

STEP-BY-STEP GUIDE

UPLOADING TIMESHEETS ON THE INTERPRETER ONLINE PORTAL

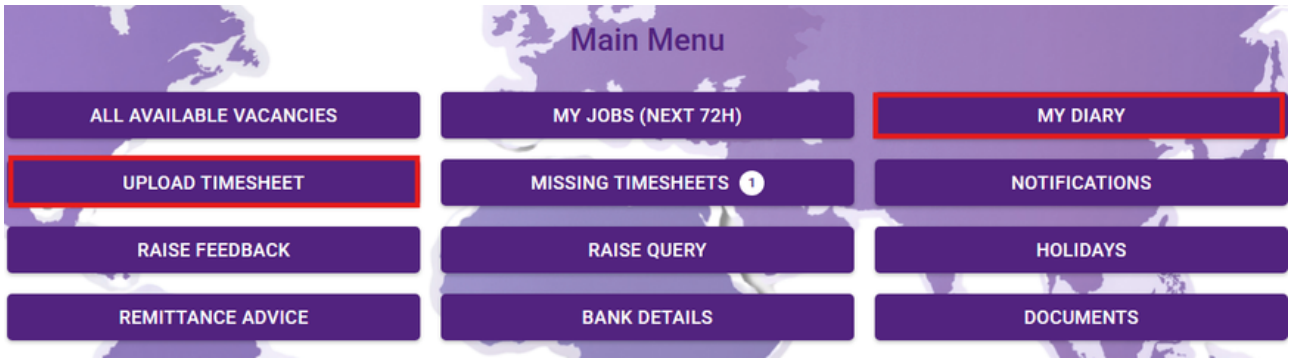
silentsounds
crossing language barriers

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.

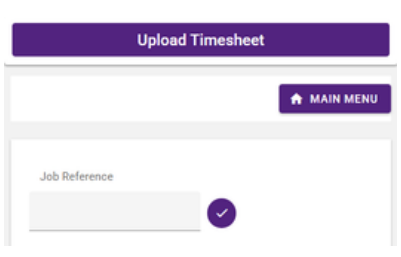
1. In the **'Upload timesheet'** tab.
2. In the **'My diary'** tab.



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





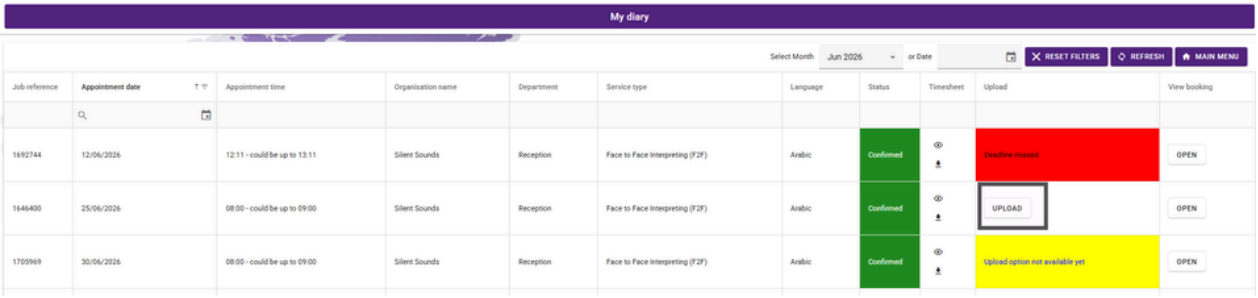
UPLOAD TIMESHEET

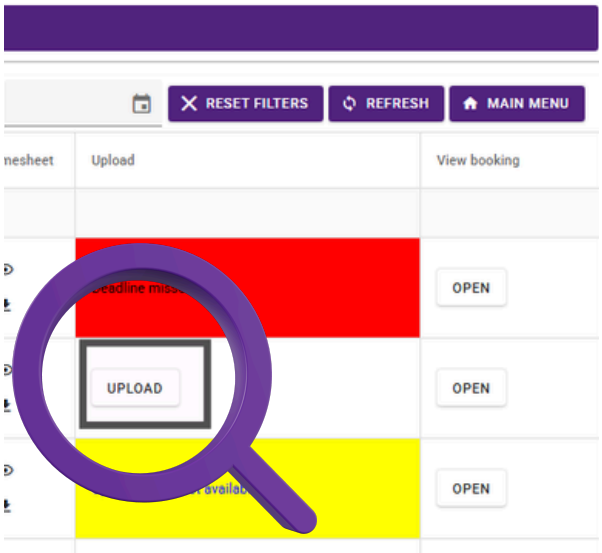
Important: Timesheets can only be uploaded after the end time of the booking regardless if you complete it sooner.

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





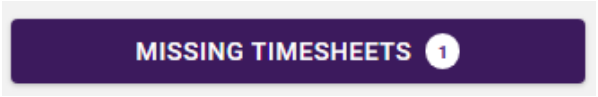
Enter job reference

- 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.*

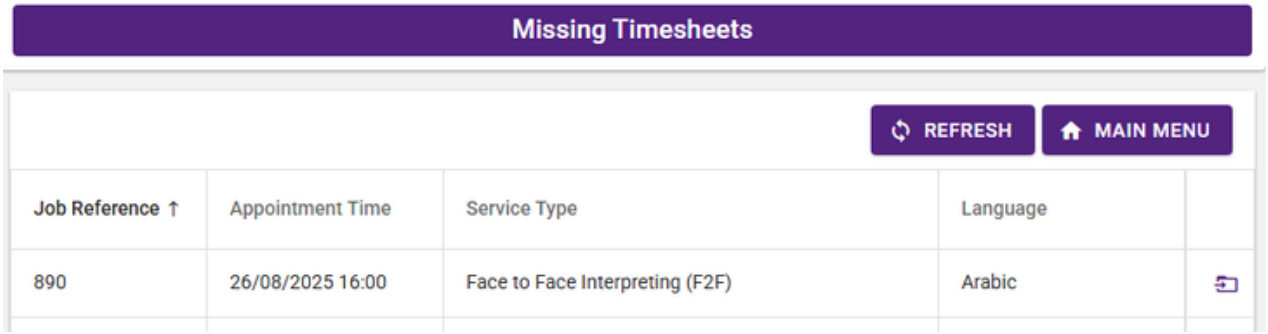
MISSING TIMESHEETS

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.

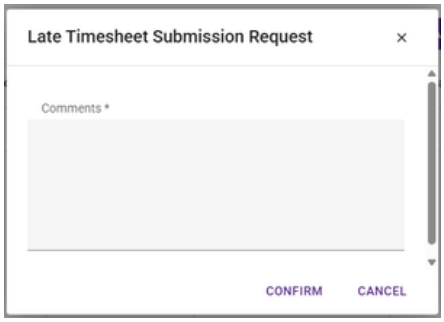


Process

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



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



- 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.