



STEP-BY-STEP GUIDE

UPLOADING TIMESHEETS ON THE
INTERPRETER ONLINE PORTAL

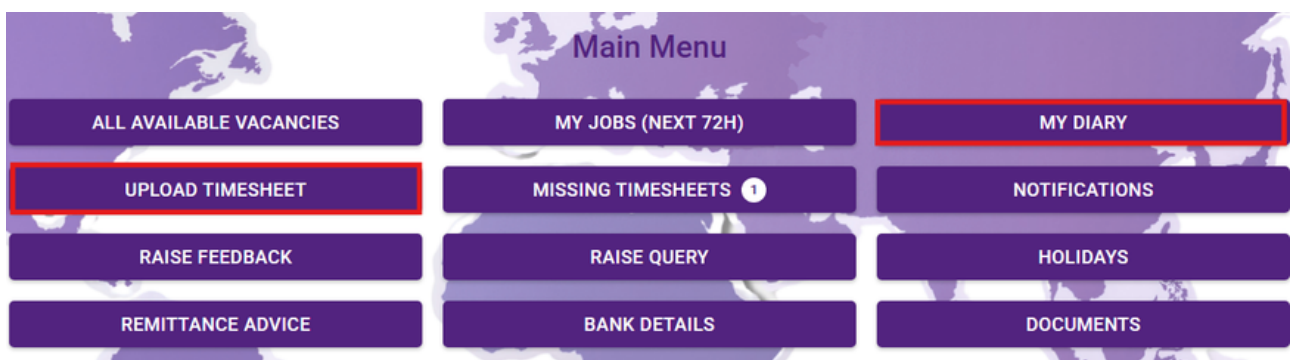


UPLOAD TIMESHEET

Important: Timesheets are expected to be submitted within 24 hours of completing the assignment, and only Word, PDF, PNG, JPeg documents apply.

There are two options where you can upload your timesheet.

1. In the **'Upload timesheet'** tab.
2. In the **'My diary'** tab.



Option 1 - 'Upload timesheet' tab

Enter the job reference field and check the icon to confirm.

Review the booking details to ensure you are using the correct reference number

A partial view of the 'Upload Timesheet' form. It shows a 'Job Reference' input field with a checkmark icon to its right, indicating a successful confirmation. A 'MAIN MENU' button is visible in the top right corner.A full view of the 'Upload Timesheet' form. It contains several fields: 'Job Reference' (with value '895'), 'Timesheet Status' (with value 'Not Received'), 'Appointment Date' (with value '18/09/2025, 15:40'), 'Organisation Name' (with value 'Languages Department'), 'Service Type' (with value 'Face to Face Interpreting (F2F)'), 'Language' (with value 'Arabic'), and 'Comments'. At the bottom, there are two sections: 'Upload Timesheet*' with a 'CHOOSE FILE' button, and 'Other Documents' with a 'CHOOSE FILE' button.

UPLOAD TIMESHEET

Important: Timesheets can only be uploaded after the end time of the booking regardless if you complete it sooner.

Option 2 - 'My diary' tab

On the 'My diary' tab, the 'Upload' option will ONLY appear once the booking end time has passed.

Simply click the 'Upload' option

My diary											
Job reference	Appointment date	1" 1"	Appointment time	Organisation name	Department	Service type	Language	Status	Timesheet	Upload	View booking
1692744	12/06/2026		12:11 - could be up to 13:11	Silent Sounds	Reception	Face to Face Interpreting (F2F)	Arabic	Confirmed		Deadline missed	OPEN
1646400	25/06/2026		08:00 - could be up to 09:00	Silent Sounds	Reception	Face to Face Interpreting (F2F)	Arabic	Confirmed		UPLOAD	OPEN
1705969	30/06/2026		08:00 - could be up to 09:00	Silent Sounds	Reception	Face to Face Interpreting (F2F)	Arabic	Confirmed		Upload option not available yet	OPEN

Timesheet	Upload	View booking
	Deadline missed	OPEN
	UPLOAD	OPEN
	Upload option not available yet	OPEN

Enter job reference

- In the job reference field, enter the reference number for the booking.
- Click the checkmark icon to confirm.

✔ **Tip:** Always ensure you are uploading the right timesheet for the correct job reference to avoid delays in processing your payment.

MISSING TIMESHEETS

If you have not uploaded a timesheet within 48 hours of completing a job, a notification will appear with the button 'Missing Timesheet'. This will also show the number of jobs where a timesheet upload is overdue.

MISSING TIMESHEETS 1

Process

- Click the button 'Missing Timesheet'.
- Review the list of jobs that are missing timesheets, identified by their job reference number.

Missing Timesheets				
			REFRESH	MAIN MENU
Job Reference ↑	Appointment Time	Service Type	Language	
890	26/08/2025 16:00	Face to Face Interpreting (F2F)	Arabic	

- Add a comment to explain the reason for the delay (e.g. Technical issue, forgot to upload).

Late Timesheet Submission Request

Comments *

CONFIRM CANCEL

- A notification will be sent to your email when your timesheet is ready to upload.
- Go to 'Upload Timesheet' or 'My Diary' to upload the timesheet.
- In 'My Diary', find the booking by its reference number and upload your timesheet.
- In 'Upload Timesheet', enter the booking reference number directly and upload the file.

Important

Timesheets must be uploaded promptly to avoid payment delays.