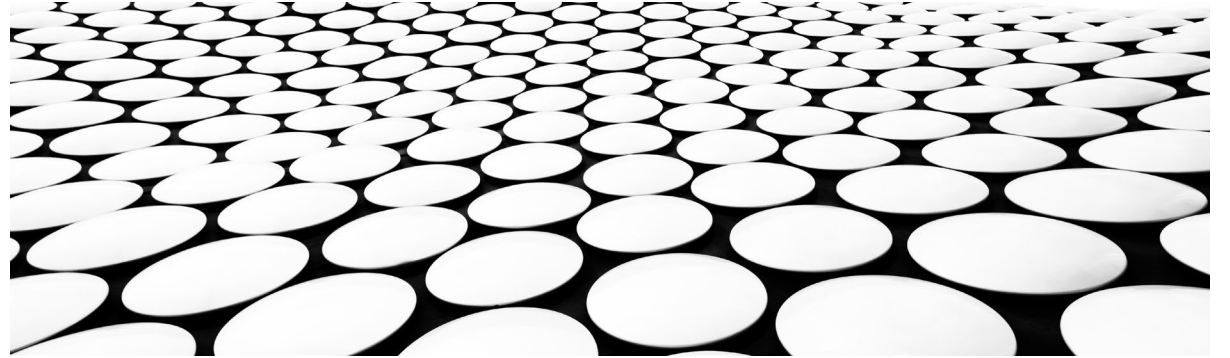


# AN INTRODUCTION TO TIMESHEET PORTAL

FOR TEMPORARY WORKERS



**abatec**

recruitment

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# WELCOME TO TIMESHEET PORTAL (TSP)

We are pleased to be able to launch our use of Timesheet Portal as an online platform for submitting and approving timesheets. The switch will improve the ease of the timesheet submittal and approval process, create efficiencies in our payroll process and make us more environmentally friendly by reducing the amount of paper used in this process.

By using Timesheet Portal, you can:

- See the status of your submitted timesheets
- View your holiday accrual and request holiday (if applicable)
- View past timesheets

This user guide will provide information on how to use TSP, but should you require any further assistance feel free to contact us on 01934 635025.

# LOGGING IN TO TIMESHEET PORTAL

- An account will be created for you, by Abatec
- You will receive an email asking you to [verify your email address](#) (see example, right)
- In the email, click **VERIFY EMAIL**
- A new web page will open
- [Log in](#) using the details provided in the email
- When you are logged in, you will be asked to [change your password](#) to something of your choosing.

Your account has been setup and is ready to use.

## New Timesheet Portal Account



Timesheet Portal <noreply@mail.timesheetportal.com>  
To Erini Georgiou



14/10/2020

Follow up. Completed on 20 October 2020.  
If there are problems with how this message is displayed, click here to view it in a web browser.

Your account has been created by Abatec Recruitment, and requires verification in order for us to send you further emails. To verify your email and consent to receiving emails from us, please click on the verification link below.

Verify Email

Dear Erini Georgiou,

An administrator account has been created for you with Timesheet Portal. You can use this account to manage your jobs and employees.

Please use the following details to access the service:

Site: <https://abatecrecruitment.timesheetportal.com>

Email: [erini.georgiou@abatec.co.uk](mailto:erini.georgiou@abatec.co.uk)

Password: 552wefyEf

You have received this email because you have a registered account with Timesheet Portal, created by Abatec Recruitment.

To cancel all email notifications from this service, please click on the link below.

Cancel all notifications

- When you log in to your account, you will see the **MY TIMESHEETS** page
- An example is shown below

The screenshot displays the 'abatec recruitment' interface. A dark blue sidebar on the left contains navigation links: Home, Timesheets, Timesheet management, My timesheets, Expenses, Leave, and Holiday Accrual. The main content area has a top navigation bar with 'Back' and 'Submit timesheet' buttons. A date range selector shows '16/11/20 - 22/11/20'. The main content is titled 'Test Demo' with a status of 'Submitted'. Below this, a table shows the timesheet data for the week of 16/11/20 to 22/11/20. The 'Standard hourly' row shows 8:00 for Mon, Tue, Wed, and Thu; 7:00 for Fri; and 00:00 for Sat and Sun. A summary bar at the bottom indicates 'Timesheet total hours: 39:00' and 'Hour units per day' for each day. There are also buttons for 'Log/Notes' and 'Download', and a note that the 'Selected approver' is Lynne Pavey.

	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun
<b>Client:</b> Test Client							
<b>Placement:</b> Demo Worker							
Mileage Allowance:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Monday to Friday Overtime:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Saturday Overtime:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Standard hourly:	08:00	08:00	08:00	08:00	07:00	00:00	00:00
<b>Timesheet total hours:</b> 39:00							
<b>Hour units per day:</b>	08:00	08:00	08:00	08:00	07:00	00:00	00:00
<b>Selected approver:</b> Lynne Pavey							

# HOW TO INPUT HOURS ON YOUR TIMESHEET

- Use the menu on the left-hand side of the page and click on **TIMESHEETS (1)** to view the sub-menu
- You will see two new options; **Timesheet Management** and **My Timesheets**
- Click on **MY TIMESHEETS (2)**
- A new timesheet page will open. Use the **navigation arrows (3)** to select the week you want to input the hours for
- Then **input the hours** worked in the boxes **(4)**. The days are shown across the top **(5)**.
  - Do not include lunch breaks

You have two options when inputting hours:

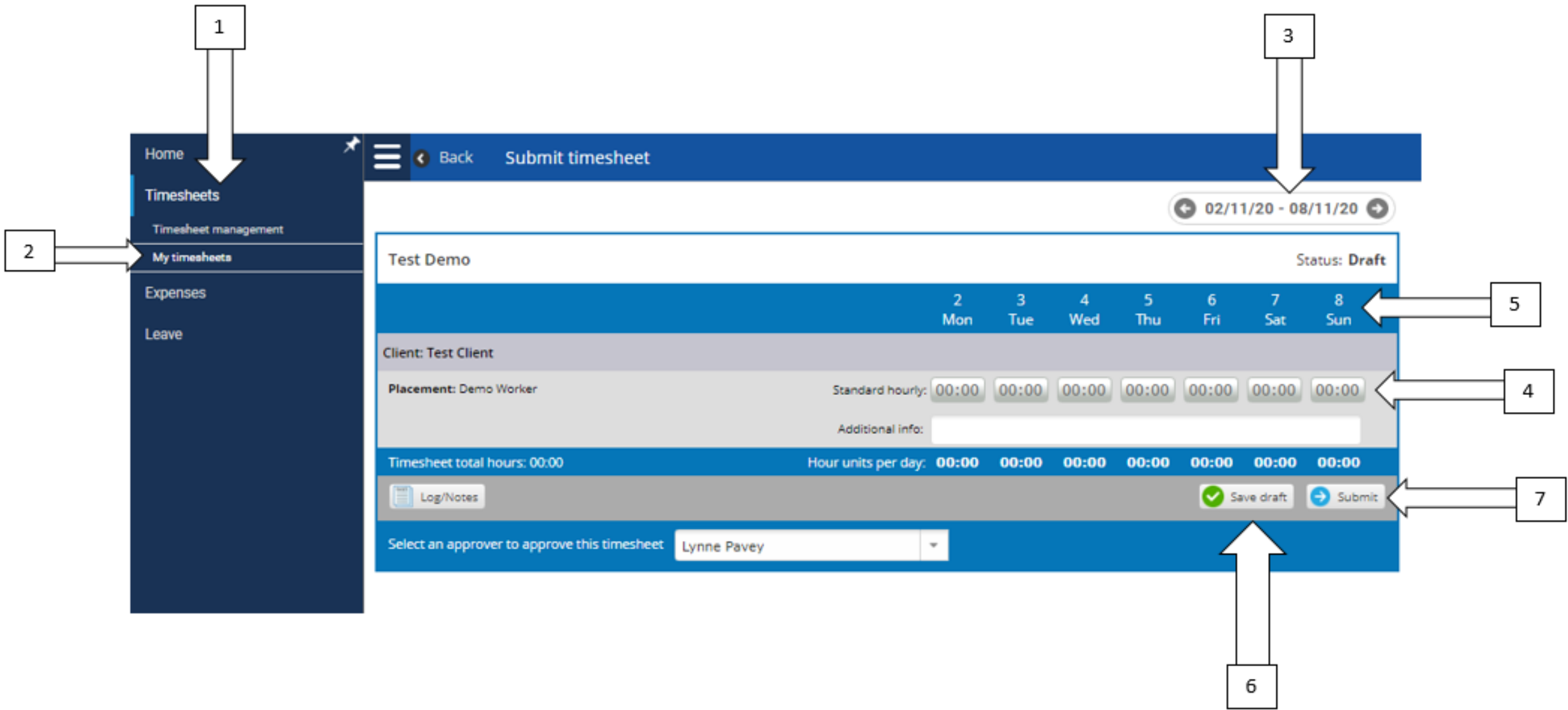
## Input your hours daily

- Log in at the end of every day and input your hours as you work them
- Click **SAVE DRAFT (6)** to store the hours until the following day

## Input your hours at the end of the week

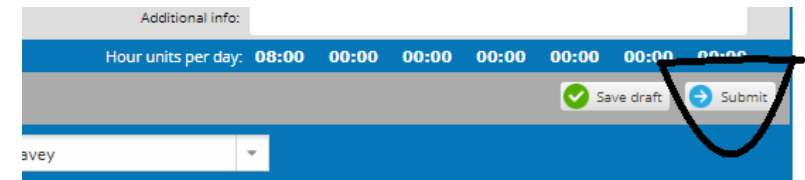
- Log in at the end of your working week and input the hours you worked for the full week
- Click **SUBMIT (7)** to send the hours for approval

*See the following page for an example*



# SUBMITTING YOUR TIMESHEET

- You can access Timesheet Portal from your PC or laptop, or using the internet browser on your smartphone
- It is important that you submit timesheets as quickly as possible following the end of the working week
- This will ensure there is no delay in payment
  
- When you are inputting the hours worked, the status of the timesheet will be **DRAFT**
- Input all the hours worked for the week
- Click **SUBMIT**
- Your timesheet will be sent to the client for approval
- The status of your timesheet will change to **SUBMITTED**
- When your hours have been approved, the status will change to **APPROVED**
- You will receive an email notification confirming when your hours have been approved



The screenshot shows a user interface for submitting a timesheet. At the top, there is a tab labeled 'Additional info:'. Below this, a row of seven input fields is labeled 'Hour units per day:' followed by '08:00', '00:00', '00:00', '00:00', '00:00', and '00:00'. Below the input fields, there are two buttons: 'Save draft' with a green checkmark icon and 'Submit' with a blue arrow icon. The 'Submit' button is circled in black. Below the buttons, there is a dropdown menu with the text 'avey' and a downward arrow.

# THE STATUS OF YOUR SUBMITTED TIMESHEETS

- To view the current status of your submitted timesheets, click on **TIMESHEETS (1)** in the left-hand menu
- Click **TIMESHEET MANAGEMENT (2)** in the sub-menu
- All submitted timesheets will be listed on this page.
  - You will see the date of the timesheet, the client name, the total number of hours worked and the status
  - You can download a copy of an individual timesheet by clicking the PDF icon (4)

The screenshot shows the 'Timesheet reports' interface. On the left, a dark blue sidebar menu contains 'Timesheets' and 'Timesheet management'. 'Timesheet management' is expanded to show 'My timesheets', 'Expenses', 'Leave', and 'Holiday Accrual'. Callout 1 points to 'Timesheets' and callout 2 points to 'Timesheet management'. The main content area has a blue header with 'Timesheet reports' and a search bar. Below the header, there are filters for 'View: Timesheet Summaries', 'Dates From: 09/11/20', and 'to: 15/11/20'. A status filter bar shows 'Draft', 'Submitted', 'Partially Approved', 'Approved', 'Rejected', 'Exported', and 'Cancelled'. A table lists timesheet entries with columns for ID, Timesheet Date, Approver, Client, Placement Description, Rate, Qty, Units, and Status. Callout 3 points to the table, and callout 4 points to a PDF icon in the status column of the first row. The first row shows ID 11, date 09/11/20, approver Lynne Pavey, client Test Client, placement Demo Worker, rate MFO-Hourly, qty 1.00, units Hours, and status Approved. The second row shows ID 11, date 09/11/20, approver Lynne Pavey, client Test Client, placement Demo Worker, rate STD-Hourly, qty 40.00, units Hours, and status Approved. At the bottom, there are navigation controls, a page size dropdown set to 30, and a footer indicating '2 items in 1 page' and 'Show time in HHMM format'.



# HOLIDAY ACCRUAL

- You can use Timesheet Portal to see how much holiday you have accrued during your assignment
- Log in to Timesheet Portal and click **HOLIDAY ACCRUAL** in the left-hand menu
- A **summary** of your holiday accrual will be shown in the **dark blue header (2)**
- A **breakdown** of your holiday accrual will be shown below the dark blue header **(3)**

The screenshot shows the 'Holiday Accruals' page in the Timesheet Portal. A dark blue header bar contains the title 'Holiday Accruals' and a summary of accrued holiday. Below the header, there are buttons for 'Request holiday pay' and 'View past holiday pay', along with date pickers for 'Start Date' (17/05/2020) and 'End Date' (30/11/2020). A table below displays the breakdown of accruals by date, type, pay, client, job, quantity, and unit.

**1** points to the 'Holiday Accrual' menu item in the left-hand navigation bar.

**2** points to the dark blue header bar containing the summary information.

**3** points to the table below the header, which shows the breakdown of holiday accruals.

Date	Type	Pay	Client	Job	Quantity	Unit
15/11/20	Accrual	£120.40	Test Client	Demo Worker	41	Hours
08/11/20	Accrual	£120.40	Test Client	Demo Worker	40	Hours
01/11/20	Accrual	£120.40	Test Client	Demo Worker	40	Hours
25/10/20	Accrual	£120.40	Test Client	Demo Worker	40	Hours
18/10/20	Accrual	£120.40	Test Client	Demo Worker	40	Hours

Summary information from the header:

- Amount Accrued: £602
- Avg recent pay per hour: £19.9
- Avg recent pay per day: £149.25
- Days available: 4.03

# REQUESTING HOLIDAY

- Timesheet Portal should be used to request holiday bookings ([see example on the next page](#))
- Log in to your Timesheet Portal account and click **LEAVE (1)** in the left-hand menu
- Click **LEAVE BOOKINGS (2)**
  - You will be able to see your [remaining holiday allowance](#) underneath the calendar **(3)**
- Click **SUBMIT NEW BOOKING** (top left)
- A calendar will appear; use the [navigation arrows \(4\)](#) to move through weeks and months
- Select the days you wish to book by clicking on the [start date](#) and the [end date](#)
  - The days you select will be highlighted in [yellow \(5\)](#)
- Click **CREATE BOOKING (6)**
- The status of your request will **PENDING**
- Abatec and the client will receive a notification of your request
- You will receive an [email notification](#) when your holiday request has been [approved](#)
- The status of your holiday request will change to **APPROVED** and will appear in the calendar next time you log in to your Timesheet Portal account

# REQUESTING HOLIDAY

The screenshot shows a 'Request leave' form in a web application. The interface includes a sidebar menu on the left, a main form area, and a calendar. Numbered callouts (1-6) point to specific elements:

- 1**: Points to the 'Leave' menu item in the sidebar.
- 2**: Points to the 'Leave bookings' menu item in the sidebar.
- 3**: Points to the 'Leave allowance remaining' and 'Working days' section at the bottom of the form.
- 4**: Points to the calendar header showing 'November 2020', 'December 2020', and 'January 2021'.
- 5**: Points to the calendar grid, specifically highlighting the dates 9, 10, and 11 in November.
- 6**: Points to the 'Create booking' button at the bottom right of the form.

The form fields include:

- Status:** Draft
- Job:** Test Client - Demo Worker
- Approver:** Lynne Pavey
- Leave type:** Paid holiday
- Start date:** Full day
- End Date:** Full day

The calendar shows the following dates highlighted:

- November 9, 10, 11 (yellow)
- November 14, 15 (black)
- November 21, 22 (black)
- November 28, 29 (black)
- December 1 (black)
- December 7, 8 (black)
- December 14, 15 (black)
- December 21, 22 (black)
- December 28, 29 (black)
- December 25 (red)
- January 1 (red)

At the bottom of the form, there is a 'Notes' text area and a 'Leave allowance remaining: 2020 0 Days 2021 0 Days' section. The 'Working days' section shows 'Working days: 3'. The 'Create booking' button is green and has a checkmark icon.

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## ISSUES OR QUERIES

If you experience any issues, or have any questions about using Timesheet Portal, please feel free to contact our recruitment team who will be able to answer your questions

Thank you for your valued time and cooperation.

Telephone: 01935 635025

Email: [hello@abatec.co.uk](mailto:hello@abatec.co.uk)

Web: [www.abatec.co.uk](http://www.abatec.co.uk)

