Allen Associates

Timesheet Portal User Guide

For Temps

We use an electronic timesheet system with the aim of making sure our Temporary payroll processes are as efficient as possible.

This means that as a temporary worker you will enter your hours via this online portal, and when you have finished work for the week, you will submit them to your Manager, who will authorise them electronically.

Accessing Timesheet Portal – Passwords and User Names

‣ As soon as your Consultant at Allen Associates has placed you in your booking, you will receive an email to verify your email address.

‣ You will also be sent your username and password. These have been randomly generated by Timesheet Portal, and are sent to you directly (not via your Consultant).

‣ Your password will contain a mix of numbers, letters and special characters.

The self-service portal

Once you have logged in, you will be able to submit timesheets and expenses, and will have access to the following functions:

• All placement information including related contract documentation, information requests and AWR status

• Your profile information, including the ability to update your personal information.

• Reporting of historical placement data.

• Viewing individual timesheet and expenses history.

Your homepage

Once you have logged in you will be presented with the main Timesheet Portal homepage.

The navigation menu is located down the left side of the page. The menu bar options will include the following:

• Home – taking you back to your Dashboard.

• Timesheets – this provides access to new, draft and previously submitted timesheets, and a timesheet search function.

• Expenses – which allows you to submit new and access historical expense claims.

• Help – this is in the bottom left corner taking you to online how-to guides.

In the top right-hand corner of your screen you will see:

• Person icon – if you click on this, options will appear for you to:
  • Profile
  • System messages
  • Help guide
  • Log off

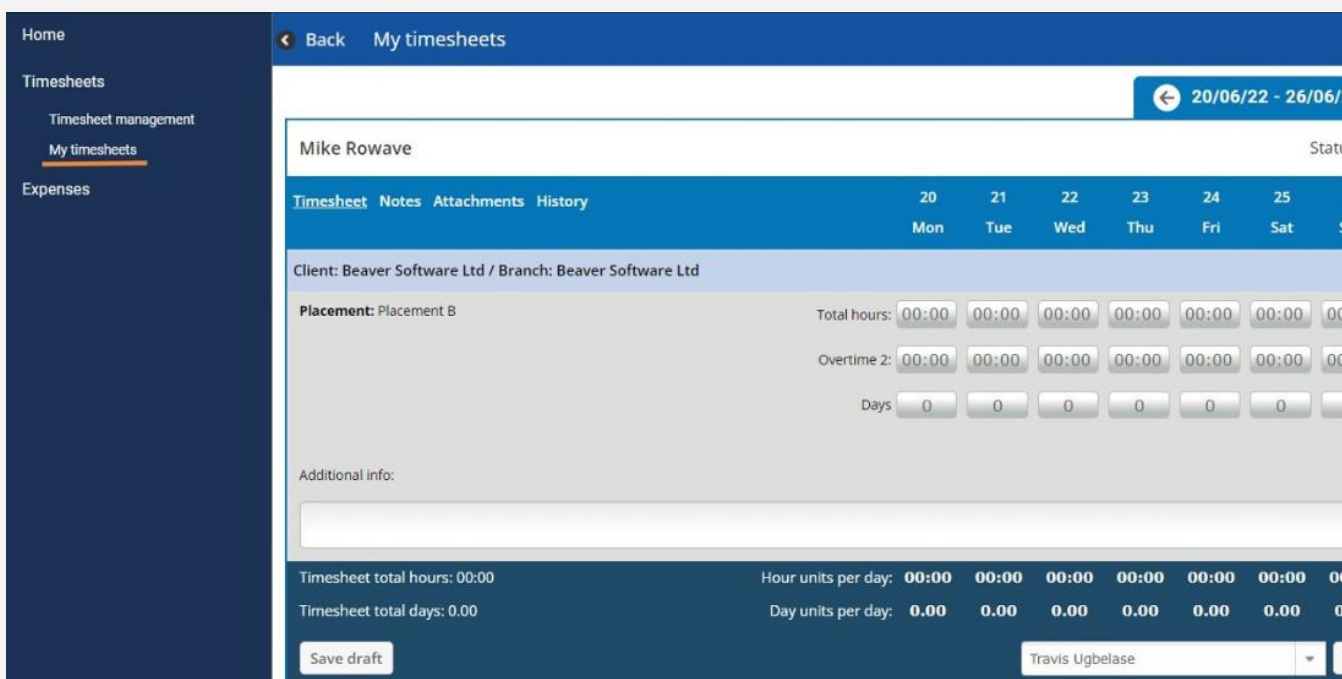• Speech Bubble icon – Advises you of any notifications

Your dashboard

On your home page, your personal dashboard will provide you with a real-time status of your current placement information, timesheets, expenses, and any upcoming public holidays. You are able to edit your dashboard view by clicking the "Edit dashboard" button in the top right corner.

Entering your timesheet

Upon logging in, your timesheet will automatically open to the current week/month. Timesheets can be found under: Timesheets > My timesheets.

Enter Hours/Units/Time as applicable for the period selected. The basic rate is selected by default here, so you can start entering your time for each of the days using the 24 hour format. The total hours (or hours claimed) is calculated automatically.

You can click on Save As Draft to store the timesheet which will allow you to return to this information to edit. Once you have completed your timesheet click on the Submit button, your timesheet will be sent to your Manager for approval.

Please note: You will not be able to make any further edits once the timesheet has been submitted for approval.

Draft Timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu, or from your dashboard. You will then be taken to the timesheet form described above.

Submitted Timesheets

- If you need to check the status of your submitted timesheets, you can use your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu.
- By clicking the timesheet ID you can also see a detailed view of that timesheet.
- Please note that you can only modify rejected timesheets!

Timesheets Statuses Explained

Please see below for explanations of each status:

Missing:

Timesheets that should be received during a specified date range but have not yet been created.

Draft:

Saved but not yet submitted. There are no draft expenses.

Submitted:

- Created and submitted for approval.
- Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.

Approved:

Approved by your manager for payment.

Rejected:

- Rejected by your manager. This is usually because of incorrect hours or expenses.
- The manager may have provided a comment as to why the timesheet or expenses was rejected.
- Once rejected, the timesheet becomes a draft for editing and resubmitting.
- Expenses can be edited via the expenses Rejected menu option.

Entering your Expenses

- If your Manager has confirmed you are eligible for expenses, please make us aware, so that we can discuss the process with them.
- Once this has been confirmed, you can claim these through Timesheet Portal.
- To do this, please go to the Expenses > My expenses on the left of the screen and click +New expense form.
- You will now be presented with a blank expense claim form – see the screenshot.
- Select the correct client from the provided dropdowns.
- Select the correct type of expense and description from the provided dropdowns.
- Once you have filled in all the required fields click save.
- You will then get a summary of your expenses.
- Once you have finished your claim, click Submit.

How to Claim Holiday

If you would like to claim holiday pay for time off, then you will need to complete a Holiday Pay Request Form.

These can be found on our website. Please note, you can only claim holiday pay if you have accrued it. Please see your payslip for the amount of holiday pay you have remaining.

Once this form has been signed by your manager for approval, you will need to email it over to **payroll@allen-associates.co.uk**

Holiday pay is paid to you a week in arrears, just as though you had worked the hours.

If you are claiming holiday pay, please add this as a comment on your e-timesheet for the appropriate day/week on InTime.

You will need to submit your timesheet as usual, simply with zero hours entered accordingly (on the relevant days).

FINALLY…

When you are first placed in your booking, the client will have provided us with the best person to authorise your weekly timesheet.

However, there may be occasions when your Manager is away, or off sick.

In this event, we need to know if there is a second person who has the permission to authorise your hours. Please keep us updated about this!

ALSO!

- Once you have submitted your hours, your manager has two days to approve/reject the request.
- If it isn't approved within 2 working days, the system will assume there is an error, and the timesheet will revert to draft status.
- You will then need to resubmit the timesheet via the usual method.