**Timesheet Management Application**

All timesheets will need to be submitted via the new app. Please find the links below:

* [Access the app](https://apps.powerapps.com/play/87c378c7-d199-46fa-b2b3-10771f87d375?tenantId=2b897507-ee8c-4575-830b-4f8267c3d307)
* [User guide](https://sway.office.com/VQhBlzSYafkS2i3c?ref=Link)
* [Report a problem to the Casual Worker Team](mailto:casualworkerteam@imperial.ac.uk)
* [Further information, downloadable user guide and FAQs](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/temporary-worker-appointments/existing-casual-workers/)

**What you will need to know:**

* The app runs in a browser on any device. Note: Internet Explorer is not a compatible browser.
* You can enter your time after each shift and save it for submission at the end of the week (Monday to Sunday).  Only submitted timesheets can be seen and approved by the manager.  Once submitted you can no longer update it.
* To enter a timesheet you must navigate to the correct week and select the work assignment, then complete the following information:
* **Programme/Module** – Select the appropriate programme, teaching module, or other activity description for the work you have completed, from the drop-down list. If you are not sure contact your department.  If none of the options are appropriate the field can be left blank.
* **Rate** (Excluding Holiday Pay) – Select from the drop-down menu. If there are multiple rates of pay, select the one that is appropriate for the work you have completed. Check with your Hiring Manager if you are not sure.
* **Hours worked** – Fill in the number of hours you worked for each day. Fractions can be entered e.g. 0.25 for 15 minutes.  The ‘Total Hours’ column will automatically provide a total for the week.
* **Hiring Manager**– This will default to the usual Hiring Manager for this work assignment. You may use the drop-down field to select an alternative Hiring Manager in the department if you undertake work for someone else. The Hiring Manager is the person who will approve your timesheet for payment.
  + **Comments** – If you would like to add a note to explain anything on your timesheet, for example why you have selected a particular rate of pay, add it in the ‘Comments’ box. This will be visible to the Hiring Manager when they review your timesheet.  This can also be left blank.
* If you work for multiple managers, or on multiple programme/modules, or at different rates of pay in a day or week, you will need to submit a separate timesheet for each.
* You will be able to view the progress of your submitted timesheets in the app.
* You will be notified by email if a timesheet is rejected for any reason.  You will then be able to view the rejection comment, update that timesheet and resubmit it in the app.