INSIGHT SELECT
BUSINESS RECRUITMENT SPECIALISTS

CLIENT TIMESHEET INFORMATION

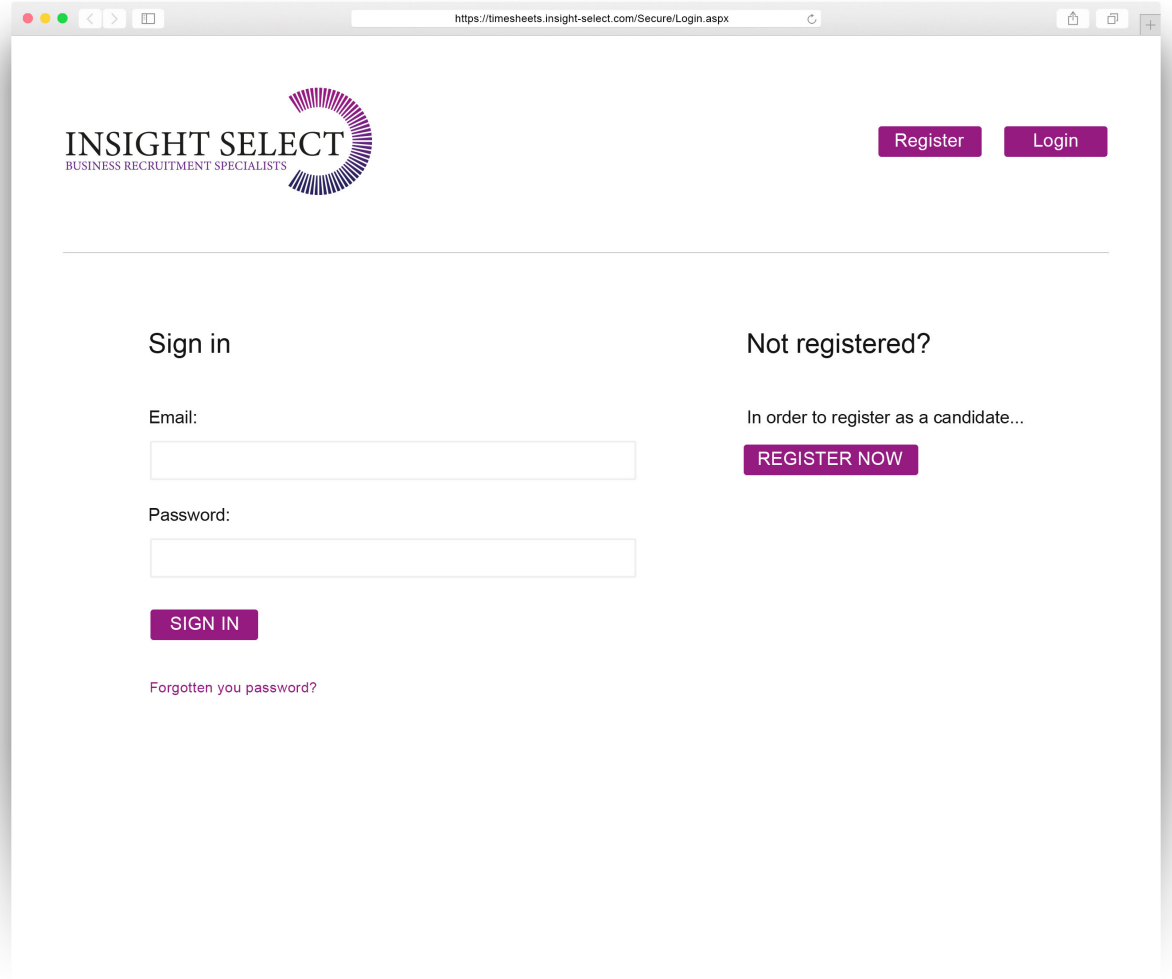
STEP 1

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.

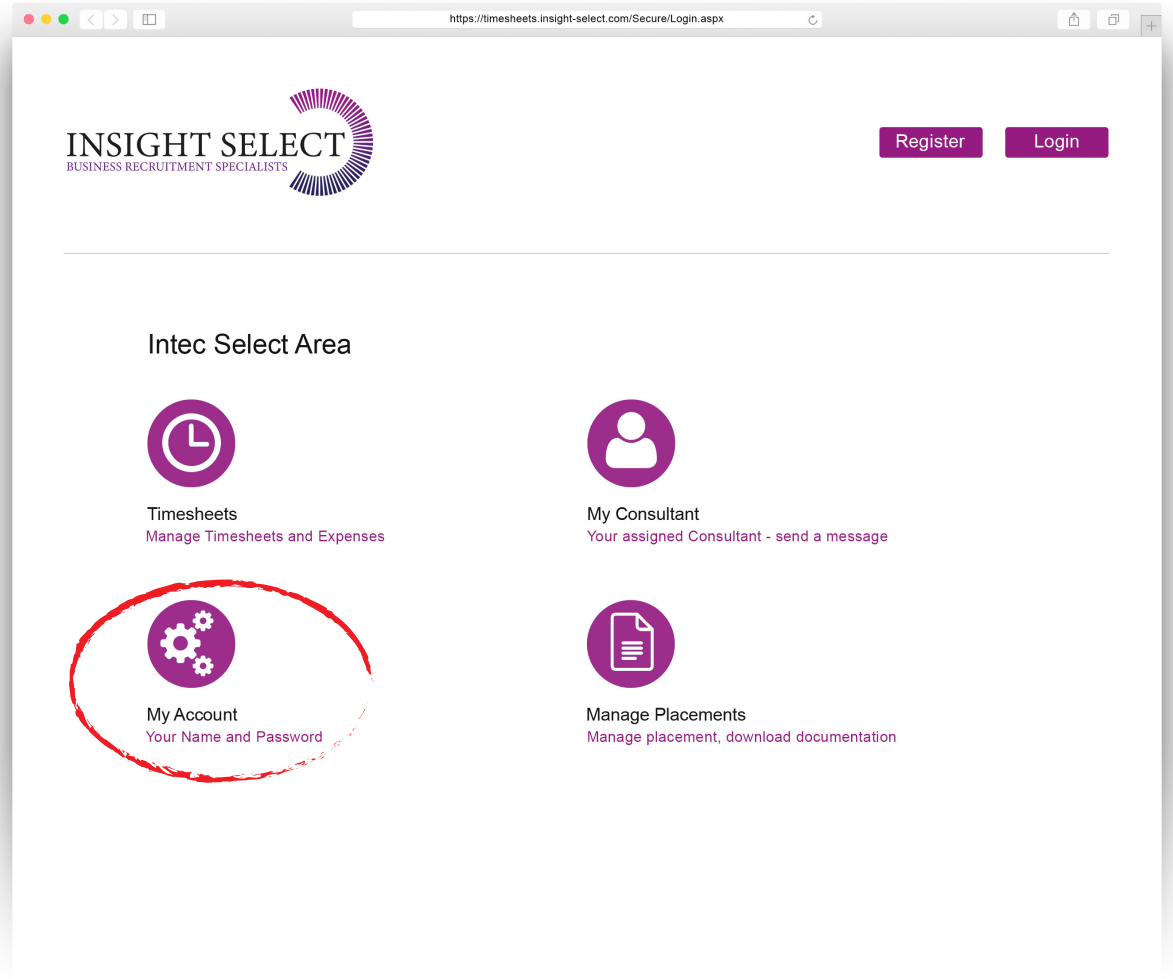


STEP 2

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.

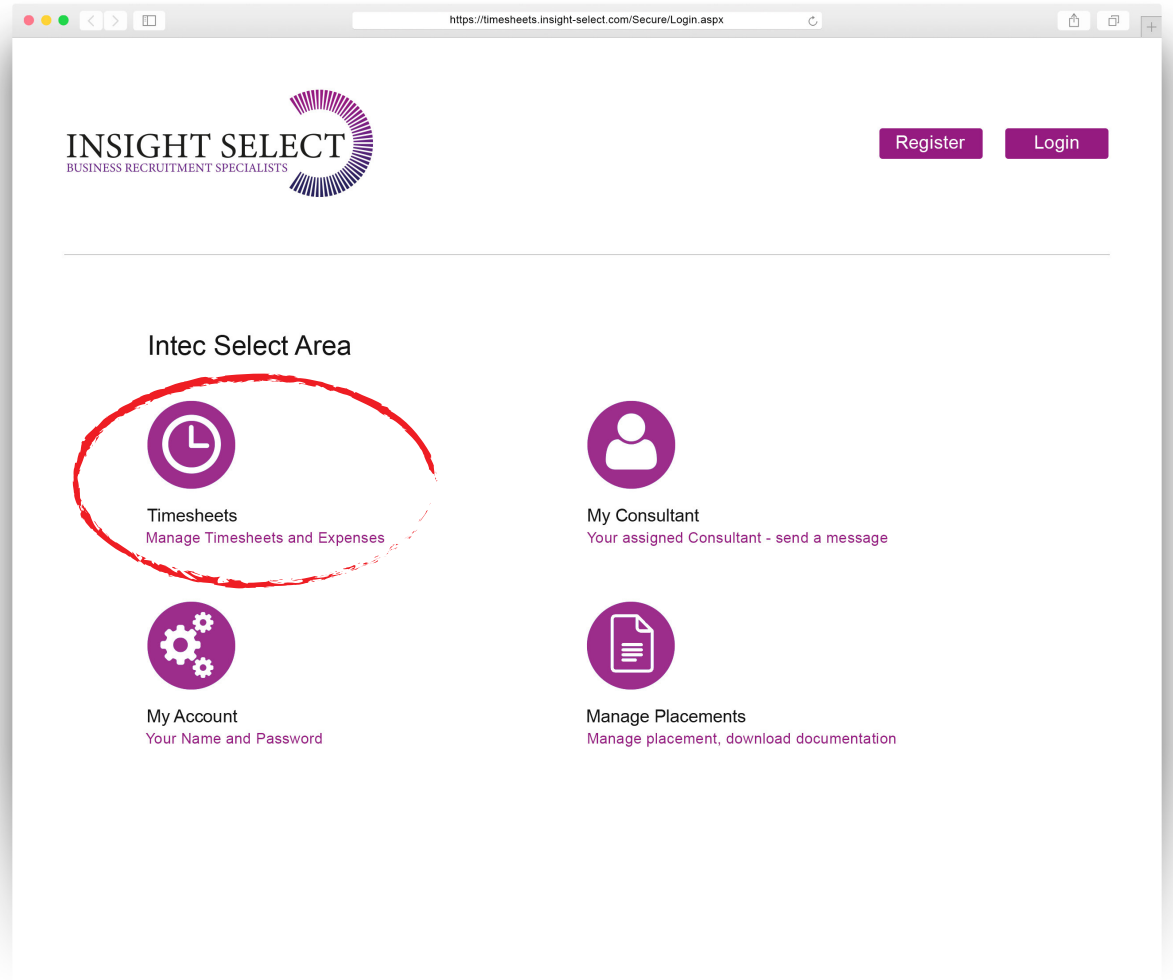
Please note: The screen should show as below, but with your Company name. If this is not the case, please let us know as soon as possible.



STEP 3

MANAGING TIMESHEETS

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



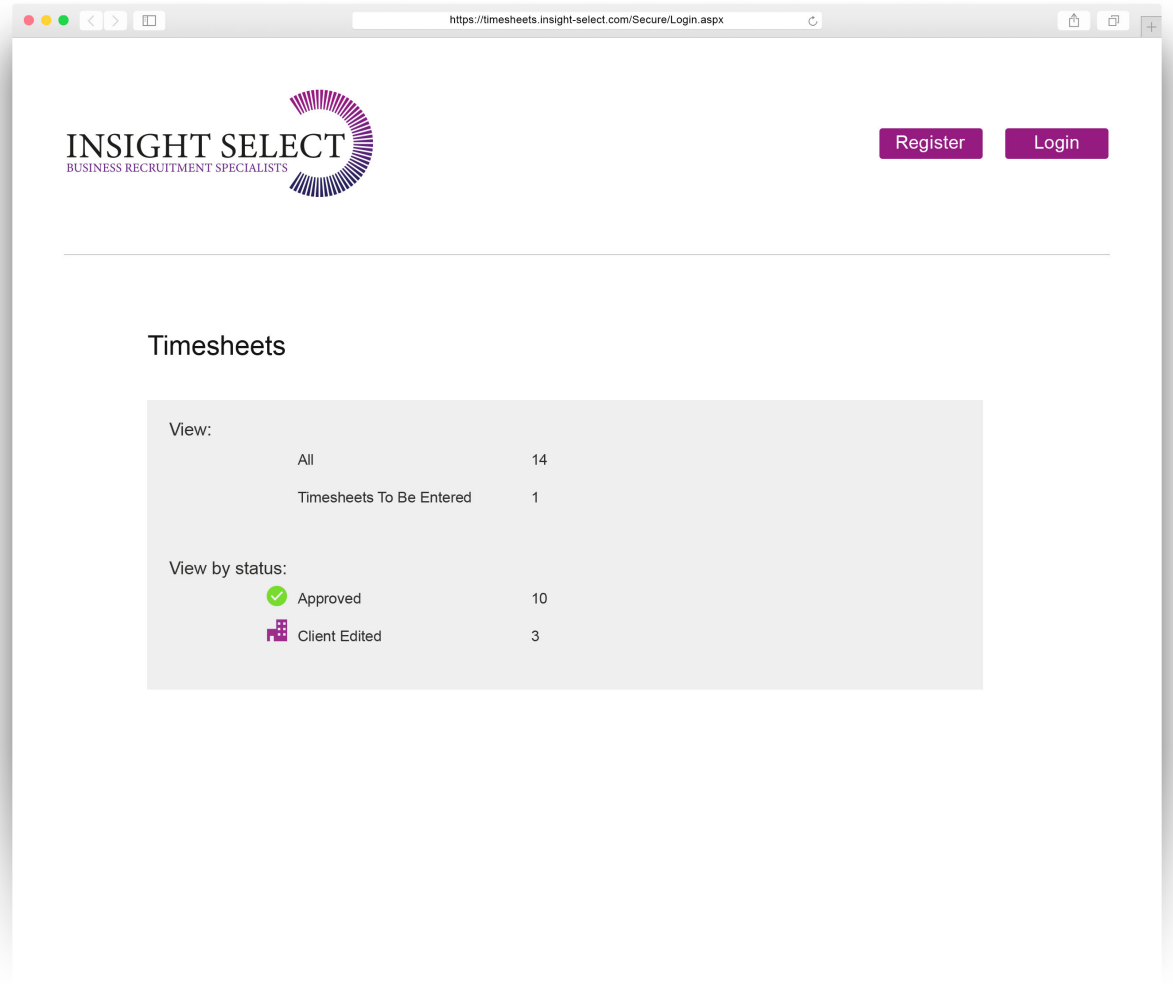
Step 3 continued overleaf...

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.



STEP 4

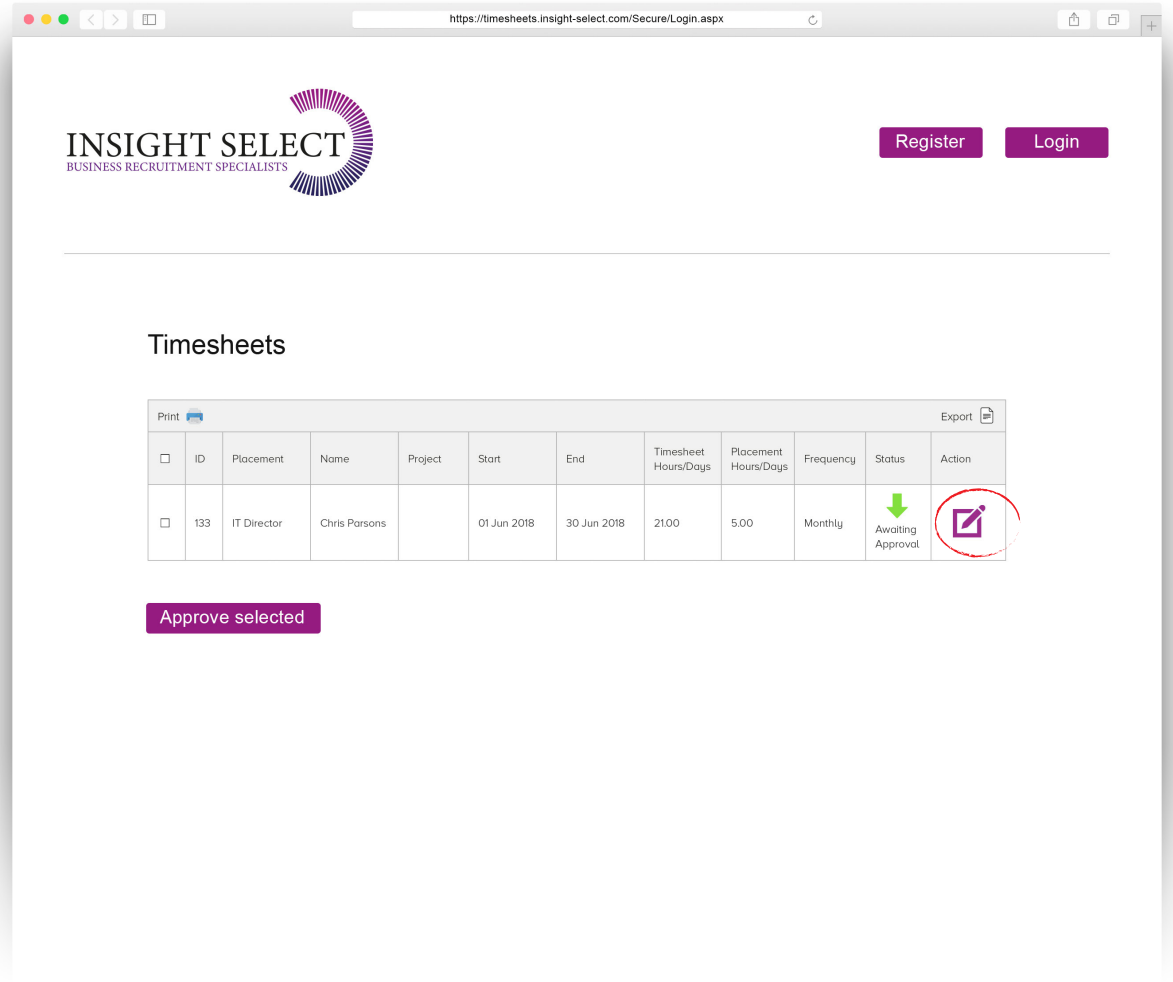
APPROVING TIMESHEETS

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.

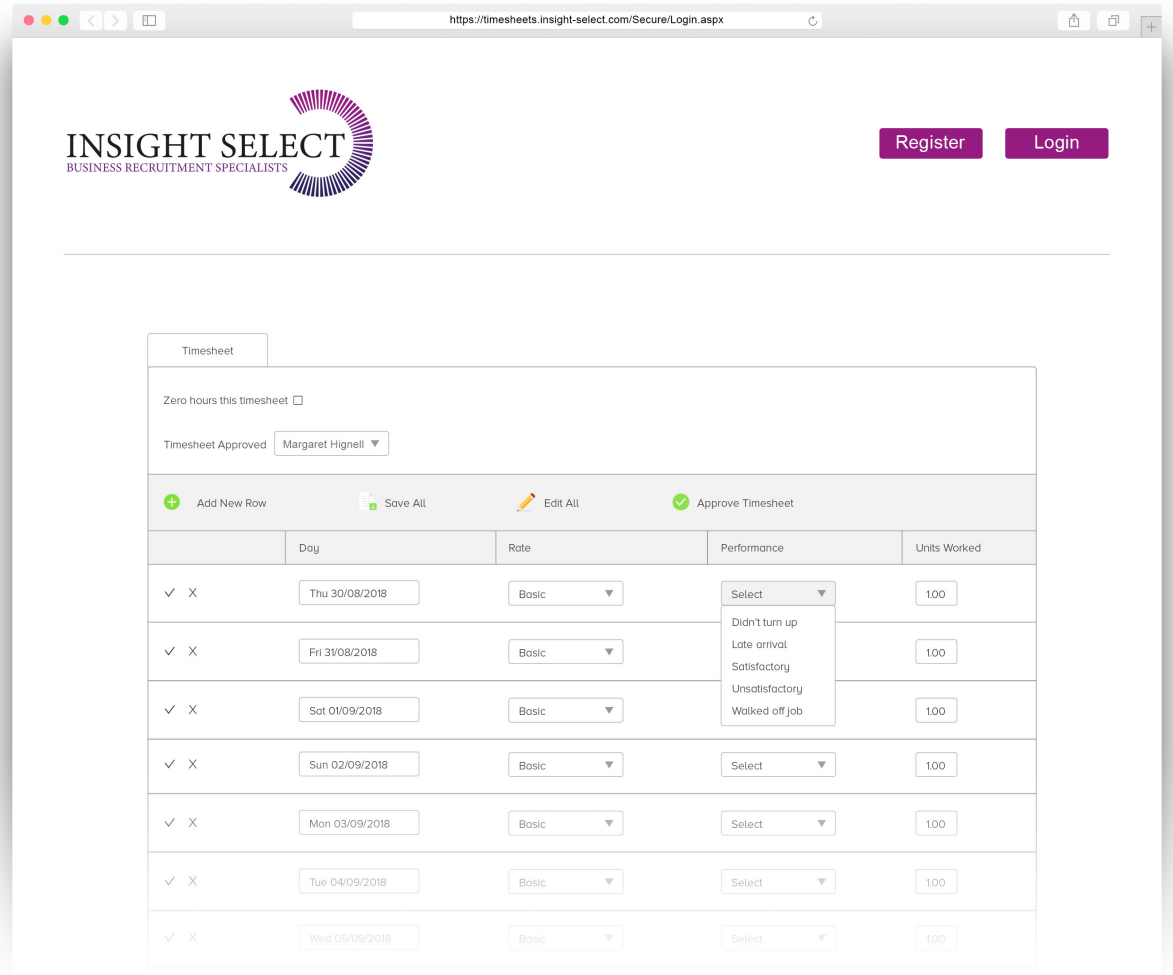


Step 4 continued overleaf...

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.



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.