

Uploading and submitting timesheets via the candidate portal

Submitting a timesheet for authorisation via fax back/upload image option in the candidate portal

When the fax back/upload image authorisation option is selected, the candidate will be able to submit their timesheet once they have filled in the timesheet hours

Timesheet Entry

Period ending: 13 April 2014

Reference 3052444	Candidate John Doe	Status Open
Client Apple Inc	Batch	

		Start	Finish	Break	Total hours		
Monday	07 Apr 2014	09:00	17:00	00:30	7.50	Amend hours	Clear
Tuesday	08 Apr 2014	09:00	17:00	00:30	7.50	Amend hours	Clear
Wednesday	09 Apr 2014	09:00	17:00	00:30	7.50	Amend hours	Clear
Thursday	10 Apr 2014	09:00	17:00	00:30	7.50	Amend hours	Clear
Friday	11 Apr 2014	09:00	17:00	00:30	7.50	Amend hours	Clear
Saturday	12 Apr 2014	00:00	00:00	00:00	0.00	Amend hours	Clear
Sunday	13 Apr 2014	00:00	00:00	00:00	0.00	Amend hours	Clear
Totals:					37.50		

Add Expenses

Submit this timesheet Void this timesheet

They will then be presented with the following screen, asking them to select an authorisation option. If they are faxing back the signed timesheet they will need to choose the first option. If they are uploading the



image, they choose the highlighted option

Timesheet Entry

Period ending: 13 April 2014

Reference 3052444	Candidate John Doe	Status Open
Client Apple Inc	Batch	

Authorisation Options

Submit this timesheet and print a copy for SIGNING by an authorised signatory.

Submit this timesheet and then upload an image of an authorised timesheet.

I agree that the information entered is a true account of the hours and/or days of which I have worked during the date period, I am fully aware that any falsification of this information will be classed as a serious act of fraud and may result in further action being taken.

[Submit timesheet](#) [Back](#)

Once they have submitted the timesheet the status of their timesheet will change to **Waiting for Image**

Timesheet Entry

Timesheets Expense sheets Completed

	Company ⇅	Start ⇅	End ⇅	Status ⇅	Location / Project ⇅
Select	Red Bull Racing	17 Mar 2014	23 Mar 2014	Waiting for Image	
Select	Red Bull Racing	24 Mar 2014	30 Mar 2014	Open	
Select	Red Bull Racing	31 Mar 2014	06 Apr 2014	Open	
Select	Red Bull Racing	07 Apr 2014	13 Apr 2014	Open	
Select	Red Bull Racing	14 Apr 2014	20 Apr 2014	Open	

At this point they must select the timesheet again, where the following options will be available to them:



When signed please fax through on the timesheet hotline: +448709289947.

Printer friendly copy

Re-open timesheet

Upload a document

Back

To upload an image of the timesheet, they will need to select the **Printer Friendly Copy** in order to print out the timesheet for signing.

The screenshot shows a print dialog box on the left and a timesheet form on the right. The print dialog box has the following settings:

- Print: Total: 1 page, Save, Cancel
- Destination: Save as PDF, Change...
- Pages: All, e.g. 1-5, 8, 11-13
- Layout: Portrait, Landscape
- Margins: Default
- Options: Headers and footers, Background colours and images
- Print using system dialogue... (Ctrl+Shift+P)

The timesheet form on the right is titled "TIMESHEET" and includes the following information:

- 9/4/2014, Print Timesheet, Should LastPass remember this password?
- Candidate: John Doe, Client: Apple Inc, Refe Date
- Table with columns: Date, Start, Finish, Break, Hours
- Units Summary: 37.50 Hours (HOUR) Hour Rate
- Instructions: Clients are requested to check that the information above is correct. Your authority to submit a charge to you for the amount of hours claimed a acceptance to our conditions of hire. Copies of these conditions are available. PLEASE PRINT AUTHORISER'S NAME IN FULL: AUTHORISER'S JOB TITLE: AUTHORISED SIGNATURE: [Signature Box]
- INSTRUCTIONS (PAPER TIMESHEET ONLY): Obtain the client's signature completed timesheet to the timesheet hotline on +448709289947. You header page. A copy of this timesheet will be available on the web site for
- Barcode

Once signed the timesheet can be uploaded by selecting the **Upload Document** option, or faxed to the relevant number, which will be shown as highlighted.

When signed please fax through on the timesheet hotline: +448709289947.

Printer friendly copy

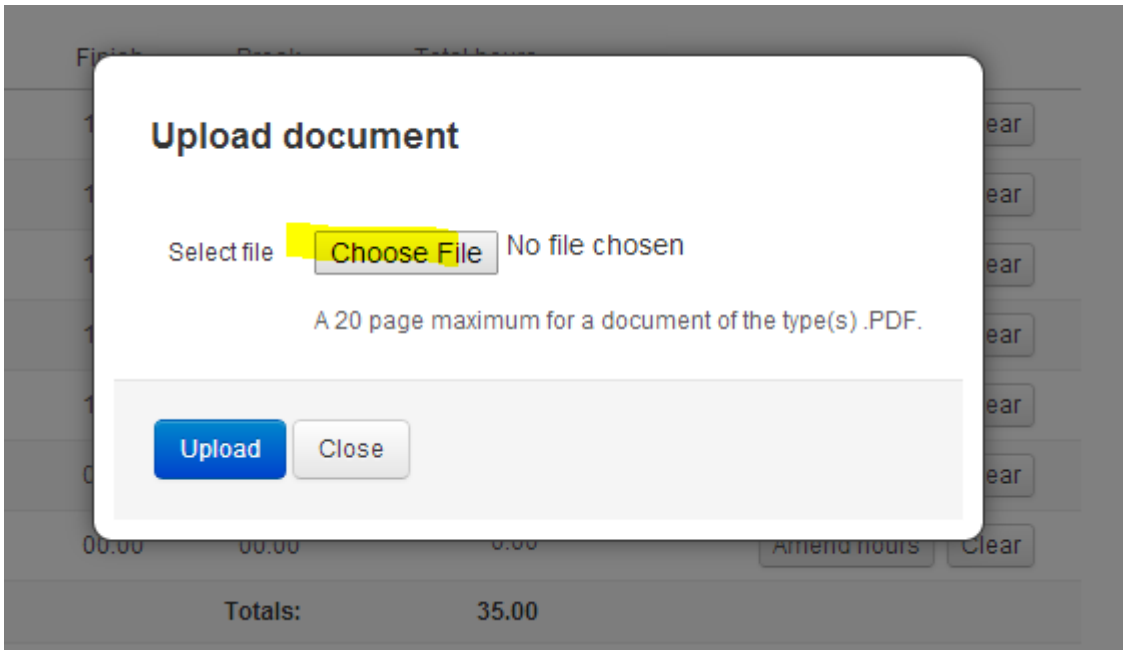
Re-open timesheet

Upload a document

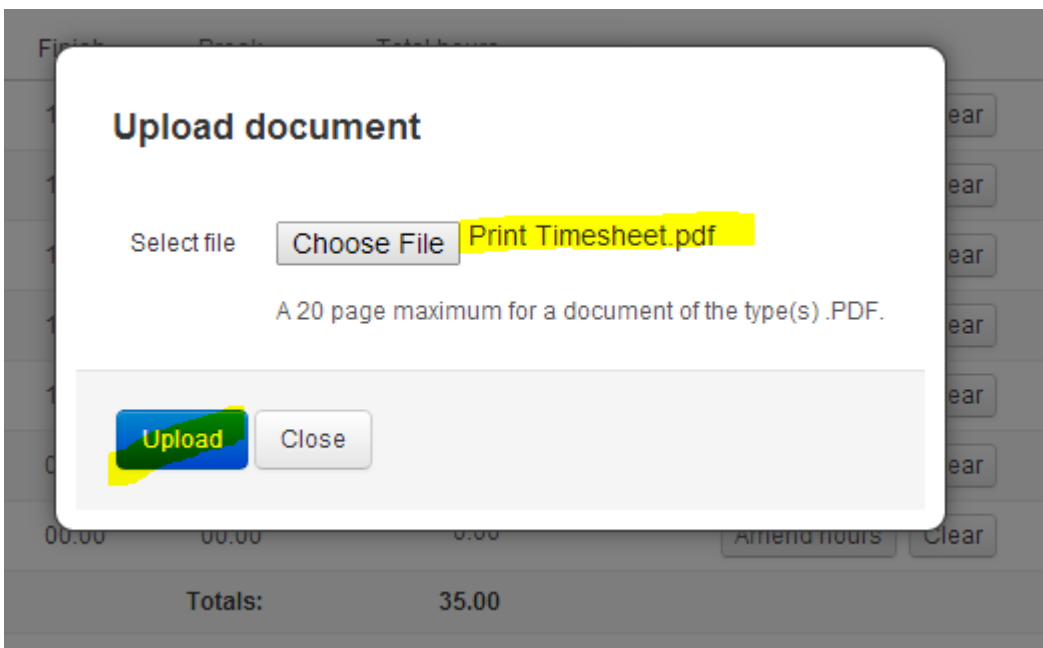
Back



When the **Upload Document** option is selected, the candidate is presented with the following screen



From here they browse to the relevant file and select upload



Once the image has been uploaded, the candidate will see the status of their timesheet change to **Awaiting Approval**.



Timesheet Entry

Timesheets Expense sheets Completed

	Company ⇅	Start ⇅	End ⇅	Status ⇅	Location / Project ⇅
Select	Red Bull Racing	17 Mar 2014	23 Mar 2014	Awaiting Approval	
Select	Red Bull Racing	24 Mar 2014	30 Mar 2014	Open	
Select	Red Bull Racing	31 Mar 2014	06 Apr 2014	Open	
Select	Red Bull Racing	07 Apr 2014	13 Apr 2014	Open	
Select	Red Bull Racing	14 Apr 2014	20 Apr 2014	Open	

