

INSIGHT SELECT

BUSINESS RECRUITMENT SPECIALISTS



CLIENT TIMESHEET INFORMATION



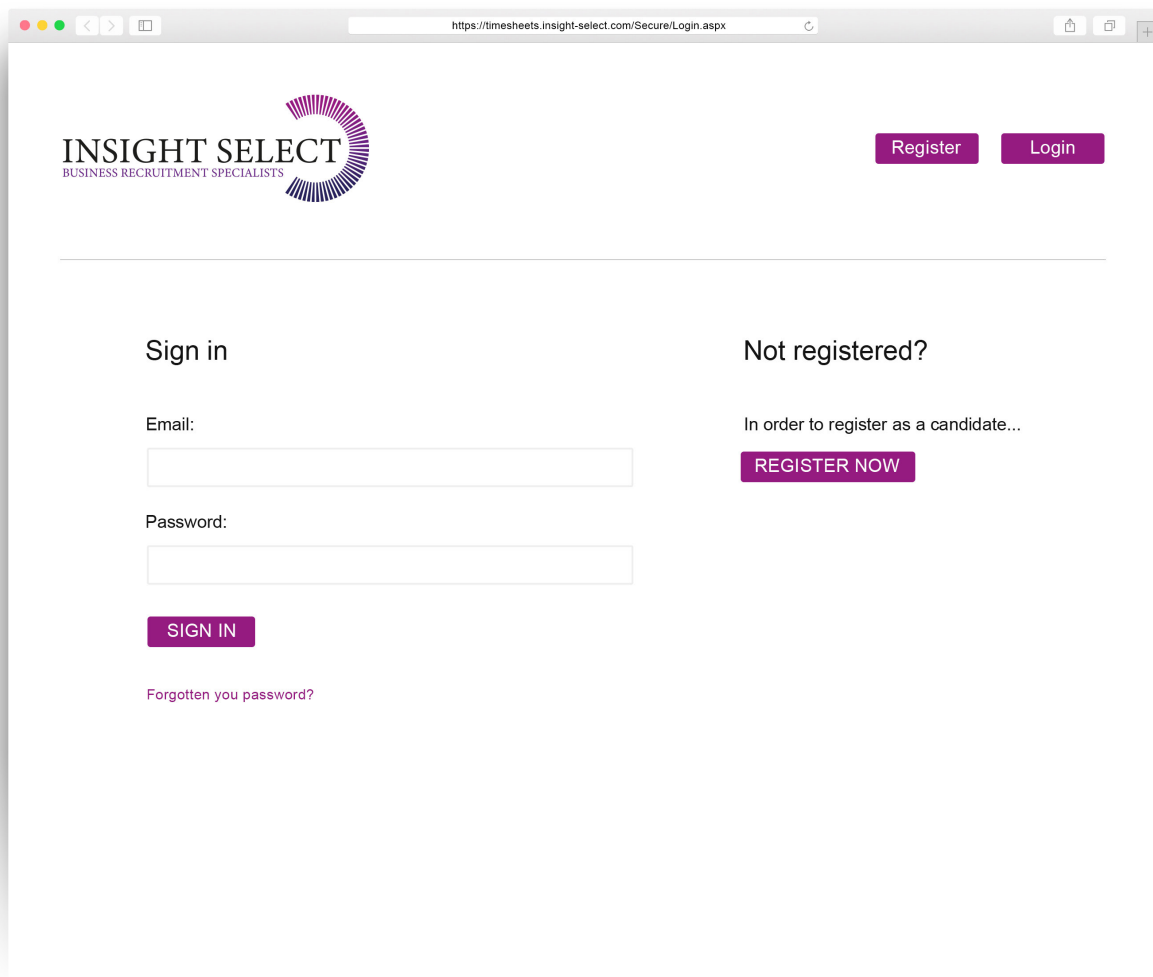
STEP 1

DEAR CLIENT

By now, you should have received an email from **timesheets contact/email address** with login details for your account. (If you have not received this, please check your junk/spam folders. If you are still unable to find this, please let us know by emailing the above address).

Once you have received the details, follow the link in the email, which will take you to our secure **home page** shown below.

Bookmark this page / Save to your favourites.



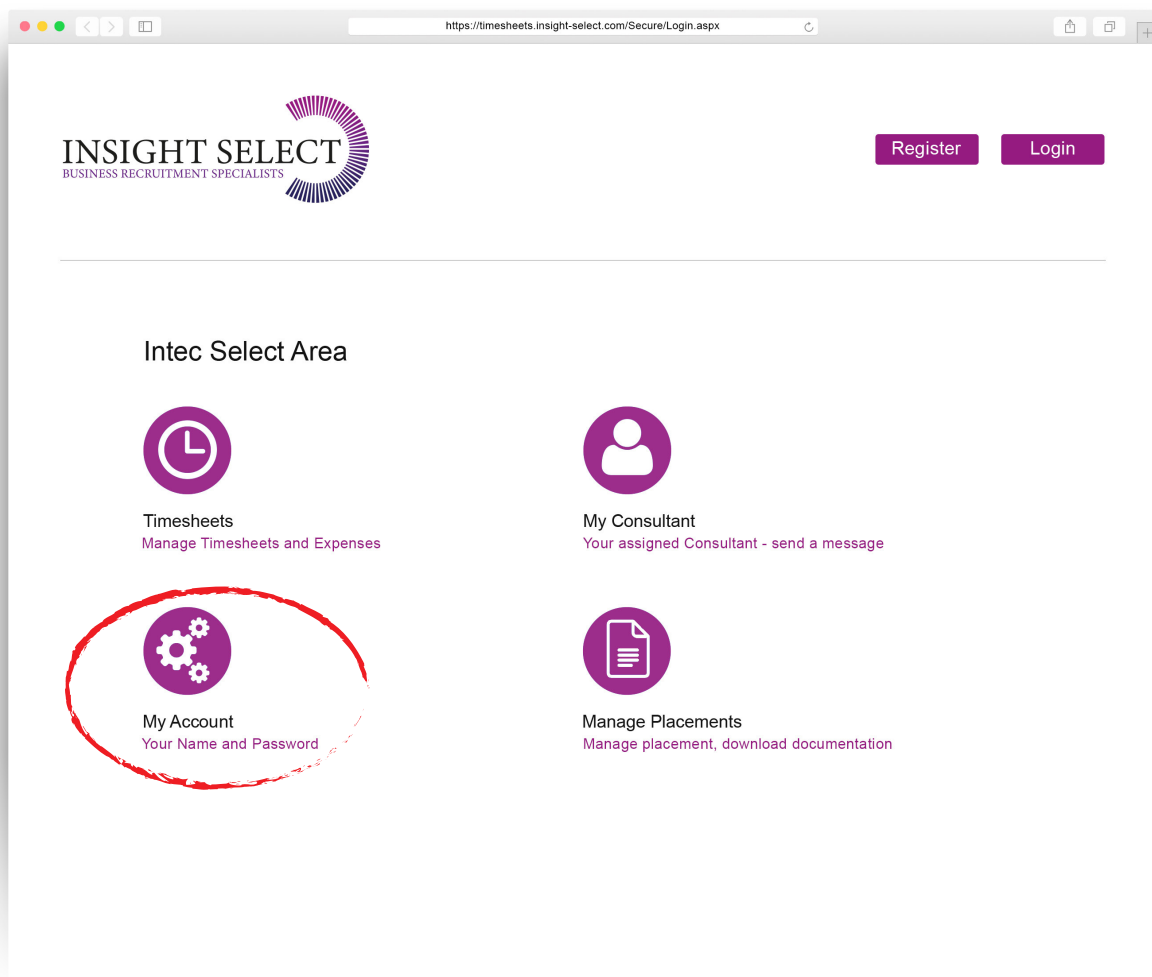
The screenshot shows a web browser window with the URL <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (a circular graphic of vertical lines) and the text "INSIGHT SELECT BUSINESS RECRUITMENT SPECIALISTS". In the top right corner, there are two buttons: "Register" and "Login". The main content area is divided into two sections. On the left, under the heading "Sign in", there are two input fields labeled "Email:" and "Password:", followed by a "SIGN IN" button and a link "Forgotten you password?". On the right, under the heading "Not registered?", there is the text "In order to register as a candidate..." and a "REGISTER NOW" button.

STEP 2

LOGIN

Login to portal using details in your email – on first login, you will be prompted to change the password. If the prompt does not appear, you can do this in the **My Account** page.

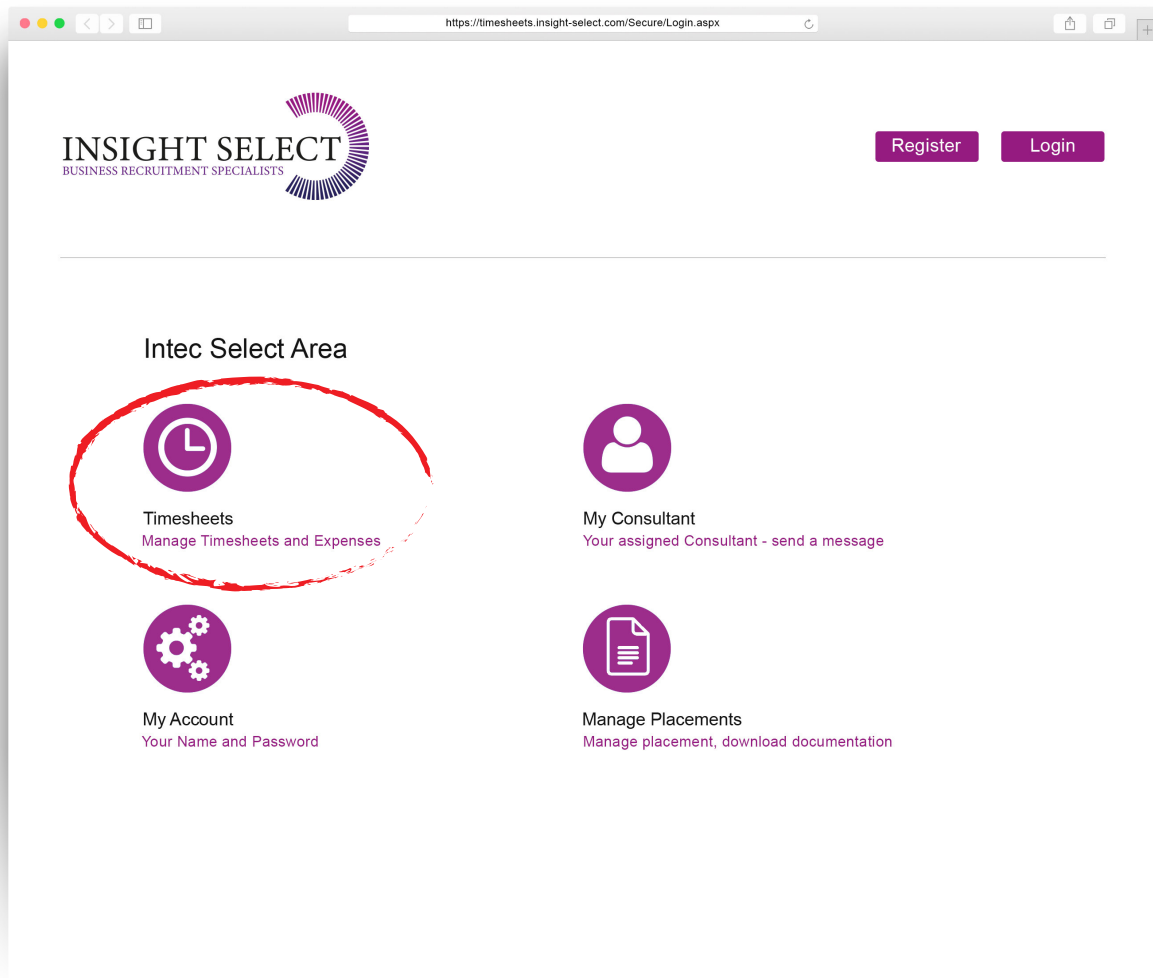
Please note: The screen should show as below, but with your Company name. If this is not the case, please let us know as soon as possible.



STEP 3

MANAGING TIMESHEETS

Select the **Timesheets** page within the Client Area



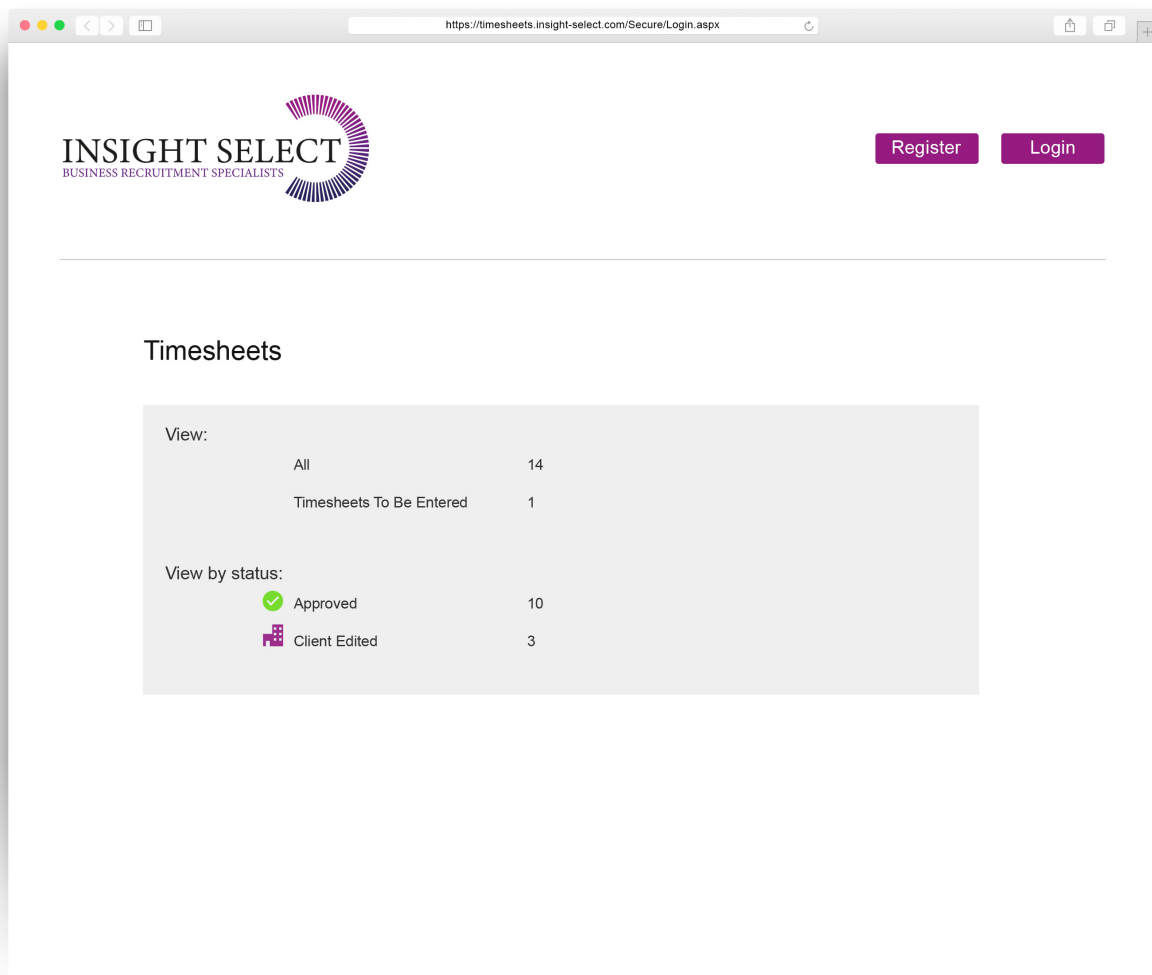
Step 3 continued overleaf..

STEP 3 CONTINUED

There are two sub menus on this page.



- The **top menu** will let you know how many timesheets in total you have already approved on your account, and how many are still to be submitted.
- The **bottom menu** will let you know how many timesheets you have previously approved, how many you have edited and how many are awaiting your authorisation.

These timesheets will remain on your account for as long as you remain a Timesheet Authoriser and until such point where your account is closed down.



The screenshot shows a web browser window with the URL <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (Business Recruitment Specialists) and navigation buttons for Register and Login. Below the header, the 'Timesheets' section is displayed, showing a summary of timesheet counts.

View:		
All		14
Timesheets To Be Entered		1

View by status:		
	Approved	10
	Client Edited	3

STEP 4

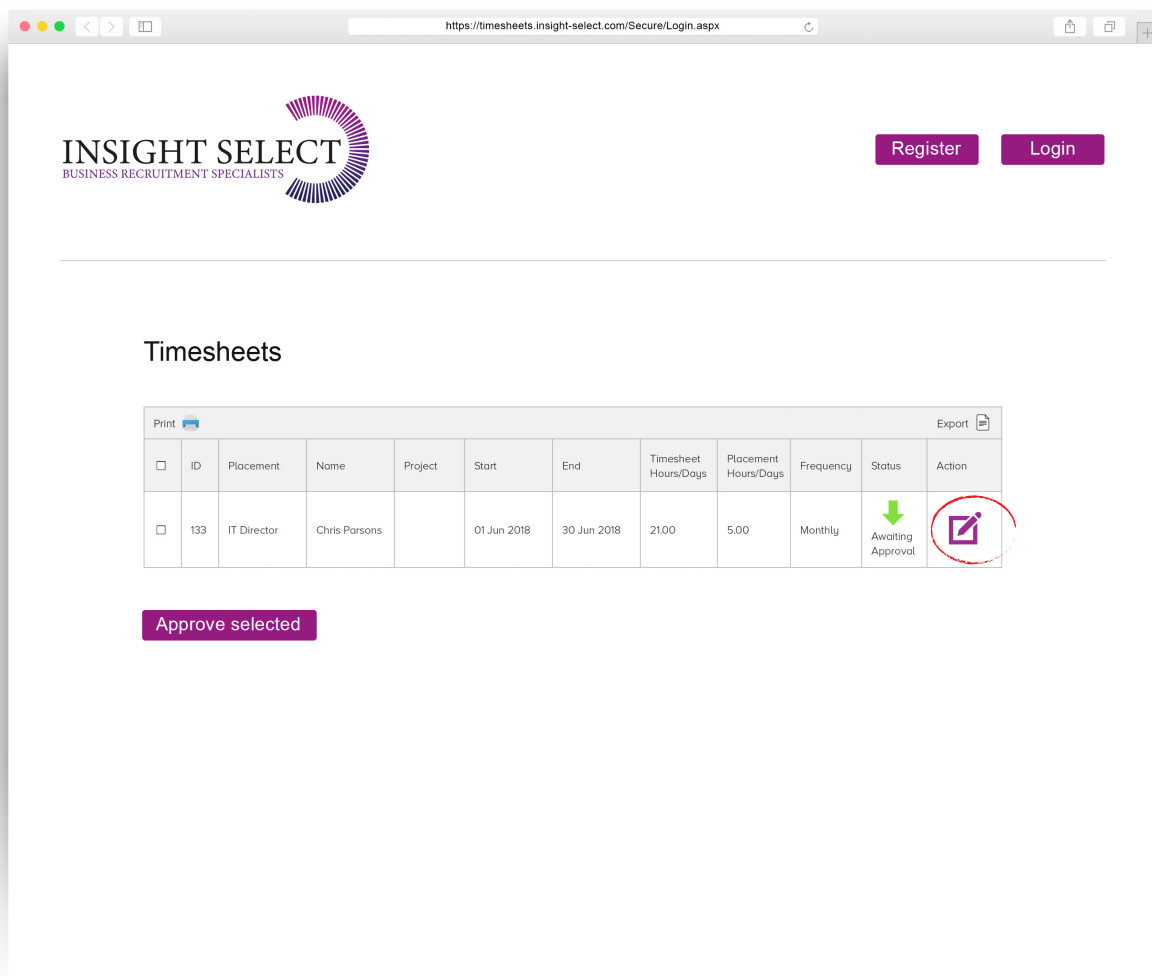
APPROVING TIMESHEETS

Once a contractor has submitted their time, you will receive an email from **timesheets contact/email address** to let you know that a timesheet is awaiting your approval.


You can use the link within the email to take you to the login screen.

Once logged in, you will be able to see any timesheets that are awaiting your approval in a list.

You will see a summary of each timesheet awaiting your approval. To approve each one, you will need to select the **Action** icon. This will take you into the itemised timesheet and you can see each day/half day the contractor has claimed for during the relevant billing period.



The screenshot shows a web browser window with the URL <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (Business Recruitment Specialists) and navigation buttons for Register and Login. Below the header, the section is titled "Timesheets". There is a table with columns: ID, Placement, Name, Project, Start, End, Timesheet Hours/Days, Placement Hours/Days, Frequency, Status, and Action. A single row is visible with ID 133, Placement IT Director, Name Chris Parsons, Start 01 Jun 2018, End 30 Jun 2018, Timesheet Hours/Days 21.00, Placement Hours/Days 5.00, Frequency Monthly, and Status Awaiting Approval. The Action column contains a pencil icon, which is circled in red. Below the table is a button labeled "Approve selected".

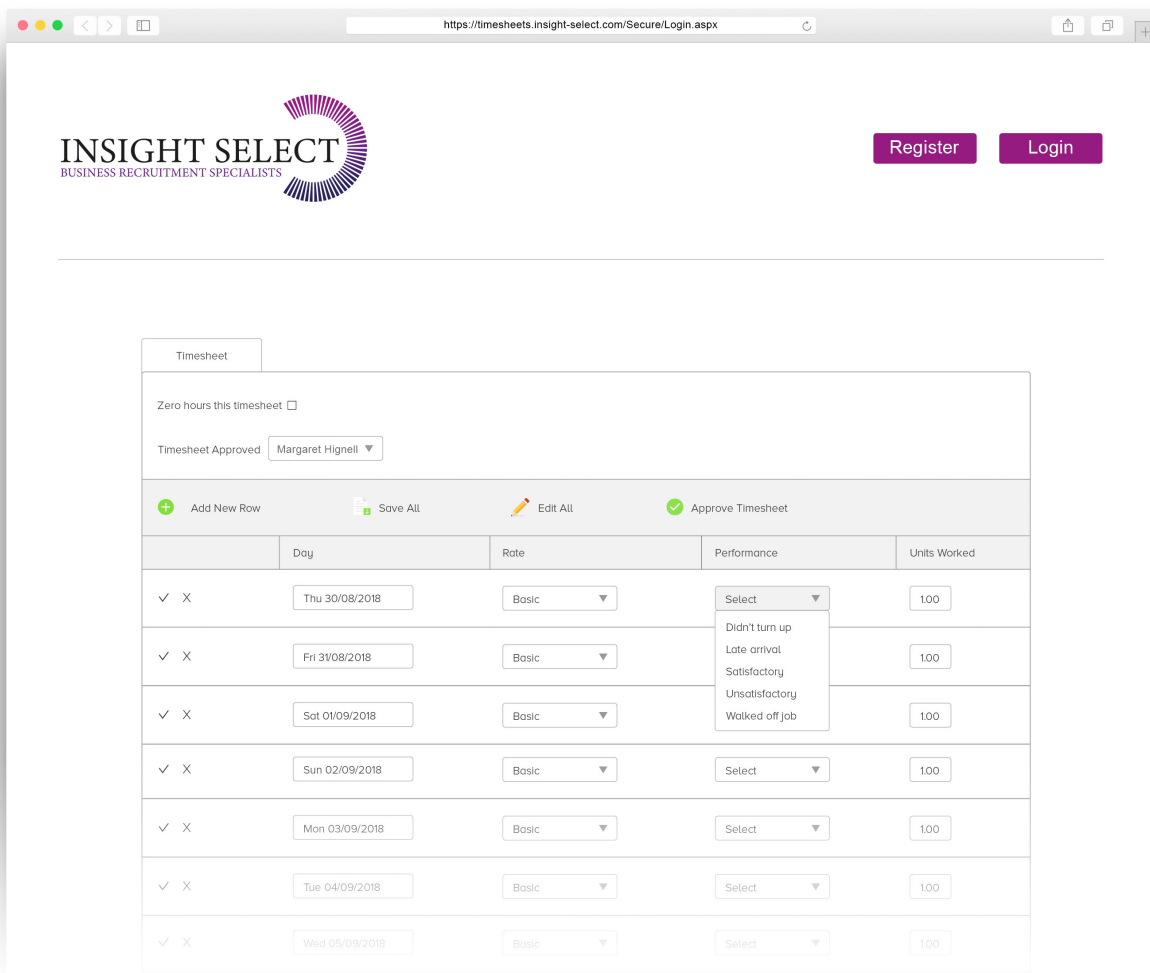
ID	Placement	Name	Project	Start	End	Timesheet Hours/Days	Placement Hours/Days	Frequency	Status	Action
133	IT Director	Chris Parsons		01 Jun 2018	30 Jun 2018	21.00	5.00	Monthly	Awaiting Approval	

Step 4 continued overleaf...

STEP 4 CONTINUED

At the top of the timesheet is your authoriser menu.

- If you believe a contractor has not claimed for enough days, you can use **Add New Row** to insert another day.
- If you wish to check information with the contractor you can **Save for Later**.
- If you believe a contractor has claimed for too many days (e.g. a bank holiday) you can use **Edit All** to open the itemised timesheet and amend the units worked with the time you believe to be accurate, and then choose a reason for this from the drop down menu.



The screenshot shows a web browser window with the URL <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (Business Recruitment Specialists) and buttons for Register and Login. Below the header, there is a 'Timesheet' section with a 'Zero hours this timesheet' checkbox and a 'Timesheet Approved' dropdown menu set to 'Margaret Hignell'. A toolbar contains buttons for 'Add New Row', 'Save All', 'Edit All', and 'Approve Timesheet'. The main area is a table with columns for Day, Rate, Performance, and Units Worked. The Performance dropdown menu is open, showing options: 'Select', 'Didn't turn up', 'Late arrival', 'Satisfactory', 'Unsatisfactory', and 'Walked off job'.

	Day	Rate	Performance	Units Worked
✓ X	Thu 30/08/2018	Basic	Select	1.00
✓ X	Fri 31/08/2018	Basic	Didn't turn up	1.00
✓ X	Sat 01/09/2018	Basic	Late arrival	1.00
✓ X	Sun 02/09/2018	Basic	Satisfactory	1.00
✓ X	Mon 03/09/2018	Basic	Unsatisfactory	1.00
✓ X	Tue 04/09/2018	Basic	Walked off job	1.00
✓ X	Wed 05/09/2018	Basic	Select	1.00

If you are happy with the timesheet as the contractor has submitted it, you can just **Approve Timesheet**. An email is sent to the contractor to let them know.