

Submitting a Timesheet/Confirming your hours

Please refer to the below guidance for instructions as to how to submit your hours to Champion via your personal portal.

- ▲ Login to your portal using your own login and password.
- ▲ On the dashboard, open the 'timesheets' by clicking on the word.
The screen that follows will show a summary of all your timesheets submitted and their current status.
- ▲ Click 'Create Timesheet' found in the top right of the screen.
- ▲ Under the Assignment Details, you should enter the work week ending date (typically the Friday before) and select your assignment from the Assignment No drop down. Your current assignment should be available for you to choose.
- ▲ Choose the appropriate 'Rate Type' e.g. Hours, Expenses.
- ▲ Enter the No of Hours worked.
- ▲ Enter the No of Days worked.
- ▲ If you have your timesheet available, please upload it via the 'Upload Timesheet' section found below the 'Assignment Details' section.
- ▲ Click the submit button. This will send the details through to the payroll department at Champion for processing.

You are able to check the status of your timesheet/hours within the 'Timesheet' section of your portal. Here you can see whether your timesheet/hours are Pending, Approved or Rejected.

Champion will use this information to invoice your agency/client for your hours worked.

