

Candidate Guide to Online Timesheets

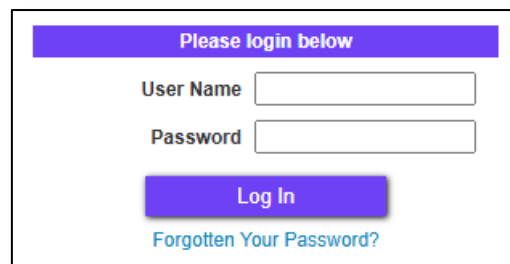
The online timesheet system ensures you can submit your timesheet securely. The electronic system reduces the risk of errors when calculating your hours and you will also receive an email informing you that your timesheet has been approved. The system is accessible 24 hours a day.

This guide will provide you with instructions for logging in to the online timesheet portal for the first time and information and guidance on how to use the portal.

Logging into the system

Your username and password will be emailed to you; please ensure you keep these details secure.

To log in, please go to <https://timesheets.tattonrecruitmentgroup.com/>



A screenshot of the login form. It has a purple header bar with the text "Please login below". Below this, there are two input fields: "User Name" and "Password". Under the "Password" field is a purple "Log In" button. At the bottom of the form is a blue link that says "Forgotten Your Password?".

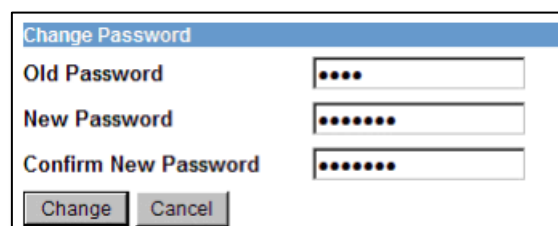
Enter your username and password, and you'll see the Terms & Conditions screen.

Accept the Terms & Conditions.



A screenshot showing two buttons side-by-side: a purple "Accept" button and a purple "Reject" button.

If it is your first time logging in, you will be taken to the **Change Your Password** screen. Enter the old Password, then the new password twice to confirm and click the **Change** button.



A screenshot of the "Change Password" form. It has a blue header bar with the text "Change Password". Below this, there are three input fields: "Old Password", "New Password", and "Confirm New Password". Each field has a series of dots to represent masked text. At the bottom of the form are two buttons: a grey "Change" button and a grey "Cancel" button.

You will be taken back to the blank change your password screen showing a message that your password has changed – click cancel 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

Submitting Timesheets

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
Exology	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.

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Logout Home / Assignments Upcoming / Timesheet																																																										
OUTSTANDING CHANGES Change Password Timesheet History Forgot Password	Worker Client Daily Hours	Timesheet No A15 Timesheet Date 22/02/09 Cut-off Date																																																								
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You can complete or update your timesheet at any time. You can enter your hours daily, click the Save button after each entry and click submit for authorization only when all hours have been input for the week.

The screenshot shows the 'Timesheet' application interface. On the left is a sidebar with links: 'Log out', 'Home', 'Assignments', 'Locations', 'Timesheet', 'Outstanding Timesheets', 'Timesheet History', 'Timesheet Summary', and 'Timesheet Report'. The main area contains the following fields and tables:

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

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

Select Authoriser: [Dropdown Menu]

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

At the bottom are two buttons: **Save** and **Submit for Authorization**.

Completing your timesheet

The fields in the Timesheet screen are as follows:

Days of the Week - all times should be entered in 24-hour clock, in the format HH: MM. Enter the start time, the number of hours for Lunch, and the 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 a decimal.

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 the total number of days if you are paid a daily rate. (If you enter days, it will give you a warning when you click submit, however, if you click submit again this will go).

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. Remember that to receive paid holiday you need to complete a holiday form.

- 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	

Confirmation of your Timesheet Approval

When your timesheet has been authorised by the line manager you will receive an email confirming this. The email will come from the Tatton Recruitment Group Payroll Team at epayroll@tattonrecruitmentgroup.com and the Subject line will read **Your timesheet has been authorised**.

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.

If the timesheet is showing as "awaiting consultant authorisation" this means it has been approved and is waiting for it to be pulled through to payroll.

Frequently Asked Questions

Login & Access

How do I get my login?

Your login details will be emailed to you by our Payroll Department once you're set up in the payroll system. This email will include your username and password.

What happens if I have not received my logins?

First, check your spam or junk folder. If you still haven't received them, please contact the Payroll Department at payroll.query@tattonrecruitmentgroup.com

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

1. Double-check that you've entered your username and password correctly — the system is case sensitive.
2. If you're still having issues, contact the Payroll Department at payroll.query@tattonrecruitmentgroup.com

Will I receive new logins for each new assignment?

No — you will continue using the same login credentials unless your email address changes.

Using the Timesheet System

When can I start to enter my hours?

Timesheets are generated each Monday for the upcoming week. This may be delayed during your first week. You can enter or update your hours from the first day a timesheet is available and at any point during your assignment.

How do I know that my timesheet has been approved?

You can check the approval status by logging into the system at any time. You will also receive an email notification once it has been approved.

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

Your personal email is only required to receive your login and password. Once your account is set up, you can access it from any online device.

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

- Ensure all hours are correctly entered.
- Enter your total hours in the designated box at the bottom of the timesheet.
- If you are on a daily rate, enter the number of days instead of hours.

Timesheet Submission & Approval

What is the deadline for authorised timesheets?

Your timesheet must be authorised by **5:00 PM on Monday**. **Note:** Bank Holiday deadlines will be communicated in advance by the Payroll Department.

Can I edit my timesheet?

Yes:

- You can edit it before submission, or
- After it has been rejected by your line manager.

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

Although authorisers receive automatic email notifications, it is your responsibility to ensure your timesheet is submitted and authorised on time.

Can I choose the authoriser?

Yes — before submitting your timesheet, you can select your authoriser from a list provided in the portal.

The client supplies two authorised approvers at the start of your assignment, which are then entered into our system.

Data Security

How safe is my data?

All data is **secure and encrypted**. Only individuals with valid **login credentials** can access the system.