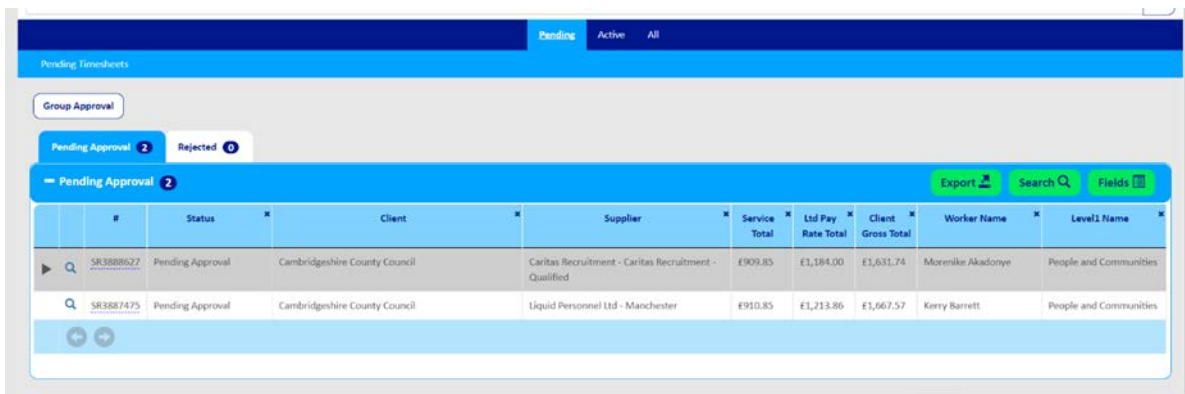


Approving/Rejecting a timesheet

1. Log in to Matrix and go to your homepage. If you have timesheets to approve, there will be a notification in the timesheet box. Click on the 'pending approval' box.



2. A new screen will appear with your workers timesheets. To open a timesheet, click on the magnifying glass on the left hand side of the SR number.



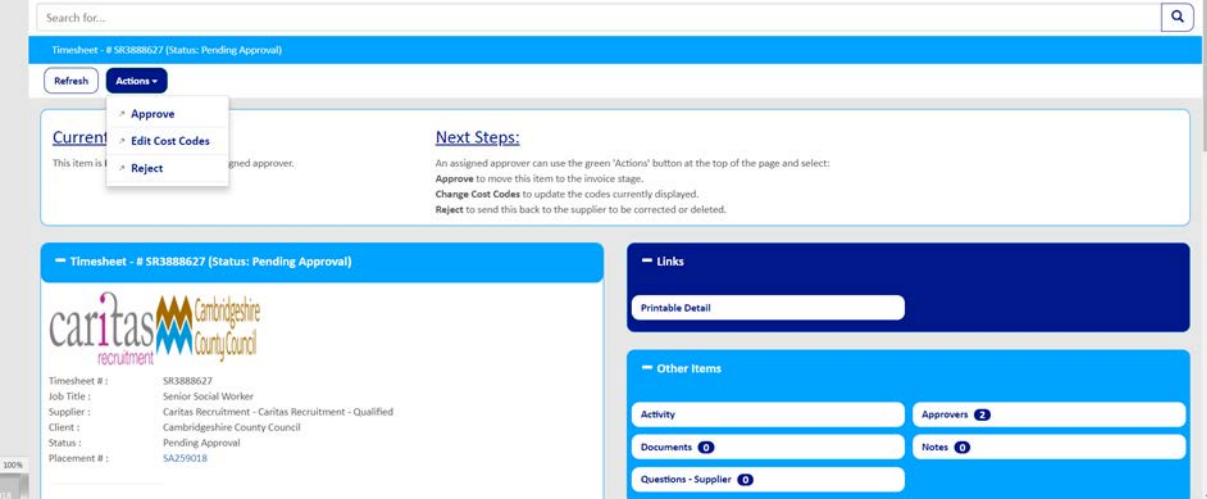
#	Status	Client	Supplier	Service Total	Ltd Pay Rate Total	Client Gross Total	Worker Name	Level Name
SR388627	Pending Approval	Cambridgeshire County Council	Caritas Recruitment - Caritas Recruitment - Qualified	£909.85	£1,184.00	£1,633.74	Morenike Akadonye	People and Communities
SR3887475	Pending Approval	Cambridgeshire County Council	Liquid Personnel Ltd - Manchester	£910.85	£1,213.86	£1,667.57	Kerry Barrett	People and Communities

3. A new screen will appear with the timesheet details. Scroll down to the bottom of the page to view the timesheet claim. If you are happy with the claim, scroll up to the top of the page and find the green 'Actions' button.



Item Category	Item Type	Date Item	Rate Type	Deliverable	Cost Code	Subjective Code	Units	PAYE Pay Rate	Ltd Pay Rate	Client Charge	Rebate Amount	Service Amount	Ltd Service Amount	Client Net	Start Time	End Time	Break Time	
Item Category - Hours 5																		
Hours	Monday	18/06/18	Regular		30000586		7.50	£24.59	£32.00	£36.75	£0.00	£184.43	£240.00	£275.63	09:00	17:30	1.00	
Hours	Tuesday	19/06/18	Regular		30000586		7.50	£24.59	£32.00	£36.75	£0.00	£184.43	£240.00	£275.63	09:00	17:30	1.00	
Hours	Wednesday	20/06/18	Regular		30000586		7.50	£24.59	£32.00	£36.75	£0.00	£184.43	£240.00	£275.63	09:00	17:30	1.00	
Hours	Thursday	21/06/18	Regular		30000586		7.50	£24.59	£32.00	£36.75	£0.00	£184.43	£240.00	£275.63	09:00	17:30	1.00	
Hours	Friday	22/06/18	Regular		30000586		7.00	£24.59	£32.00	£36.75	£0.00	£172.13	£224.00	£257.25	09:00	17:00	1.00	
Subtotal								37.00	£122.95	£160.00	£183.75	£0.00	£909.85	£1,184.00	£1,359.77			5.00
Σ								37.00	£122.95	£160.00	£183.75	£0.00	£909.85	£1,184.00	£1,359.77			5.00

4. Click on the 'Actions' button and select either 'Approve' or 'Reject'. A new screen will appear and ask you to Approve or Reject the timesheet. A comments box will also be available to leave a note on the timesheet.



The screenshot shows a web application interface for a timesheet approval process. At the top, there is a search bar and a navigation bar with the text "Timesheet - # SR3888627 (Status: Pending Approval)". Below this, there are buttons for "Refresh" and "Actions". The "Actions" dropdown menu is open, showing options: "Approve", "Edit Cost Codes", and "Reject".

The main content area is divided into two sections. The left section, titled "Current", contains the text "This item is assigned to an approved approver." The right section, titled "Next Steps:", provides instructions: "An assigned approver can use the green 'Actions' button at the top of the page and select: **Approve** to move this item to the invoice stage. **Change Cost Codes** to update the codes currently displayed. **Reject** to send this back to the supplier to be corrected or deleted."

Below the main content, there is a detailed view of the timesheet. It includes the logo for "caritas recruitment" and "Cambridgeshire County Council". The details are as follows:

Timesheet # :	SR3888627
Job Title :	Senior Social Worker
Supplier :	Caritas Recruitment - Caritas Recruitment - Qualified
Client :	Cambridgeshire County Council
Status :	Pending Approval
Placement # :	SA259018

On the right side, there are sections for "Links" (containing a "Printable Detail" button) and "Other Items" (containing buttons for "Activity", "Documents", "Questions - Supplier", "Approvers" (with a count of 2), and "Notes" (with a count of 0)).