User Timesheet

Allow users to submit a timesheet for Session or Other Activity from their Dashboard.

Enable Users to Submit Timesheets

1. Click **Settings > System Administration > Task Access**.
2. Select the User Type to grant timesheet access to (i.e., SP).
3. Click the **Submit Timesheet** checkbox and then click **Save**.

Add Pay Rate

1. Click **Settings > System Administration > Specialist Role**.
2. Click **Add New**.
3. Enter the **Role Name**, i.e., SP.
4. Enter the **Payment** (hourly pay rate).
5. Click **Add Role**.

Submit Timesheet

Users complete the following steps to submit timesheets:

1. Login to SIMULATIONiQ Enterprise.
2. From the Dashboard, click the **Submit Timesheet** link.
3. Select whether your **Activity** was for a Session or Other Activity.
4. If Activity was a **Session**, select the session name from the dropdown.
5. Select **Date** of Activity.
6. Enter **Login Time** (time session/activity began).
7. Enter **Logout Time** (time session/activity ended).
8. **Hours** and **Minutes** will automatically calculate based on time in and time out.
9. Select the **Role** from the dropdown.
10. Click **Save Changes**.

Approve or Reject Pending Timesheets

There are two ways the Administrator can manage timesheets:

1. Click **Show Pending Timesheets** link on the Dashboard To-Do List, or **Settings > User Management > User Timesheet**.
2. Click the **SP Name** > select **Approve or Reject** and then click **Save Changes.**

Note: The pay rate can only be changed by updating the Payment in the Specialist Role (Settings > System Administration > Specialist Role).

Payment Voucher

A Payment Voucher is the record of the time worked and the amount due.

1. Click **Settings > User Management > User Timesheet**.

2. For those users for whom you need a payment voucher, click the box next to the user name and then click the Payment Voucher link. Multiple lines for the same SP create a multi-line and totalled voucher, which can be saved as a pdf document and/or printed.

User's Timesheet History

A user can click their **User Profile** and then click **Timesheet** from the toolbelt to view Pending, Approved and Rejected timesheets.

Timesheet Reports

Click **Scores & Reports > Other Reports** to view SP Timesheet and SP Timesheet by Session reports.