



**LOGISTICS  
PEOPLE**


Driver Recruitment | Haulage

## Submitting Timesheets

### Step 1

Visit [www.logisticspeople.co.uk](http://www.logisticspeople.co.uk)

### Step 2

Click  at the top of the page

### Step 3

Enter your login details. Your LP Number must be entered as one word and is not case sensitive. If this is the first time you are logging in your password will be the last 6 digits of your mobile phone number.

### LOGIN TO SUBMIT TIMESHEETS

Once you are ready click



## Step 4

**You can only submit timesheets once during the period of Thursday 08:00 – Sunday 16:00**

You must ensure you enter the correct dates, as it is not possible to change these or resubmit the same dates again. If you make a mistake you will need to call us to amend them. *See example:*

### SUBMIT YOUR TIMESHEET

Please fill in the form below to submit your timesheets.

**Instructions:** Please fill in the required rows (days) you have worked this week. Once you are happy the days are ready to send, click "Submit Timesheet".

Shift Start Date	Shift Start Time	Shift End Time	Break (fixed)	POA	Night Out Pay Y/N	Expenses
<input type="text" value="18/05/2015"/>	<input type="text" value="22 : 00"/>	<input type="text" value="07 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="05 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£05:00"/>
<input type="text" value="19/05/2015"/>	<input type="text" value="21 : 00"/>	<input type="text" value="06 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="03 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£00:00"/>
<input type="text" value="20/05/2015"/>	<input type="text" value="15 : 00"/>	<input type="text" value="23 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="02 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£00:00"/>
<input type="text" value="21/05/2015"/>	<input type="text" value="01 : 00"/>	<input type="text" value="09 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="00 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£00:00"/>
<input type="text" value="22/05/2015"/>	<input type="text" value="08 : 00"/>	<input type="text" value="17 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="01 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£10:00"/>
<input type="text" value="23/05/2015"/>	<input type="text" value="18 : 00"/>	<input type="text" value="02 : 00"/>	<input type="text" value="00 : 45"/>	<input type="text" value="02 : 00"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="£00:00"/>

**SUBMIT TIMESHEET**

The date picker only allows you to enter dates from the current month. The times are in 24-hour format. If you do not select an hour or minute it will default to 00 so please ensure you enter the correct hours otherwise it will affect your timesheet entry and it will be void.

Once you are happy click

**SUBMIT TIMESHEET**

**You will receive a confirmation on screen and also an email summary of your timesheet.**