



Smith & Reed
Online Timesheet Portal



USER MANUAL

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Click on the page you wish to view

Creating Timesheets - Process

Navigate

Navigate to **'Timesheet' Tab** on the portal.

Placement

Your assignments will be visible under the **'Placements'** heading on this page.

Create

For the assignment you wish to enter your hours for, click the link **'Create Timesheet'**. You will then be able to enter the hours you have worked for the week.

Dates

Enter the **start date and end date** of your assignment for the week you wish to submit hours.

Hours

Enter your **start times and end times** for each day, plus any time taken for unpaid breaks in the 'Breaks' row. (Half an hour = 0.5)

Allocate

For each day allocate the total hours **between any different pay or shift types** you have worked.

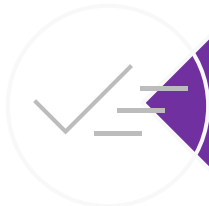
Save

Once you are happy with the hours you have entered, you can save your timesheet.

Creating Timesheets – Saving & Submitting



If you have entered your hours but are not ready to submit them for approval, you can save what you have entered to re-visit.



If you are happy the hours you have entered are correct click 'Submit'. This will send your hours to your authoriser to approve for payment.



Once you have submitted your hours, these hours will be locked and you will not be able to amend.

Review Approved or Rejected Timesheets

- ▶ The timesheet status will change depending on whether your authoriser has responded to your timesheet, the following statuses are possible:

Unprocessed
You have not sent the timesheet for approval

Pending Authorisation
You have sent the timesheet for approval but your authoriser is yet to respond

Rejected
You have sent the timesheet for approval and your authoriser has an issue with your time sheet and has not been able to authorise the hours you have submitted. You will need to review any reasons given for rejection and re-submit your timesheet for that week.

Authorised Online
You have sent the timesheet for approval and your authoriser is happy with your timesheet and has been able to authorise your hours for payment. You do not need to do anything further for that week's hours.

Processed
You have sent the timesheet for approval and your authoriser is happy with your timesheet and has been able to authorise your hours for payment. Your hours have now been processed for payment.

- ▶ The timesheet will then either be authorised or rejected by the authoriser you have sent your timesheet to.
- ▶ You will be able to review timesheets you have sent for approval from the 'Timesheets' page on your portal.
- ▶ If rejected your authoriser will give a reason as to why your timesheet has not been approved.
- ▶ You will then need to re-enter the timesheet in the same way you did before by creating a timesheet. The rejected timesheet is not able to be amended.

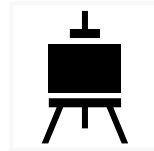
Entering Hours via Mobile Phone



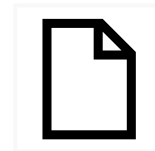
The process is the same as entering via a computer/laptop.



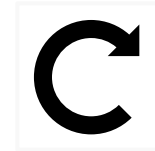
Navigate to the 'Timesheets' Page by clicking the 3 horizontal purple lines in the top left of the page, then by clicking the 'Timesheets' option.



This works best when the screen is in landscape mode, in portrait the full display is not always visible.



You will be able to enter hours in the same way, use up and down arrows at top left of phone's keyboard to toggle between entry boxes.



Sometimes the page does not display fully, if this happens refresh the page.