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

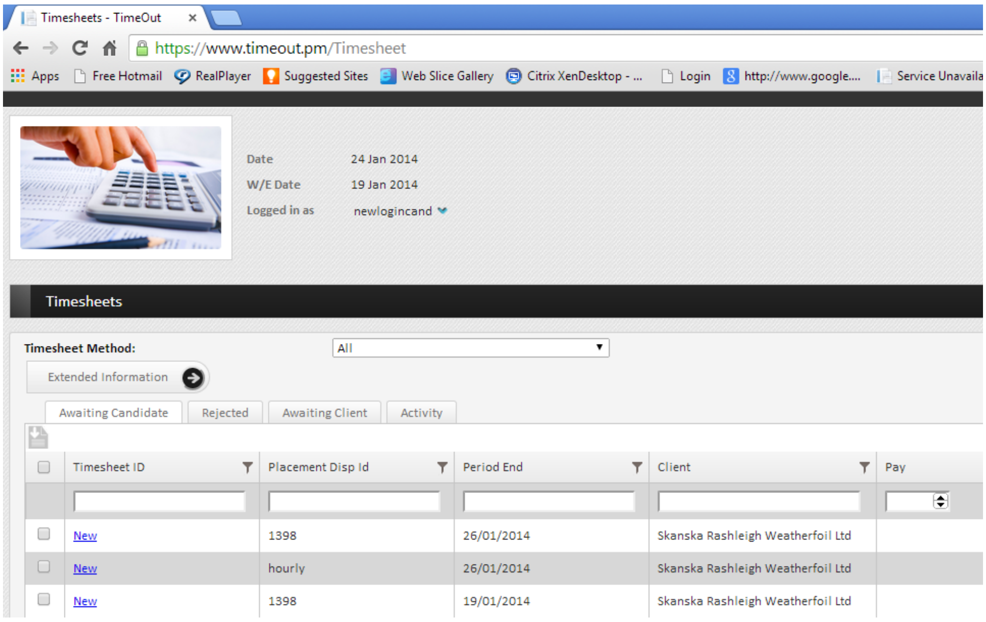
The following summarises the Timesheet and Invoicing process and how it works:

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.



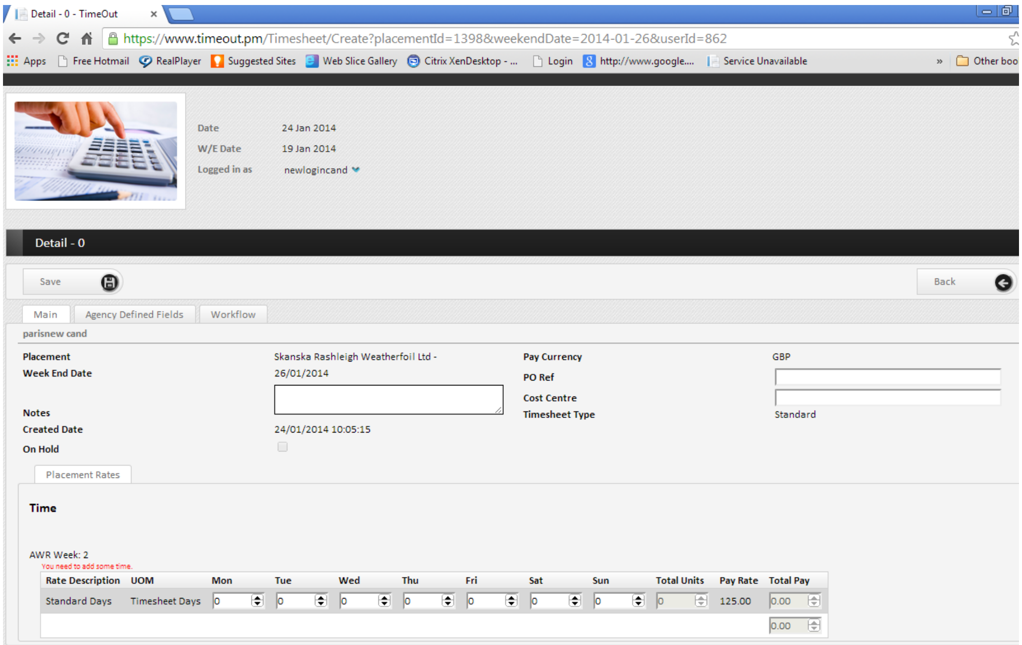
3-Enter your units against each day worked.

a) If on a Daily Rate Enter days as unit 1 = Worked, 0 = Not worked

OR

b) If on an Hourly Rate then state how many hours worked between 0-24

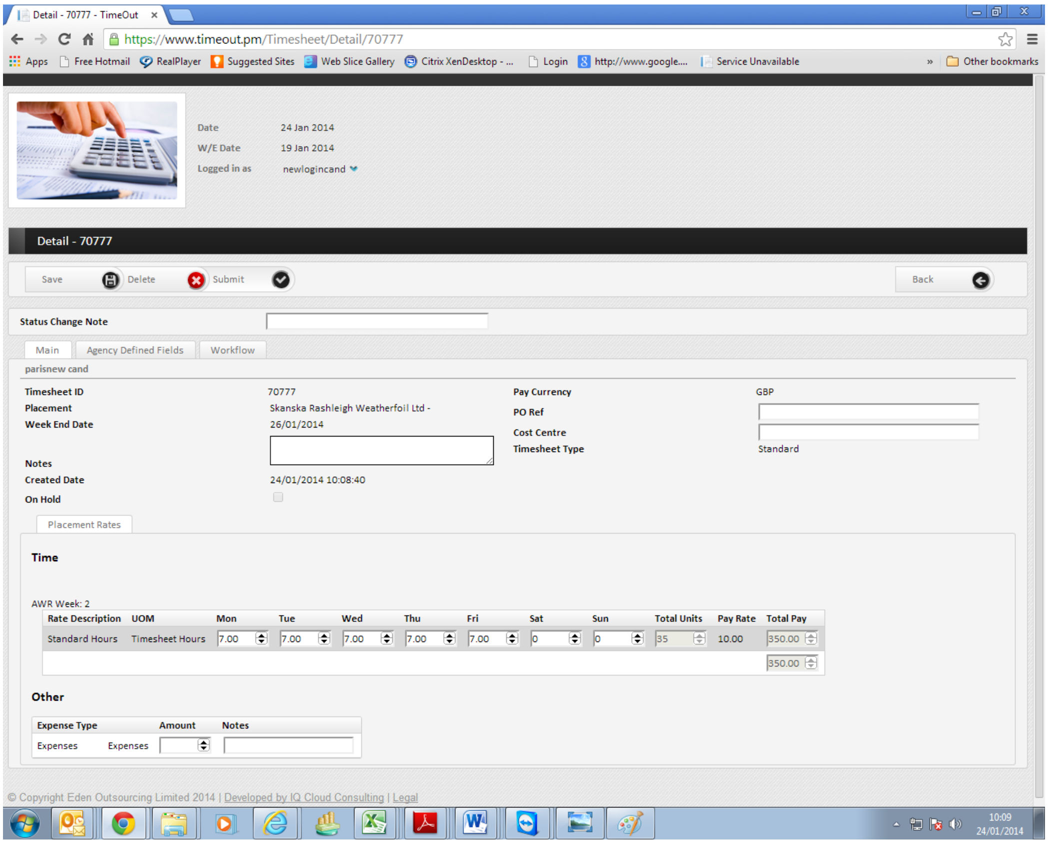
If you are eligible for overtime or on call etc and this is not shown to claim please contact your Account Manager so that they can update the system for you to complete.



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.



Uploading an invoice

You can upload your invoice at two points:

a) At time of submission of timesheet

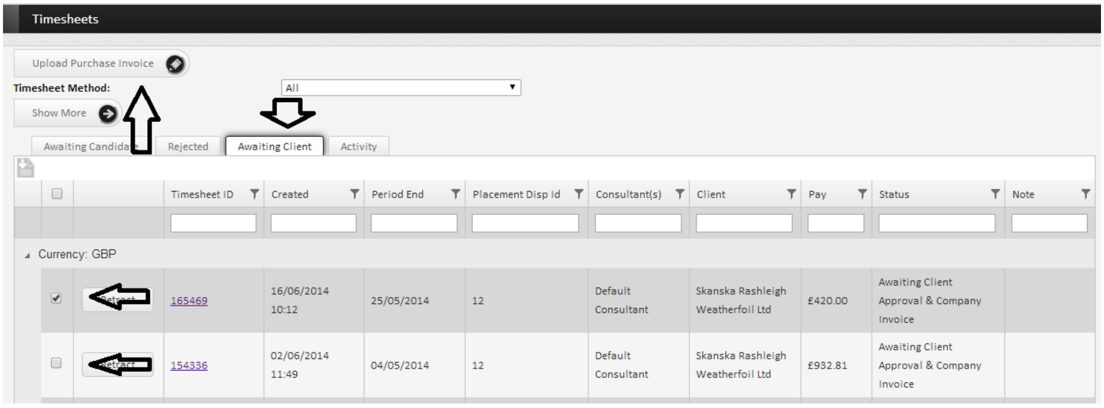
b) After Client Approval

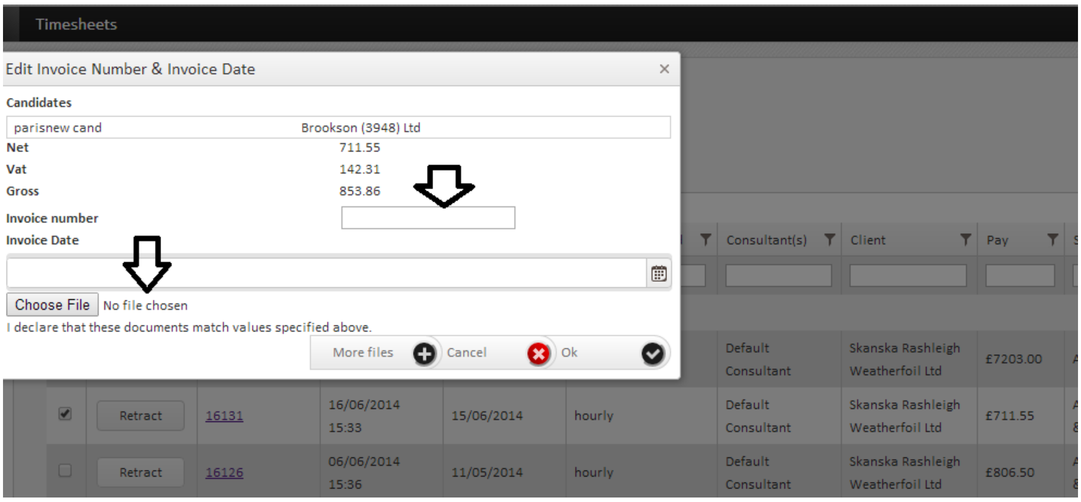
Multiple timesheets on one invoice

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

Submitting ONE Monthly Invoice for MULTPLE timesheets

1. Go to the Activity Tab
2. 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”
3. Press upload invoice button

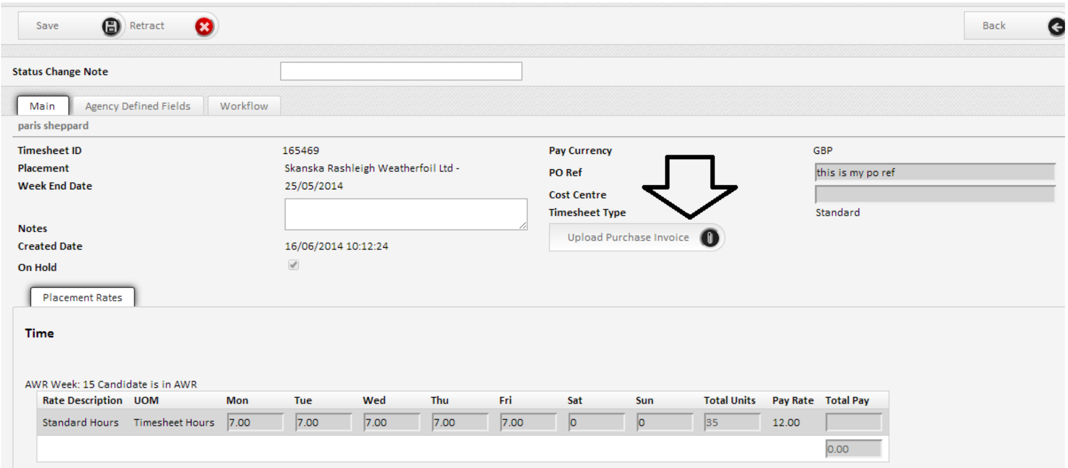




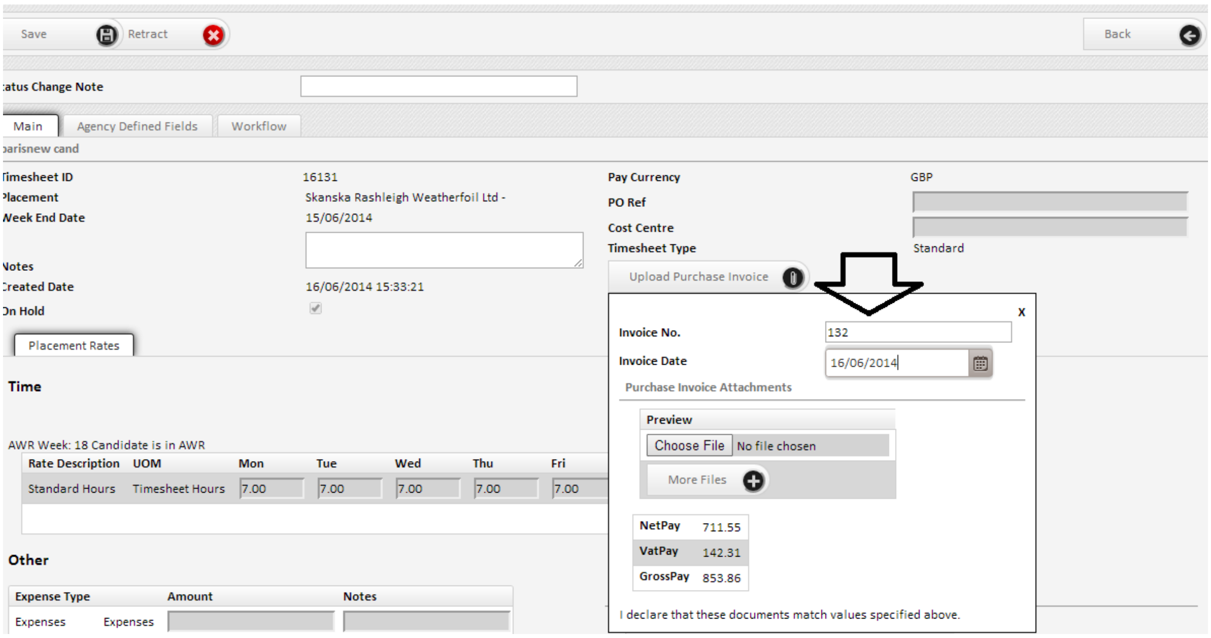
4. Enter your invoice number and invoice date in the boxes provided, and choose your file that contains your invoice.
    a. Make sure your invoice value matches the value displayed on screen.
    b. Your timesheet will not be paid unless all three required items are uploaded/entered, this includes Invoice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



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.

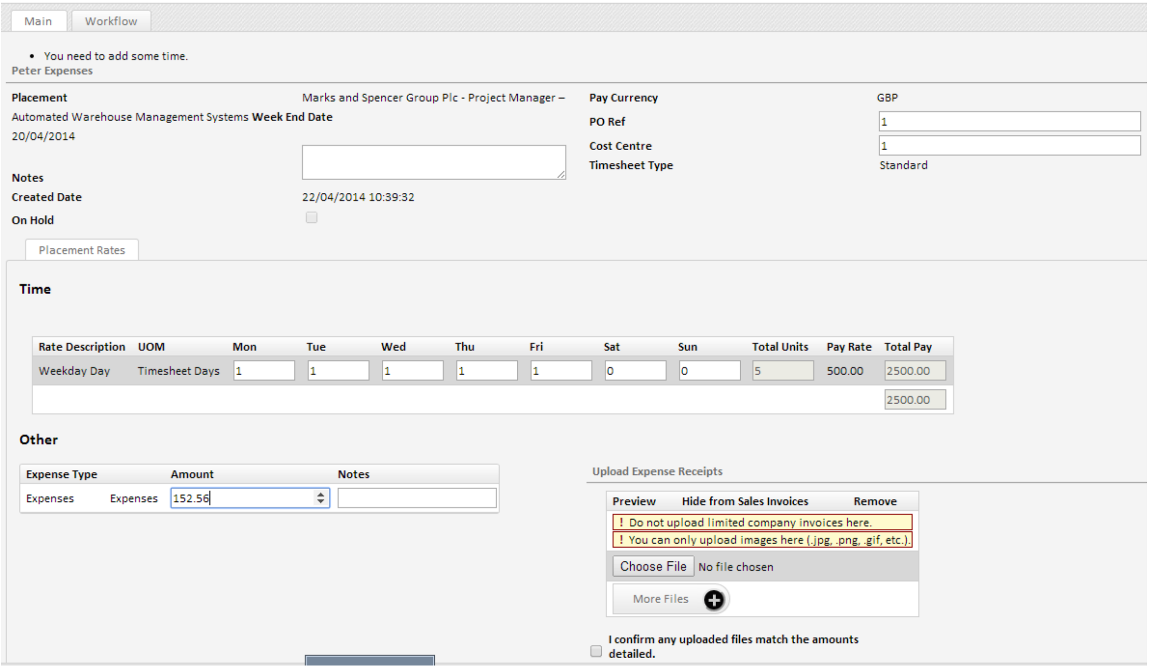


<u>Claiming for expenses</u>

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 <u>speak with your Account Manager</u> 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 has 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.



<u>Frequently Asked Questions</u>

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 by 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