

Online Timesheet Instructions

Please submit your timesheet on a weekly basis for approval

The link to access the system is : www.rethink-recruitment.com/timesheets

A username and password will be generated for you shortly and emailed to you.



*When you first log in you can change your password to something more memorable. **Click** on your user name and then **select manage**. This will open a window for you to make the change.*

This document explains:

- A. The process
- B. How to complete and submit a timesheet
- C. How to upload an invoice to cover for the timesheets submitted
- D. Claiming for expenses

The Timesheet and Invoicing Process Online

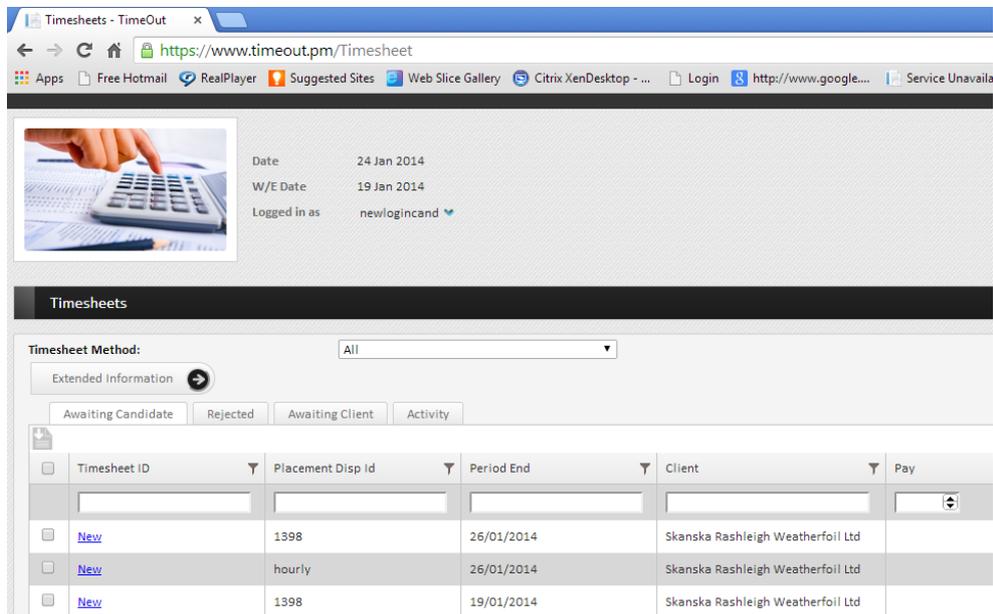
The following summarises the Timesheet and Invoicing process and how it works:

1. Contractor completes a timesheet on a weekly basis.
2. Line Manager receives notification to approve / reject the timesheet once submitted.
3. If your Line Manager is away then after a 24/48 hour period a nominated Secondary Approver will be able to review your timesheet (please speak with your Account Manager to find out who this would be).
4. If the Timesheet is rejected the Contractor will receive an email and will be required to make any necessary changes or query directly with the Line Manager before re-submitting.
5. If the Timesheet is approved the Contractor will receive an email confirming.
6. At month end (see Payment Schedule) the Contractor will submit **one** invoice to cover for all the weeks submitted online
7. If the above is completed within the timescales provided in the Payment Schedule then payment will be processed.

Entering a Timesheet

1-Click on Manage Timesheets

2-Timesheets that require submission will be listed showing the week ending date. Once you know the timesheet you are going to complete **Click New** on the relevant one.



The screenshot shows the 'Timesheets - TimeOut' web application. The browser address bar displays 'https://www.timeout.pm/Timesheet'. The page header includes a date of '24 Jan 2014', a week ending date of '19 Jan 2014', and the user 'newlogincand'. Below the header, there is a 'Timesheets' section with a 'Timesheet Method' dropdown set to 'All'. A navigation bar contains tabs for 'Awaiting Candidate', 'Rejected', 'Awaiting Client', and 'Activity'. A table lists timesheets with columns for 'Timesheet ID', 'Placement Disp Id', 'Period End', 'Client', and 'Pay'. Three timesheets are listed, each with a 'New' link.

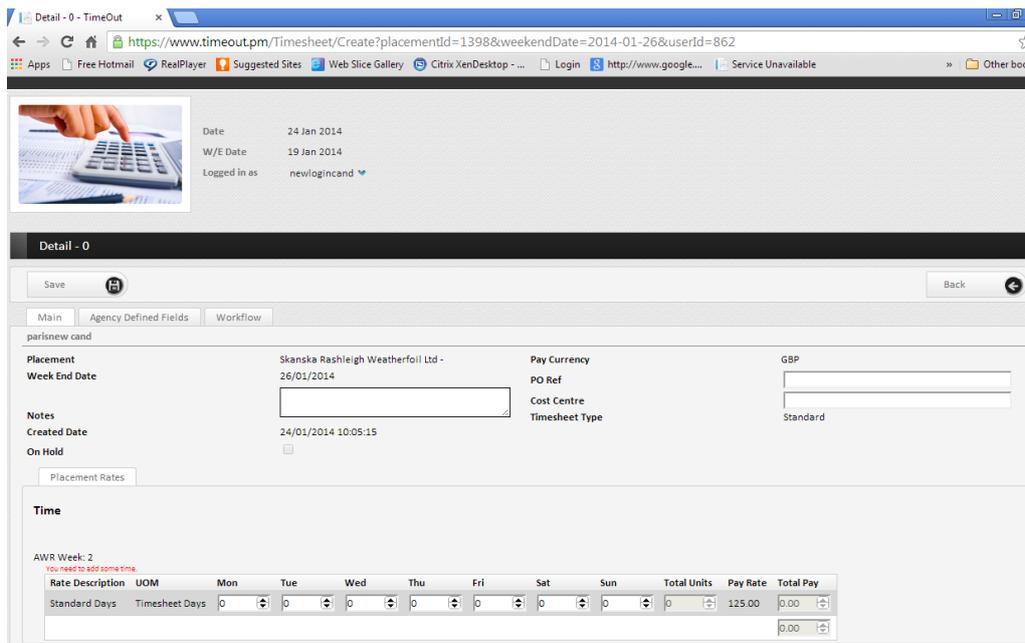
Timesheet ID	Placement Disp Id	Period End	Client	Pay
New	1398	26/01/2014	Skanska Rashleigh Weatherfoil Ltd	
New	hourly	26/01/2014	Skanska Rashleigh Weatherfoil Ltd	
New	1398	19/01/2014	Skanska Rashleigh Weatherfoil Ltd	

3-Enter your units against each day worked.

- If on a Daily Rate Enter days as unit 1 = Worked, 0 = Not worked
OR
- If on an Hourly Rate then state how many hours worked between 0-24



If you are eligible for overtime or on call etc and this is not shown to claim please contact your Account Manager so that they can update the system for you to complete.



The screenshot shows the 'Detail - 0' web application. The browser address bar displays 'https://www.timeout.pm/Timesheet/Create?placementId=1398&weekendDate=2014-01-26&userId=862'. The page header includes a date of '24 Jan 2014', a week ending date of '19 Jan 2014', and the user 'newlogincand'. Below the header, there is a 'Detail - 0' section with a 'Save' button and a 'Back' button. The form contains fields for 'Placement' (Skanska Rashleigh Weatherfoil Ltd -), 'Week End Date' (26/01/2014), 'Notes', 'Created Date' (24/01/2014 10:05:15), 'On Hold' (checkbox), 'Pay Currency' (GBP), 'PO Ref', 'Cost Centre', and 'Timesheet Type' (Standard). A 'Placement Rates' section is also visible. A 'Time' section shows a table for 'AWR Week: 2' with columns for 'Rate Description', 'UOM', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun', 'Total Units', 'Pay Rate', and 'Total Pay'. The table shows 'Standard Days' and 'Timesheet Days' with input fields for units.

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	0	0	0	0	0	0	0	0	125.00	0.00
											0.00

4-Once you are happy that you have completed your timesheet fully please **click Save**.

5-Now click Submit

You have now completed your timesheet. It will now be forwarded onto your Line Manager. You will receive an email once it has been approved.

Detail - 70777 - TimeOut

https://www.timeout.pm/Timesheet/Detail/70777

Date: 24 Jan 2014
W/E Date: 19 Jan 2014
Logged in as: newlogincard

Detail - 70777

Save Delete Submit Back

Status Change Note

Main Agency Defined Fields Workflow

parisnew cand

Timesheet ID: 70777
Placement: Skanska Rashleigh Weatherfoil Ltd -
Week End Date: 26/01/2014
Pay Currency: GBP
PO Ref:
Cost Centre:
Timesheet Type: Standard
Notes:
Created Date: 24/01/2014 10:08:40
On Hold:

Placement Rates

Time

AWR Week: 2

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Hours	Timesheet Hours	7.00	7.00	7.00	7.00	7.00	0	0	35	10.00	\$50.00
											\$50.00

Other

Expense Type	Amount	Notes
Expenses	Expenses	

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Uploading an invoice

You can upload your invoice at two points:

- At time of submission of timesheet
- After Client Approval

Multiple timesheets on one invoice

You can upload an invoice to cover more than one timesheet, but only after submission and approval.

Submitting ONE Monthly Invoice for MULTIPLE timesheets

- Go to the Activity Tab
- Select the timesheets that you wish your invoice to cover, these will generally have the status of "Approve and awaiting company invoice" or "Awaiting Client Approval & Company Invoice"
- Press upload invoice button

Timesheets

Upload Purchase Invoice

Timesheet Method: All

Show More

Awaiting Candidates Rejected Awaiting Client Activity

	Timesheet ID	Created	Period End	Placement Disp Id	Consultant(s)	Client	Pay	Status	Note
<input checked="" type="checkbox"/>	165469	16/06/2014 10:12	25/05/2014	12	Default Consultant	Skanska Rashleigh Weatherfoil Ltd	£420.00	Awaiting Client Approval & Company Invoice	
<input type="checkbox"/>	154336	02/06/2014 11:49	04/05/2014	12	Default Consultant	Skanska Rashleigh Weatherfoil Ltd	£932.81	Awaiting Client Approval & Company Invoice	

Currency: GBP

Timesheets

Edit Invoice Number & Invoice Date

Candidates

parisnew cand Brookson (3948) Ltd

Net 711.55

Vat 142.31

Gross 853.86

Invoice number

Invoice Date

Choose File No file chosen

I declare that these documents match values specified above.

More files + Cancel X Ok

	Timesheet ID	Created	Period End	Placement Disp Id	Consultant(s)	Client	Pay	Status	Note
<input checked="" type="checkbox"/>	Retract 16131	16/06/2014 15:33	15/06/2014	hourly	Default Consultant	Skanska Rashleigh Weatherfoil Ltd	£7203.00	Awaiting Client Approval & Company Invoice	
<input type="checkbox"/>	Retract 16126	06/06/2014 15:36	11/05/2014	hourly	Default Consultant	Skanska Rashleigh Weatherfoil Ltd	£806.50	Awaiting Client Approval & Company Invoice	

4. Enter your invoice number and invoice date in the boxes provided, and choose your file that contains your invoice.
 - a. Make sure your invoice value matches the value displayed on screen.
 - b. Your timesheet will not be paid unless all three required items are uploaded/entered, this includes Invoice number, Invoice date and your invoice.
5. Press SAVE button before leaving page.

Submitting a SINGLE weekly Invoice to cover for ONE Timesheet

1. Enter the timesheet as normal and press save or submit before uploading invoice.
2. Press Upload invoice button, see below

The screenshot shows a web application interface for a timesheet. At the top, there are buttons for 'Save', 'Retract', and 'Back'. Below this is a 'Status Change Note' field. The main area is divided into tabs: 'Main', 'Agency Defined Fields', and 'Workflow'. The 'Main' tab is active, showing details for a user named 'paris sheppard'. The 'Timesheet ID' is 165469, 'Placement' is 'Skanska Rashleigh Weatherfoil Ltd -', and 'Week End Date' is '25/05/2014'. The 'Pay Currency' is 'GBP', 'PO Ref' is 'this is my po ref', and 'Timesheet Type' is 'Standard'. A large white arrow points to the 'Upload Purchase Invoice' button, which has an information icon next to it. Below the main form is a 'Placement Rates' section with a 'Time' table.

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Hours	Timesheet Hours	7.00	7.00	7.00	7.00	7.00	0	0	35	12.00	0.00

3. Enter your invoice number and invoice date in the boxes provided, and choose your file that contains your invoice.
4. Make sure your invoice value matches the value displayed on screen.
5. Your timesheet will not be paid unless all three required items are uploaded/entered, this includes Invoice number, Invoice date and your invoice.
6. Press SAVE button before leaving page.

This screenshot shows the same interface as the previous one, but with the 'Upload Purchase Invoice' dialog box open. A large white arrow points to the 'Upload Purchase Invoice' button. The dialog box contains fields for 'Invoice No.' (132) and 'Invoice Date' (16/06/2014). Below these are 'Purchase Invoice Attachments' with a 'Preview' section showing 'Choose File' and 'No file chosen'. A 'More Files' button with a plus sign is also present. At the bottom of the dialog, a preview shows: 'NetPay 711.55', 'VatPay 142.31', and 'GrossPay 853.86'. A declaration statement at the bottom reads: 'I declare that these documents match values specified above.'

Claiming for expenses

If you have an agreement that you are able to claim for expenses during your contract then please follow the instructions below.



If you need to claim for mileage please speak with your Account Manager as this needs to be added in a different way. This will appear on your timesheet as a line so that you can state mileage under each day travelled.

1. Open the relevant week that you are claiming expense for and complete your timesheet as normal.
2. Enter your expense value under **Amount**,
3. Upload receipts by pressing the **CHOOSE FILE** button in the bottom right of the screen.
 - Receipts can only be images, such as tiff, jpeg, png
 - The upload function will **not** accept word/excel or pdf files
 - You can upload as many images as you need
 - Please make sure that the total value of receipts match the amount you are claiming
4. Before you save and submit, please below the uploaded images that says 'I confirm any uploaded files match the amounts detailed'. You cannot save and submit timesheets without ticking this declaration.

Main Workflow

• You need to add some time.
Peter Expenses

Placement Marks and Spencer Group Plc - Project Manager - Pay Currency GBP
Automated Warehouse Management Systems Week End Date PO Ref 1
20/04/2014 Cost Centre 1
Timesheet Type Standard

Notes
Created Date 22/04/2014 10:39:32
On Hold

Placement Rates

Time

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Weekday Day	Timesheet Days	1	1	1	1	1	0	0	5	500.00	2500.00
											2500.00

Other

Expense Type	Amount	Notes
Expenses	Expenses 152.56	

Upload Expense Receipts

Preview Hide from Sales Invoices Remove

! Do not upload limited company invoices here.
! You can only upload images here (.jpg, .png, .gif, etc.).

Choose File No file chosen

More Files +

I confirm any uploaded files match the amounts detailed.

Frequently Asked Questions

I have forgotten my password

You can reset your password by clicking on *RESET PASSWORD* at the login screen, you will need your UserName to hand

I have forgotten my username

Please contact the helpdesk or your Account Manager who will be able to provide it to you

I have taken a week off, what do I do with the timesheet that needs completing

Instead of completing the timesheet please use the *VOID* option. This will blank your entire week off so no time can be entered. Your Line Manager will still need to approve this

My line manager is away and will not be able to approve my timesheets before month end

After submitting your timesheet your direct line manager has 24/48 hours to approve. If by that time no action has been taken then a Secondary Authoriser will be sent a copy of your timesheet. Please speak with your Account Manager to find out who this is

I have in my contract overtime but I cannot claim online

Please speak with your Account Manager to update the system to provide you access to claiming this

I have been traveling in my role and need to claim mileage

Please speak with your Account Manager to update the system to provide you access to claiming this

On the system I have tried to update my details but each time I log in they revert back

The portal updates itself and takes information direct from our CRM. Should you require any information to change please speak with your Account Manager directly

When I login it says there is an Error but still shows the company logo

This is a small glitch, please click on the company logo and this will refresh the page