Online Timesheets

Authorisers User Guide

Online Timesheet Authorisation

By using the online timesheet portal, you will be able to authorise timesheets electronically rather than needing to sign and fax back the timesheet to the agency. The portal can also be used to view and reject timesheets.

Email Activation

You will receive an email asking for you to activate your online account. Once activated, you will be able to logon to the secure online timesheet portal.

You will be sent an email using the email address you supplied to the agency during initial registration. Contained within the email will be a link to take you to the online timesheet portal.

Logging Onto The Online Timesheet Portal

Follow the link on your account activation email to activate your account on the online timesheet portal.

Your name and Username will automatically be set based on your forename and surname, decide on a new password and enter it here. You will then be required to confirm the password that you have entered.

It is important that you read the Terms and Conditions of Authorisation, on agreement of these terms you need to tick the box stating that by activating your account, you agree to the Terms and Conditions of Authorisation. Click on Activate Account. The following message will then be displayed if the account activation has been successful:-

At this stage you are asked to click on the link to login to the online timesheet portal.
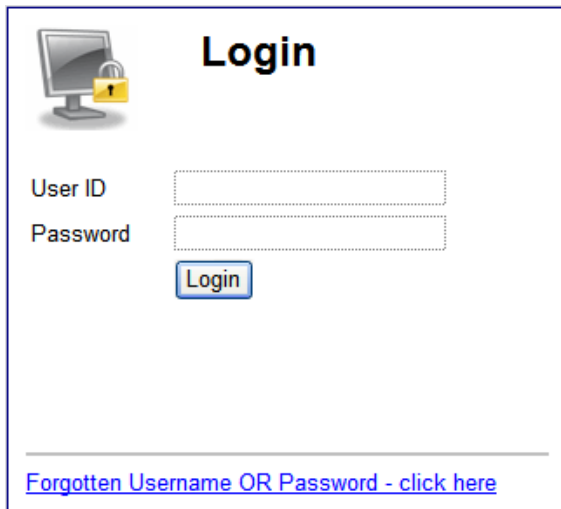
Please note: The activation email can only be used to activate your online account, you will therefore need to use the combination of the User ID and password each time you logon to the secure online timesheet portal. For ease of use, once a timesheet has been submitted for approval by the temp, you will receive an email stating that there are timesheets waiting to be authorised. This email will contain an encrypted link which bypasses the normal logon thus speeding up online authorisation for you.

Authorising Timesheets

On successful login to the secure online timesheet portal you will be taken to the home page of your account, this can be seen below:-

You will be presented with a list of timesheets that are being held waiting electronic authorisation. Each line represents a different timesheet, select the timesheet you wish to view by clicking on the image next to the timesheet number. The timesheet will be displayed as below:-

If the information displayed on the timesheet(s) including the hours entered are correct, you can then electronically authorise the timesheet(s). Close the timesheet and you are taken back to the home page. Next to the timesheet line, there is an option to select those timesheets you wish to authorise. Authorisation can be run for all timesheets, in batches or individually.

To authorise the selected timesheets click on **Authorise selected**, prior to this, if required enter a purchase order number to be displayed on the timesheet. Once the timesheets have been authorised the status will change:-

Rejecting Timesheets

To reject timesheets select the timesheet(s) to be rejected and then assign a reason.

You are then able to enter a message detailing the reason for the timesheet rejection, this message would appear on the email notification received by the temp as well as on the online timesheet. Click on *Reject* to reject the timesheet. The status of the timesheet will change to rejected:

Reminders

If a timesheet has not been authorised within a set period of time a reminder email will be sent to the primary and secondary authorisers using the email address supplied during authoriser creation.

View Of Authorised Timesheets

To view all timesheets that have been electronically authorised by yourself, click on *View Authorised Timesheets*, this option can be found at the top of the home page:-

Click on back to take you back to the home page.

If all timesheets have been authorised the home page will now display as follows: