

▲ GUIDE

MARCH 2013

Candidate guide to online timesheets

Welcome to the 24/7 Zone – temporary workers

Introduction

As a new or existing worker with us, you will be familiar with the time consuming, manual nature of getting your timesheet authorised and paid and at the right time. Well, that's now a thing of the past!

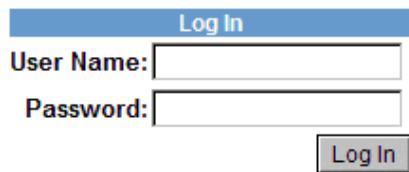
We have invested in technology that will enable you to go online to input your timesheets. This guide to using the 'Worker Portal' provides you with instructions for logging in for the first time as well as information and guidance on using the 'Worker Portal'.

Step 1: Logging into the system

- You will receive emails from the Advantage Resourcing Payroll Team. Your username and password will be emailed and will enable you to log into the Candidate Portal. Please ensure you keep these details secure.
- To log-in please go to <https://www.the247zone.com/cwportal/Site/>

Screen 2: Log-in screen

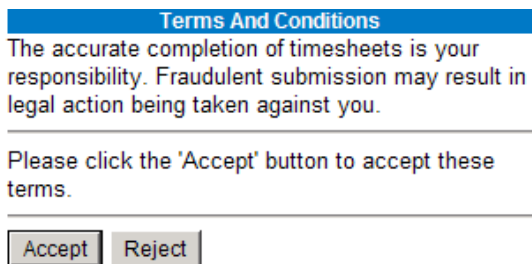
- Enter Username and Password



The screenshot shows a login interface with a blue header bar containing the text "Log In". Below the header, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. To the right of the password field is a button labeled "Log In".

Screen 3: You will be taken to the Terms and Conditions screen

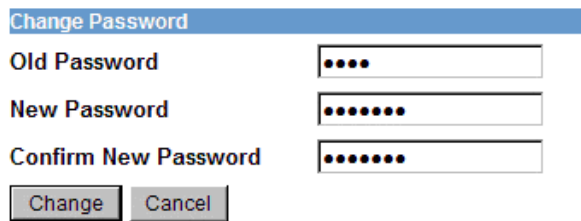
- Terms and Conditions screen:



The screenshot shows a "Terms And Conditions" screen with a blue header bar. Below the header, the text reads: "The accurate completion of timesheets is your responsibility. Fraudulent submission may result in legal action being taken against you." Below this text is a horizontal line, followed by the instruction: "Please click the 'Accept' button to accept these terms." At the bottom of the screen, there are two buttons: "Accept" and "Reject".

- Once you have accepted the Terms and Conditions you will be taken to the **Change Your Password screen**, if you are logging in for the first time.

Screen 4: Change your password screen



Change Password

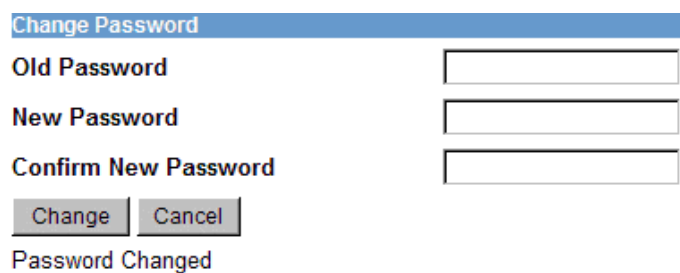
Old Password

New Password

Confirm New Password

- In the Change Your Password screen, enter the Old Password and then enter your New Password, twice in order to confirm the new password and then click the Change button.
- When you click the Change button you are taken back to the blank Change Your Password screen with the message that the password has changed.

Confirmation that your password has changed screen:



Change Password

Old Password

New Password

Confirm New Password

Password Changed

- Click the Cancel button to return to the main menu.
- You will be prompted to enter a memorable question and answer, this will be used each time you request a new password through the forgotten password screen

Please add a question and answer below. Please note that the answer must be typed in exactly as it appears here!



Question

Answer

Step 2: Timesheet Submission

- Click on the Outstanding Timesheets option on the left hand side of the screen, to view a list of timesheets that can be completed. Ensure you choose the correct timesheet to be completed, by checking the Timesheet Date as detailed below.

Assignments Upcoming

This is a list of all assignments your consultant has allocated you to work on in the upcoming weeks.

Timesheet	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To
Pending	PAYA117	Internal Placements (Temp & Perm)		19/07/2008 00:00	

- To enter hours against a timesheet, click on the Edit timesheet link and the Timesheet screen will be displayed.
- You can complete or update your timesheet at any time. If you enter hours daily, click the Save button.

Timesheet

Worker: [blank] Timesheet No: A15
 Client: [blank] Timesheet Date: 22/02/09
 Daily Hours: [blank] Cut-off Date: [blank]

Day	Start	Lunch	Finish	Total Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				00:00 0

Select Authoriser: [dropdown]

Rate Description	Pay Rate	Frequency	Units	Total
Std Hourly Rate	11.00	Hourly	0.00	0.00
Total			0.00	0.00

Buttons: Save, Submit For Authorisation

Completing your timesheet:

The fields in the Timesheet screen are as follows:

- Days of the Week – All times should be entered in 24 hrs clock, in the format HH:MM. Enter the Start time, number of hours for Lunch and Finish time. The Total Time and Total Hours fields will be calculated automatically.
- Total Time – these fields will be calculated automatically with the actual time worked in hours and minutes.
- Total Hours – these fields display the Total Time field as decimal, please enter the number of hours to the nearest ¼ hour.
- Select Authoriser – the field will be automatically completed with the main authoriser but any other listed Authoriser can be selected.
- Units – Firstly it is important to check that your timesheet has been completed correctly. You must then enter the total Units worked at the bottom of the timesheet. This field should be completed with the decimal hours worked if you are paid an hourly rate, or total number of days, if you are paid a daily rate.
- NOTE: If you are on holiday or absent for any other reason, you must fill in “zero” hours so the timesheet can disappear from the outstanding timesheets tab.

Logout Home | Assignments Upcoming | Timesheet

Timesheet

OUTSTANDING TIMESHEETS
Change Password
Timesheet History
Payable History

Worker: [] Timesheet No: A15
Client: [] Timesheet Date: 22/02/09
Daily Hours: [] Cut-off Date: []

Day	Start	Lunch	Finish	Total Time
Monday	[]	[]	[]	[]
Tuesday	[]	[]	[]	[]
Wednesday	[]	[]	[]	[]
Thursday	[]	[]	[]	[]
Friday	[]	[]	[]	[]
Saturday	[]	[]	[]	[]
Sunday	[]	[]	[]	[]
Total				00:00 0

Select Authoriser: []

Rate Description	Pay Rate	Frequency	Units	Total
Std Hourly Rate	11.00	Hourly	0.00	0.00
Total			0.00	0.00

Save Submit For Authorisation

- If there are changes still to be made to the Timesheet, click the Save button. The timesheet will still show as Edit but will be in a different colour.
- Once you have clicked the Authoriser Timesheet button the Timesheet screen will become uneditable.
- The Assignments Upcoming screen will show that the Timesheet is Pending.

This is a list of all assignments your consultant has allocated you to work on in the upcoming weeks.

Timesheet	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To
Pending	PAYA117	Internal Placements (Temp & Perm)		19/07/2008 00:00	

Step 3: Confirmation of your Timesheet approval

- When your timesheet has been authorised by the line manager you will receive an email confirming to that effect.
- If your timesheet has been rejected by your line manager you will receive an email that will read: Your timesheet has been rejected (along with the reason for the rejection). Please make the necessary changes and re-submit your timesheet for the authorisation.
- The email will come from the Advantage Resourcing Payroll Team **APUK_ePayroll@advantageresourcing.com**. The 'Subject' line will read: Your timesheet has been authorised.

Frequently asked questions

The online timesheet system ensures you are able to submit your timesheet securely. The electronic system reduces the risk of errors when calculating your hours and you will also receive an email informing you that your timesheet has been approved. The system is also accessible 24 hours a day.

Getting started

Q Which email address do I use?

Your consultant will liaise with you once you are in the booking.

Q How do I get my login?

Your Login details will be emailed to you from our Payroll Department. You will receive 1 email with your password.

Q What happens if I have not received my logins?

Check your spam first. Otherwise please contact payroll department on **0800 917 7358**.

Q If my username/password doesn't work, what should I do?

Firstly double check that your username/password has been entered correctly i.e. the system is case sensitive. If all fails, please contact payroll department on **0800 917 7358**.

Q Will I receive new logins per each new assignment?

No, unless your email address changes.

Q Can I create my own password?

Yes. Once you have logged in, the password can be changed.

Using the timesheet system

Q When can I start to enter in my hours?

You can enter or change your hours from the first day and any time during your assignment.

Q How do I know that my timesheet has been approved?

You can access the system to check the status of your timesheet at any time, or you will receive an email confirming that your timesheet has been approved.

Q What happens if I can't use my personal email address at work?

You only need your personal email to receive your login and password. Anything else can be accessed on line.

Q What must I check before I submit my timesheet to authoriser?

Please ensure that you put the 'total hours' worked in the total hours block on the bottom of your timesheet and all hours are correct.

What happens next?

Q What is the deadline for authorised timesheets?

Your timesheet needs to be authorised by 5pm on a Monday. Bank Holiday deadlines will be communicated by Payroll Department well in advance

Q Can I edit my timesheet?

You can edit your timesheet before you've submitted it or after your line manager has rejected it.

Q Do I need to tell my manager to authorise the timesheet?

Your authoriser will receive an email notification, however it is your responsibility to ensure we receive your timesheet by the deadline and so you could prompt the authoriser.

Q Can I choose the authoriser?

Yes, you can choose your authoriser from the list of approving authorisers before you submit your timesheet.

Q How safe is my data?

All data is secure and encrypted. Only those in possession of login and password can use it