



# HOW TO SUBMIT YOUR MONTHLY TIMESHEET



## 02

It's essential that you submit an accurate monthly timesheet on the first day of each month for the previous month (e.g. if you want to submit a timesheet for April, submit on the 1st of May.)

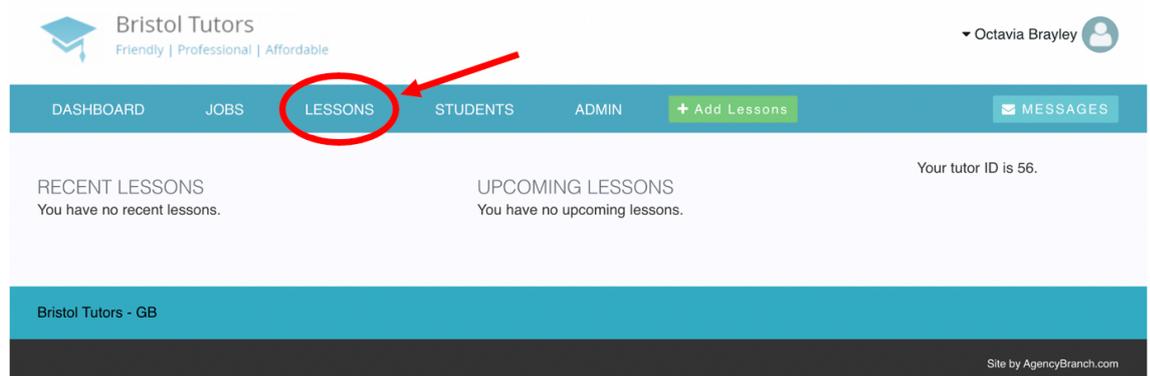
**You must not submit later than the 5th of each month).**

You will receive automated emails to remind you of this when the current month is drawing to a close, but please put a reminder in your diary to do this as well.

Failure to submit timesheets may result in a late payment from us (if you are tutoring for a school client) and any tutors who are late to submit timesheets for multiple months will be removed from the books.

You will **only** need to submit a timesheet if you have active clients (even if you haven't done any lessons with them for the month, see page 4)

**Here are some step-by-step instructions to show you how to do this:**



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Octavia Brayley

DASHBOARD JOBS **LESSONS** STUDENTS ADMIN + Add Lessons MESSAGES

RECENT LESSONS  
You have no recent lessons.

UPCOMING LESSONS  
You have no upcoming lessons.

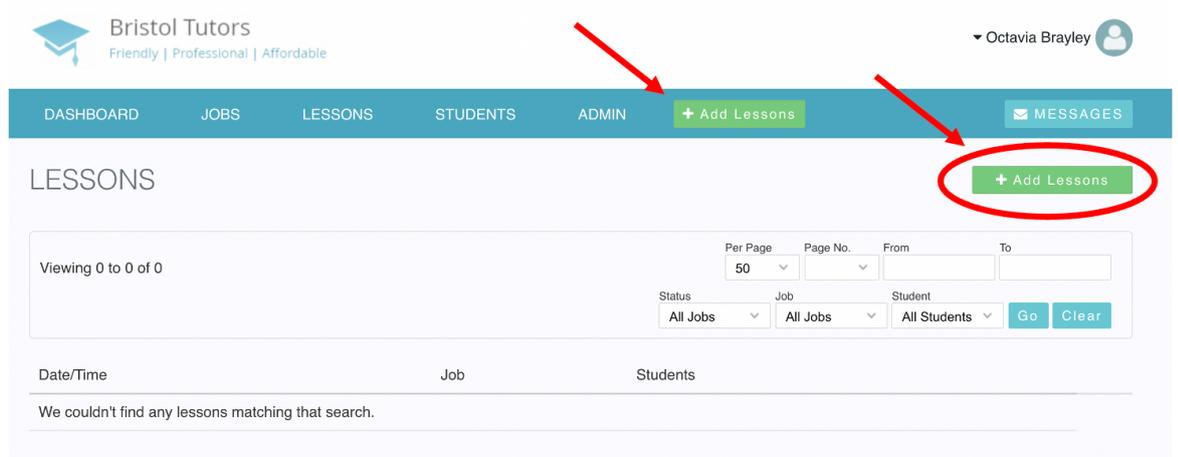
Your tutor ID is 56.

Bristol Tutors - GB

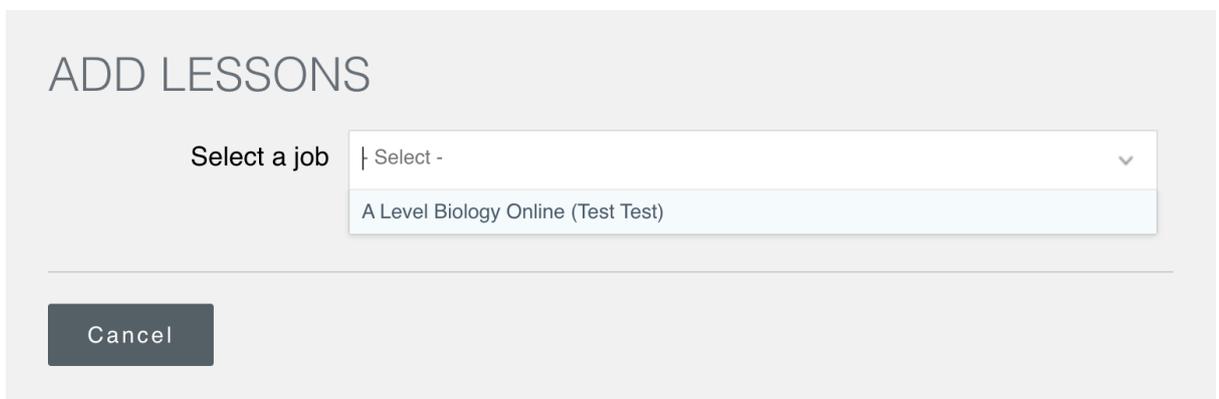
Site by AgencyBranch.com

# 03

2. Click 'add lessons'. This is also available as a short-cut on the home dashboard as well



3. Click the drop-down box next to 'select job' and choose the client that you would like to submit a lesson for



## 04

4. Here you can add lessons that you have completed, or lessons that you are going to do in the future, with the date and hours. We recommend that you submit each lesson as soon as you have completed it to ensure you keep track of the hours you have taught. You should also add the student names. Remember to click 'save lesson' when you are done

ADD LESSONS

Job A Level Biology Online (Test Test)

Subject/Level  Biology (A Level)

Lesson Type  Completed (lesson has happened)  Planned (lesson in future)

Dates/Times     online lesson?

[+ add date/time](#)

Students

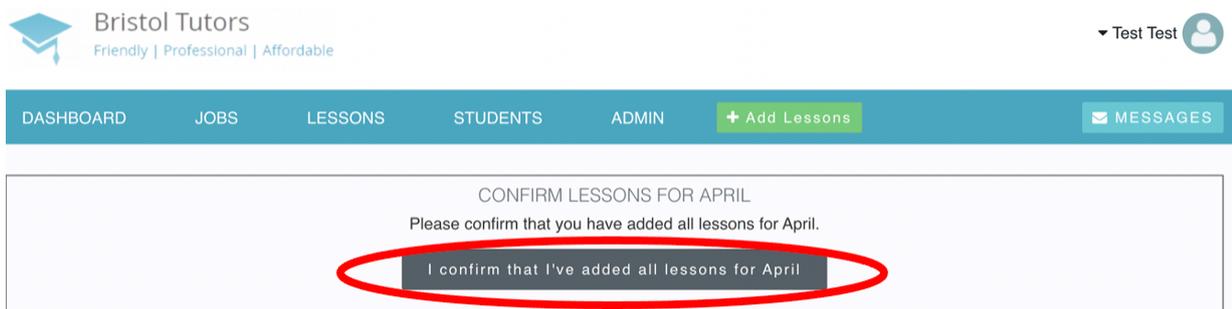
[+ add student](#)

I confirm I have added all student names in my lesson/group in order to ensure the invoice can be processed?

5. If you have an active client, but you haven't done any lessons with them for the month, you **must confirm email us explaining why there are zero hours submitted that month.**

## 05

8. Once you have added all of your hours and lessons, you must submit your timesheet by clicking the 'I confirm that I have added all lessons for X'. This will be visible on your Dashboard on the first day of the month (e.g. if you want to submit your April hours, you can submit on the 1st May)



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Test Test

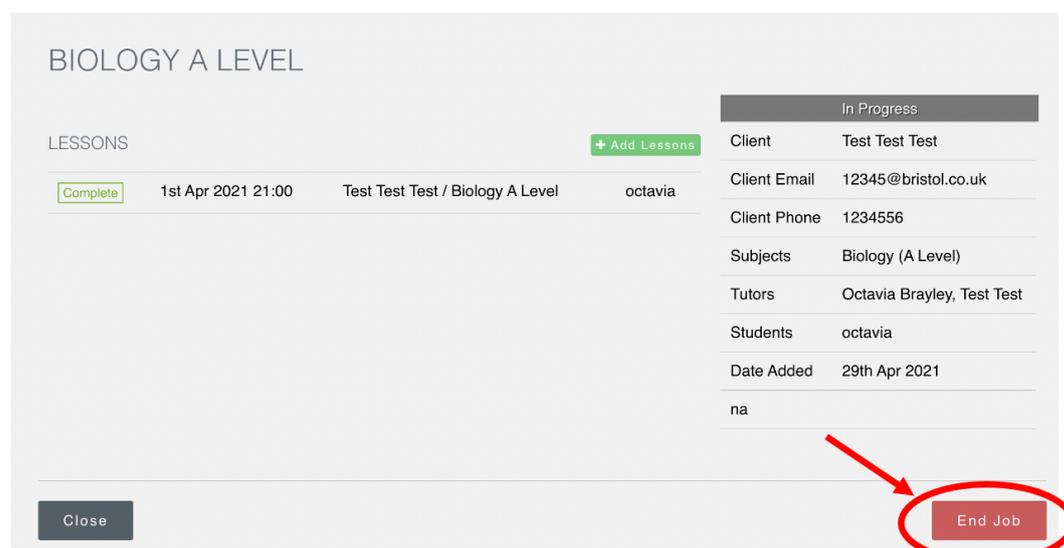
DASHBOARD JOBS LESSONS STUDENTS ADMIN + Add Lessons MESSAGES

CONFIRM LESSONS FOR APRIL  
Please confirm that you have added all lessons for April.

I confirm that I've added all lessons for April

If you have finished tutoring with a client, please ensure to remove them from your profile. This ensures we keep track of our active clients and will also mean you won't have to submit future timesheets for the job. Jobs can also be made dormant if you are not tutoring the client for an extended period of time. Please contact us if you would like a job to be made dormant.

To remove yourself from a job, click on the 'jobs' tab on your dashboard, then and click the job you would like to remove, and then click 'end job'.



BIOLOGY A LEVEL

LESSONS + Add Lessons

Complete	1st Apr 2021 21:00	Test Test Test / Biology A Level	octavia

In Progress

Client	Test Test Test
Client Email	12345@bristol.co.uk
Client Phone	1234556
Subjects	Biology (A Level)
Tutors	Octavia Brayley, Test Test
Students	octavia
Date Added	29th Apr 2021
	na

Close End Job