

# **Online Timesheets Guide for Authorisers**



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## **Welcome to Online Timesheets**

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.

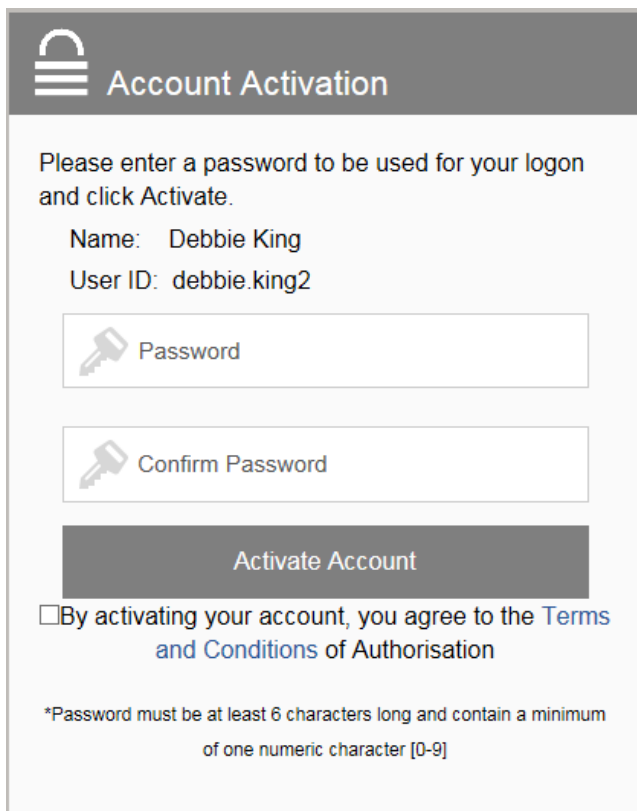
## **Email Activation**

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.

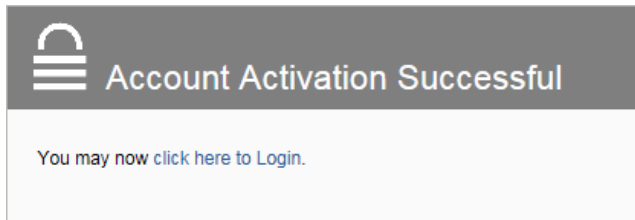


The screenshot shows a web form titled "Account Activation". At the top left is a logo consisting of a stylized 'U' above three horizontal lines. Below the logo, the text "Account Activation" is displayed. The main content area contains the following elements: a paragraph of instructions: "Please enter a password to be used for your logon and click Activate."; two lines of pre-filled information: "Name: Debbie King" and "User ID: debbie.king2"; two input fields, each with a key icon and the label "Password" and "Confirm Password" respectively; a dark grey button with the text "Activate Account"; a checkbox followed by the text "By activating your account, you agree to the [Terms and Conditions of Authorisation](#)"; and a footnote: "\*Password must be at least 6 characters long and contain a minimum of one numeric character [0-9]".

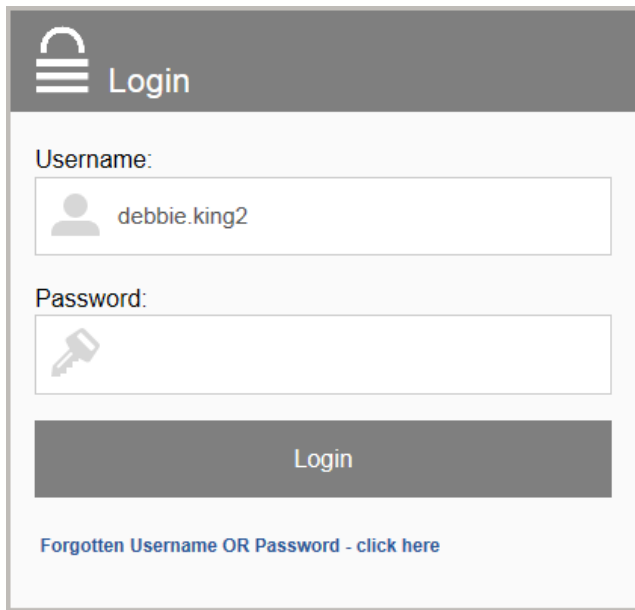
Your name and Username will automatically be set based on your forename and surname, decide on a new password and enter it here. You will then be required to confirm the password that you have entered.

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 contractor, 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:-

HomeView Authorised TimesheetsHelpLogout




Call us on **01793 430021**



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Authoriser - Debbie King

**Timesheets Awaiting Authorisation**

Name	Client	Job	No	Units	End Date	(Select All)
Fred Jones	Outsource Test Ltd	Consultancy Services	 OLT19808	5 Daily rate	10-Aug-2014	<input type="checkbox"/>
Fred Jones	Outsource Test Ltd	Consultancy Services	 OLT19809	5 Daily rate	17-Aug-2014	<input type="checkbox"/>
Fred Jones	Outsource Test Ltd	Consultancy Services	 OLT19810	5 Daily rate	24-Aug-2014	<input type="checkbox"/>

**Note - Hours authorised include breaks deducted**

**Authorise Selected**

Purchase Order Number (if applicable)


**Reject Selected**

Reason

Message to Contractor (free text)

**AUTHORISE****REJECT**

Outsource UK [Terms and Conditions](#) of Authorisation



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:-

Call us on 01793 430021



Contractor: Fred Jones (2690)

Placement 9123 - Consultancy Services for client Outsource Test Ltd from 04 Aug 2014 to 31 Dec 2015

Start Date : Mon 04-Aug-2014

End Date : Sun 10-Aug-2014

### Timesheet View (OLT19808) - Submitted For Approval

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00	09:00	09:00	09:00	09:00			
End	17:00	16:00	17:30	17:30	17:00			
Breaks	0.50	0.50	0.50	0.50	0.50			
Total	7.50	6.50	8	8	7.50			37.5
Daily rate	1	1	1	1	1	0	0	5

Daily Rate refers to the number of units worked i.e. Number of Days  
Standard Rate refers to the number of units worked i.e. Number of Hours



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, but prior to this (and if required), enter a purchase order number to be displayed on the timesheet. Once the timesheets have been authorised the status will change as shown on the screen shot on the next page:-

Call us on **01793 430021**



Authoriser - Debbie King

**Timesheets Awaiting Authorisation**

Name	Client	Job	No	Units	End Date	(Select All)
Fred Jones	Outsource Test Ltd	Consultancy Services	<input checked="" type="checkbox"/> OLT19808	5 Daily rate	10-Aug-2014	Authorised
Fred Jones	Outsource Test Ltd	Consultancy Services	<input checked="" type="checkbox"/> OLT19809	5 Daily rate	17-Aug-2014	<input type="checkbox"/>
Fred Jones	Outsource Test Ltd	Consultancy Services	<input checked="" type="checkbox"/> OLT19810	5 Daily rate	24-Aug-2014	<input type="checkbox"/>

**Note - Hours authorised include breaks deducted**

**Authorise Selected**

Purchase Order Number (if applicable)

**Reject Selected**

Reason

Message to Contractor (free text)

**AUTHORISE**

**REJECT**


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## Rejecting Timesheets

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

HomeView Authorised TimesheetsHelpLogout



**outsource**  
our people • your success

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Authoriser - Debbie King

### Timesheets Awaiting Authorisation

Name	Client	Job	No	Units	End Date	(Select All)
Fred Jones	Outsource Test Ltd	Consultancy Services	<input type="checkbox"/> OLT19809	5 Daily rate	17-Aug-2014	<input checked="" type="checkbox"/>
Fred Jones	Outsource Test Ltd	Consultancy Services	<input type="checkbox"/> OLT19810	5 Daily rate	24-Aug-2014	<input type="checkbox"/>

**Note - Hours authorised include breaks deducted**

**Authorise Selected**

Purchase Order Number (if applicable)

**Reject Selected**

Reason

Outsource UK [Terms and Conditions](#) of Authorisation



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:

Call us on 01793 430021



Authoriser - Debbie King

**Timesheets Awaiting Authorisation**

Name	Client	Job	No	Units	End Date	(Select All)
Fred Jones	Outsource Test Ltd	Consultancy Services	<input type="checkbox"/> OLT19809	5 Daily rate	17-Aug-2014	Rejected
Fred Jones	Outsource Test Ltd	Consultancy Services	<input type="checkbox"/> OLT19810	5 Daily rate	24-Aug-2014	<input type="checkbox"/>

Note - Hours authorised include breaks deducted

**Authorise Selected**

Purchase Order Number (if applicable)

**Reject Selected**

Reason

Message to Contractor (free text)

**AUTHORISE**

**REJECT**

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**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:-

Home View Authorised Timesheets Help Logout

Call us on **01793 430021**

Authoriser - Debbie King

**Timesheets Authorised**

Name	Client	Job	No	Current Status	Units	End Date
Fred Jones	Outsource Test Ltd	Consultancy Services	OLT19808	Authorised Online	5.00 Daily rate	10-Aug-2014

[BACK](#)

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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:

Home View Authorised Timesheets Help Logout

Call us on **01793 430021**

Authoriser - Debbie King

**Timesheets Awaiting Authorisation**

No timesheets awaiting authorisation

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