



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.

Welcome [mike.bryce@giantgroup.com](#)
[Change Password](#) [Logout](#)

[Login](#) [Reports](#) [Useful Resources](#) [Precision >>](#) [Halo >>](#)

Reports

Select your report, wait for the parameters, complete and click "Generate Report"

Report Name

Bulk Timesheet Upload Template

Agency

Generic Recruitment

Agreement

Generic Recruitment

Date To

16/12/2023

Report Description: Extract of all live candidates in Bulk Timesheet Upload format. Select agency and Date To for Week Ending Date. Export the report in CSV format.

Generate Report

1 of 1	Find	Next		
AssignmentRef	FirstName	Surname		PONumber
NovemberTest	Rich	Foster		,
NovemberTest	Rich	Foster		,
JohnBarnesTEST	John	Barnes		,
JohnBarnesTEST	John	Barnes		,
JohnBarnesTEST	John	Barnes		,
			05/01/2024	



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.

A	B	C	D	E	F	G	H	I	J
AssignmentRef	FirstName	Surname	WeekEndingDate	PONumber	RateRef	RateDescription	PayRate	BillRate	Units
NovemberTest	Rich	Foster	05/01/2024	'		3 Overtime Rate (Hourly) Generic	15	20	0
NovemberTest	Rich	Foster	05/01/2024	'		38 Admin Charge	10	15	0
JohnBarnesTEST	John	Barnes	05/01/2024	'		1 Basic Rate (Hourly) Generic	10	5	0
JohnBarnesTEST	John	Barnes	05/01/2024	'		13 Bonus (Hourly)	50	5	0

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 entry

[Submit For Authorisation](#)[Authorise And Submit](#)[Save](#)[Upload Bulk File](#)

Companies:

Generic Recruitment Ltd TEST





Bulk timesheet upload

Bulk timesheet entry

Companies:

Generic Recruitment Ltd TEST

Upload file:

Choose File

BulkTimesheetDownload.csv

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.

Companies:

Generic Recruitment Ltd TEST

■ Select	Period Ending	Candidate	Assignment Ref	Rate Type	PO Number	Mon (Units)	Tue (Units)	Wed (Units)	Thu (Units)	Fri (Units)	Sat (Units)	Sun (Units)	Total (Units)	Bill Rate	Pay Rate	Upload Image
<input type="checkbox"/>	05/01/2024	BarnesJoh	JohnBarne	Basic Rate	-- Select -	14	0	0	0	0	0	0	14	5.00	10.00	<input type="checkbox"/>
<input type="checkbox"/>	05/01/2024	BarnesJoh	JohnBarne	Bonus (Hc	-- Select -	6	0	0	0	0	0	0	6	5.00	50.00	<input type="checkbox"/>
<input type="checkbox"/>	05/01/2024	BarnesJoh	JohnBarne	Time and .	-- Select -	12	0	0	0	0	0	0	12	25.00	20.00	<input type="checkbox"/>
<input type="checkbox"/>	05/01/2024	BarnesJoh	JohnBarne	Overtime	-- Select -	5	0	0	0	0	0	0	5	23.00	18.00	<input type="checkbox"/>
<input type="checkbox"/>	05/01/2024	BarnesJoh	JohnBarne	OT 2.0 (Dc	-- Select -	4	0	0	0	0	0	0	4	8.00	10.00	<input type="checkbox"/>