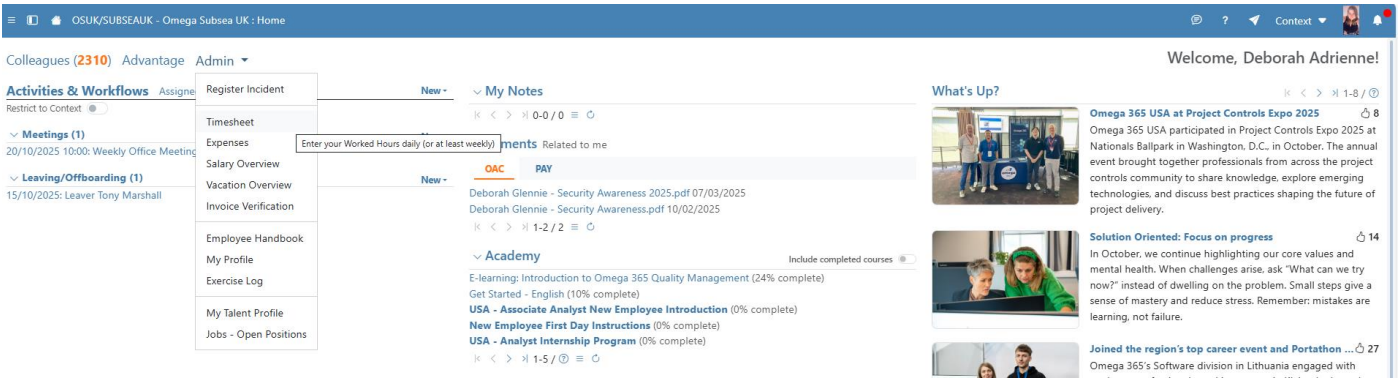


# Timesheets – How To (Freelance Offshore)

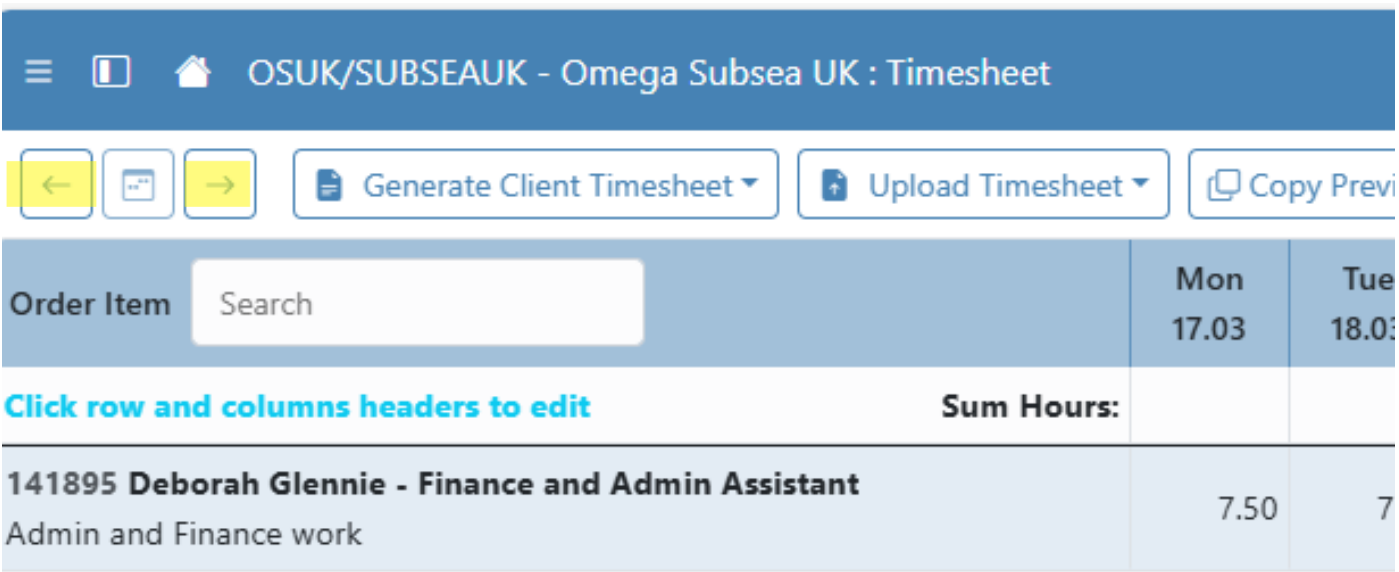
Click on **Timesheet** in the drop down **Admin** menu



This will open your Timesheet



Click on each of the (highlighted above) spaces and enter your hours  
You can change the week using the arrows (highlighted below)



**OSUK/SUBSEAUK - Omega Subsea UK : Timesheet**

Generate Client Timesheet • Upload Timesheet • Copy Previous Week Options •

Order Item	(1) Filter Report by Month or Dates	Sun 10	Tue 14.10	Wed 15.10	Thu 16.10	Fri 17.10	Sat 18.10	Sun 19.10	Week	Month	Year ↓
Click row and color	Months: 202510	7.50	7.50	7.50	7.50				30.00	90.00	857.25
133901 Omega Su Omega Subsea UK	From Date: To Date:	7.50	7.50	7.50	7.50				30.00	90.00	90.00
141895 (Closed) D Admin and Finance									0.00	0.00	767.25
146323 Sick Leave Sick Leave - Self Ce	(2) Then select an Order								0.00	0.00	0.00
146323 Sick Leave Sick Leave - Doctor	Order: 133901 - Orme... All Order Items								0.00	0.00	0.00
146371 Annual Lei Omega Subsea UK	Preview Send for Approval to Email: timesheets@omegasubsea.com								0.00	0.00	0.00
146372 Omega Su Other Paid Leave - I	Include Do Not Invoice Send for Approval								0.00	0.00	0.00
146372 Omega Su Time of in Lieu									0.00	0.00	0.00
146372 Omega Subsea UK - Other Paid Leave Study Leave / Training / Conferences									0.00	0.00	0.00

Timesheets should be sent for approval as soon as possible after the last day of the assignment or the last day of the month, whichever occurs first. Timesheets must be submitted by the 3<sup>rd</sup> of the following month to avoid delays in payment.

Add the timesheets@omegasubsea.com email address to the **Send for Approval to Email** box and click the **Send for Approval** button.