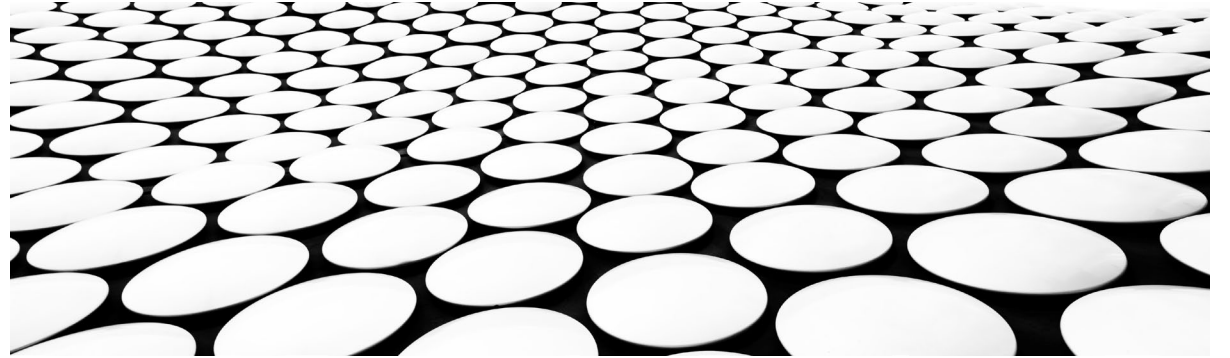


# AN INTRODUCTION TO TIMESHEET PORTAL

FOR CLIENTS



**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 a 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 we use.

By using Timesheet Portal, you can:

- Approve multiple timesheets on the web or using a smartphone
- Input hours on behalf of the temporary worker
- View past timesheets
- Access and download copy invoices

This user guide will provide information on how to access these benefits, but should you require any further assistance feel free to contact our in-house TSP project implementation team.

# 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

TP 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

# YOUR TIMESHEET PORTAL DASHBOARD

- Log in to your account
- You will see your Dashboard (example, right)
- This will show a summary of:
  - Expected timesheets
  - Submitted timesheets
  - Approved timesheets
- You will also see any pending holiday requests
- Navigate through Timesheet Portal by using the dark blue menu on the left-hand side

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Home  
Timesheets  
Expenses  
Leave

### Timesheet Portal Dashboard

Timesheets Last week

Expected last week	197
Submitted	0
Approved	1
Exported	0

Timesheet Status  
Show: This week 16/11/20 - 22/11/20

Submitted 1

Public Holidays

25/12/20	Christmas Day
28/12/20	Boxing Day
01/01/21	New Year's Day
02/04/21	Good Friday
05/04/21	Easter Monday

Items to approve

Timesheets	Expenses	Time off
1	None	None

# REVIEWING SUBMITTED TIMESHEETS

- Click on TIMESHEETS
- Click on APPROVE TIMESHEETS
- A new page will open showing the timesheets submitted for approval
  - If there is more than one required, they will be shown stacked on this page
- You will see the name of the person submitting the timesheets and the corresponding hours they have worked
- The available options are:
  - *Log/Notes* – this will allow you to view any notes that the worker has included when inputting their hours
  - *Download* – this allows you to download a PDF of the timesheet
  - *Approve* – this approves the hours that have been submitted by the worker
  - *Reject* – this rejects the hours that have been submitted by the worker if you believe them to be incorrect
  - **Select new approver** – if there is someone else who should be approving this timesheet, you will be able to select their name using the dropdown menu. An email notification will be sent to this person to inform them they have a timesheet/s to approve

Please see the following page for an example of how this will appear



# **INPUTTING HOURS ON BEHALF OF A TEMPORARY WORKER**

# REVIEWING SUBMITTED TIMESHEETS

The screenshot shows a web interface for reviewing submitted timesheets. The interface includes a sidebar on the left with navigation options: Timesheets, Overview, Approve [6], Expenses, Leave, and Documents. The main content area is titled 'Approve timesheets' and features several key elements:

- Submitter Name:** A red box highlights 'Timesheet for: Joe Fogner'.
- Timesheet Filter:** A dropdown menu is set to 'Submitted (unreviewed) timesheets'.
- Change Date:** A date range selector is set to '04/12/17 - 10/12/17'.
- Status:** The timesheet is marked as 'Submitted' with a green arrow icon.
- Client and Job:** The client is 'Aaron Sunshine Ltd' and the job is '12312 - C# Developer'.
- Day Rate Table:** A table showing start, finish, and break times for each day of the week.
- Summary:** Total hours are 40:00 and total break hours are 00:00.
- Actions:** Buttons for 'Download', 'Approve', and 'Reject' are highlighted with red boxes.
- Approver:** A dropdown menu shows 'John Wayne' as the selected approver.

Red arrows point from the following text labels to the corresponding elements in the interface:

- Submitter Name** points to the 'Timesheet for: Joe Fogner' box.
- Timesheet Filter** points to the 'Submitted (unreviewed) timesheets' dropdown.
- Change Date** points to the '04/12/17 - 10/12/17' date range selector.
- Download PDF of Timesheet** points to the 'Download' button.
- Approve timesheet** points to the 'Approve' button.
- Reject Timesheet** points to the 'Reject' button.

# APPROVING TIMESHEETS

- You will receive an email notification when there is a timesheet, or timesheets, to be approved
- Log in to your Timesheet Portal account to review the submitted timesheet
- If the hours submitted on a timesheet are correct, click the APPROVE function button
  - The status of the timesheet will change from SUBMITTED to APPROVED
- To approve multiple timesheets instead of individually:
  - Tick the checkbox on the left of each timesheet (multiple approve checkbox)
  - Click on APPROVE SELECTED TIMESHEETS at the bottom of the timesheets list
- Once the timesheet has been approved, an automatic email notification will be sent to the temporary worker and to Abatec



# REJECTING TIMESHEETS

- If the hours submitted are incorrect, you should REJECT the timesheet
- Click to view the relevant timesheet and click on the REJECT function button
- You will be asked to input a reason for rejecting the timesheet
  
- The temporary worker and Abatec will receive an email notification that the timesheet has been rejected

The screenshot displays a web interface for managing timesheets. At the top, there is a button labeled "Approve all visible timesheets". Below this, the main content area shows details for a timesheet titled "Test Demo" with a status of "Submitted" and a "Timesheet Id: 10". A calendar view shows hours for days 16 through 22. The client is "Test Client" and the placement is "Demo Worker". A row of buttons shows "Standard hourly" values: 08:00, 08:00, 08:00, 08:00, 07:00, 00:00, and 00:00. Below this, a summary row shows "Timesheet total hours: 39:00" and "Hour units per day" with values: 08:00, 08:00, 08:00, 08:00, 07:00, 00:00, and 00:00. At the bottom of the main content area, there are four buttons: "Log/Notes", "Download", "Approve", and "Reject". A large white arrow points to the "Reject" button. Below the buttons, it shows "Selected approver: Lynne Pavey" and a "Select new approver" button.

# VIEW AND DOWNLOAD SUBMITTED TIMESHEETS

- Click TIMESHEETS
- Then click TIMESHEET MANAGEMENT from the sub-menu
- You will see all submitted timesheets listed on this page
- You can view the status of all timesheets and download PDF's by using the PDF button on the right-hand side of the timesheet entry

The screenshot displays the 'Timesheet reports' interface. On the left is a navigation menu with options: Home, Timesheets, Timesheet management, Approve timesheets [1], Expenses, and Leave. The main content area has a search bar for 'id' and buttons for 'Send reminders' and 'Download Excel'. Below these are filters for 'View: Timesheet Summaries' and 'Dates From: 09/11/20 to: 15/11/20'. A status filter bar includes: Draft, Submitted, Partially Approved, Approved, Rejected, Exported, and Cancelled. The main table lists timesheet entries with columns: ID, Timesheet Date, Contractor, Approver, Client, Placement Description, Rate, Qty, Units, and Status. A 'View' button with a PDF icon is next to the status column. At the bottom, there are pagination controls (1 of 1 page), a 'Page size: 30' dropdown, and a 'Show time in HH:MM format' checkbox. The footer indicates '2 items in 1 pages'.

ID	Timesheet Date	Contractor	Approver	Client	Placement Description	Rate	Qty	Units	Status
11	09/11/20	Test Demo	Lynne Pavey	Test Client	Demo Worker	MFO-Hourly	1.00	Hours	Approved
				Test Client	Demo Worker	STD-Hourly	40.00	Hours	

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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 in-house project implementation team who will be able to answer your questions

Thank you for your valued time and cooperation.

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

