

A woman sitting on a bench holding a tablet, with another person sitting on a bench in the foreground. The scene is set in a modern, well-lit interior space with large windows and contemporary furniture. The woman is wearing a pink top and is looking at the tablet. The person in the foreground has long brown hair and is wearing a grey top. The overall atmosphere is professional and collaborative.

# outsourc Timesheet guide



# Activating your account

Our Accounts team will send you an activation email to set up your online timesheet portal.

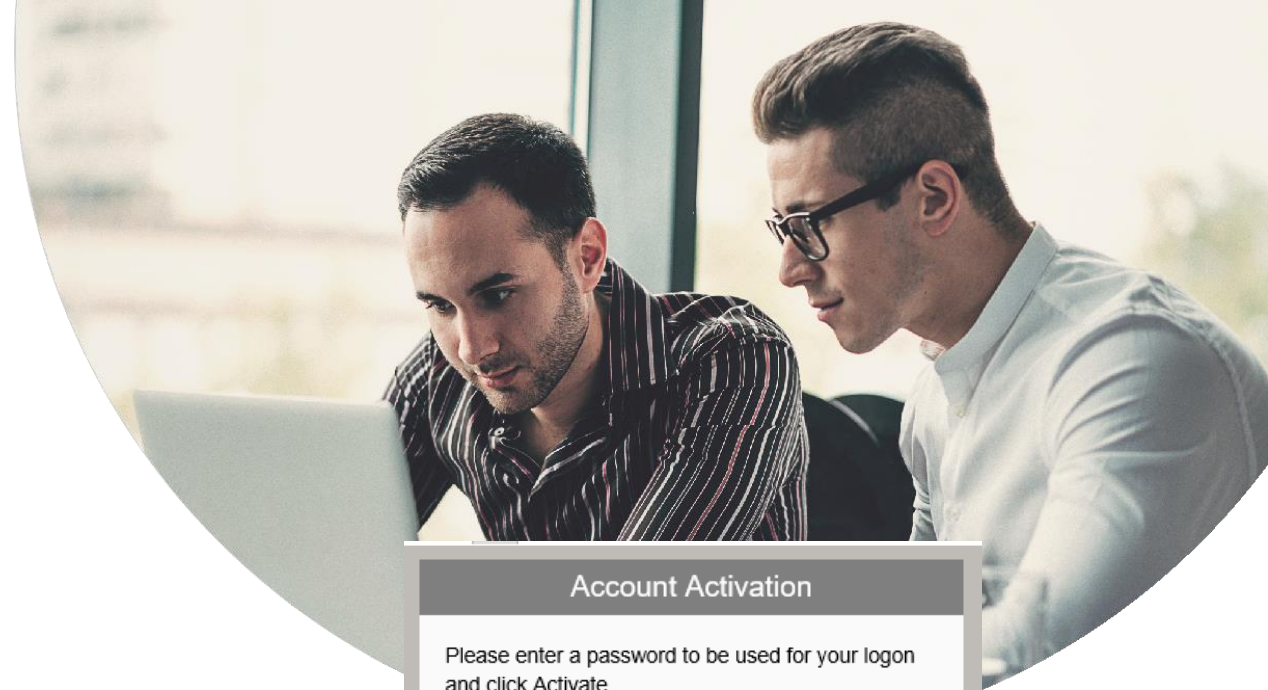
If you do not receive an email with regards to activating your account and you have already started your assignment, please let your main point of contact know.

# Setting up for the first time

Follow the link on your account activation email to activate your account.

Your User ID will automatically be set based on your first and last name, please create a password then click on Activate Account.

Once your account has been activated, you can use this link to login - [Outsource UK timesheet portal](#) or access via Outsource UK's website.



### 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.

\*Password must be at least 6 characters long and contain a minimum of one numeric character [0-9]

# The Portal

Once logged in your account will look like the below, the home display information will be relevant to your current assignment.

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Home | Timesheets | Holiday Requests | Messages | Help | Contractor

## Home

**Welcome to the Outsource Online Portal**

If required to do so, please enter and submit your time online via this portal.  
We advise that you enter and submit your timesheets weekly. Your approver will immediately be notified that a timesheet requires their approval and they will be reminded daily thereafter.

**Please remember that it is your responsibility to ensure your timesheets are approved by the relevant cut off date shown on your payment schedule.**

When you create your timesheet, you are required to enter your start, end and break time. Please then enter either the number of days or the number of hours in the rows headed Daily Rate or Standard Rate. The Contractor User Guide explains in more detail about how to complete and submit your timesheet and can be found by using the Help button above or on our website here.

**Holiday requests**  
If you are paid via PAYE you can make requests for holiday payment via the Holiday Requests menu bar

**Messages**  
If you have any queries relating to your timesheet or the portal you can use the messaging facility and your question will be answered by one of our Shared Service colleagues.

**Payslips and Self Bill Invoices**  
You can also securely access your payslips and self bill invoices

# Timesheets menu

In the Timesheets tab, you'll be able to see your current placement at the client; a timesheet can only be raised between the start, and end dates.

From here you'll be able to create, save, cancel and submit a timesheet for approval.

You can also view previous timesheets and their status. The details of a specific timesheet can be viewed at any time by selecting the timesheet number.

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## Placements

No.	Start Date	End Date	Client	Job Description	Reference	
22102	01-Jan-2020	03-Mar-2020	Outsource Test Ltd	Developer	PO123	Create Timesheet
22103	04-Mar-2020	01-Apr-2020	Outsource Test Ltd	Consultancy Services	PO456	Create Timesheet
22104	04-Mar-2020	01-Apr-2020	Outsource Test Ltd	Consultancy Services	PO789	Create Timesheet

## Timesheets

Period	Client	Job Description	Number	Status
02-Jan-2020 to 05-Jan-2020	Outsource Test Ltd	Developer	OLT43149	Authorised Online
03-Feb-2020 to 09-Feb-2020	Outsource Test Ltd	Developer	OLT43147	Rejected - Cancelled
10-Feb-2020 to 16-Feb-2020	Outsource Test Ltd	Developer	OLT43148	Authorised Online
12-Feb-2020 to 16-Feb-2020	Outsource Test Ltd	Developer	OLT43144	Awaiting Approval
17-Feb-2020 to 23-Feb-2020	Outsource Test Ltd	Developer	OLT43145	Cancelled
17-Feb-2020 to 23-Feb-2020	Outsource Test Ltd	Developer	OLT43150	Submitted For Approval
24-Feb-2020 to 01-Mar-2020	Outsource Test Ltd	Developer	OLT43151	Unprocessed

# Creating a timesheet

Next to the relevant placement, click create a timesheet. You'll need to complete start, end and break times (if relevant). Start and End times are entered without colons (e.g. 830 for 08:30) to the nearest 15 minutes.

Breaks if entered should be entered in increments of 15 minutes and entered as 0.25, 0.5, 0.75 etc.

If you're paid a daily rate, you should enter the number of days in the daily rate row e.g. 1 for a full day or 0.5 for half day.

Logout

Home | Timesheets | Holiday Requests | Messages | Help | Contractor: Andrew Savage Smith (240)

Placement 22103 - Consultancy Services for client Outsource Test Ltd from 04 Mar 2020 to 01 Apr 2020 ref PO456

Start Date: Mon 09-Mar-2020      End Date: Sun 15-Mar-2020

Timesheet Entry (OLT43169)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	08:30	08:30	08:30	08:30	08:30			
End	17:30	17:00	17:00	17:30	17:00			
Breaks	1.00	0.50	0.50	1.00	0.50			
Total	8	8	8	8	8			40
Daily rate	1	1	1	1	1	0	0	5
Overtime								
Expenses	95.65							95.65

Back
Delete Timesheet
Lock Timesheet & Create PDF
Lock Timesheet & Submit For Approval
Save Timesheet

Timesheet can be electronically authorised by Jacqui Hooper (Primary Authoriser)

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

# Saving and submitting

Once you've created a timesheet, you need to select 'Lock timesheet & submit for approval' button in order for it to be approved by the manager.

We recommend completing and submit timesheets weekly.

Once the manager has approved a timesheet, you'll receive an email notification. It is your responsibility to ensure that all timesheets are approved in line with your payment schedule in order to meet payroll dates.

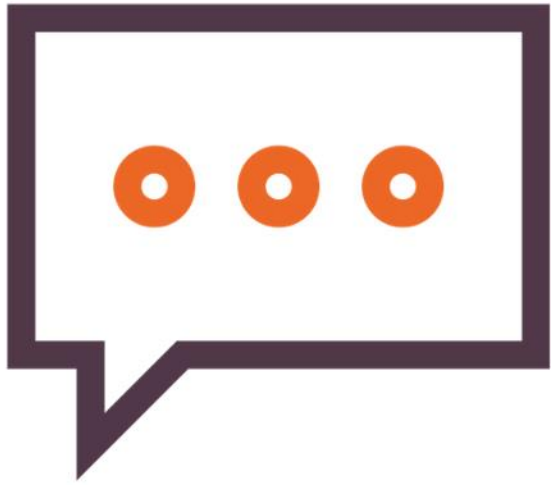
We recommend having a primary and secondary approving manager if possible to ensure coverage for absences.

# Timesheet status

The statuses of your timesheets mean;

- **Processed** – your payment has been processed
- **Processing** – your payment is pending
- **Submitted for approval** – you have submitted your timesheet and your manager needs to approve.
- **Authorised online** – your manager has approved them.
- **Rejected – cancelled** – means that your timesheet has either been rejected by your manager or cancelled by yourself.

# Main points of contact



Your dedicated

**Contractor Care Consultant**

As detailed on your Starter  
Pack card

**Contractor Care**  
ContractorCare@outsource-  
uk.co.uk  
01793 430021



**Accounts Team**  
Accounts@outsource-  
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**Rebecca Inns**  
Contractor Care Manager  
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