Deep Space Timesheets — Full Guide

A complete guide to capturing, reviewing, approving and exporting labour timesheets with Deep Space.

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1. Overview — how the system works

Deep Space Timesheets connects what happens on site with what your office needs for costing and payroll:

1. **Capture** — every worker records their day on the **Daily Time Record** form in **DS Site**, on their own device, on site. Exact start, end and break times — for every project they touched that day.
2. **Aggregate** — Deep Space Horizon collects those submissions into a **weekly timesheet grid** (Monday–Sunday) covering your whole workspace: every worker, every day, on one screen.
3. **Review & approve** — your admin and management team review the week, correct anything that needs it (with a full audit trail), tag the week with a cost code, and approve each worker's week in a two-step workflow that locks it for payroll.
4. **Export** — one click produces a payroll-ready CSV: either the Deep Space native format, or a file that matches **Deputy's shift-import template** column-for-column.

The division of responsibility is deliberate: **Deep Space owns the hours** — accurate, approved, cost-coded. **Your payroll engine owns the rates** — award interpretation, overtime, allowances and the pay run. Timesheets is the clean handoff between the two.

Once a week's data has been pulled from DS Site, Horizon keeps its own permanent copy. Approvals, edits and exports all keep working even if DS Site is temporarily unreachable.

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2. What field staff do — the Daily Time Record form

Workers fill in one **Daily Time Record** submission per day in DS Site.

The form

Field	What to enter
Date	The day being recorded.
Did you work on this date?	Yes / No. (A "No" day needs nothing further.)

Field	What to enter
Time records — one entry per project worked that day:	
— **Project**	Chosen from the project selector.
— **Start time** / **End time**	Exact clock times for that project.
— **Break start** / **Break end**	Exact break times. **Required on every entry** — if no break was taken, enter the same time for both (a zero-length break).
Signature	Optional.
Location	Optional GPS capture.

Multiple projects in one day

The form's **"Time For Another Project"** section lets a worker add as many entries as needed for one day. Spent the morning on Site A and the afternoon on Site B? Record both, each with its own start, end and break — in a single submission. There is no "one project per day" limitation.

Rules worth knowing

- **One submission per worker per day.** If a worker accidentally submits twice for the same day, Horizon automatically uses the newest submission and keeps the other visible to reviewers as an alternate — nothing is lost, and the office can switch between them if the wrong one was picked.
- **Night shift is fine.** A shift that starts at 22:00 and ends at 06:00 is recorded exactly like that; the system understands it crosses midnight and attributes all hours to the day the shift **started**.
- **Editing after submitting is allowed** — but once the office has reviewed the week, any later change shows up as a clear "changed" flag on their screen and must be explicitly accepted by a reviewer before it takes effect. After final approval, the recorded hours are locked regardless of later edits.
- **Why exact times, not just "8 hours"?** Payroll and award-interpretation engines (Deputy in particular) need real start/end/break times to correctly apply overtime, RDO and allowance rules. Capturing them at source, on site, removes the guesswork later.

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3. What the office does — the Timesheets page in Horizon

Where to find it

Horizon → Delivery → Labour Timesheets V2. The page is available to **workspace managers**.

The page is **workspace-wide** — no project selection needed. Just pick the week.

The weekly grid

Use the **week selector** to choose any Monday–Sunday week. Horizon builds the week automatically the first time it's opened, reading every Daily Time Record submission whose work date falls inside that window.

- **Rows** — workers, discovered automatically from that week's submissions.
- **Columns** — Monday through Sunday.
- **Cells** — each project entry for that worker-day, showing hours, break and project name.
- **Week totals** — per worker: total hours, days worked, and estimated labour cost (shown once the worker's labour type and hourly rate are configured in your workspace's Labour Rates; until then the cost shows as "—").

Sync indicators — trust what you see

Every cell carries a small icon telling you whether Horizon's record still matches what's live on DS Site:

Indicator	Meaning	What to do
🟢 **In sync**	Horizon's accepted record matches the live DS Site submission.	Nothing.
🟠 **DS Site changed**	The worker edited their submission after it was last accepted.	Click the cell, review the side-by-side comparison, and **Accept latest** if the change is legitimate.
🔴 **Missing**	The submission can no longer be found on DS Site (e.g. deleted).	Investigate with the worker. Horizon still holds the last accepted data.
⚪ **DS Site offline**	DS Site couldn't be reached on the last refresh.	Previously accepted data is still shown and everything keeps working; refresh again later.

The **Refresh** button in the header re-checks the whole week against DS Site in one go, and header chips summarise the week's sync health — how many cells are in sync, changed or missing — so anomalies stand out in seconds.

Reviewing a single day — the cell drawer

Click any cell to open a slide-out drawer with three tabs:

Tab	What it does
Submission	The worker's original DS Site submission, rendered cleanly — identity, work date, every project entry with times, signature and location. If DS Site holds newer data, a side-by-side comparison shows exactly which fields changed, with an **Accept latest** action. If the worker submitted twice for the day, the alternate appears here with a **Switch canonical** action.
Edit	Apply an **override** to an entry — different hours or break, with a reason recorded against your name. Overrides take precedence everywhere (grid, totals, exports) while the worker's original submission stays preserved untouched. Disabled once the worker's week is locked.
Timeline	The full audit history of that cell — created, refreshed, accepted, overridden, approved, exported — each event colour-coded with who did it and when.

How hours are calculated

- **Duration per entry** = end time − start time − break, attributed to the day the shift started (overnight shifts included).
- **Rounding**: each entry's duration is rounded to the nearest 15 minutes, with a 10-minute threshold — 7 h 09 min rounds to 7 h 00 min; 7 h 10 min rounds up to 7 h 15 min. The rule is applied consistently everywhere: grid, totals and exports.
- **Overrides** replace the calculated values for that entry wherever they appear.

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4. Cost code mapping

Each week carries **one cost code, set at week level**, applying to all workers and all entries in that week.

- In the week header, click **"Pick this week's cost code"**, search your workspace's cost code library, and **Save**. It can be changed later (**"Change cost code"**) while the week is being worked on.
- The cost code is written into every row of the native CSV export, so downstream costing knows exactly where the week's labour belongs.
- Setting or changing the cost code is captured in the audit trail.

Not yet available: per-day or per-worker cost codes within a week. If a single week genuinely spans multiple cost codes, split the costing downstream for now — a per-entry cost code override is on the roadmap (see §7).

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5. The approval workflow

Approvals are **per worker, per week** — the natural unit for payroll. Each worker's row carries two approval chips:

Step 1 — Admin approval

The first review, typically done by site administration or the accounts team once the week's data is complete (commonly the Monday after the week ends). Admin approval signals "reviewed and correct". It **can be revoked** if something turns up afterwards, and overrides are still permitted after admin approval.

Step 2 — Manager approval (locks the week)

The final sign-off. Manager approval **locks** that worker's week:

- No further overrides.
- No further "accept latest" changes.
- Refreshes still run, so the sync indicator will still tell you if the worker later changed their submission — but the locked, approved data is what stands and what exports.

There is no unlock. Once a manager approves, that worker's week is committed for payroll — the lock is the audit boundary. **Check the week thoroughly before final approval.** A controlled unlock/revoke flow is on the roadmap (see §7).

Note on roles: both approval steps are currently available to workspace managers. Restricting admin-approval and manager-approval to separate, dedicated roles is planned as part of broader workspace-role enhancements.

Recommended weekly rhythm

1. **During the week** — workers submit daily.
2. **Monday** — open last week, hit **Refresh**, scan the sync chips.

3. Resolve every 🟠/🔴 cell: accept legitimate changes, chase missing days, apply overrides where needed.
4. Set the week's **cost code**.
5. **Admin-approve** each worker.
6. **Manager-approve** to lock.
7. **Export** and hand to payroll.

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6. Exporting to payroll (including Deputy)

The **Export CSV** button in the week header is a split button: click it for the Deep Space native format, or open the dropdown for **Export for Deputy**. Every export is stamped in the audit trail (who, when, which format).

Deep Space native format (default)

A clean, general-purpose payroll file — one row per worker, per day, per project entry:

```
None
Worker Name, Kinde ID, Date, Day, Project, Cost Code,
Labour Type, Start, End, Break Start, Break End, Hours, Pay Week
```

Hours are the rounded (and, where applied, overridden) values; the cost code is the week's cost code. This is the handoff for Employment Hero, MYOB, KeyPay, Xero Payroll or any payroll process that accepts CSV.

Export for Deputy

A file matching Deputy's **shift-import template** column-for-column (all 23 columns, exact order), so it imports into Deputy with **no remapping**:

- **First Name / Last Name / Email** come from the worker's Deep Space directory profile — make sure these match the employee records in Deputy, as Deputy matches people by these fields.
- **Start / End date and time** populate per shift; overnight shifts correctly roll the end date to the next day.
- **Meal Break start / end** populate from the recorded break times.
- One row per shift (worker-day-project entry) — exactly the granularity Deputy expects.
- Columns Deep Space doesn't map (Location, Area, minute-count fields, Rest Break, and the Published / Open / Override Warning flags) are left blank for Deputy to apply its own defaults.
- The **project name** (and any override reason) is carried in Deputy's **Comment** column so context isn't lost — Deputy has no project/cost-code concept of its own.

In Deputy, use the standard **timesheet/shift bulk import** with this file, then let Deputy's award interpretation take over.

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7. Not yet operational — roadmap

The following are **not yet available** in the current release. They are planned; talk to the Deep Space team if any of them is a priority for you.

Capability	Current status	Interim approach
Direct API push to Deputy	Not yet operational — export today is via the Deputy-formatted CSV (§6).	Export for Deputy → import the file in Deputy.
Budget Register roll-up	Not yet operational — approved labour costs do **not** yet flow automatically into the Budget Register actuals.	Use the native CSV (with cost code column) to bring labour costs into your costing process.
Reject / return-for-edit	Not yet operational — an approver cannot formally send a worker's week back with a note.	Contact the worker directly; when they correct their DS Site submission, the cell flags 🟠 "DS Site changed" and the reviewer accepts the fix.
Unlocking an approved week	Not available **by design** in this release — manager approval is final.	Verify before manager-approving. If a genuine post-lock correction is required, contact Deep Space support.
Per-day / per-entry cost codes	Not yet operational — one cost code per week, workspace-wide.	Split costing downstream where a week spans codes.
Worker-level history view	Not yet operational — the audit timeline is per cell (worker-day), not aggregated per worker across weeks.	Open individual cells' Timeline tabs.

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8. Getting set up

Timesheets is enabled per workspace by the Deep Space team. Onboarding involves:

1. **DS Site form install** — the Daily Time Record form is installed on your DS Site channel (a one-off step performed by Deep Space).
2. **Worker access** — field staff need DS Site logins on that channel; their email in DS Site should match their Deep Space directory profile (this is also what the Deputy export uses).
3. **Menu entry** — the Labour Timesheets V2 page is enabled on your workspace menu.
4. **Labour rates (optional but recommended)** — configure labour types and hourly rates in your workspace so the grid can show estimated weekly labour cost per worker.
5. **Cost codes** — ensure your cost code library covers labour, so weeks can be tagged for costing.

To get started, or for any questions about your setup, contact the Deep Space team.

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9. Quick FAQ

A worker's cell shows 🟠 after the week was already reviewed. What happened? The worker edited their DS Site submission after your last accept. Open the cell — the Submission tab shows a side-by-side of exactly what changed. Accept it if legitimate. If the week is already manager-locked, the approved data stands.

A worker submitted the same day twice. Horizon picked the newest automatically when the week was first built, and it will stay with that choice even if further copies arrive — stray late duplicates can't silently change hours. The alternate is visible in the cell drawer; use **Switch canonical** if the other one is correct.

A worker's weekly cost shows "—". That worker's labour type or hourly rate isn't configured in your workspace's Labour Rates. Hours still calculate, approve and export normally — only the on-screen cost estimate is affected.

No workers appear for the week. Workers appear once they have at least one Daily Time Record submission with a work date inside that Monday–Sunday window. Hit **Refresh** to re-check DS Site.

DS Site is down. Can we still run payroll? Yes. Horizon keeps its own permanent copy of every accepted week. The grid shows a clear banner that the last refresh couldn't reach DS Site, but reviewing, approving and exporting all keep working.

Can we change hours without touching the worker's submission? Yes — that's exactly what overrides are for (Edit tab). The original submission is preserved, the override carries your reason and name, and everything is visible in the Timeline.