## Creating your weekly Hubstaff report



## How to create your Hubstaff report

Log into your Hubstaff account. In the left column, find Reports, then Time & activities.



In the upper right, find the white box showing a date range.



Click in the box showing the date range, and click the start date in the left box, and the end date in the right box. Be sure the date range is Saturday through the following Friday.



Next, click the blue Filters button.



	FILTERS ×	
	PROJECTS	l
	All Projects	l
	TASKS	l
	All Tasks	l
date ranges.	Sum date ranges	l
	Include archived projects	

Time & activities report

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 TEAM

 Total Customized Revenue Management, LLC America - Phoenix

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 Group by: Project ~

Check Sum

At the left of the screen, use the dropdown to select Group by: Project.

You will now be able to create your invoice by looking at the total of the various projects and inserting the times into the correct lines.

			Work Repo	rt		
otal Customized	Revenue Mana	agement, LLC				
Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			1:53:11		-	
Total			1:53:11			
Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			18:50:00			
Total			18:50:00			
No. of Concession, Name						
Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			4:05:30			
Total			4:05:20			

## Here is a sample invoice.

Please be sure to follow all instructions at bottom of invoice.

To ensure the fastest processing, please check the following:

- Include the invoice date.
- Use a unique number for each invoice you send.
- Use a date range of Saturday through Friday, even if you didn't work all those days, as that is our approved billing pattern.
- Be sure you're sending before Friday at midnight, EST. Sending invoices after the Friday night deadline, or sending invoices without Hubstaff reports to validate hours, may cause significant delays in reimbursement.
- Be sure to copy yourself and send to <u>accountspayable@tcrmservices.com</u>.

T	CRM		N			-0				
Rev	Total Customized	d t								
			Office: 62: i	Office: 623-536-7066   Fax: 231-766-6500 info@tcrmservices.com www.tcrmservices.com						
		Con	sultant Invoice	(I						
Consultant Nam	ne:	Your name		Invoice Date: Today's date						
Consultant Phor	nsultant Phone: Your phone number				Invoice Number: Unique number					
Consultant Ema	il:	Your email address								
Start date (Saturday)	End date (Friday)	Project	Time shown in Hubstaff	Hours	Rate of Pay	Invoice total				
7/28/2018	8/3/2018	Property name	4:05:30	4.09	\$15.00	\$61.35				
_										
-										
-										
-					-					
	-									
		Total hours:	4:05:30	4.09						
				Invoice Tot	al	\$61.35				
	INVO	CES ARE PAID BY MAILED CHECK WITHIN	N 30 DAYS OF BEING APP	ROVED FOR PAYME	NT.					
	TO BE	SURE YOUR INVOICE IS APPROVED AS C	QUICKLY AS POSSIBLE, PL	EASE CHECK THE FO	LLOWING.					
	*Is al *Deer	I information in rows 3-5 is correct and	complete?	n first day of work y	week and date will -					
	*Have	you entered your rate of pay for each r	project in Column G?	a macday or work v	reek, end date will a	idio populate.				
		you followed the Hubstaff report instruc	tions?	CLIC	K HERE FOR HUBSTAF	F INSTRUCTIONS				
		invoice and Hubstaff report to account	tspayable@tcrmservices.	com. Be sure to cop	yy CLICK HERE TO	GENERATE EMAIL				
	*Are v	ou making sure to send your invoice ar	nd Hubstaff report by mid	Inight Friday for the	current week?					

Finally, after completing and sending your invoice(s), it's time to send your Hubstaff report as verification of the hours you worked. Invoices will not be processed without this verification, and the invoices and reports must be received on the same Friday before midnight, EST. Under the blue Filters button, click on Send. Be sure to copy yourself when sending.



Please be sure to follow all these steps carefully to ensure that your invoices are processed as quickly as possible. Invoices are paid within 30 days of being approved, so the less time spent on correcting errors or adding missing information, the sooner your invoice can be entered into the queue for payment.