



## Online Timesheet Instructions

Included in this document are instructions on how to complete the following timesheet methods:

- **Online Timesheet and expenses Instructions**

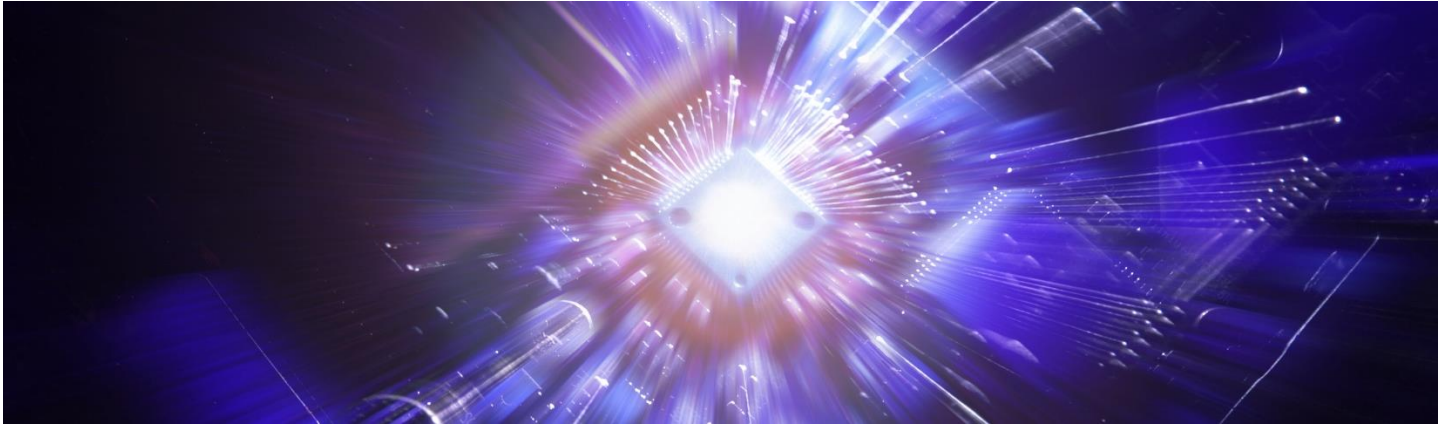
Should you have any question please contact the agency that you are working for.

1-Click on Manage Timesheets

The screenshot displays a user interface with the following elements:

- Header:** A small image of a hand using a calculator, and user information: Date (24 Jan 2014), W/E Date (19 Jan 2014), and Logged in as (newlogincand).
- Home Page:** A dark grey bar with the text "Home Page".
- Manage:** A section containing a "View Placements" button with a location pin icon.
- Timesheets:** A section containing two buttons: "Manage Timesheets" (with a clock icon) and "My Payments" (with a document icon).
- Help:** A section containing two buttons: "Help for Candidates" (with a gear icon) and "Change Password" (with a gear icon).

At the bottom of the page, the footer text reads: © Copyright Eden Outsourcing Limited 2014 | Developed by IQ Cloud Consulting | Legal



2-Click on New under the column Timesheet ID.

Date: 24 Jan 2014  
W/E Date: 19 Jan 2014  
Logged in as: newlogincand

**Timesheets**

Timesheet Method: All

Extended Information

Awaiting Candidate Rejected Awaiting Client Activity

Timesheet ID	Placement Disp Id	Period End	Client
<a href="#">New</a>	1398	26/01/2014	Skanska Rashleigh Weatherfoil Ltd
<a href="#">New</a>	hourly	26/01/2014	Skanska Rashleigh Weatherfoil Ltd
<a href="#">New</a>	1398	19/01/2014	Skanska Rashleigh Weatherfoil Ltd

3- Enter your units against each day worked.

Days – Enter days as unit 1.

Hours – Enter hours between 0-24.

Date: 24 Jan 2014  
W/E Date: 19 Jan 2014  
Logged in as: newlogincand

**Detail - 0**

Save

Main Agency Defined Fields Workflow

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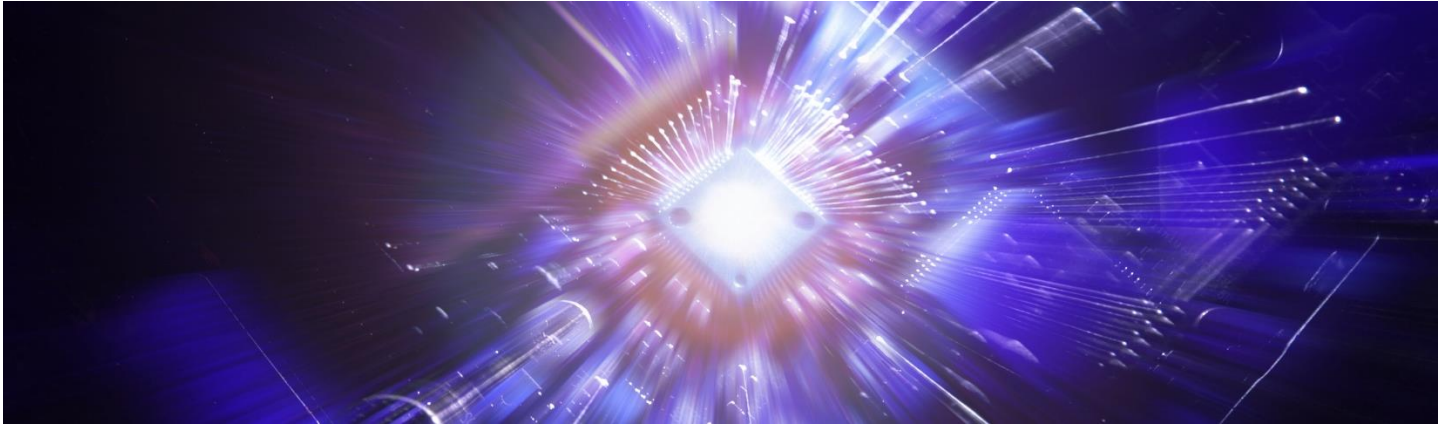
Placement: Skanska Rashleigh Weatherfoil Ltd - Pay Currency: GBP  
Week End Date: 26/01/2014 PO Ref:   
Notes:  Cost Centre:   
Created Date: 24/01/2014 10:05:15 Timesheet Type: Standard  
On Hold:

Placement Rates

**Time**

AWR Week: 2  
*You need to add some time.*

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	0	0	0	0	0	0	0	0	125.00	0.00
											0.00



**4-Once complete enter any expenses/mileage if you have any, or are eligible.**

You do this by adding the amounts, adding notes explaining the reason for the expenses and uploading your receipts to support the expenses you are claiming.

You should also tick the box to confirm the receipts match the amounts being claimed.

Once you are happy that you have completed your timesheet fully please click Save.

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	1.00	1.00	1.00	1.00	0	0	0	4	100.00	400.00
Overtime	Timesheet Hours	0	0	0	4.00	0	0	0	4	15.00	60.00
											460.00

Expense Type	Amount	Notes
Miles	No. Miles	100.00
	Mileage	@ 0.2500
	Total	25
Expenses	Expenses	150.0000
		hotel in Leeds

Upload Expense Receipts

Preview Hide from Sales Invoices Remove

! Do not upload limited company invoices here.  
! You can only upload images here (.jpg, .png, .gif, etc.).

Choose File No file chosen

More Files +

I confirm any uploaded files match the amounts detailed.

**5-Now click Submit - If you do not select submit at this point despite having saved the timesheet it will not be received by your allocated timesheet approver.**

You have now completed your timesheet. Thank you. An email has now been sent to your authoriser asking him to approve the timesheet. This will show in the awaiting Client tab and will move to the activity tab once approved