

## Timesheet Submission Process for Trafalgar

1. Copy timesheets one by one from B2B.
2. Paste onto a Word document and adjust (delete any blank rows) so there is one per landscape page.
3. Put the Month-Year at the top of the document and the total hours at the bottom.
4. Save to pdf.
5. Attach to an email and send to [timesheets@contractorsolutions.co.uk](mailto:timesheets@contractorsolutions.co.uk)
6. Put your employee reference number in the title with the month and year. Eg. 1234 – Timesheets Mar 2021.

## Notes

Time sheets must be approved by your manager or their nominee.

Timesheets cannot be submitted whilst pending.

It has to be one timesheet per week – even if there are zero hours on it.

Timesheets are to be submitted monthly, aligned with Chartsign's payment schedule.

Any week where Trafalgar have had to process hours, even if it is just 1 hour, will incur the weekly charge.

Notification will be sent to mobile number when money has been paid into back account and payslip will be emailed.

## Example Email Message :

Good Morning

Attached are my timesheets for April 2021. Total Hours : 160

Kind regards