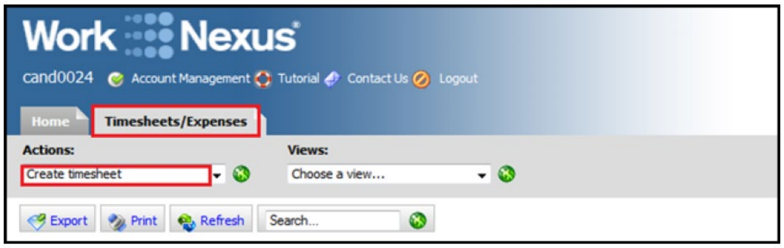
Quick Guide – Creating Timesheets

Work Nexus is designed to capture hours worked each week by temporary employees.
To create a timesheet, follow the steps below.

1. Click on the **Timesheets/Expenses** tab.

2. From the **Actions** drop-down menu, select **Create a timesheet**.



3. Click on the paper and pencil to open a new timesheet. A blank timesheet for the most current week ending will be displayed.

4. When all hours are entered in on the timesheet, click the **Submit** button.

To correct a rejected timesheet:

1. Click on the **Timesheets/Expenses** tab.

2. From the **Views** drop-down, select **Timesheets by status**. Click on the rejected timesheet.

3. When the timesheet is opened, the rejection reason is displayed. Click on the **Edit** button to make the changes to the timesheet.

4. When all corrections are made, click the **Submit** button to send the timesheet back to the manager for review.