Timesheets

Payroll Windows · https://cclearninghub.co.uk/docs/timesheets-2/

Timesheets

This guide will cover how to access and amend a staff members timesheet on Care Control Windows. These are a part of the basic payroll system and are called Work Records in the advanced payroll.





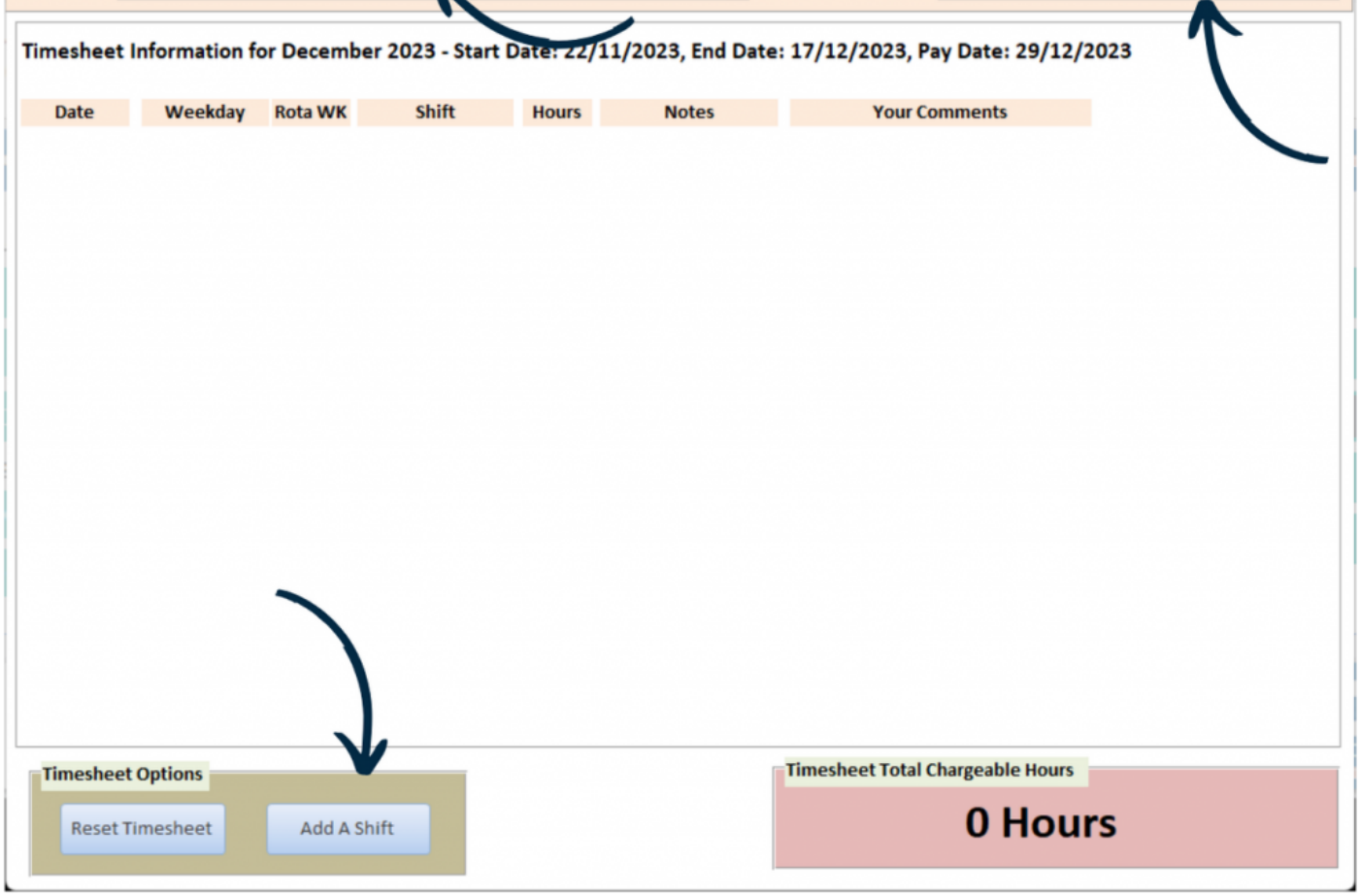
1

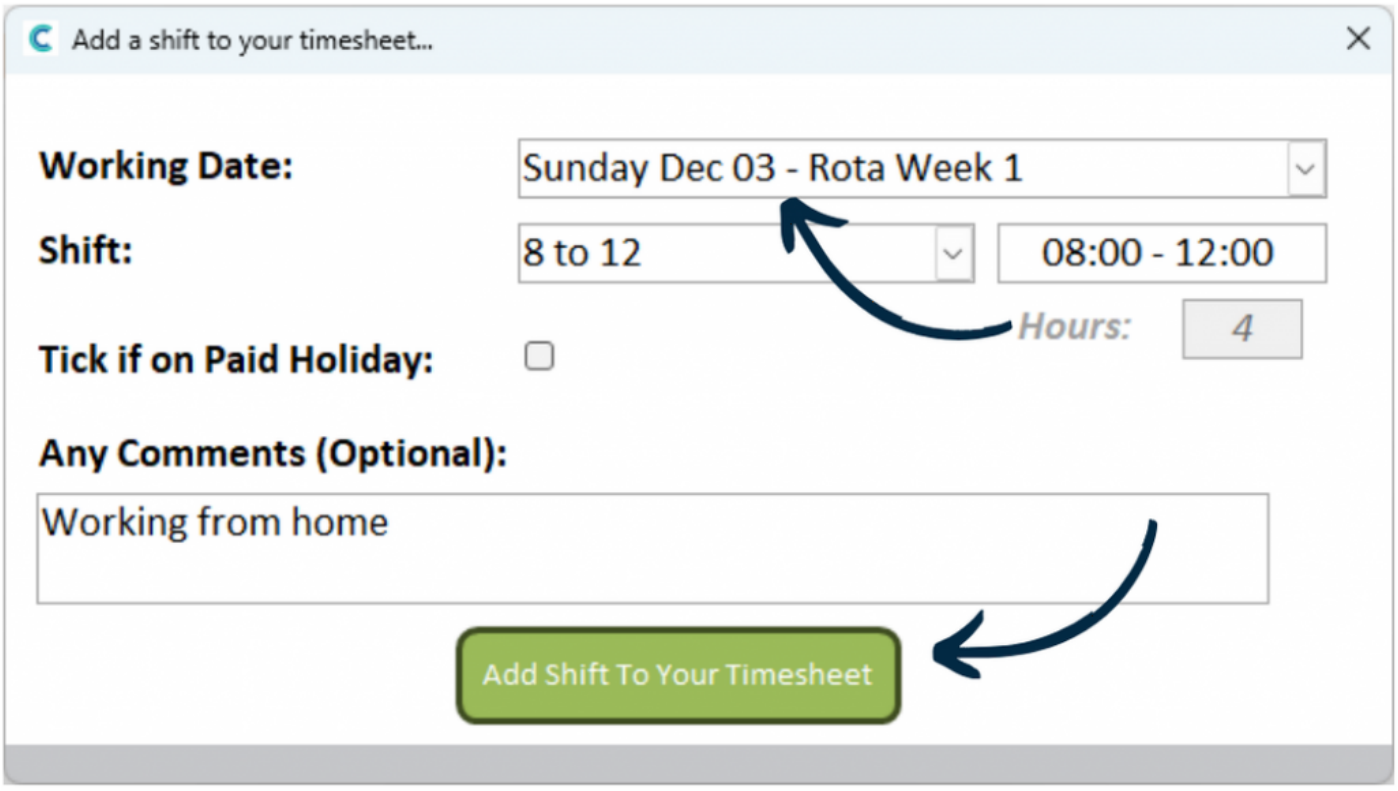
In the Administration of Care Control Windows, navigate to the **Manage Timesheets** tool, which can be found under the Time & Attendance tab.

2

A new window will open. First, select the **Staff Member** and **Period** you would like to view via the drop down lists at the top of the page.

A series of shifts will be displayed for the selected period, according to the rota. If there is a shift you need to add for the payroll, press **Add A Shift**.


Timesheet Information for December 2023 - Start Date: 22/11/2023, End Date: 17/12/2023, Pay Date: 29/12/2023
Date
Weekday
Rota WK
Shift
Hours
Notes
Your Comments
Timesheet Options
Reset Timesheet
Add A Shift
Timesheet Total Chargeable Hours
0 Hours


Add a shift to your timesheet...
Working Date:
Sunday Dec 03 - Rota Week 1
Shift:
8 to 12
08:00 - 12:00
Hours:
4
Tick if on Paid Holiday:
Any Comments (Optional):
Working from home
Add Shift To Your Timesheet

3

Select the **Working Date** from the drop-down list and select a **Shift**. This will give a number of hours worked.

Tick whether the staff member was on holiday, and enter any comments if necessary.

Then, press **Add Shift**.

4

