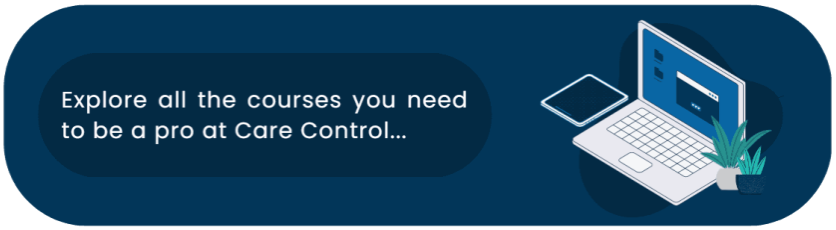
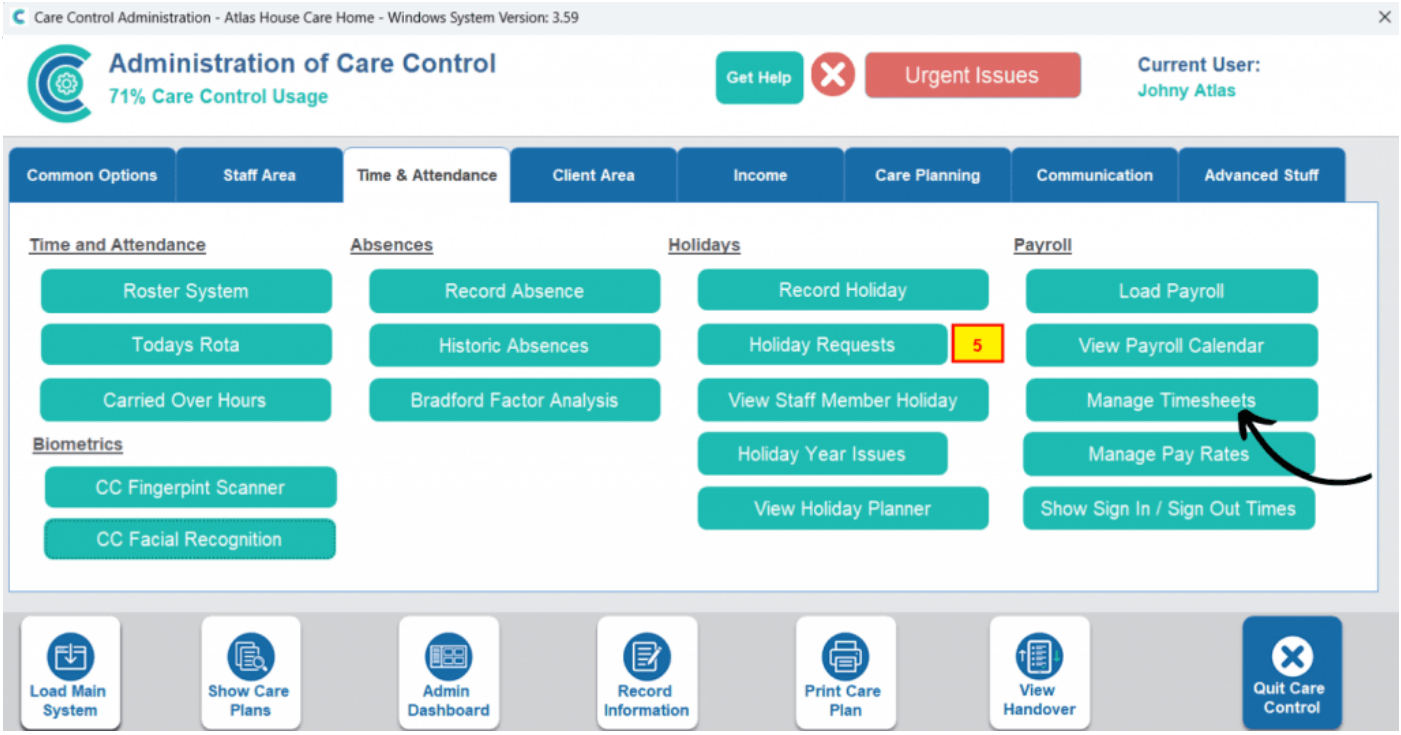
Timesheets

Roster Windows · https://cclearninghub.co.uk/docs/timesheets/



Timesheets



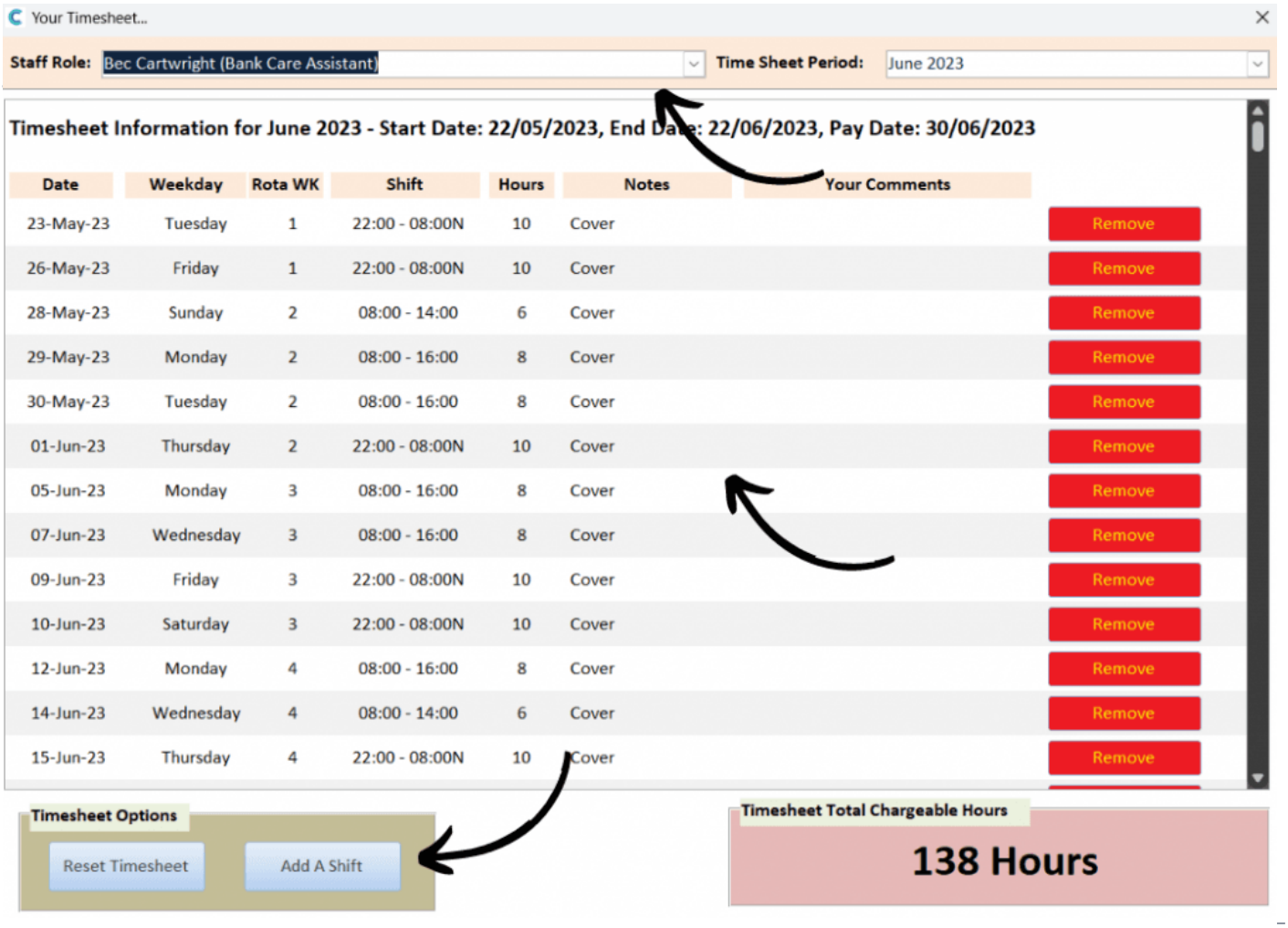
1

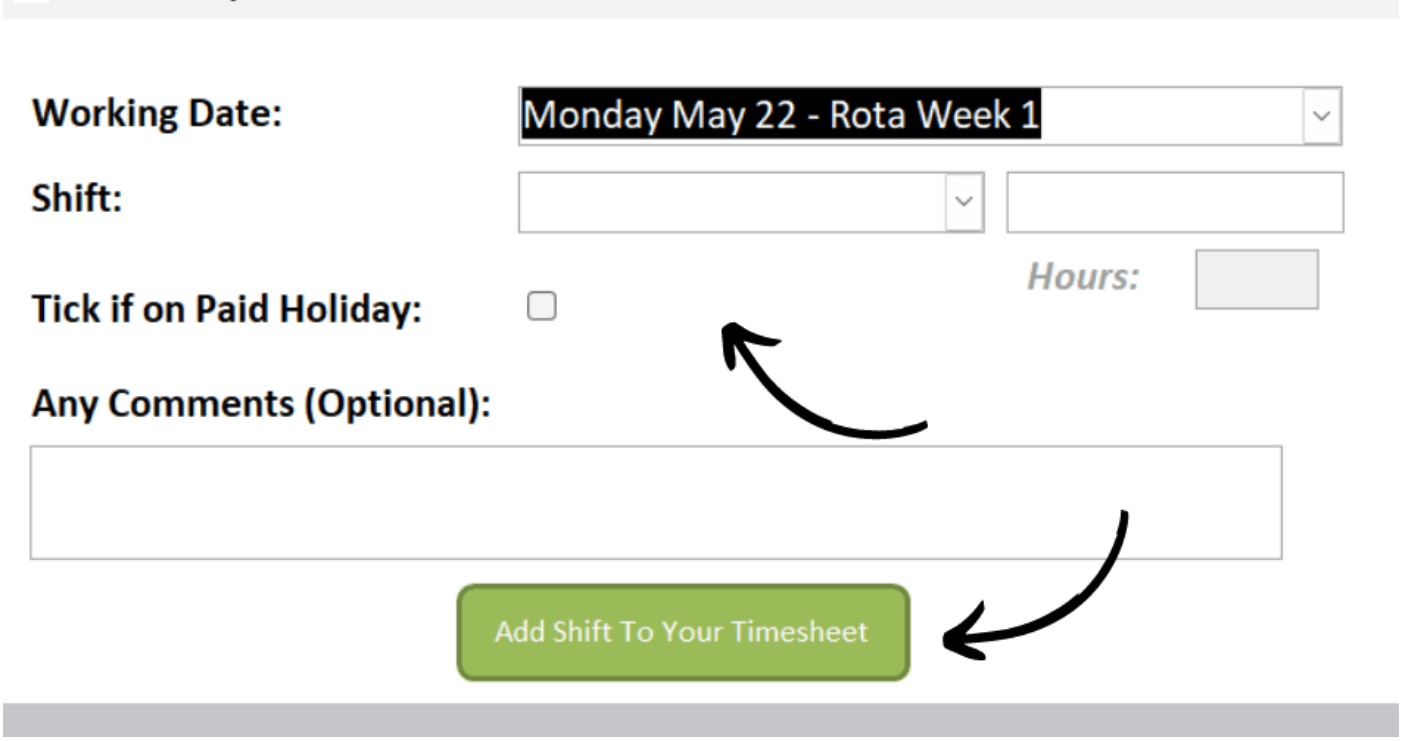
In the Administration of Care Control Windows, navigate to the **Timesheets** tool, which can be found under the **Time & Attendance** tab.

2

A new window will open, here select a staff member from the drop-down list and select a timesheet period.

Shifts recorded will load and these can be **removed** via the dedicated button on the right-hand





3

When adding a shift, a new window will open. Here, enter the **date**, **shift hours** and any other additional **comments**. Press **Add** to complete the process.