How do I sign-off a completed shift for a worker?

Learn how to sign-off timesheets in the hub and manage shifts once they have been worked. The worker timesheets will need to be signed off within the hub by a manager, or appropriate member of the temporary staffing team.

Once attendance has been verified, the following steps can be taken:

Select 'Shifts > View All Shifts' from menu
Select the specified booked shift to be signed off
From the task bar, select 'Sign-Off'

Select the name of the person who confirmed the worker's attendance from the dropdown list of sign-off authorisers, then click 'Submit'

💡Shifts requiring sign-off, as requested by the worker, will appear in your 'To-Do List':

Signing Off a Timesheet Recording

Please click on the link here: Signing Off a Timesheet

How do I sign off an outstanding timesheet that has amended hours?

Learn how process timesheets with amended hours.

If a worker has worked different hours to those specified in the original shift, they are able to propose an amendment to their start and end time at the point of requesting sign off. **These shifts will need to be reviewed individually.**

If the worker requests remote sign-off, the outstanding timesheet will need to be signed off by a hub user and will appear in your '**To Do List**'.

Under '**Timesheets**', you will find a list of all shifts in need of remote sign-off. A red clock symbol will be displayed next to those shifts with amended times.

If rejected, the original hours will be restored, and the red clock symbol will be removed. There is also the option to add a reason for rejection, which will be sent to the worker via email.

1. Once you have reviewed the amended times, select your name on the authorisers list
2. Save changes to authorise
3. Shift will be removed from your to-do list