outsource
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.
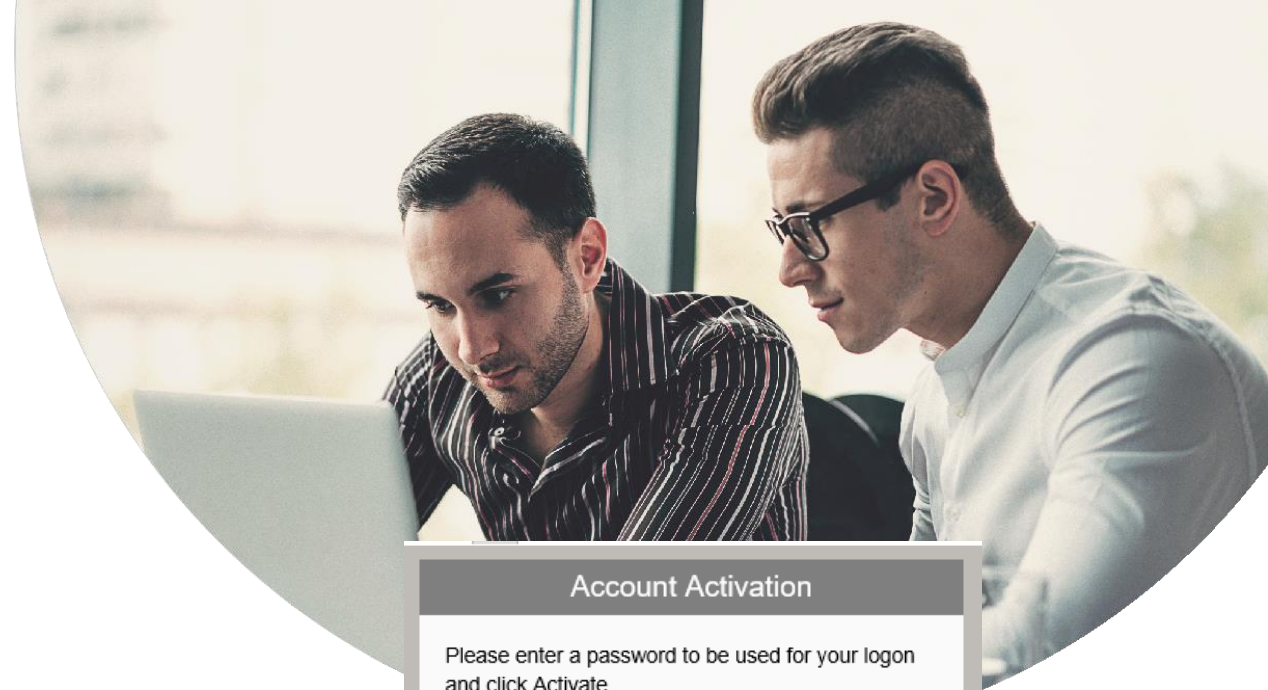
The Portal

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

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.

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.

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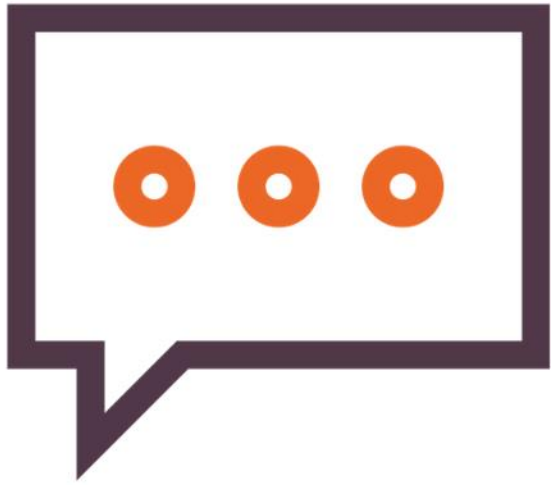
We recommend having a primary and secondary approving manager if possible to ensure coverage for absences.

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

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

Rebecca Inns
Contractor Care Manager
RInns@outsource-uk.co.uk
01793 430021

Your dedicated
Contractor Care Consultant
As detailed on your Starter Pack card

Accounts Team
Accounts@outsource-uk.co.uk
01793 430021