



**outsource**

Online Timesheets Guide  
for Authorisers



# Contents

1

[Welcome to the Online Timesheet Portal](#)

2-3

[Logging into the Portal](#)

4-6

[Authorising Timesheets](#)

7

[Viewing Authorised Timesheets](#)

8

[Further assistance](#)



# Welcome to Online Timesheets!

By using the online timesheet portal, you will be able to authorise timesheets electronically.

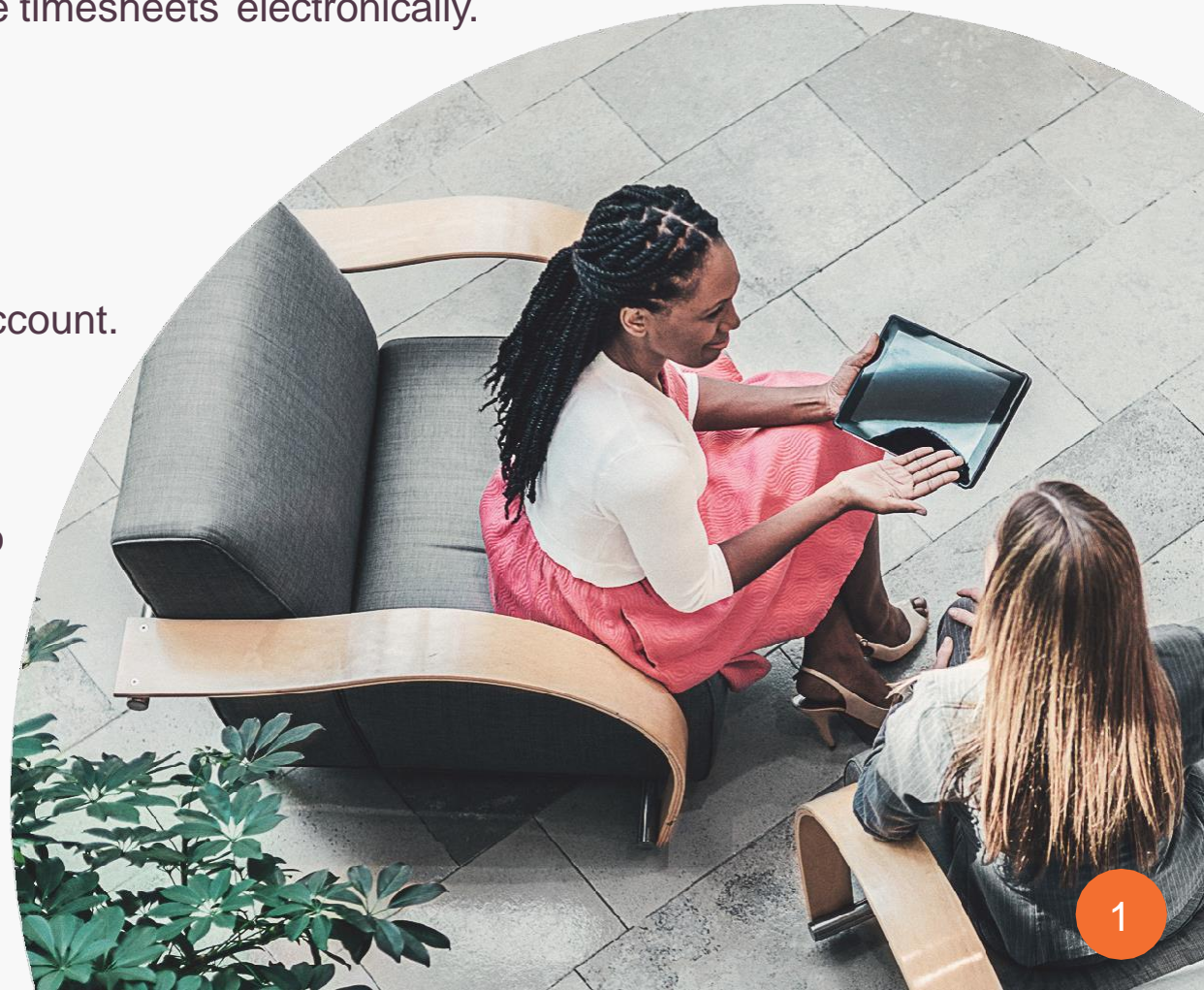
The portal can also be used to view and reject timesheets.

## 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.

### Account Activation

Please enter a password to be used for your logon and click Activate.

Name: Fred Jones  
User ID: fred.jones

 Password

 Confirm Password

Please Note: This is a private site and all logins and login attempts are logged and monitored. If you are not Fred Jones do not proceed and contact your agency.

[Activate Account](#)

\*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.

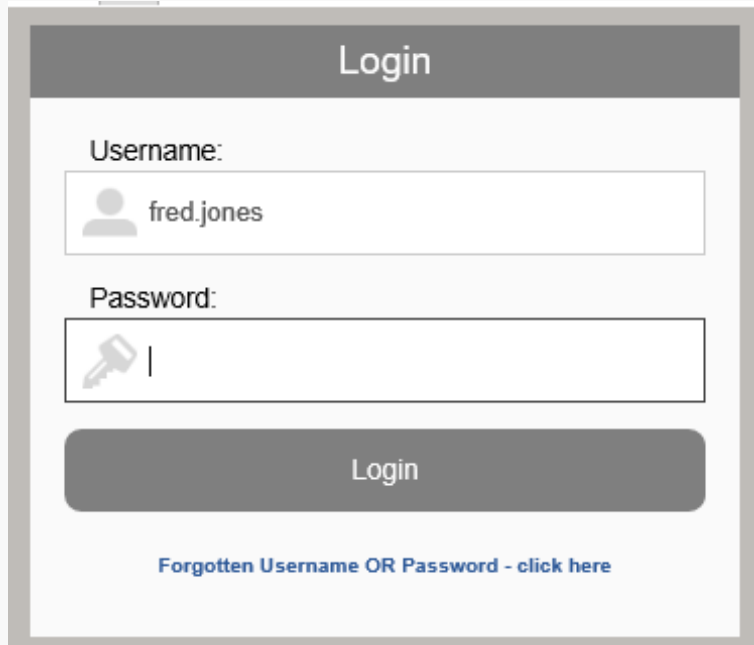
The following message will then be displayed if the account activation has been successful:-

### Account Activation Successful

You may now [click here to Login](#).

# Logging onto the Online Timesheet Portal

At this stage you are asked to click on the link to login to the online timesheet portal.



The screenshot shows a login form with a dark grey header containing the word "Login". Below the header, there are two input fields. The first is labeled "Username:" and contains the text "fred.jones" next to a person icon. The second is labeled "Password:" and contains a key icon and a vertical bar. Below the input fields is a dark grey button with the word "Login" in white. At the bottom of the form, there is a blue link that says "Forgotten Username OR Password - click here".

## 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 a link to the portal making it quick and easy for you to log in to your account.

# Authorising Timesheets

On successful login to the secure online timesheet portal you will be taken to the home page of your account.

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.


Home View Authorised Timesheets

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Authoriser - Jacqui Hooper

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**Timesheets Awaiting Authorisation**

Name	Client	Job	No	Units	End Date	(Select All)
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43150	23 Standard Rate	23-Feb-2020	<input type="checkbox"/>
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43168	8 Standard Rate	03-Mar-2020	<input type="checkbox"/>

Note - Hours authorised include breaks deducted

**Authorise Selected**

Purchase Order Number (if applicable)

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

**Reject Selected**

Reason

Message to Contractor (free text)

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Contractor: Andrew Savage Smith (240)

Placement 22102 - Developer for client Outsource Test Ltd from 01 Jan 2020 to 03 Mar 2020 ref PO123

Start Date:  End Date:

**Timesheet View (OLT43150) - Submitted For Approval**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start		08:30	08:30		08:30			
End		17:00	17:00		17:00			
Breaks		1.00	0.50		1.00			
Total		7.50	8		7.50			23

Standard Rate	0	7.5	8	0	7.5	0	0	23
---------------	---	-----	---	---	-----	---	---	----

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

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# Authorising Timesheets

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.

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Curating specialist talent

Home View Authorised Timesheet

Authoriser - Debbie King

Timesheets Awaiting Authorisation

Name	Client	Job	No	Units	End Date	PO Number	(Select All)
Wilma Jones	Outsource Test Ltd	Consultancy Services	OLT76899	5 Daily rate	09-Feb-2020		Authorised

Note - Hours authorised include breaks deducted

Authorise Selected

Purchase Order Number (If applicable)

Reason  
Incorrect value entered

Message to Contractor (free text)

Authorise

Outsource UK Terms and Conditions of Authorisation

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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:-

# Authorising Timesheets

## 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:

The screenshot shows the 'outsorce' web application interface. At the top left is the logo 'outsorce' with the tagline 'Curating specialist talent'. On the top right are navigation links: 'Home', 'View Authorised Timesheets', 'Help', and 'Logout'. Below the header, the user is identified as 'Authoriser - Jacqui Hooper'. The main section is titled 'Timesheets Awaiting Authorisation' and contains a table with the following data:

Name	Client	Job	No	Units	End Date	(Select All)
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43150	23 Standard Rate	23-Feb-2020	Rejected
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43168	8 Standard Rate	03-Mar-2020	<input checked="" type="checkbox"/>

Below the table is a note: 'Note - Hours authorised include breaks deducted'. The interface is split into two columns: 'Authorise Selected' and 'Reject Selected'. The 'Authorise Selected' column has a text input field for 'Purchase Order Number (if applicable)'. The 'Reject Selected' column has a 'Reason' dropdown menu with 'Incorrect value entered' selected, and a 'Message to Contractor (free text)' area containing the text: 'Hi Andrew, I am rejecting this timesheet because you worked until 6pm. Please could you resubmit for 9 hours?'. At the bottom of each column are 'Authorise' and 'Reject' buttons respectively. A footer link 'Outsource UK Terms and Conditions of Authorisation' is visible at the bottom left.



# Viewing 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:-

outsourcing  
Curating specialist talent

Home View Authorised Timesheets Help Logout

Authoriser - Jacqui Hooper

Timesheets Authorised

Start Date: dd/mm/yyyy End Date: dd/mm/yyyy  
Jobno: Timesheet No: Search

Name	Client	Job	No	Current Status	Units	End Date
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43148	Authorised Online	32.50 Standard Rate	16-Feb-2020
Andrew Savage Smith	Outsource Test Ltd	Developer	OLT43149	Authorised Online	16.50 Standard Rate	05-Jan-2020

Back

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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.

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:

**Timesheets Awaiting Authorisation**  
No timesheets awaiting authorisation



# Need further assistance?

Please don't hesitate to contact us on 01793 430021 or email [Accounts@outsource-uk.co.uk](mailto:Accounts@outsource-uk.co.uk)

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