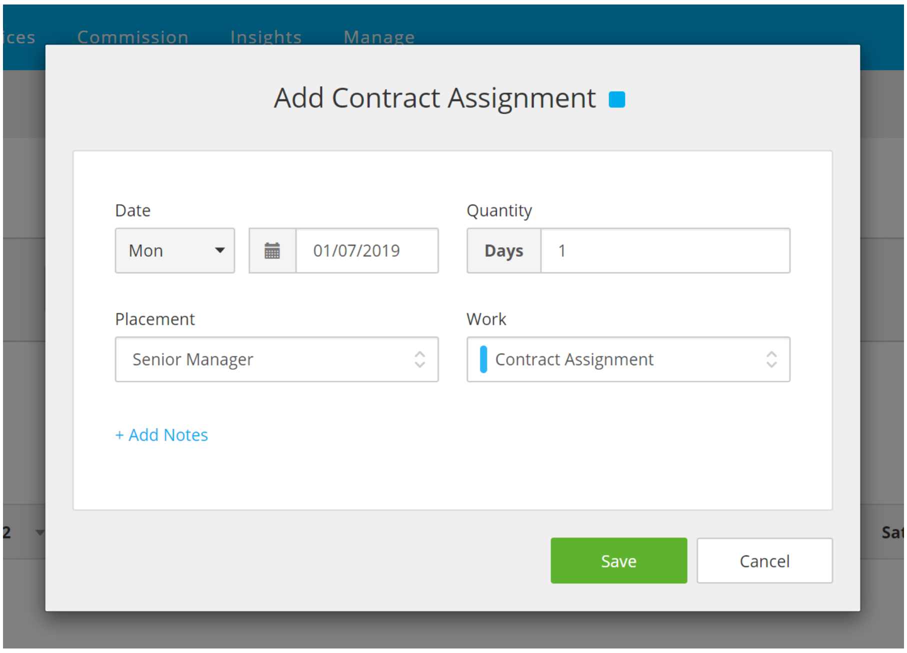
Total Duration: 06:45

+ Add Notes
Delete
Save
Cancel

Alternatively, instead of clicking and dragging on the timesheet you can click the + in the top right (or bottom left) of the screen, select the appropriate placement, then select the work.


Request Approval
+
Project Manager
Project Planner
Fri, 5
un, 7

You'll then be able edit the time and date details in the pop up that appears.



Add Contract Assignment

Date: Mon 01/07/2019

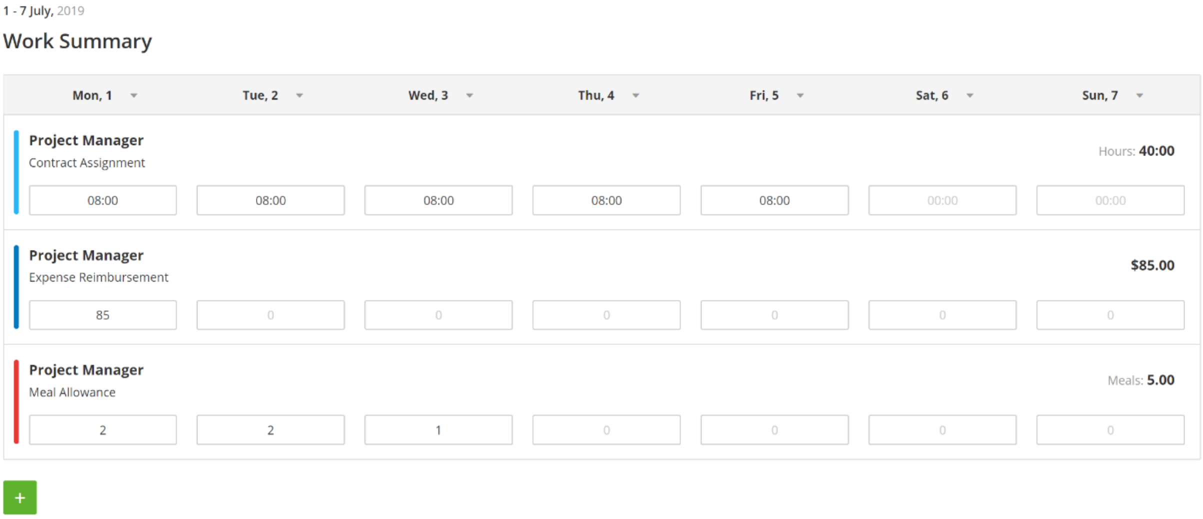
Quantity: Days 1

Placement: Senior Manager

Work: Contract Assignment

Work Summary

At the bottom of your timesheets you'll see the Work Summary, which provides an overview of all time and unit entries for the week.

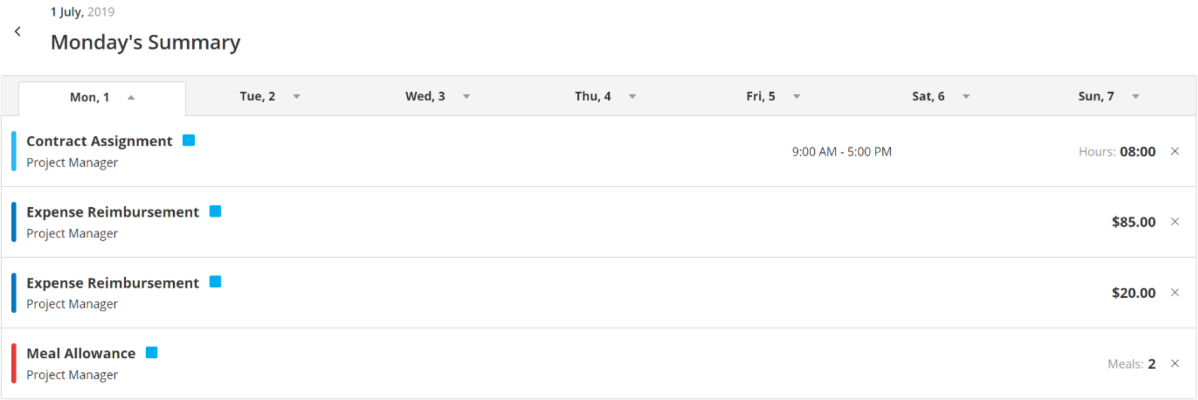


1 - 7 July, 2019

Work Summary

	Mon, 1	Tue, 2	Wed, 3	Thu, 4	Fri, 5	Sat, 6	Sun, 7	
Project Manager Contract Assignment	08:00	08:00	08:00	08:00	08:00	00:00	00:00	Hours: **40:00**
Project Manager Expense Reimbursement	85	0	0	0	0	0	0	**$85.00**
Project Manager Meal Allowance	2	2	1	0	0	0	0	Meals: **5.00**

You can also add and edit your entries by typing in the cells available in the Work Summary.


Mon, 1
Tue, 2
Wed, 3
Thu, 4
Fri, 5
Sat, 6
Sun, 7

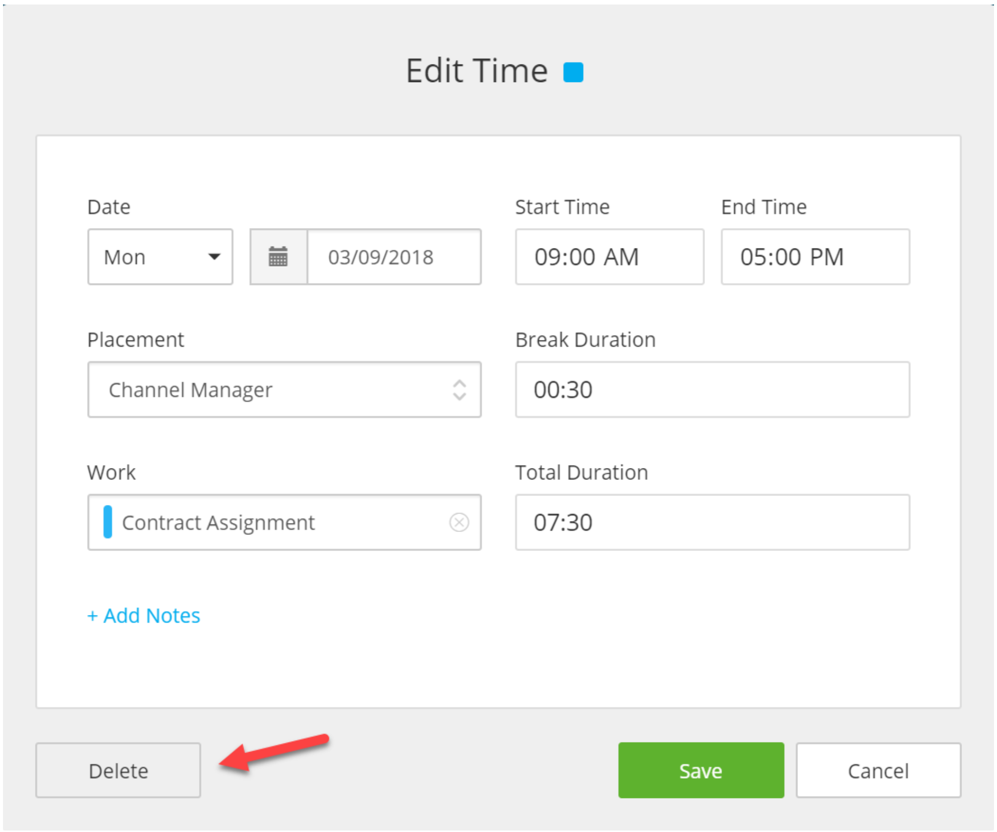
1 July, 2019

Monday's Summary

Contract Assignment 🟦 Project Manager	9:00 AM - 5:00 PM	Hours: **08:00** ×
Expense Reimbursement 🟦 Project Manager		**$85.00** ×
Expense Reimbursement 🟦 Project Manager		**$20.00** ×
Meal Allowance 🟦 Project Manager		Meals: **2** ×

Delete Time

Click on the time entry you wish to delete and select the Delete button on the bottom left corner of the pop up that appears.


+ Add Notes
Delete
Save
Cancel

Edit Time 🟦

Date: Mon, 03/09/2018

Start Time: 09:00 AM

End Time: 05:00 PM

Placement: Channel Manager

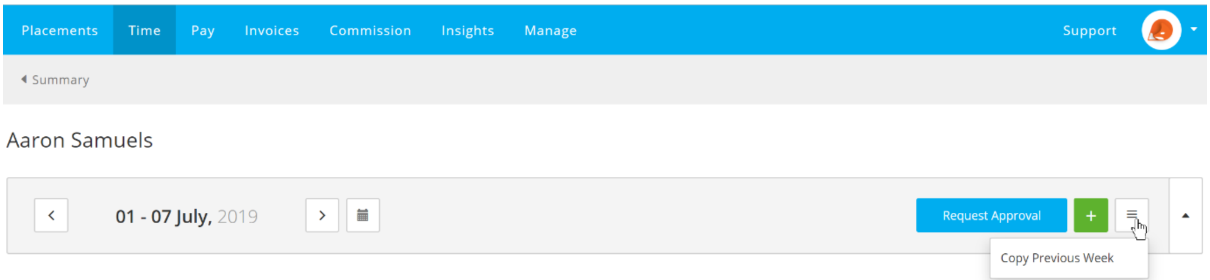
Break Duration: 00:30

Work: Contract Assignment

Total Duration: 07:30

Copy Previous Week

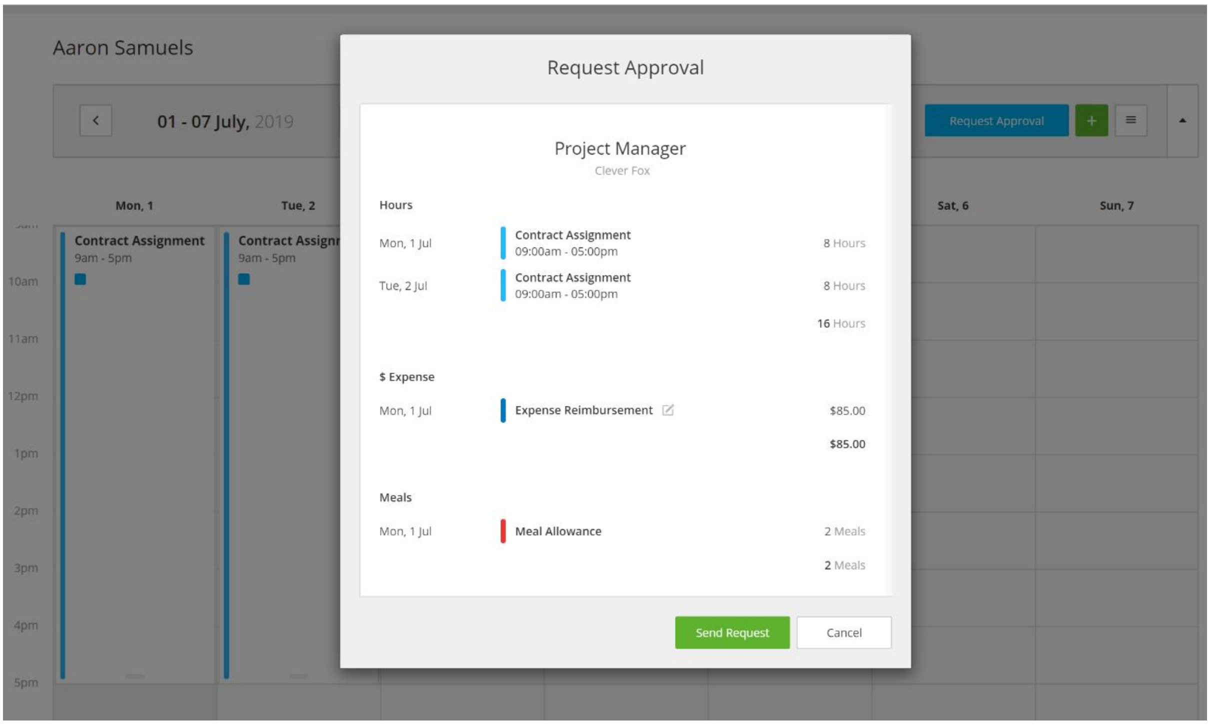
If you would like to copy your time entries from the previous week into the week you're currently viewing, click the options box in the top right corner of your screen and select Copy Previous Week.


Placements
Time
Pay
Invoices
Commission
Insights
Manage
Support
Summary
Aaron Samuels
01 - 07 July, 2019
Request Approval
+
Copy Previous Week

Your entries will all appear as per the recorded time and units from the previous week.

Request Approval

At the end of each work week when you've finished recording your time for the current period, click the blue Request Approval button in the top right. You'll be prompted to review the entries that will be included in the request - this will include all time and entries that you've entered but haven't yet requested approval for.


Aaron Samuels
01 - 07 July, 2019
Request Approval
Mon, 1
Tue, 2
Sat, 6
Sun, 7
Contract Assignment
9am - 5pm
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
Send Request
Cancel

Request Approval

Project Manager
Clever Fox

Hours

Mon, 1 Jul	Contract Assignment 09:00am - 05:00pm	8 Hours
Tue, 2 Jul	Contract Assignment 09:00am - 05:00pm	8 Hours
		16 Hours

$ Expense

Mon, 1 Jul	Expense Reimbursement	$85.00
		$85.00

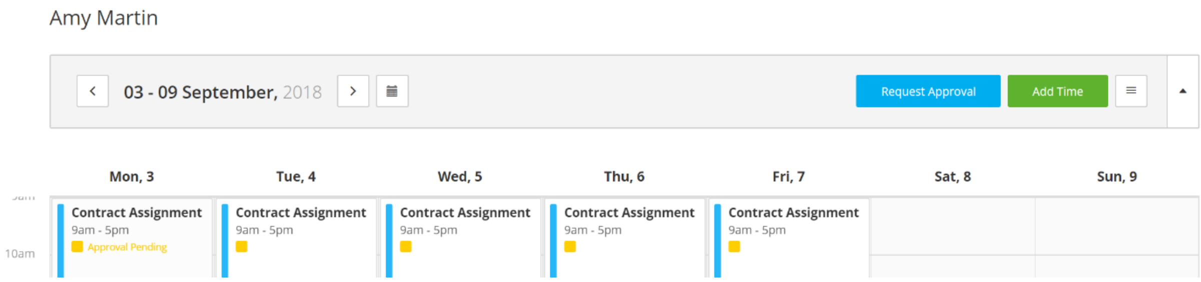
Meals

Mon, 1 Jul	Meal Allowance	2 Meals
		2 Meals

If you're happy with the time, click Send Request and the request will be sent to your approver(s) for approval.

The time will display a yellow Pending Approval label when the time has been sent to your approver

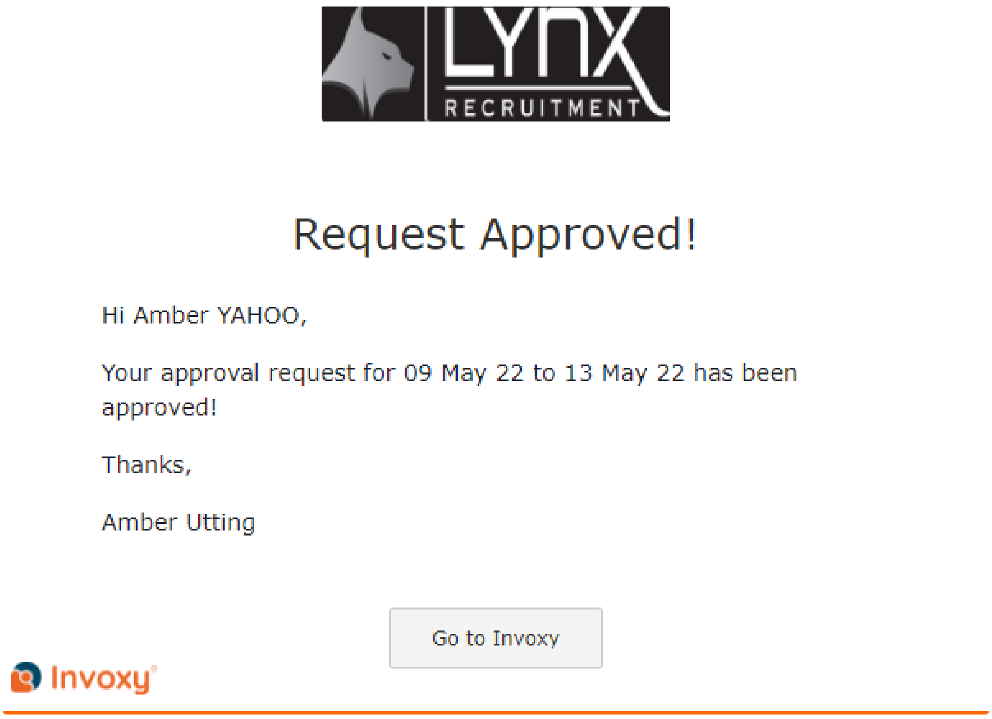
This will become a **green** Approved label once they've approved your request. You can hover your mouse over the label to check what it means.



Mon, 3	Tue, 4	Wed, 5	Thu, 6	Fri, 7	Sat, 8	Sun, 9
Contract Assignment 9am - 5pm 🟨 Approval Pending	Contract Assignment 9am - 5pm 🟨	Contract Assignment 9am - 5pm 🟨	Contract Assignment 9am - 5pm 🟨	Contract Assignment 9am - 5pm 🟨		

When your timesheet is approved you will receive an email like below, if it is rejected you will be notified and will need to go back into the system to see why and make any necessary changes from the notes left just like timeadder.

In the first instance any issues should be discussed and agreed upon with your Site Manager. If you have any problems, please contact your consultant so they can get this sorted for you asap.



Request Approved!

Hi Amber YAHOO,

Your approval request for 09 May 22 to 13 May 22 has been approved!

Thanks,

Amber Utting

If you have any problems with your timesheet, please do not hesitate to contact your consultant or call us on 09 883 0585. Any queries regarding your pay can be emailed to accounts@lynxrecruitment.co.nz.