

Guide for Smith & Reed Timesheet Portal

Logging in and getting started



You will have already received your **Userid** and **Password** via email. *(Please do not copy and paste your password into the login page, as it will not be accepted).*

smith & REED RECRUITMENT

Sign In [Forgot username?](#) [Forgot password?](#)

Remember me?

Login

Great you are all set up!

Once you have logged in you will see a screen similar to below:

Test
Please ensure you have set your availability as soon as possible for the next week.

13 Incomplete Timesheets

0 Un-Authorised Timesheets

0 Authorised/Ready

37 Processed Timesheets

Latest Invoices

Download All | Export to PDF | Export to Excel

Drag a column header and drop it here to group by that column

Invoice Code	Net	VAT	Total	Year	Period	Date	Download
	759.55	151.91	911.46	2022	13	28/06/2022	Download Preview
	918.37	183.67	1102.04	2022	10	07/06/2022	Download Preview
	6078.93	1215.79	7294.72	2022	09	31/05/2022	Download Preview
	1307.19	273.44	1640.63	2022	08	24/05/2022	Download Preview

Authorising Timesheets

You will see there are various elements in coloured **sections for timesheets**:

Incomplete Timesheets

These are timesheets that the worker has not yet entered hours into.

Un-authorised Timesheets

These are the timesheets that you need to check and authorise.

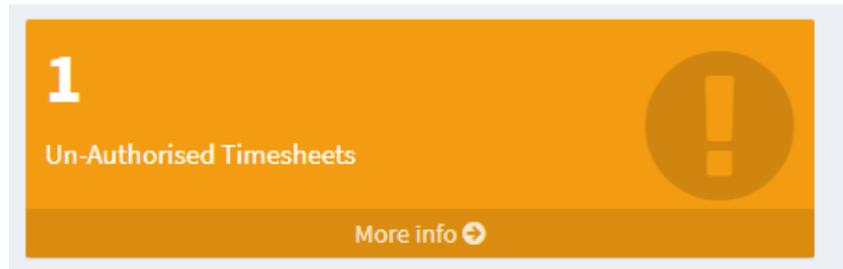
Authorised/Ready

These are timesheets that have already been authorised ready to be paid/billed.

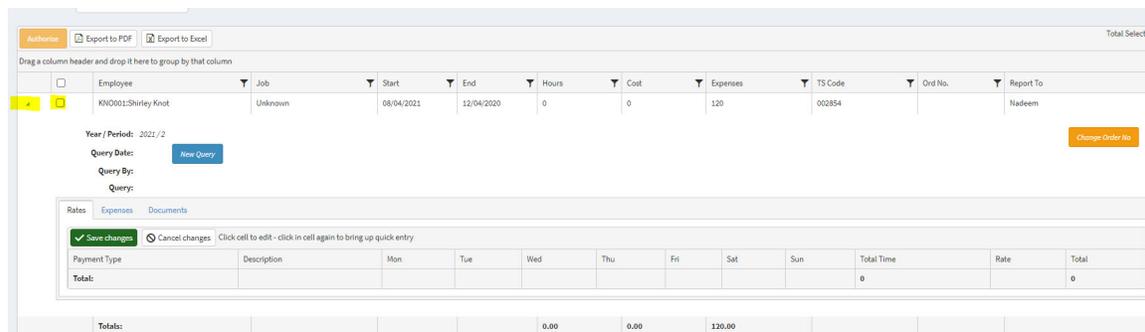
Processed Timesheets

These are the timesheets that have been actioned and the worker paid, and the invoices raised.

To **authorise a timesheet** click on the Un-authorised button:



This will then open a screen similar to the below



There are 2 items highlighted at the top left:

- 1) **An arrow** to expand the screen as above
- 2) The second is a **tick box**

Once you have confirmed you are happy with any hours that have been entered **tick the box** and **click on the Authorise button** (*top left*)

At this stage you can change the order number for the timesheet and also the invoice which will be created

To query the timesheet, **press the query button** and enter a message which will be sent to the Smith & Reed payroll department.

When finished click back on the home button (*top left of the web screen*)

