

# Approving shifts with the Indeed Flex timesheets tab

It's important you review and approve all your Indeed Flex shifts to avoid being charged incorrectly.

## What are timesheets?

Timesheets are the records showing how many hours a Flexer has worked. This is stored on the platform to ensure that the worker is paid and that you are charged, correctly.

The shift times appear on the platform by the worker clocking in and out via their Indeed Flex app.

**Top tip:** If you're going on annual leave and need to add a colleague to approve timesheets on your behalf, please let your Account Manager know. They will get them added to the platform for you.

## Approval deadline

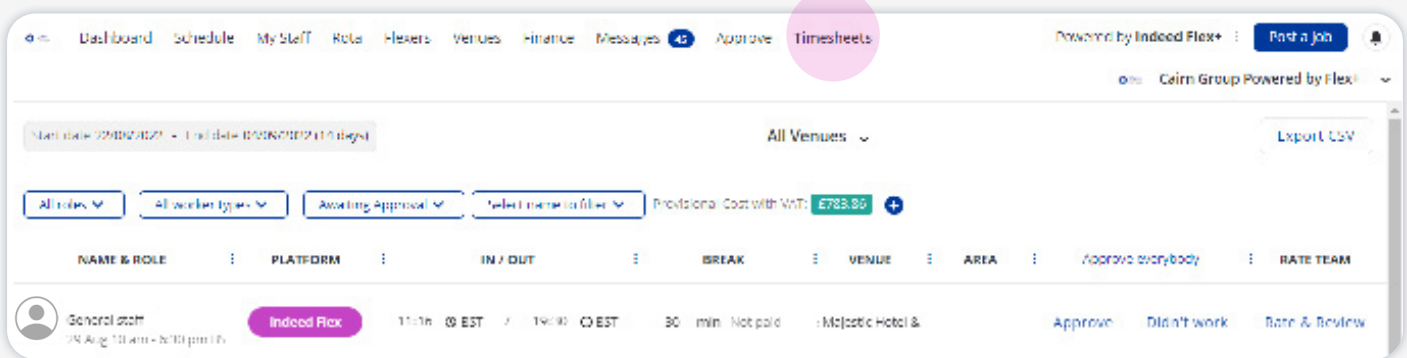
The strict deadline to approve timesheets for the previous working week is on Tuesday at 11:59 pm. We recommend completing timesheets daily to improve accuracy.

Please note any timesheets not approved by the deadline will be auto-approved on the system. Ensure you've double-checked the start and end time prior to approval as it defaults to the shift times that the worker has clocked in and out.

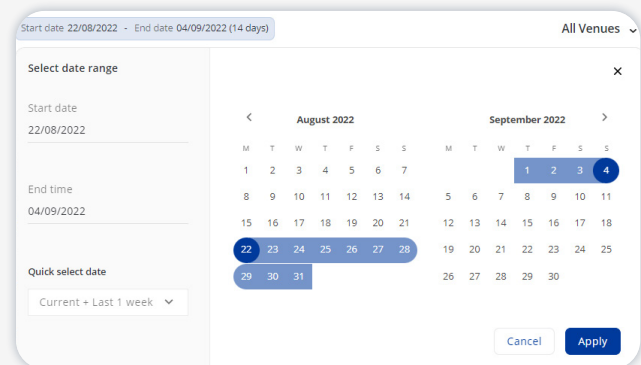
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# How to approve your timesheets

- 1 Log onto the Indeed Flex platform and go to the 'Timesheets' tab.



- 2 Use the date range filter located at the top left of the tab and select the dates of the previous working week. Shifts 'Awaiting Approval' will automatically appear as the standard filter for ease. If all shifts have been approved, 'All shifts' will appear within the specified time frame.



- 3 Examine the 'In/Out' times listed and update any incorrect times by clicking on them. You also need to update the break time if applicable.

**Useful to know:** You are always shown the originally planned shift times on the left-hand side under the worker's name and job role.

The screenshot shows a table with columns for 'NAME & ROLE', 'PLATFORM', and 'IN / OUT'. The 'IN / OUT' column is highlighted. The table lists three workers:

NAME & ROLE	PLATFORM	IN / OUT
General staff 29 Aug 10 am - 6:30 pm BST	Indeed Flex	11:16 BST / 19:30 BST
Kitchen porter 29 Aug 7 am - 1 pm BST	Indeed Flex	07:00 BST / 13:03 BST
Kitchen porter 27 Aug 3 pm - 11 pm BST	Indeed Flex	14:50 BST / 23:07 BST

**4** Now click 'Approve'. Please note even if the times are correct on the platform, timesheets still need to be approved.

**Top Tip:** You can use the 'Provisional Cost' function that is expandable at the top of the screen to see costs over a certain period.

Provisional Cost ⓘ		
Dates	22 Aug - 4 Sep	
Flexers		
Kitchen porter	5.12 hours	£11.21 / hour
Kitchen porter	17.04 hours	£12.00 / hour
Waiting staff	6.67 hours	£11.21 / hour
Bartender	14.26 hours	£11.21 / hour
General staff	37.25 hours	£11.21 / hour
<hr/>		
NI		£52.56
Indeed flex fee 13.5%		£123.39
VAT		£217.99
Sub Total		£1,307.94
<hr/>		
<b>Grand total</b>		<b>£1,307.94</b>
<hr/>		
<a href="#">Close</a>		

**5** Click 'Rate & Review' to give your feedback on the Flexer

★ ★ ★ ★ ★ 5 stars

Automatically goes into your pool which you can view via the 'Flexers' tab

★ ★ ★ ★ ☆ 4 stars

Happy to have them back, but you don't want them to have the first choice on your shifts

★ ★ ★ ☆ ☆ 3 stars

Removes the Flexer from future shifts and blocks them from seeing shifts.

For 3 stars or lower: Please leave feedback in the 'Comments' section so we can follow up with the worker and take action if needed. The worker will not be able to see any comments.

★ ★ ☆ ☆ ☆ 2 stars

Misconduct, and Indeed Flex will investigate


★ ☆ ☆ ☆ ☆ 1 star

Gross misconduct, and Indeed Flex will investigate


## Why should you rate your Flexers?


**Rate and review** ×

Low rating? Please detail the Flexer's unsatisfactory performance.

 72 completed shifts

Low rating? Tell us what went wrong...

 If you rate a Flexer under 4 stars, their booking on your shifts will be cancelled and they will be blocked from applying to all of your upcoming shifts.

 Your comment will only be seen by yourself and Indeed Flex. [Learn more](#)



Your feedback is incredibly important. It gives your favourite workers first priority on your shifts, giving you higher consistency and reliability. Ratings keep the workers motivated, engaged and helps them to grow.

## How do you notify Indeed Flex of a no-show?

The best way to report a no-show is to click 'Didn't work' on the timesheet. Please do this as soon as possible so that Indeed Flex can support you appropriately.

You can also select 'Didn't work' if the worker has arrived in the incorrect uniform, arrived late or if it is an agreed absence.

If you have any questions about approving timesheets, please contact your account managers.

IN / OUT	BREAK	VENUE	AREA	Approve everybody	RATE TEAM
11:16  BST / 19:30  BST	30 min Not paid	Majestic Hotel &	-	Approve	<b>Didn't work</b> Rate & Review