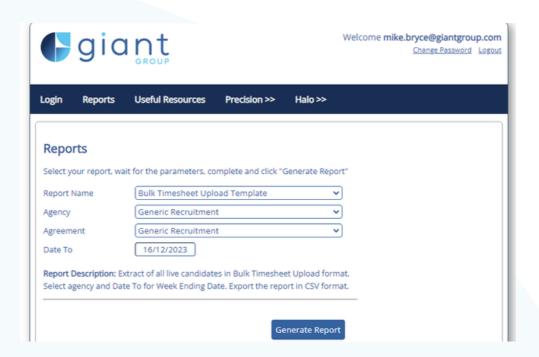
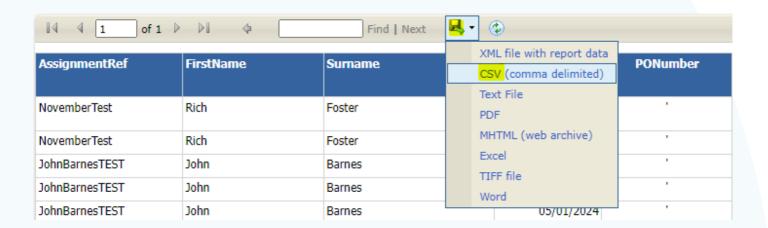


Bulk timesheet upload

The bulk timesheet upload function will allow you to upload bulk timesheet entries in one go instead of manually entering them line by line.

To do this, you will need to run the Bulk Timesheet Upload Template report with the payroll week ending from gfreports. This will have a list of all live assignments and corresponding rates for the candidates on Precision. Export this report as a CSV file to generate the bulk timesheet upload template.

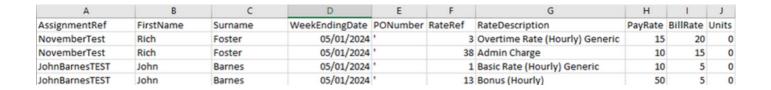






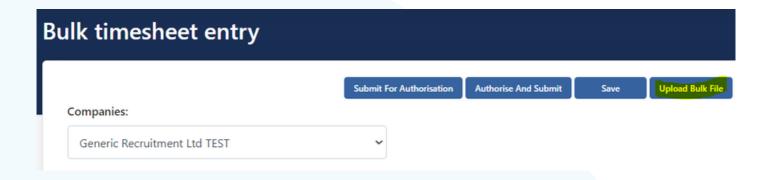
Bulk timesheet upload

Once exported, you can enter the units necessary for payroll. A line will generate for each rate on an assignment. If the rate values or period end dates need amending, you can overtype these on spreadsheet. If you need to amend POs this will need to be done on the assignment in Precision and not on the spreadsheet. Please see below example of the report export.



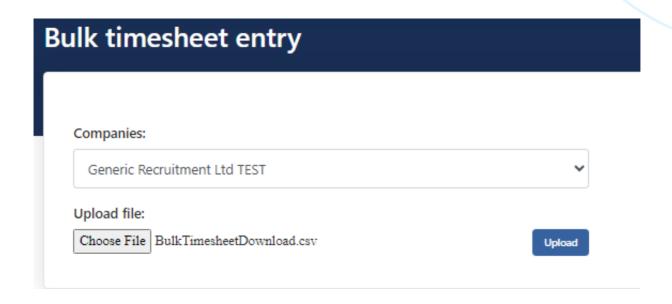
When you download the report, all columns but J will be auto populated with data from Precision, therefore you will only need to enter the units. If there are rows for candidates you do not need to payroll that week, you can delete these lines. Alternatively, you can leave the units for these candidates as 0.

Once completed, save down the file in a CSV file format. To submit the file, go to the Bulk Timesheet Entry screen, there will be a button at the top that reads Upload Bulk File. Select this button and then upload the saved file





Bulk timesheet upload



The file will then be uploaded. Depending on the size of the file this can sometimes take a couple of minutes.

Your payroll will then appear on bulk timesheet entry screen for you to review and attach timesheets. You can then submit the bulk entries for authorization.

