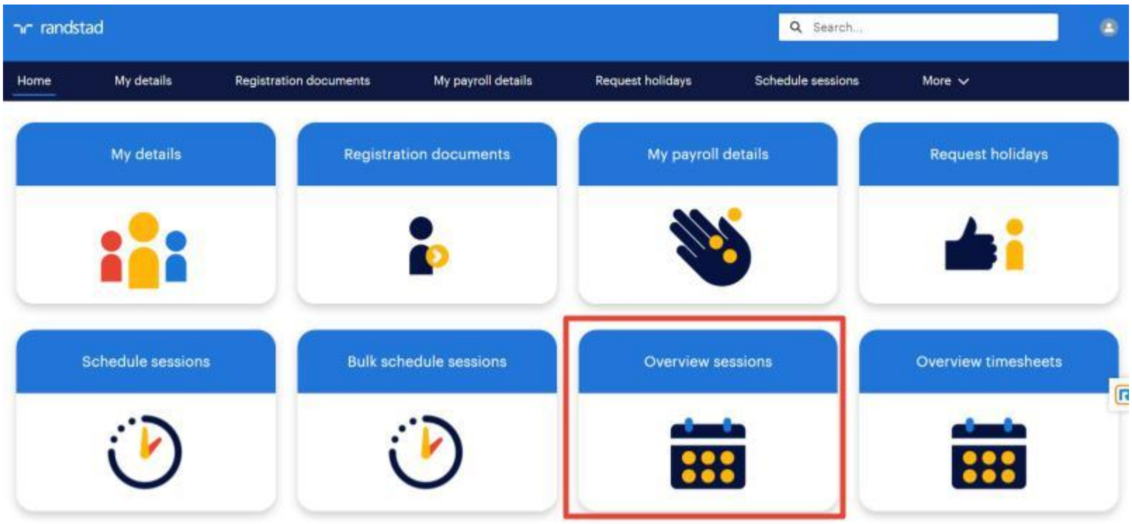
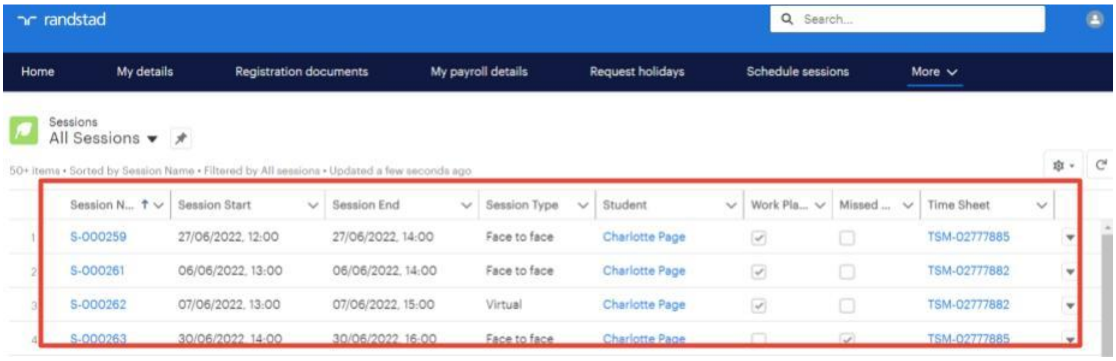
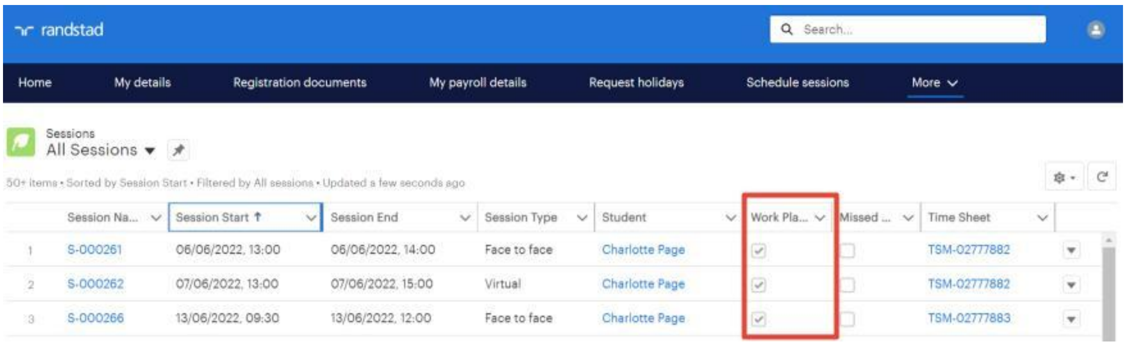
Step 1: Log into the community and click on the overview sessions tile



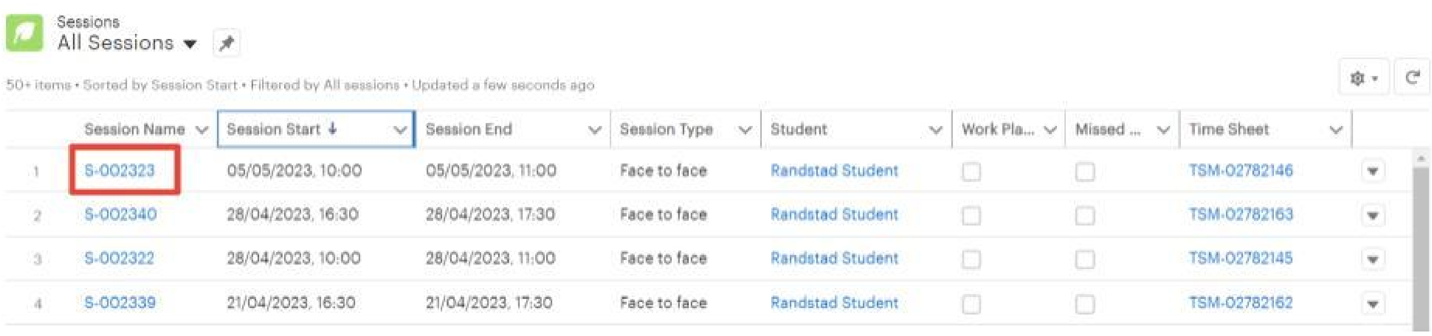
Step 2: All of your sessions will be displayed, click on a column header to change the order



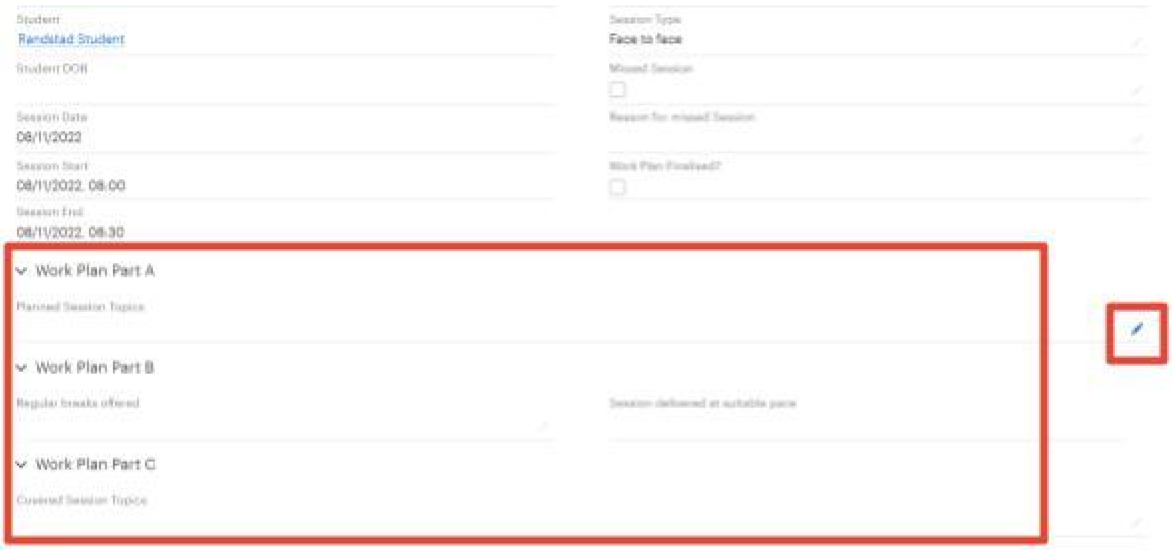
Step 3: You can see which sessions have already had work plans uploaded



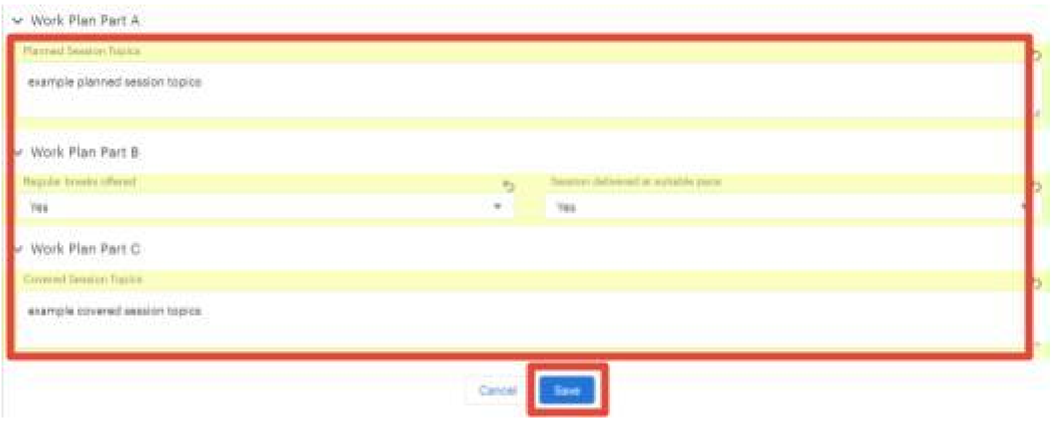
Step 4: Find the session you want to upload a work plan for and click onto it



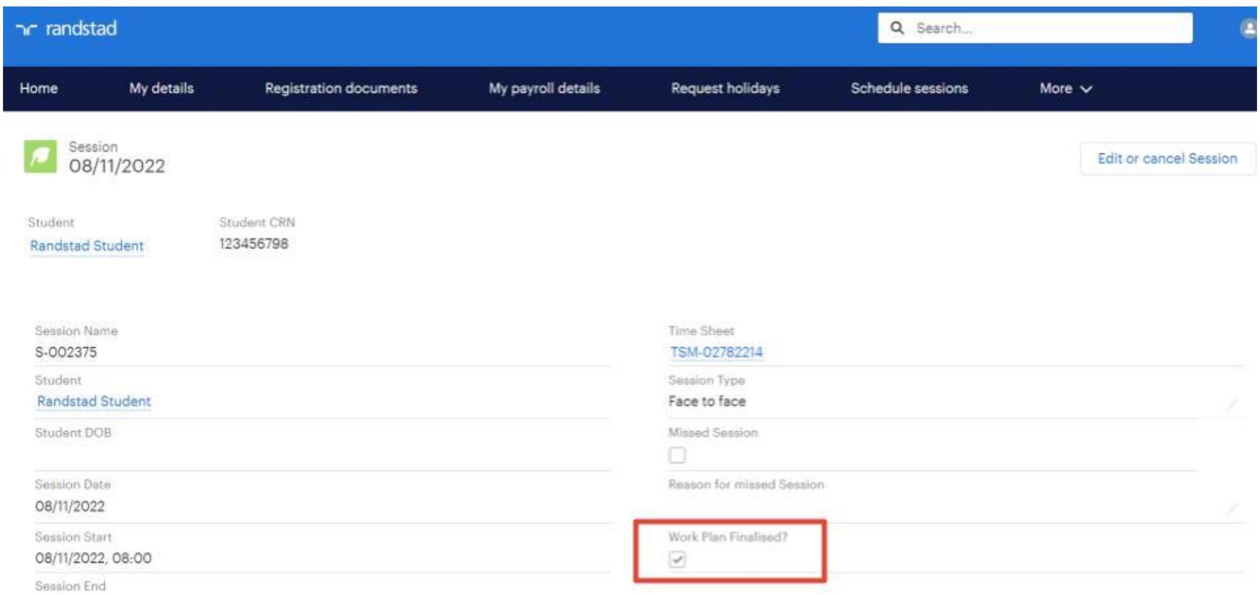
Step 5: Scroll to the bottom to view the work plan, then click the pencil to edit



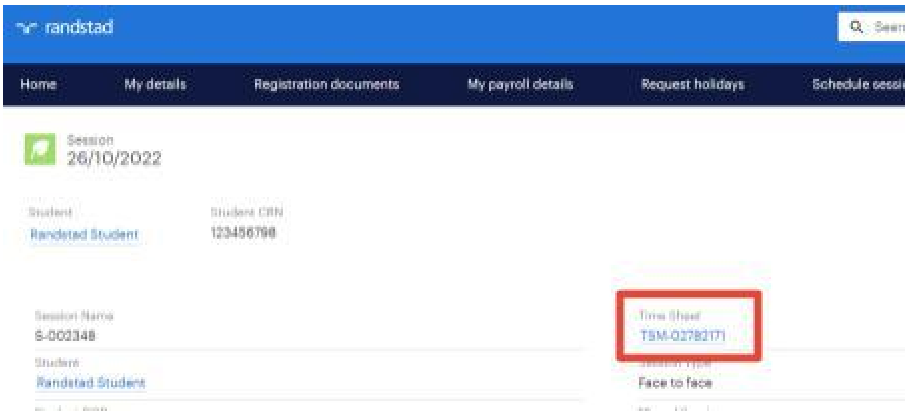
Step 6: The screen will now open for editing, complete all sections of the work plan then save



Step 7: Check that the work plan finalised box is ticked, if not you have not fully completed the work plan, click the pencil again to continue editing



Step 8: You can now submit the timesheet, click the timesheet reference number



Step 9: Click submit

The timesheet will now be sent for approval, you'll receive a notification when it's approved or rejected.

If your timesheet is rejected, please speak to your randstad contact.