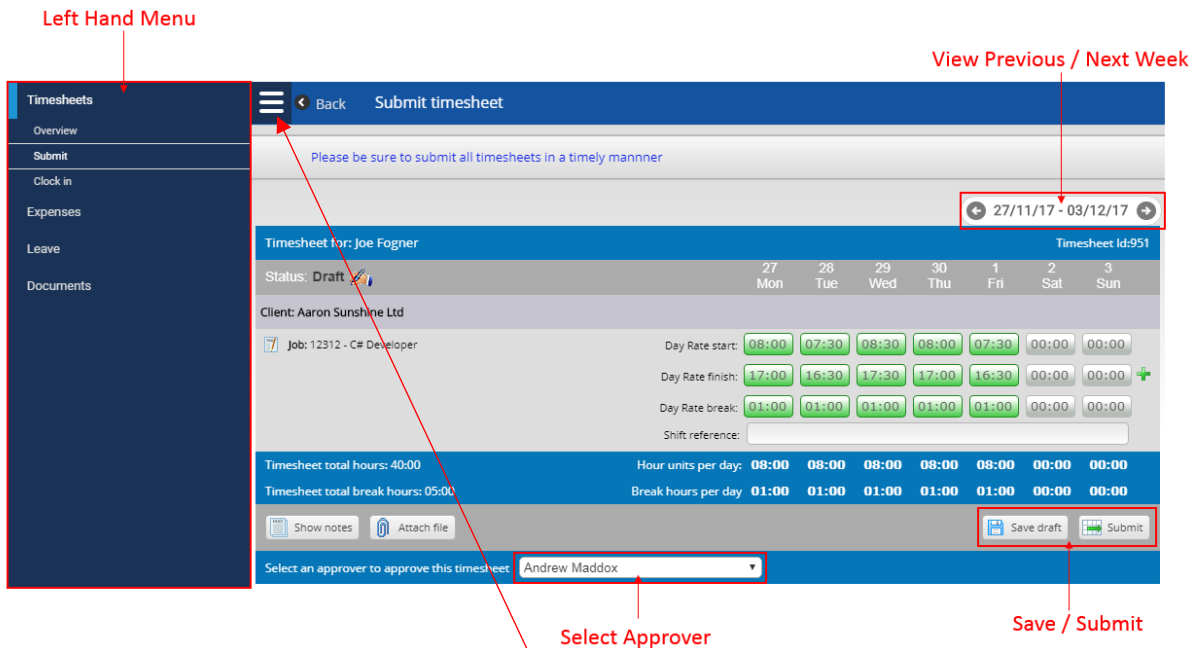


Timesheet Portal Day Rater User Guide

This guide describes how Timesheet Portal can be used to submit timesheets for your agency.

Submit Timesheets

If your agency has assigned you to a job, you will be directed to the timesheet screen, however if your system does not use the timesheet module you will be directed to the next active module.



1. General information

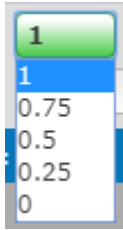
All sections in Timesheet Portal contain a left hand menu, allowing you navigate to different sections of the timesheet portal. If your screen is not wide enough to see the timesheet, you may want to hide the toolbar using the **menu icon** on the top right of the left hand menu.

Your timesheet for the current month will be shown in the main area. You do not need to create a new timesheet for each month. All you need to do is move to the month you are interested in, if you are assigned to a job for that month then you will see blank or previously created timesheets for that month. To move between different months, use the grey date navigation arrows.

To move between different months quickly, you can also use the calendar in the toolbar which is available by clicking on the date navigation panel in the top right of your timesheet page.

Daily Time

Most jobs will be configured to use days as the time unit. You will see the time units on the left hand side of the entry fields, so you will know whether your time is entered in days or hours. Sometimes daily time will be seen as a drop-down list for which you choose a specific number rather than entering the value, as per the example below:



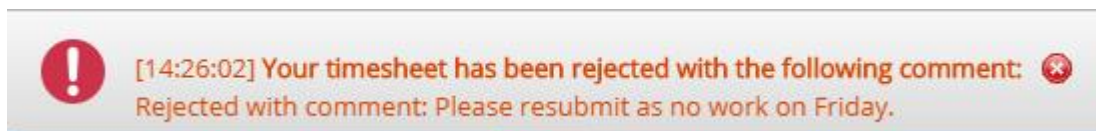
2. Save & submit

You may save your timesheet before the submission date, so that you can enter your hours worked as you go. After saving your timesheet, your hours entered will be reloaded when you next log in. To save your timesheet, click on the *Save Draft* icon, located next to the submit button on the bottom right of the timesheet form.

To submit your timesheet, click the submit button on the bottom of the timesheet form. If you have been assigned multiple approvers, you can select the one for which you want to approve your timesheet using the drop-down list at the bottom of the timesheet. Once you submit your timesheet, you will not be able to make any changes to it unless your agency has enabled a feature which will allow you to edit and resubmit it again if it hasn't yet been approved. An email will automatically be sent to your approver when you submit your timesheet, and you will receive an email when the timesheet is approved or rejected.

3. Rejected timesheets

If your timesheet is rejected by your approver, you will receive an email from Timesheet Portal. Your timesheet will also have the *Rejected* status icon and a message on top of the page to state why it was rejected.



To resubmit a rejected timesheet, make your amends as if you were submitting it the first time, and click on the Submit button.

Download Timesheets

Once your timesheet has been submitted, you may download it for printing. You will need Adobe Acrobat reader installed to view the downloaded timesheet, which is produced in the PDF format. To download a timesheet, open up the timesheet by navigating to the timesheet month, or click on *View* from the timesheet overview (see next section). You will see a *Download Timesheet* icon at the bottom of the timesheet, as illustrated in the screenshot below

Timesheet for: Joe Fogner Timesheet Id:951

Status: Submitted

Client: Aaron Sunshine Ltd

Job: 12312 - C# Developer

Day Rate start: 08:00 07:30 08:30 08:00 07:30 00:00 00:00

Day Rate finish: 17:00 16:30 17:30 17:00 16:30 00:00 00:00

Day Rate break: 01:00 01:00 01:00 01:00 01:00 00:00 00:00

Shift reference:

Timesheet total hours: 40:00 Hour units per day: 08:00 08:00 08:00 08:00 08:00 00:00 00:00

Timesheet total break hours: 00:00 Break hours per day: 01:00 01:00 01:00 01:00 01:00 00:00 00:00

Hide notes Download

Select an approver to approve this timesheet Andrew Maddox Select new approver

Download Timesheet

View Past Timesheets

To view your past timesheets, click on *Overview* in the left hand navigation. This will present a table listing all your current and previous timesheets, showing basic information about the timesheet, such as its current status (submitted/approved/rejected). You can adjust the dates and apply filters on the status. If you see a status of *Exported*, this usually means it has been exported into your agency's payroll / billing system. This can only happen if a timesheet is already approved.

Timesheet reports

Download Excel

View: Timesheet Summaries Dates From: 28/09/17 to: 04/12/17

Draft Submitted Partially Approved Approved Resubmitted Exported Cancelled Unsubmitted

ID	Timesheet Date	Approver	Client	Job Description	Rate	Qty	Units	Status
943	02/10/17	Andrew Maddox	Aaron Sunshine Ltd	C# Developer	Day Rate	36.00	Hours	Submitted
945	09/10/17	Andrew Maddox	Aaron Sunshine Ltd	C# Developer	Day Rate	45.00	Hours	Approved
949	16/10/17	Andrew Maddox	Aaron Sunshine Ltd	C# Developer	Day Rate	10.00	Hours	Approved
950	16/10/17	Andrew Maddox	Aaron Sunshine Ltd	C# Developer	Day Rate	18.00	Hours	Approved
951	27/11/17	Andrew Maddox	Aaron Sunshine Ltd	C# Developer	Day Rate	40.00	Hours	Submitted

Page size: 30

5 items in 1 page

To view the full details of a timesheet, click *View* on the right hand side to open it, or click on the PDF icon to download it as a PDF. You can also download the list of timesheets as an Excel file by clicking on *Download Excel* at the top of the page.