

# Uploading and submitting timesheets via the candidate portal

## Submitting a timesheet for authorisation via Online option in the candidate portal

When the Online 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 3052333	Candidate Kevin Tyler	Status Open
Client Red Bull Racing	Batch	

		Start	Finish	Break	Total hours		
Monday	07 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Tuesday	08 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Wednesday	09 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Thursday	10 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Friday	11 Apr 2014	09:00	17:00	01:00	7.00	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:					35.00		

Add Expenses

**Submit this timesheet** Void this timesheet

When they submit the timesheet they will be taken to the following screen, asking them to select their preferred authoriser from the drop down menu



## Timesheet Entry

Period ending: 13 April 2014

Reference 3052333	Candidate Kevin Tyler	Status Open
Client Red Bull Racing	Batch	

### Authorisation Options

Request this timesheet to be authorised online by

Ball, Gary

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

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Once the candidate has submitted the timesheet for authorisation, the status of the timesheet will change to **Awaiting Authorisation**, there is no need for them to upload a document with this authorisation option.

## Timesheet Entry

Timesheets Expense sheets Completed

	Company	Start	End	Status	Location / Project
<a href="#">Select</a>	Red Bull Racing	17 Mar 2014	23 Mar 2014	Awaiting Approval	
<a href="#">Select</a>	Red Bull Racing	24 Mar 2014	30 Mar 2014	Waiting for Image	
<a href="#">Select</a>	Red Bull Racing	31 Mar 2014	06 Apr 2014	Awaiting Approval	
<a href="#">Select</a>	Red Bull Racing	07 Apr 2014	13 Apr 2014	Awaiting Authorisation	
<a href="#">Select</a>	Red Bull Racing	14 Apr 2014	20 Apr 2014	Awaiting Authorisation	

Once the timesheet has been authorised, the status will change to **Awaiting Approval**. The candidates will still be able to select the timesheet whilst it is awaiting authorisation. They will be given the following screen when they do this



<b>Reference</b> 3052333	<b>Candidate</b> Kevin Tyler	<b>Status</b> Awaiting Authorisation by Gary Ball
<b>Client</b> Red Bull Racing	<b>Batch</b>	

		Start	Finish	Break	Total hours
Monday	07 Apr 2014	09:00	17:00	01:00	7.00
Tuesday	08 Apr 2014	09:00	17:00	01:00	7.00
Wednesday	09 Apr 2014	09:00	17:00	01:00	7.00
Thursday	10 Apr 2014	09:00	17:00	01:00	7.00
Friday	11 Apr 2014	09:00	17:00	01:00	7.00
Saturday	12 Apr 2014	00:00	00:00	00:00	0.00
Sunday	13 Apr 2014	00:00	00:00	00:00	0.00
				<b>Totals:</b>	<b>35.00</b>

### Expenses

Description  
Amount 0.00

### Gross Pay Calculation (GBP)

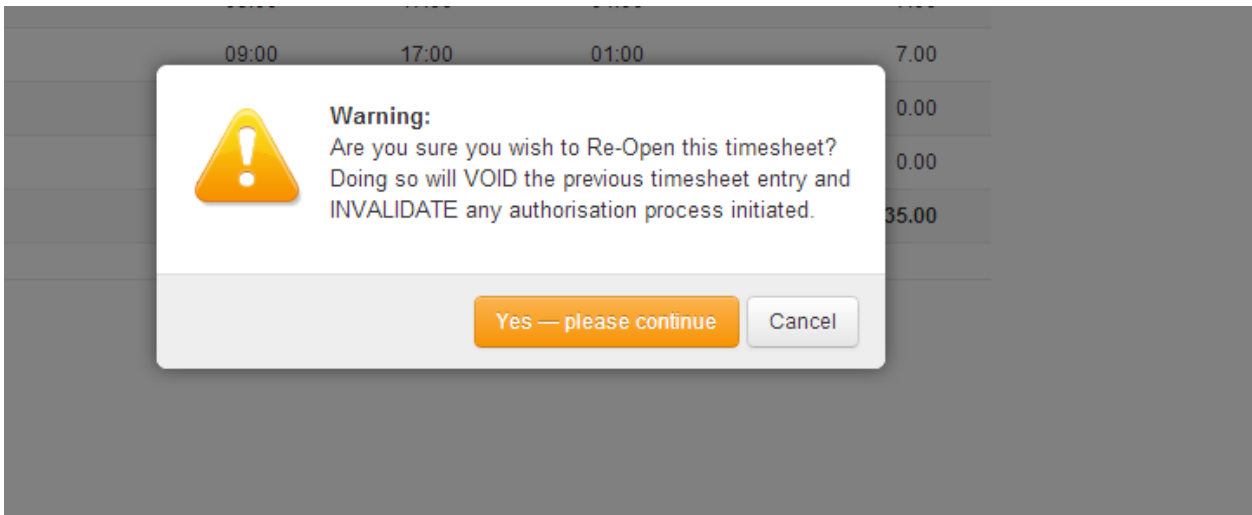
35.00 Hours	@	10.00	350.00 Hour Rate
		<b>Total</b>	<b>350.00</b>

[Re-open timesheet](#)
[Download timesheet](#)
 (Requires [adobe acrobat](#).)

From here they will be able to see the status of the timesheet, and who is authorising it, a breakdown of their **Gross Pay Calculation**, as well as having the options of downloading the timesheet for their viewing.

They will also be able to re-open the timesheet, which will allow them to amend the hours if they have made a mistake. When doing this they will be given the following message





Having selected yes, the candidate will be able to make changes to the hours that they have entered.

Once the timesheet has been authorised, and the status changed to **Awaiting Approval**, the candidate will no longer be able to re-open the timesheet

<b>Reference</b> 3052333	<b>Candidate</b> Kevin Tyler	<b>Status</b> Awaiting Approval by ETZ Support DB			
<b>Client</b> Red Bull Racing	<b>Batch</b>				

		Start	Finish	Break	Total hours
Monday	07 Apr 2014	09:00	17:00	01:00	7.00
Tuesday	08 Apr 2014	09:00	17:00	01:00	7.00
Wednesday	09 Apr 2014	09:00	17:00	01:00	7.00
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Friday	11 Apr 2014	09:00	17:00	01:00	7.00
Saturday	12 Apr 2014	00:00	00:00	00:00	0.00
Sunday	13 Apr 2014	00:00	00:00	00:00	0.00
<b>Totals:</b>					<b>35.00</b>

**Expenses**

Description	Amount
	0.00

**Gross Pay Calculation (GBP)**

35.00 Hours	@	10.00	350.00 Hour Rate
		<b>Total</b>	<b>350.00</b>

[Download timesheet](#) (Requires [adobe acrobat](#))

