# Completing Project (Relief) Timesheets

1.	Open Sage HR online via your web browser (if prompted use the mobile site instead of the app) by going to sparklesouthwales.sage.hr and login.
2.	From the dashboard click on **⊞ Timesheets**
3.	From the dashboard click on **💼 Projects** on the secondary menu.
4.	Ensure that the timesheet period is on the correct week. **Period** `W7 (12/02/2024 - 18/02/2024)` ▾
5.	Scroll down to the correct project (i.e. South Clubs).
6.	Look down the table to find the appropriate timesheet and go across to the correct date column.

	Monday 12 February 2024	Tuesday 13 February 2024	Wednesday 14 February 2024	Thursday 15 February 2024	Friday 16 February 2024	Saturday 17 February 2024	Sunday 18 February 2024
⌄ South Holiday Activities						This week: 3h 0m	Unsubmitted
Relief LSW Under 21	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm
Relief LSW Over 21	hh:mm	hh:mm	3:00	hh:mm	hh:mm	hh:mm	hh:mm
Relief Supervisor	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm

Please note: You'll need to input the hours and minutes in the field provided. i.e 2:30 (2 hours, 30 minutes)

7.	Scroll to the top of the page to Save your timesheet. **💾 Save changes** Total project time this week: 3h 0m
8.	Scroll back to the project to submit the timesheet.

						This week: 3h 0m Unsubmitted	⏶ Submit
⌄ South Holiday Activities							
Relief LSW Under 21	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm
Relief LSW Over 21	hh:mm	hh:mm	3:00	hh:mm	hh:mm	hh:mm	hh:mm
Relief Supervisor	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm

Please note: Do not press the Submit button at the top of the page as this will submit 11 timesheets. Only use the submit button for the relevant project.

Remember: Project timesheets must be completed at the end of each shift and submitted at the end of your working week.

If you need to add more hours on to a project. Un-submit the timesheet and make the required amendments. Once completed, resubmit the timesheet.