

# Approving shifts with the Indeed Flex timesheets tab

It's important you review and approve all your Indeed Flex timesheets 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 6:59pm.

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.

The screenshot shows the 'indeed flex' interface with the 'Timesheets' tab selected. At the top, there are navigation tabs: Schedule, Staff, Rota, Venues, Finance, Messages, Approve, and Timesheets. Below the navigation, there is a date range filter: 'Start date 17/10/2022 - End date 30/10/2022 (14 days)'. To the right of the date filter is a dropdown menu for 'All Venues'. Below the date filter, there are three dropdown menus: 'All roles', 'Awaiting Approval', and 'Select name to filter'. To the right of these is a 'Provisional Cost' field showing '\$0.00' with a plus sign. Below these filters is a table with columns: 'ROLE', 'IN / OUT', 'BREAK', 'VENUE', 'AREA', and 'Approve even'. The first row shows a 'Barista' with a shift from '09:56 GMT-5' to '13:00 GMT-5', a '0 min' break, and the venue '737 Farm to Market 1626'. The 'Approve even' column has a blue 'Approve' button.

- 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.

The screenshot shows a 'Select date range' dialog box. It has a 'Start date' field with '17/10/2022' and an 'End time' field with '30/10/2022'. Below these fields is a calendar view for October and November 2022. The dates 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are highlighted in blue. There is a 'Quick select date' dropdown menu with 'Current + Last 1 week' selected. At the bottom right of the dialog are 'Cancel' and 'Apply' buttons.


- 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: 'NAME & ROLE', 'PLATFORM', and 'IN / OUT'. The first row shows 'General staff' with a shift from '11:16 GMT-5' to '19:30 BST'. The second row shows 'Kitchen porter' with a shift from '07:00 GMT-5' to '13:03 BST'. The third row shows 'Kitchen porter' with a shift from '14:50 GMT-5' to '23:07 BST'. The 'IN / OUT' column has a blue circle highlighting the 'IN / OUT' header.

**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  | 17 Oct - 30 Oct |
| Barista  | 0.00 hours      |
| <hr/>  |                 |
| Employer liability   | \$0.00          |
| Indeed flex fee 23.0%  | \$0.00          |
| Sub Total  | \$0.00          |
| <hr/>  |                 |
| <b>Grand total</b>   | <b>\$0.00</b>   |
| <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 favorite 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  GMT-5 | 30 min Not paid | Majestic Hotel & | -    | <input type="button" value="Approve"/> | <input checked="" type="button" value="Didn't work"/> <input type="button" value="Rate &amp; Review"/> |