Once the booking is completed and the teacher has submitted their timesheet, the app will notify you to confirm it. Simply head to your **Billings** section to review the timesheet.

If you need to make changes, just tap on the hours displayed in **red** and adjust them as needed. A pop-up window will ask for a reason for the change—this helps Utopia review any discrepancies. **Submitting an accurate timesheet is part of the teacher’s code of conduct, and we appreciate your help in monitoring it.**

A quick note: You’ll receive the timesheet as soon as the teacher submits it, which will be no later than **midnight on the day of booking completion**. If no action is taken on your end, the system will automatically submit the timesheet **the following day at 6 PM** based on the teacher’s submitted hours.

To avoid any invoice discrepancies, please ensure the timesheet is checked and confirmed before **6 PM the next day**. Utopia will only invoice you based on the **confirmed hours.**