Simple steps on how to submit your **Online Timesheets**



Go to the Prime Appointments Website www.prime-appointments.co.uk Click on 'Tempzone' then 'Payslips' Please see below section on the website Imployers Candidates About us Our divisions Contact us Tempoyers Candidates About us Our divisions Contact us Tempoyers Candidates About us Our divisions Contact us Tempoyer Candidates About us Our divisions Contact us	Please follow these simple steps							
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Hart Date: 20-Jul-2020 End Date: 26-Jul-2020	6 Ma	ake sure you change the start & end date the correct week you are submitting for _{See example below:}						
		End Date : 26-Jul-2020						

Input the hours you have worked based



on a **24-hour clock** - *E.g.* 08.00 - 16.00

It is important you do not input your hours any other way (for e.g. 7am-4pm) as this will not register correctly.

Next fill in your break times

For example: 30 minutes must be written '0.5' 1 hour must be written '1' 15 minutes must be written '0.25'

Next fill in the hourly column with your hours for each day. If you have worked overtime please add these extra hours worked to the overtime box

See an example below of how your timesheet should look once completed. Please note if overtime isn't applicable to you then do not fill it in.

Times	sheet Ei	ntry						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	08:00	08:00	06:00	08:00	08:00			
End	17:30	17:00	17:00	17:00	17:00			
Breaks	0.50	0.50	0.50	0.50	0.50			
Total	9	8.50	8.50	8.50	8.50			43
Hourly	8.5	8.5	8.50	8.50	8.50			42.5
Overtime 1.50	0.5							0.5



Click 'Save Timesheet'

This is at the bottom of the page

Your manager will then authorize this timesheet for you and you will be paid as normal each week providing you have filled in your timesheet correctly using the steps above.

Please note - timesheets must be submitted to us by Monday each week to ensure you are paid on-time.

> Kind regards, The Prime Team

If you are having problems accessing your online timesheet please do not hesitate to contact our team on: **01376 502999**

www.prime-appointments.co.uk