



AVIONTÉ

BOLD

Process Timesheets in BOLD and transmit them to Back Office

Avionte Bold > Timesheet > Timesheet

Updated 10/15/2021

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After a Talent has been added in BOLD, this is the process used to pay them:

1. View Timesheets in the *Timesheet* module

- Select **Timesheet** > Select a **Company** > Set **Job Status** = *All* > Select a **Contractor** > Select a *Time Select option*, and click **GO!**
- Click on **View Timesheet** for the applicable Week Ending

myDashboard Jobs Talent **Timesheet** Companies Agency Documents Back Office Analyze

Search Expense Reports

Timesheet Manager submit or review timesheets

Timesheets awaiting your approval
No timesheets are awaiting your approval

Search for Timesheets

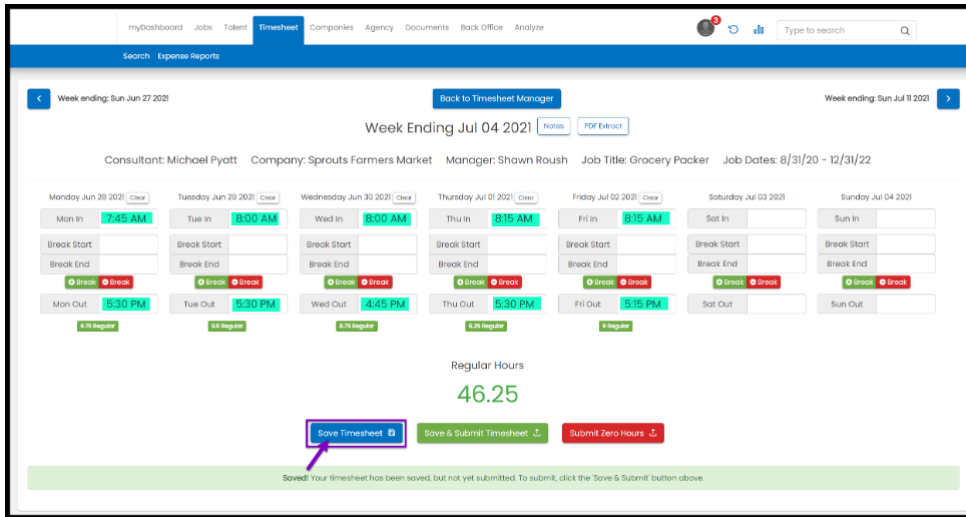
Company: Sprouts Farmers Market Job Status: All Active Expired Contractor: Michael Pyatt (Grocery Packer) - ReqID: SR01923111 Time Select: All Week End Submitted Approved **GO!**

Timesheet	Status	Position	Consultant	Week End...	Submit D...	Approve ...	Work Week	Strai...	Over	Double	Addi...	Addi...	Total
<input type="checkbox"/> View Timesheet	Open	Grocery Packer	Michael Pyatt	Jul 4, 2021			Mon Tue Wed Thu Fri Sat Sun	0 0 0 0 0 0 0	0	0	0	0	0
<input type="checkbox"/> View Timesheet	Open	Grocery Packer	Michael Pyatt	Jul 11, 2021			Mon Tue Wed Thu Fri Sat Sun	0 0 0 0 0 0 0	0	0	0	0	0
<input type="checkbox"/> View Timesheet	Open	Grocery Packer	Michael Pyatt	Jul 18, 2021			Mon Tue Wed Thu Fri Sat Sun	0 0 0 0 0 0 0	0	0	0	0	0
<input type="checkbox"/> View Timesheet	Open	Grocery Packer	Michael Pyatt	Jul 25, 2021			Mon Tue Wed Thu Fri Sat Sun	0 0 0 0 0 0 0	0	0	0	0	0

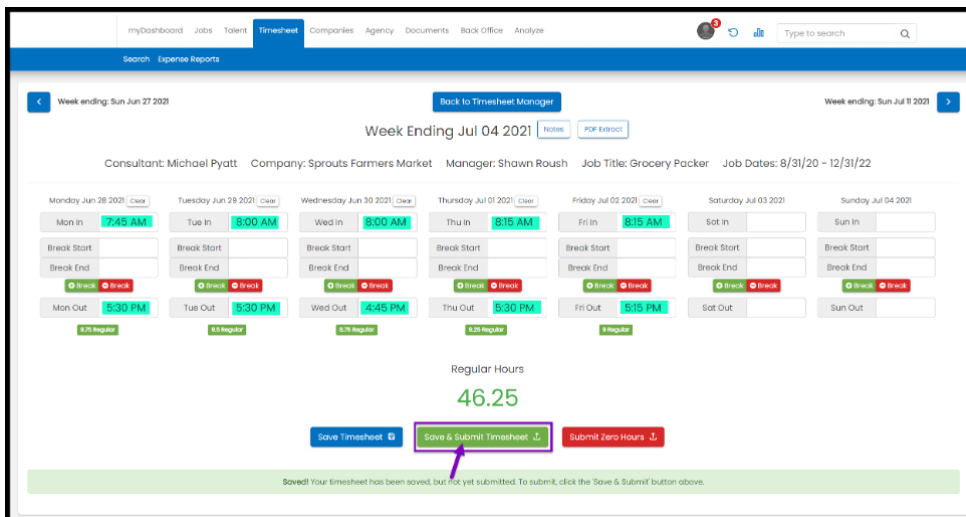
From TIMESHEET select the Company, Job Status of All, Contractor and Time Select options and Click on GO to access the list of available Accounting Period Dates

Select **VIEW TIMESHEET** for the Week Ending required

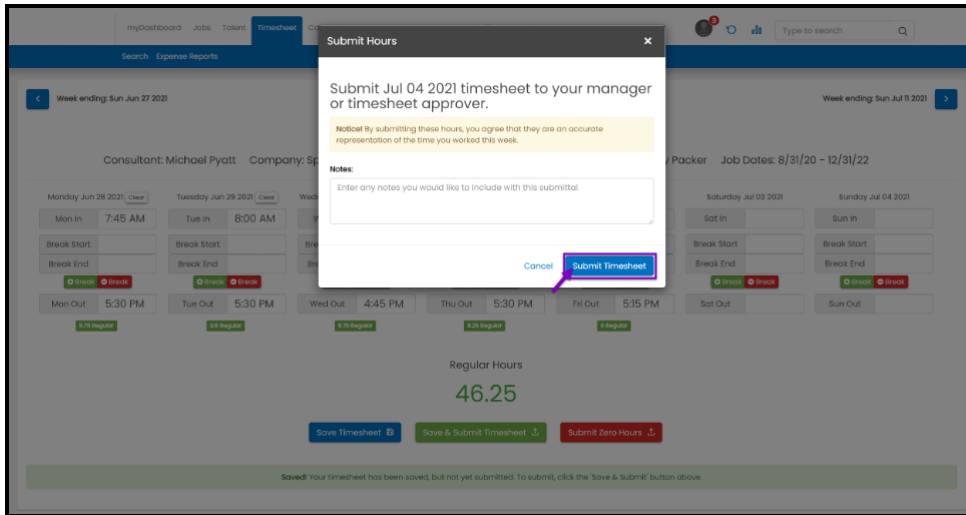
2. In the *Timesheet screen*, enter the applicable hours and select **Save Timesheet**. A message will appear at the bottom of the screen verifying that the timesheet has been saved, but not yet submitted.



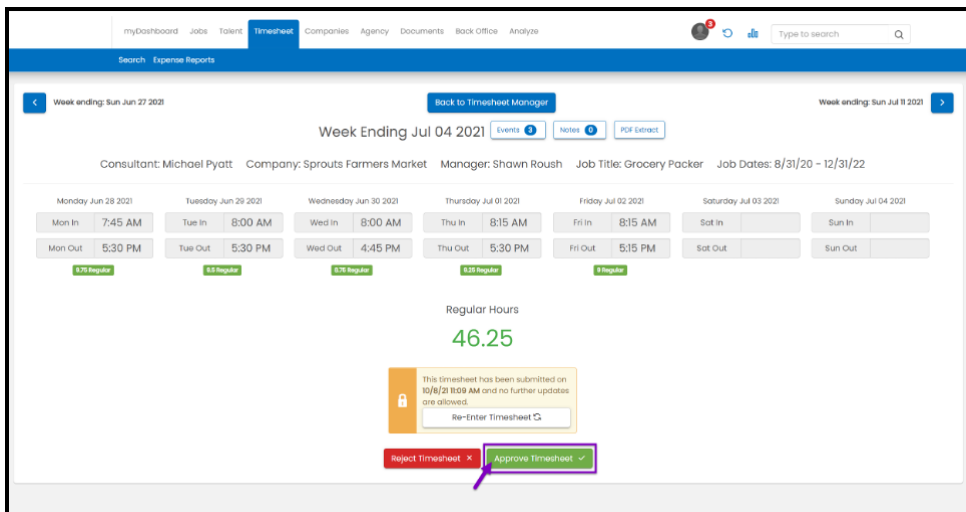
3. Submit the timesheet by selecting **Save & Submit Timesheet**.



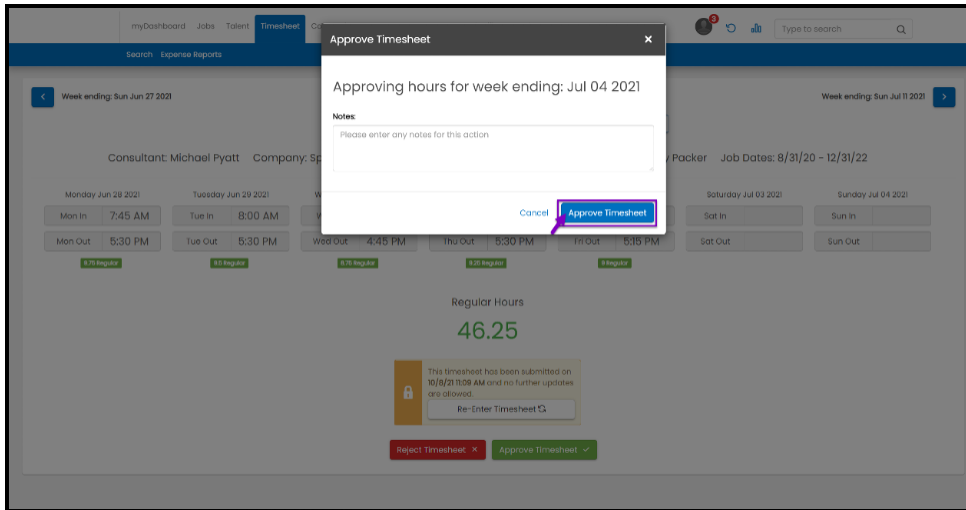
4. A popup titled "Submit Hours" will appear. To verify the submission of the timesheet, select **Submit Timesheet**.



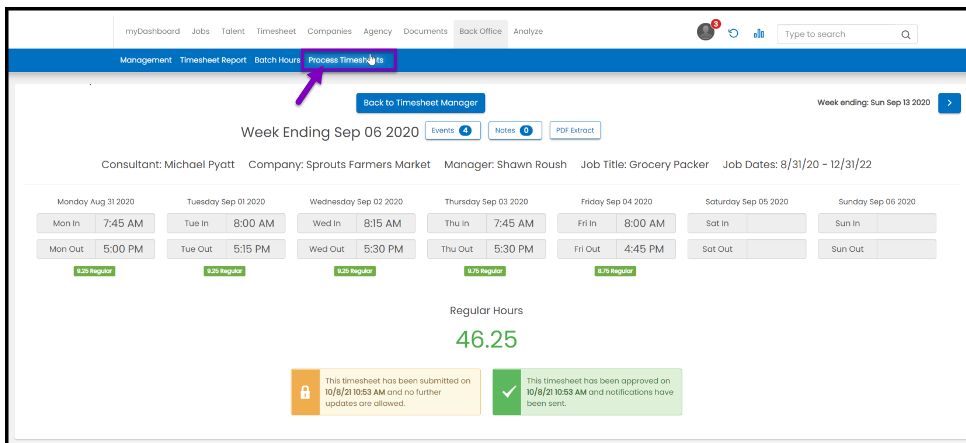
5. The timesheet screen will appear again. To approve the timesheet, select **Approve Timesheet**.



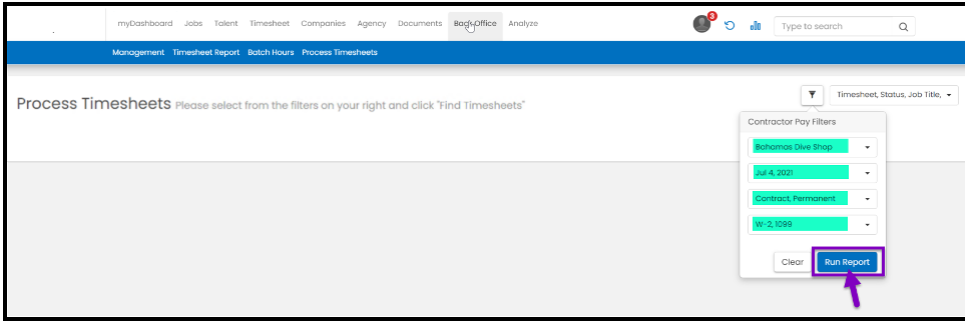
6. A popup titled "Approve Timesheet" will appear. To verify the approval of the timesheet, select **Approve Timesheet**.



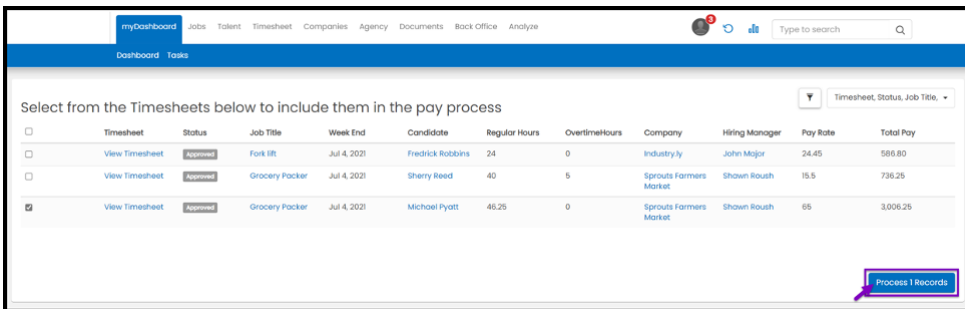
7. Process the timesheets by going to the Back Office tab and selecting **Process Timesheets**.



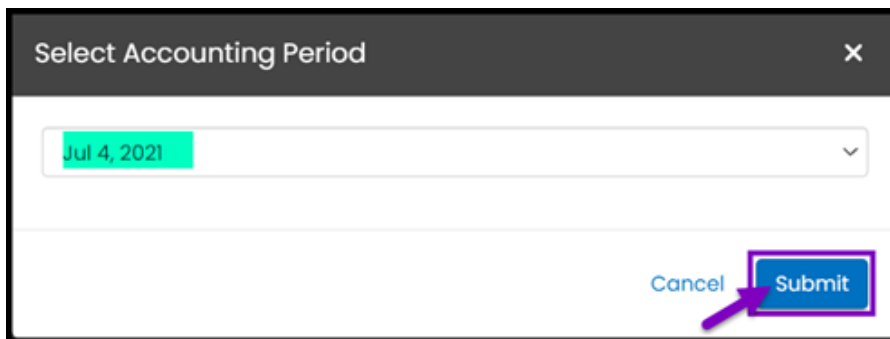
8. The Process Timesheets screen will appear. Enter the fields on the Contractor Pay Filters including the Employer, Week Ending Range, Placement Type, and Employment Type. Select **Run Report**.



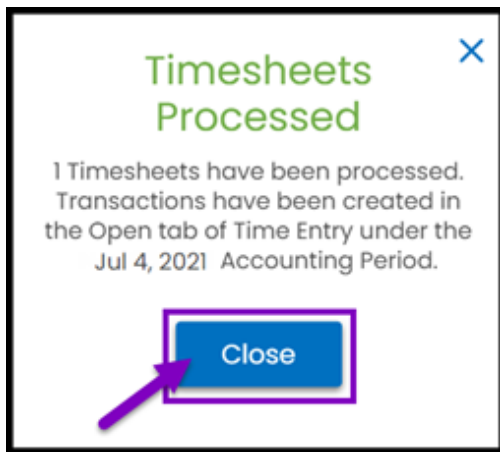
9. A list of timesheets is displayed. Select the one for your Candidate, or all candidates by using the select box at the beginning of the transaction, and select **Process [# of] Records**.



10. Select the applicable accounting period and click **Select**.



The Timesheets Processed dialog appears.



Click **Close**.

11. Later, your candidate can be accessed via the path *Back Office > Time Entry > Open*.

Comments

0 comments



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