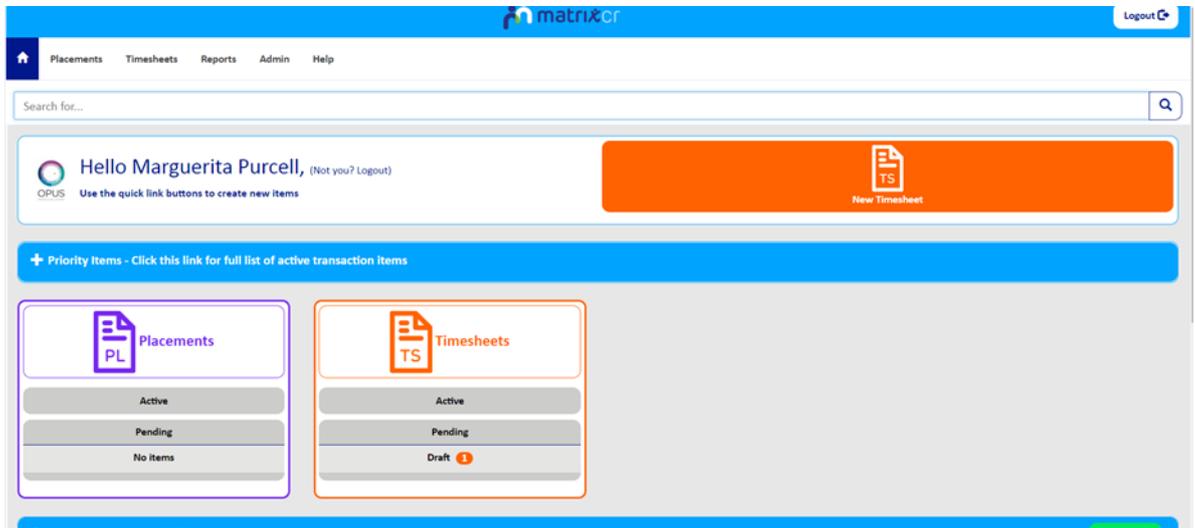
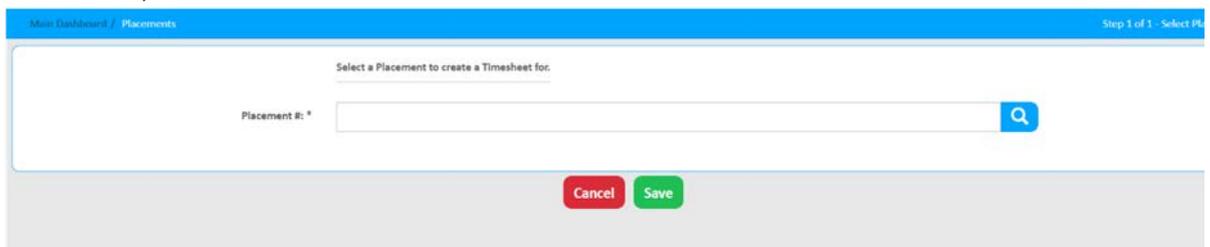


Creating and Submitting a Timesheet

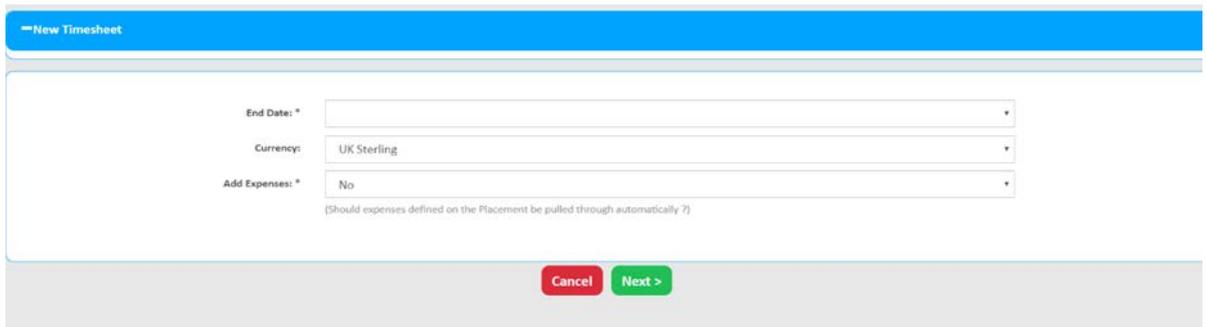
1. Log into Matrix and go to the homepage.
2. To create a new timesheet, click on 'new timesheet'.



3. Click on the magnifying glass to search for your placement. Then click on the placement you would like to submit a timesheet to. Click on the 'save' button.

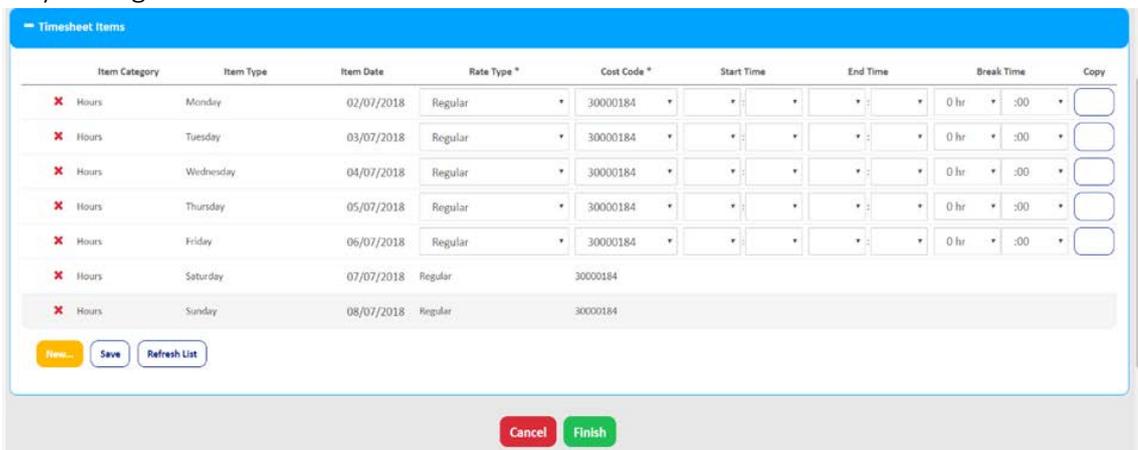


4. Select the relevant week ending date using the drop down menu. If you would like to claim expenses, you will need to select 'yes' from the drop down menu. Click on the 'next' button.



5. Enter your start times and finish times for the days that you have worked. Then enter the break times for each day. If you would like to claim holiday or sickness, please change the rate type using the drop down menu.
If you would like to claim half a day of holiday or a full day of holiday, please select either 'half day holiday' or 'full day holiday' from the drop down menu and enter the number of hours you wish to claim, using the start time and end time boxes. Please do not enter a break time as this will deduct time from the holiday hours you are claiming.

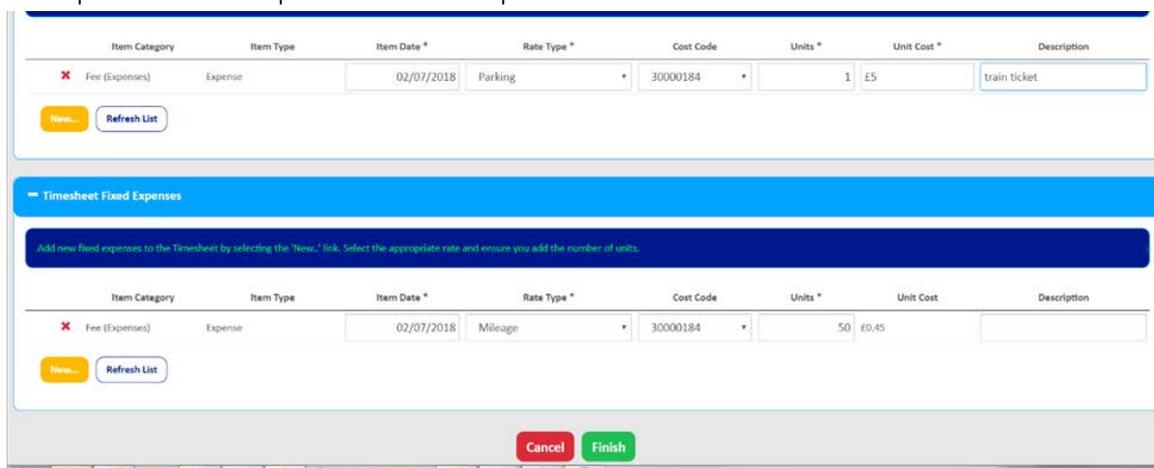
If you are claiming sickness, please enter your normal working hours into the start time and end time boxes. This will enable the payroll team to process any SSP you may be eligible for.



Item Category	Item Type	Item Date	Rate Type *	Cost Code *	Start Time	End Time	Break Time	Copy
Hours	Monday	02/07/2018	Regular	30000184			0 hr :00	
Hours	Tuesday	03/07/2018	Regular	30000184			0 hr :00	
Hours	Wednesday	04/07/2018	Regular	30000184			0 hr :00	
Hours	Thursday	05/07/2018	Regular	30000184			0 hr :00	
Hours	Friday	06/07/2018	Regular	30000184			0 hr :00	
Hours	Saturday	07/07/2018	Regular	30000184				
Hours	Sunday	08/07/2018	Regular	30000184				

- If you are claiming expenses on your timesheet, you will need to use the 'mileage' section to claim your mileage and the 'expense' section to claim all other expenses. To claim mileage, you will need to enter the total number of miles for the week under one day of the week.

To claim other expenses, use the 'units' box to detail the number of claims and use the 'unit cost' box to detail the cost of one expense. The payroll team will multiply the number of units by the cash value of the expense. You will then need to use the 'description' box to explain what the expense claim is for.



Item Category	Item Type	Item Date *	Rate Type *	Cost Code	Units *	Unit Cost *	Description
Fee (Expenses)	Expense	02/07/2018	Parking	30000184	1	£5	train ticket

Item Category	Item Type	Item Date *	Rate Type *	Cost Code	Units *	Unit Cost	Description
Fee (Expenses)	Expense	02/07/2018	Mileage	30000184	50	£0.45	

- Once you are happy with all of the details on your timesheet, you will need to click on the 'finish' button.
- A new screen will appear. You will need to find the green 'actions' button at the top of the page. Click on this button and select 'submit'. The next screen will ask you to click 'submit' again. Once you have done this, your timesheet has been submitted. The timesheet will then be sent to all of your timesheet approvers.