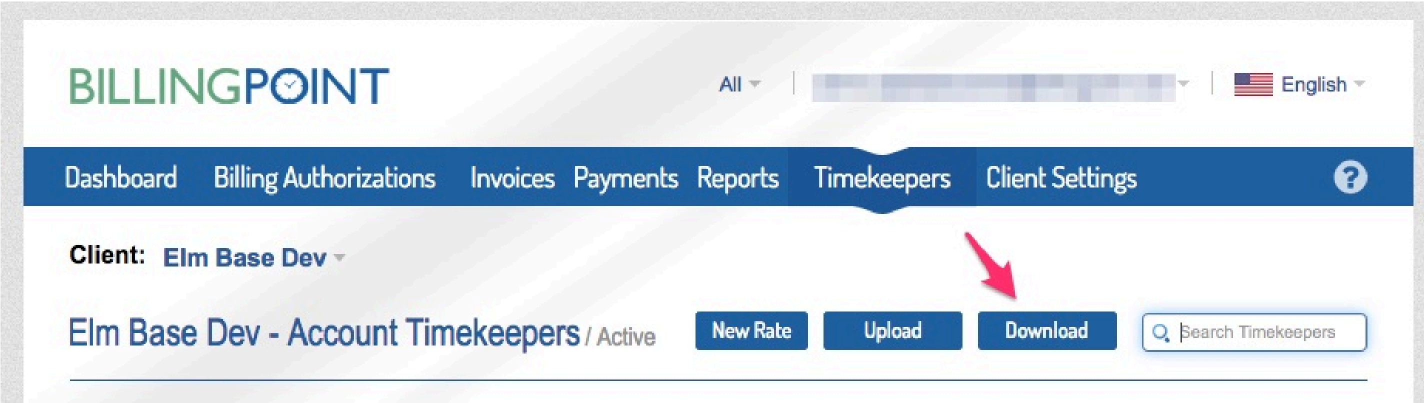
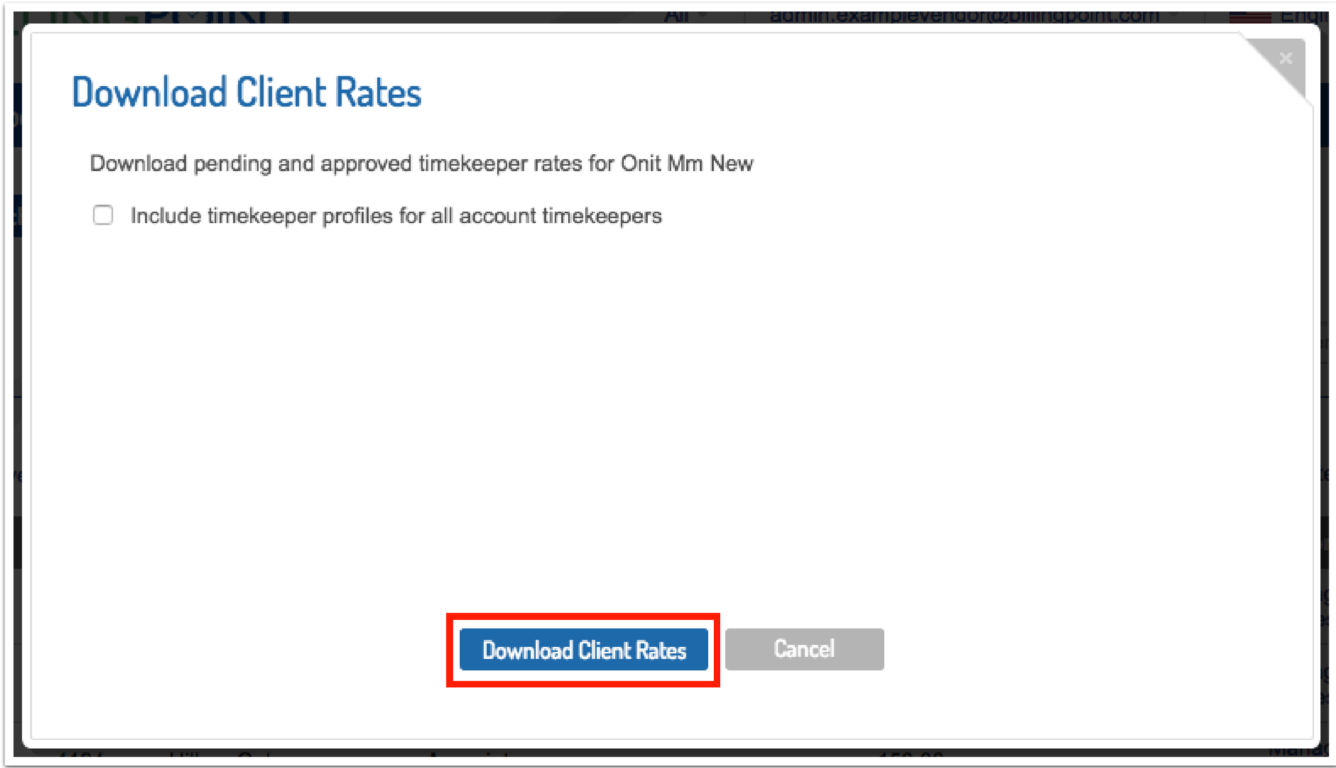
Requesting New Client Timekeeper Rates (Bulk Upload)

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.



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).

Timekeeper_Rates_Upload.xlsx

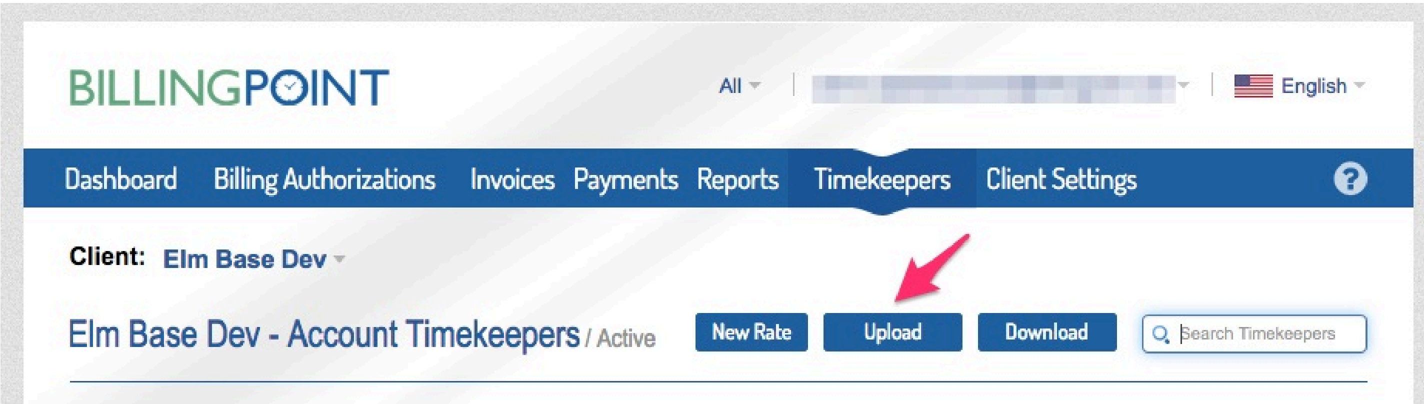
4. Update any needed information EXCEPT the client timekeeper ID and the timekeeper ID. All required fields must be completed for re-upload, even if they are currently blank. **IMPORTANT:** for timekeeper IDs with leading zeros, the timekeeper ID field **MUST** be formatted as a **TEXT** field for upload.

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.

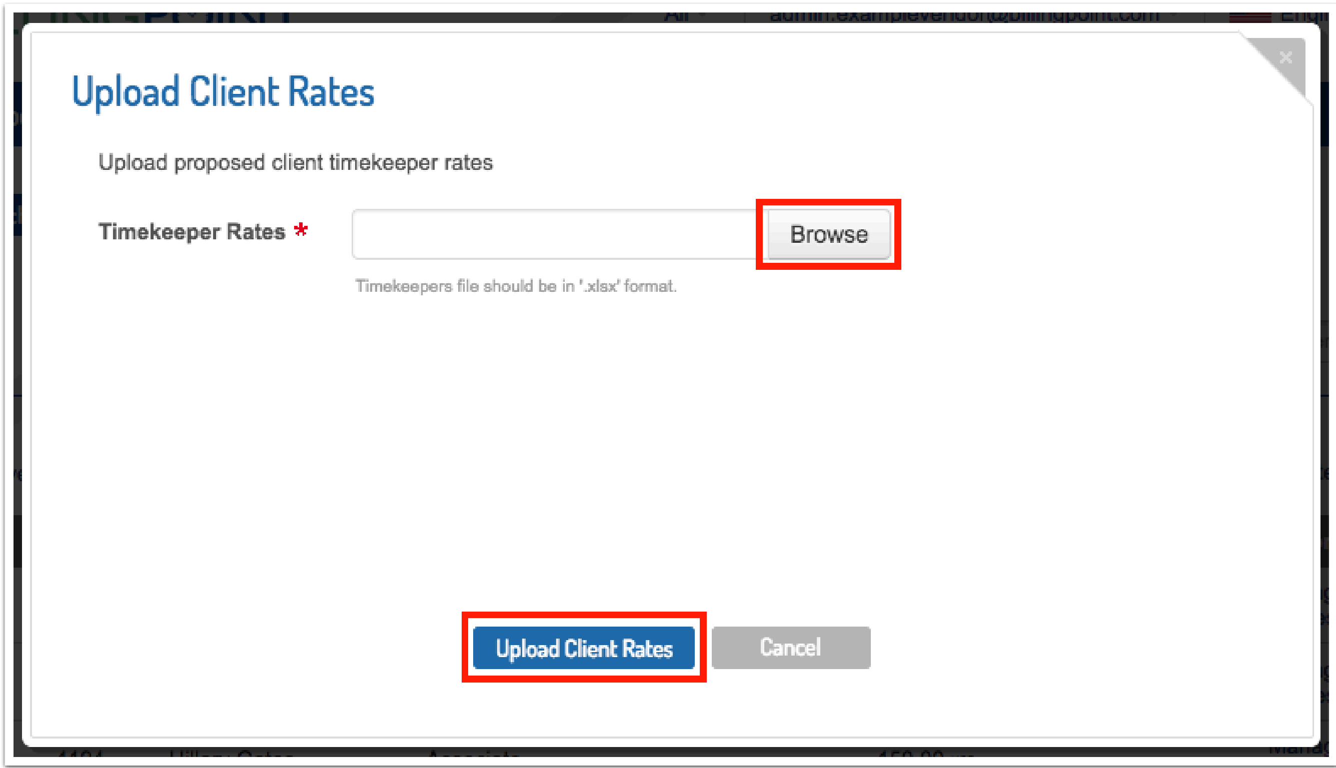
T	U	V
Proposed rate	Effective date	Proposed rate comments

6. Save your changes. Your file must be an *.xlsx* file.

7. Choose Upload within the Client Timekeepers list.



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



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.