Requesting New Client Timekeeper Rates (Bulk Upload)

1. Within the Client Timekeepers list, choose Download.



2. On the pop-up you can choose if you want all account timekeepers included by checking the box, then select Download Client Rates.

Download Client Rates	×				
Download pending and approved timekeeper rates for Onit Mm New					
Include timekeeper profiles for all account timekeepers					
Download Client Rates Cancel					

3. You will receive a downloaded *Excel* document with all your current timekeepers (with pending or approved rates) for that client. You can remove any rows of timekeepers that do not require updates. Alternatively, a blank template is linked below (red fields are required).



4. Update any needed information EXCEPT the client timekeeper ID and the timekeeper ID. All required fields must be completed for re-upload, even if they are currently blank. **IMPORTANT:** for timekeeper IDs with leading zeros, the timekeeper ID field **MUST** be formatted as a **TEXT** field for upload.

5. Complete columns T & U with the proposed rate and the effective date for that proposed rate. You can add any comments to the rate request in column V.

т	U	v
Proposed rate	Effective date	Proposed rate comments

- 6. Save your changes. Your file must be an *.xlsx* file.
- 7. Choose Upload within the Client Timekeepers list.

BILLIN	IGPOINT		All 🔻	-		English
Dashboard	Billing Authorizations	Invoices Payments	Reports	Timekeepers	Client Settings	e
Client: Eli	m Base Dev ⊸					
Elm Base	Pev - Account Tim	ekeeners / Active	New Rate	Upload	Download	Q Bearch Timekeepers

8. On the pop-up, browse for your file, and then select Upload Client Rates.

Upload Client Ra	tes	×
Upload proposed client	imekeeper rates	
Timekeeper Rates *	Browse	
	Timekeepers file should be in '.xlsx' format.	
	Upload Client Rates Cancel	

9. You will receive a success message if the upload was successful. If you receive errors, correct your file and begin again with step #4.