To add a timesheet, please go to **Main Navigation > Time Management > Manage Timesheets** and click the **Add Timesheets** Tab.

Select the date on the calendar for which you would like to add a timesheet.

You will then see a ‘pop-up’ for a New Timesheet.

The Timesheet Type will default to **DAILY (in blue)** use this to input individual days

Change to **WEEKLY** (Change from Grey to Blue) if you wish to enter an entire working week.



You **MUST** assign the timesheet to a customer by selecting **Yes** in the Assign section – click to change from Grey to Blue



Use the dropdown bars to select the relevant customer – if you cannot see any Customers in this field, please contact your Anne Jagger consultant. If you do not assign a customer authorisation could be delayed.



For **DESCRIPTION** use your Job Title or Department



Record your **Start/End time** and the **duration of your break** in the relevant fields and Clarity365 will calculate your Total Working Hours.

Double check these hours as mistakes will cause delays.

**Editing or deleting a timesheet**

To edit or delete a timesheet that has not already been authorised, please go to **Main Navigation > Time Management > Manage Timesheets** and click the **Summary** Tab.

Scroll down to your **Timesheets Overview**, select the time filter and search for your timesheets data.

Click the **View** icon (a clipboard icon) next to the relevant timesheet. On the popup, either click **Delete** to remove the Timesheet or click **Edit** to change the fields as necessary. Click **Submit** to resubmit your timesheet with the new data.

**Please** **note**, you will not be able to edit or delete an authorised timesheet.

**Submitting a saved timesheet**

To submit a previously Saved timesheet, please go to **Main Navigation > Time Management > Manage Timesheets** and click the **Summary** Tab.

Scroll down to your **Timesheets Overview**, select the time filter and search for your timesheets data.

Any timesheet with an **Orange** icon are saved but have not been submitted for authorisation. Click the **View** icon (a clipboard icon) next to the relevant timesheet. Click **Submit** to submit the timesheet for authorisation. If you need to edit the timesheet first, please follow the steps from **Editing or Deleting a Timesheet**.

All days will be selected by default. **Untick any days you do not want to add** a timesheet for. Enter a short **description** of your time and click **Submit** to send the timesheet to your approver for authorisation.