

PUMA ONLINE BY HELVETIC PAYROLL

HOW TO SUBMIT YOUR TIMESHEETS

CONSULTANTS TUTORIAL



helvetic
payroll

SUMMARY

View your timesheets	3
How to add a new timesheet?	4
1. Choosing the activity	4
2. Choosing the status	5
3. Choosing the type	5
4. 'Save draft' and 'next' buttons	5
5. Resume and approval	6
Contact	8

View your timesheets

You can easily view your timesheets at any time from your portal.

[Create new timesheet](#)

Show entries Search: Copy CSV Excel PDF Print

Showing 1 to 25 of 34 entries

Period	Client	Type	Submission	Status	
April 2025	MyCompany	Simplified	11/04/2025 15:52	Approved	Details
March 2025	MyCompany	Simplified		To complete	Continue Cancel
November 2024	MyCompany - Opt	Simplified	05/02/2025 11:22	Pre-approved	Details
January 2025	MyCompany - Opt	Simplified	27/03/2025 16:08	Waiting approval	Resend Details Cancel
June 2022	MyCompany	Budget	01/07/2022 09:46	Refused	Details

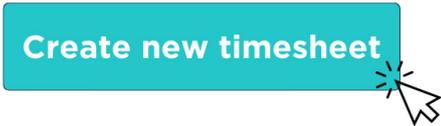
Their status is indicated using the following labels:

Approved	Your timesheet has been approved by your manager.
Pre-approved	Your timesheet has been submitted as pre-approved.
Waiting approval	Your timesheet is waiting for your manager's approval.
To complete	The timesheet is still a draft. It hasn't been submitted yet. You can edit and submit it.
Refused	Your manager has rejected your timesheet.

How to add a new timesheet?

Login to: <https://puma.helvetic-payroll.ch/Timesheets>

1.



2.

MyCompany April 2025	Continue	No activity
MyCompany March 2025	Continue	No activity

3.

Details
Step 2 of 3

Period : Unit : Start : End : Status :

Type :

[Download the timesheet template](#)

This timesheet system is in decimal. If your timesheet is in hours:minutes, you need to convert it to decimal. For example: 08:h30min = 8.5h.

Standard Hours	Overtime Hours (125%)	Doubletime Hours (150%)	Comments
<input type="text" value="16.2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save draft](#) [Next](#)

1. Choosing the activity

To add a new timesheet, simply click the 'Add Timesheet' button at the top right of the timesheets page. You will then need to select your activity based on the period and the client.

2. Choosing the status

Two different statuses are possible:

<i>Waiting approval</i>	Your manager needs to approve your timesheet through our system.
<i>Pre-approved</i>	Your timesheet has already been approved by your manager, and a supporting document is available.

3. Choosing the type

Two format options are available:

<i>Detailed</i>	The 'Detailed' mode provides a separate line for each day of your activity.
<i>Simplified</i>	The 'Simplified' mode offers a single line where you can enter the total time for this activity.

4. 'Save draft' and 'Next' buttons

Two actions are possible:

<i>Save draft</i>	This action allows you to save the fields you've already filled in. The timesheet will appear in the list with the status 'Draft', and you can complete it later.
<i>Next</i>	This takes you to the third and final step.

5. Final Step: Summary and Manager Approval

This page shows a summary of your timesheet, organized into several sections:

Resume
Step 3 of 3

Consultant	Client	Status	Start	End	Period
Henri Dunant	MyCompany	Approval required	1 March 2025	31 March 2025	March 2025

a. Total (Hours)

Hours standards :	Hours overtime :	Hours doubletime :	Modify
162	0	0	

b. Attachments

Drop files here to upload

Files	
Exemple 1.png	Delete Download
Exemple 2.png	Delete Download

c. Approval manager

First name :	Last name :	Company :	Email :	Favorite language :
<input type="text" value="asdf"/>	<input type="text" value="adfs"/>	<input type="text" value="Helvetic Payroll"/>	<input type="text" value="anthony.palama@h"/>	<input type="text" value="English"/>

d. Comments

For Helvetic Payroll :	For the manager :
<input type="text" value="Please note that entering a comment will slow down the validation process, as it requires manual processing of your timesheet."/>	<input type="text"/>

e. Finalisation

Do you have any **expenses to invoice** this month?

f. [Save draft](#) [Submit](#)

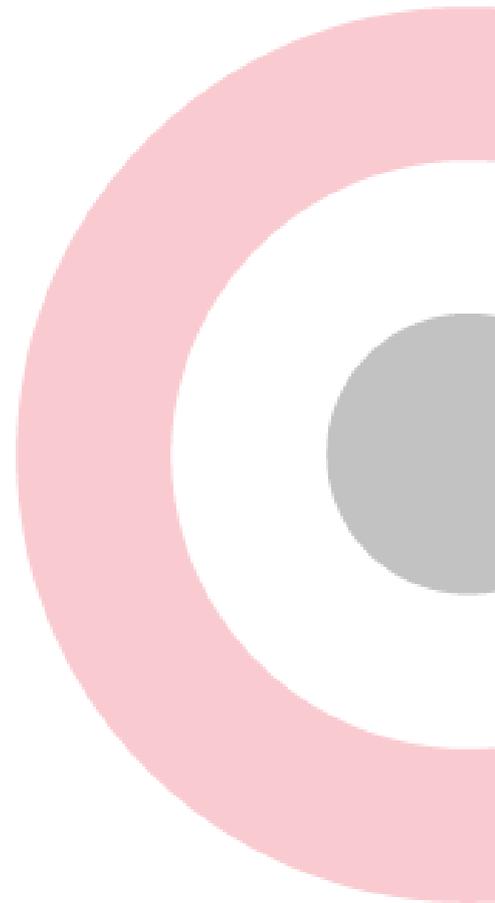
Legend:

- a.** Total – Shows the total time entered in the previous step.
- b.** Files & supporting documents – Allows you to attach files that will be visible to your manager and to Helvetic Payroll.
- c.** Manager responsible for approving the timesheet – This section only appears if the status of your timesheet is ‘To be approved’.

d. Comments – For your manager and/or for Helvetic Payroll.

e. 'Save draft' button – Saves the fields you've already filled in. The timesheet will appear in the list with the 'Draft' status, and you'll be able to complete it later.

f. 'Submit' button – Finalizes and submits the timesheet. You will no longer be able to edit it. If its status is 'To be approved', a validation request will be sent to your manager.



Thank you.

**WE HOPE THAT THIS
TUTORIAL WAS HELPFUL**

If you have any question or suggestions,
feel free to contact us directly at

it@helvetic-payroll.ch

A Chatbot is also available directly on the
portal to support managers/contractors
in live.

Helvetic Payroll SA
Rue de la Rôtisserie 2
1204 Geneva

Helvetic Payroll AG
Bahnhofstrasse 98
8001 Zürich