

INSIGHT SELECT

BUSINESS RECRUITMENT SPECIALISTS



CONTRACTOR TIMESHEET INFORMATION



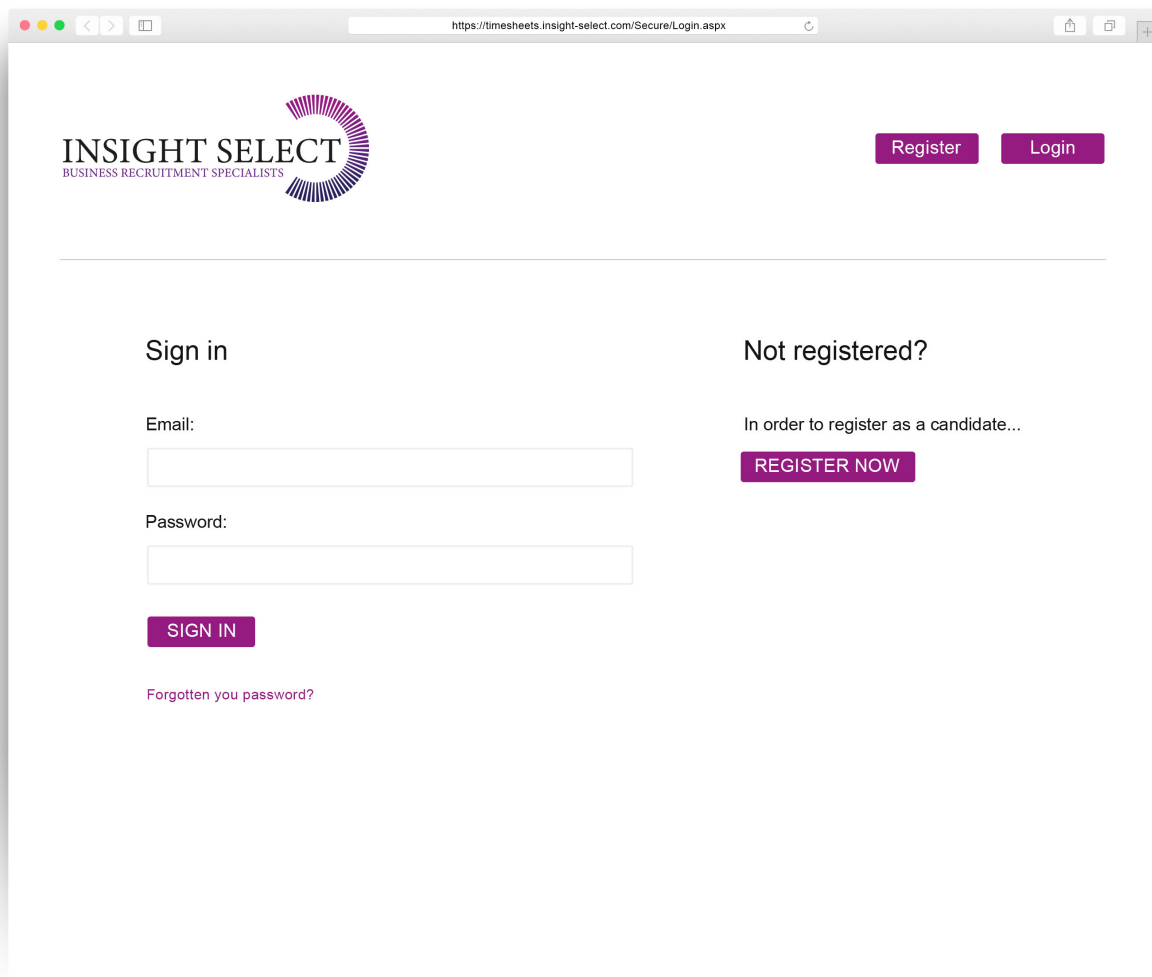
# STEP 1

## DEAR CONTRACTOR

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.

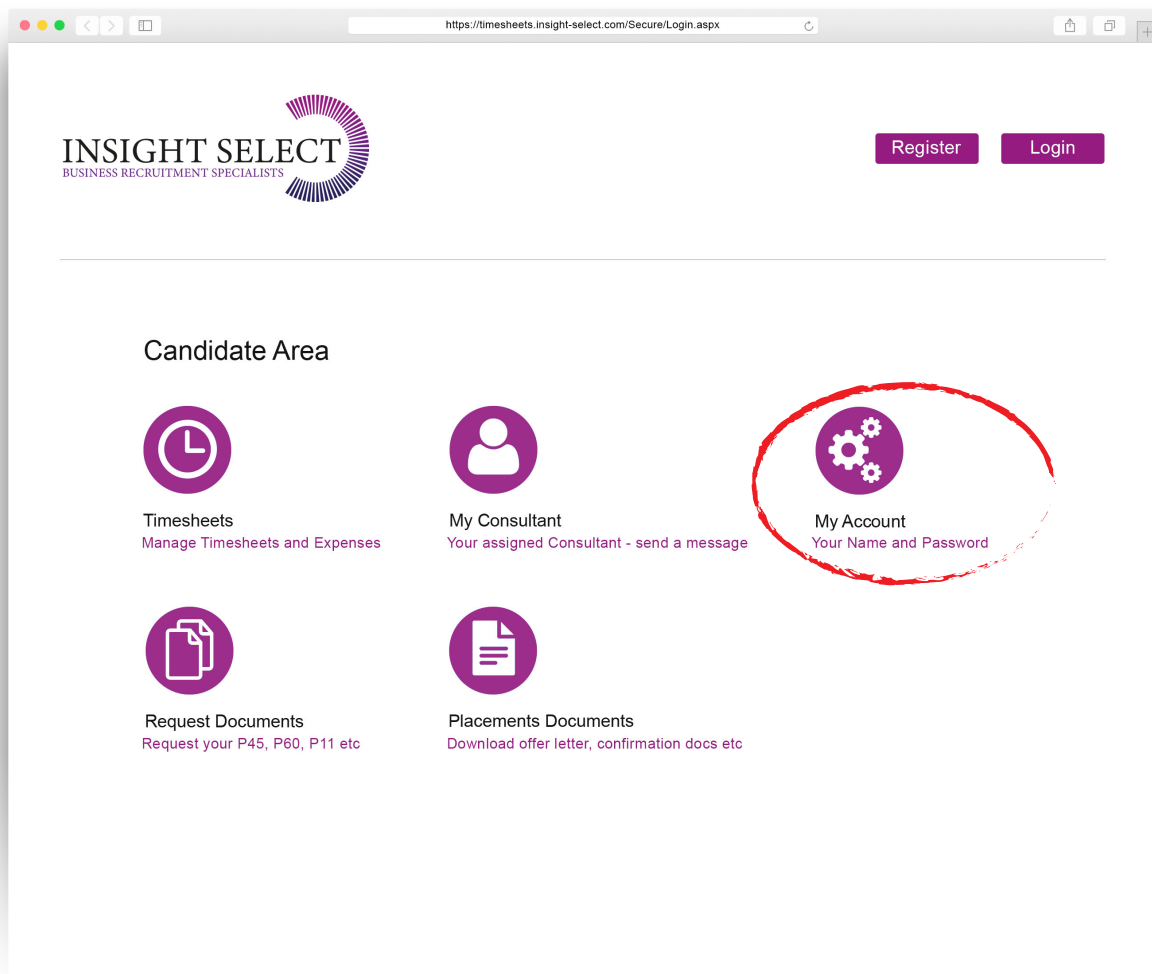


The screenshot shows a web browser window with the URL <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (a circular graphic of vertical lines) and the text "INSIGHT SELECT BUSINESS RECRUITMENT SPECIALISTS". In the top right corner, there are two buttons: "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. Below the "SIGN IN" button is a link that says "Forgotten you password?". On the right, under the heading "Not registered?", there is a text prompt "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.



Step 2 continued overleaf...

# STEP 2 CONTINUED

## PORTAL SUMMARY

When you first log in to the portal, you will see a number of options on the main page. I have included a list below of what each page's function is for your information.



**My Consultant** - this page contains a message form for you to submit mails to your Insight Recruitment Consultant.



**Request Documents** - PAYE staff can use this page to request documentation once they leave employment. This page is not applicable to Limited Company. If you provide your services via an Umbrella Company, you should request these documents from them.



**My Account** - this page is made up of the following sections;

**Your Contact Details** - This will be generated from the information we hold on our system so please check these are correct and update if required. Any changes you make will be updated in our database.

**My Profile** - This will be generated from the information we hold on our system so please check these are correct and update if required. Any changes you make will be updated in our database.

**Suspend Profile** - Once your contract with Insight comes to an end, you can use this page to suspend your profile. To do so you should select the option that applies to you and enter your reasons for doing so, which will then update our records. Please note, that if you are then placed in another contract role, you will require a new account to be re-created, and will have no future access to timesheets submitted previously.

**Password** - You can change your password at any time from within the portal. If you have forgotten your password and require this to be re-set, please email

**Timesheets contact/email address**

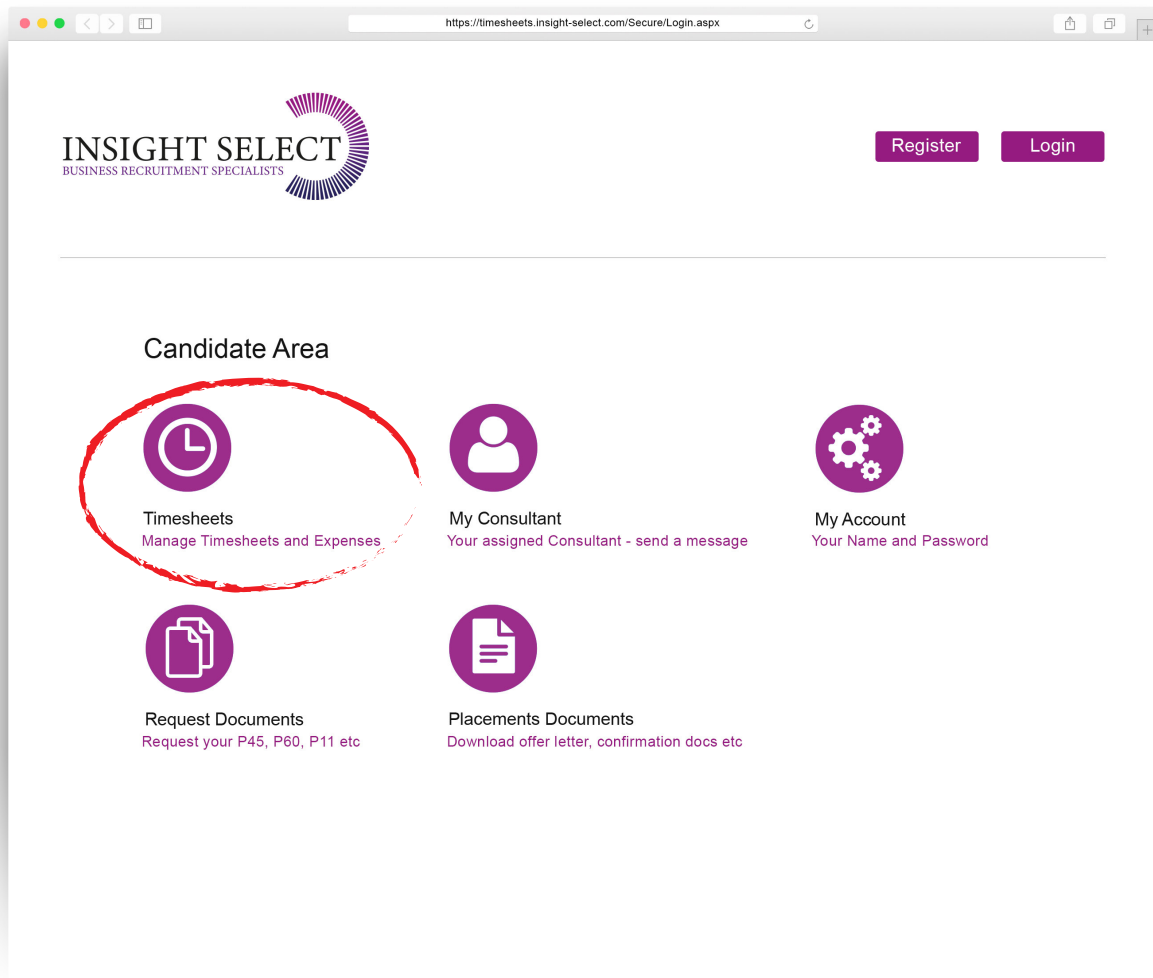


**Placement Documents** - Going forward, contracts will be issued via our system and sent to the email address we hold on record, and copies of such paperwork will be stored here. Unfortunately, we are unable to upload previous versions.

# STEP 3

## SUBMITTING TIMESHEETS

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



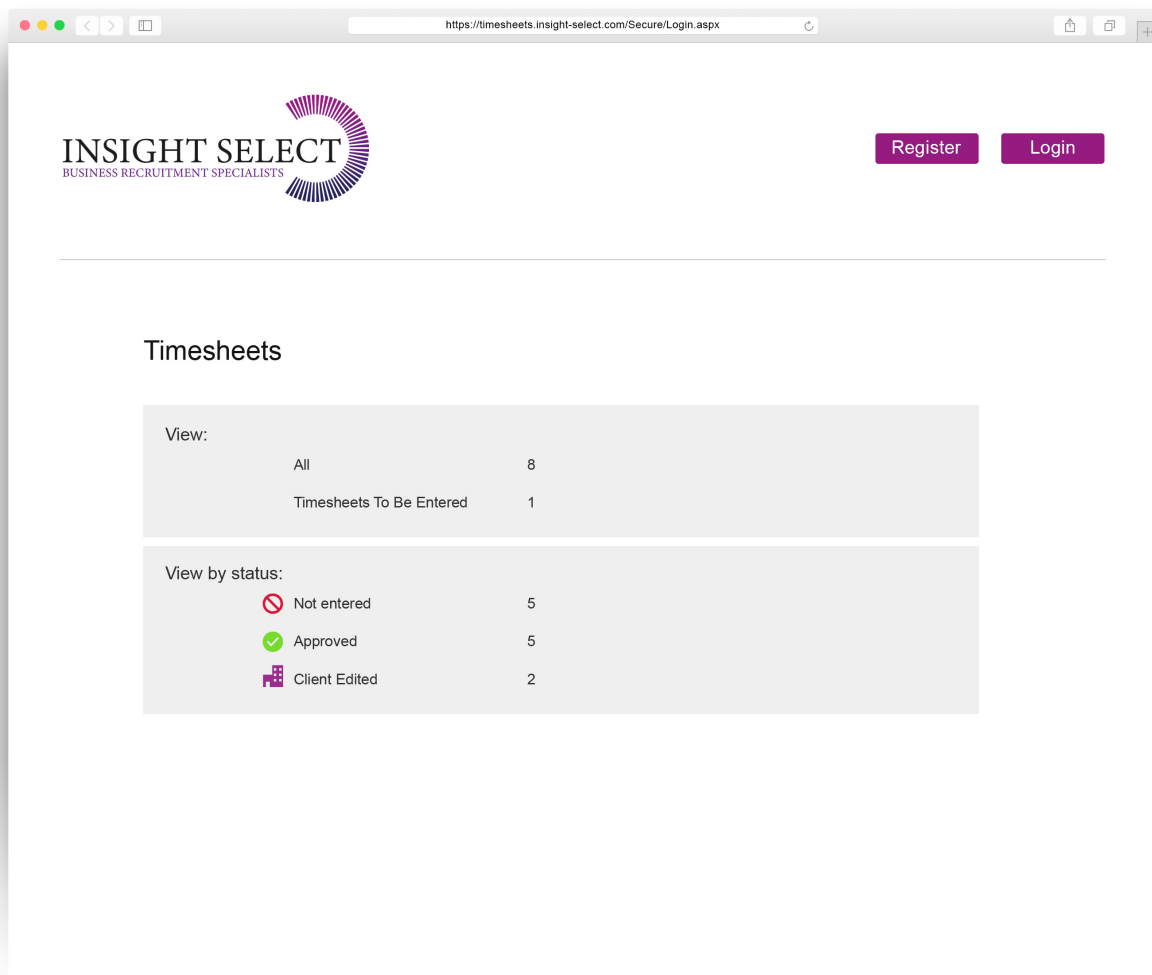
Step 3 continued overleaf..

# 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. The main content area is titled "Timesheets" and contains two summary tables.

**View:**

|                          |   |
|--------------------------|---|
| All                      | 8 |
| Timesheets To Be Entered | 1 |

**View by status:**

|   |   |
|---|---|
|  Not entered   | 5 |
|  Approved      | 5 |
|  Client Edited | 2 |

Step 3 continued overleaf...

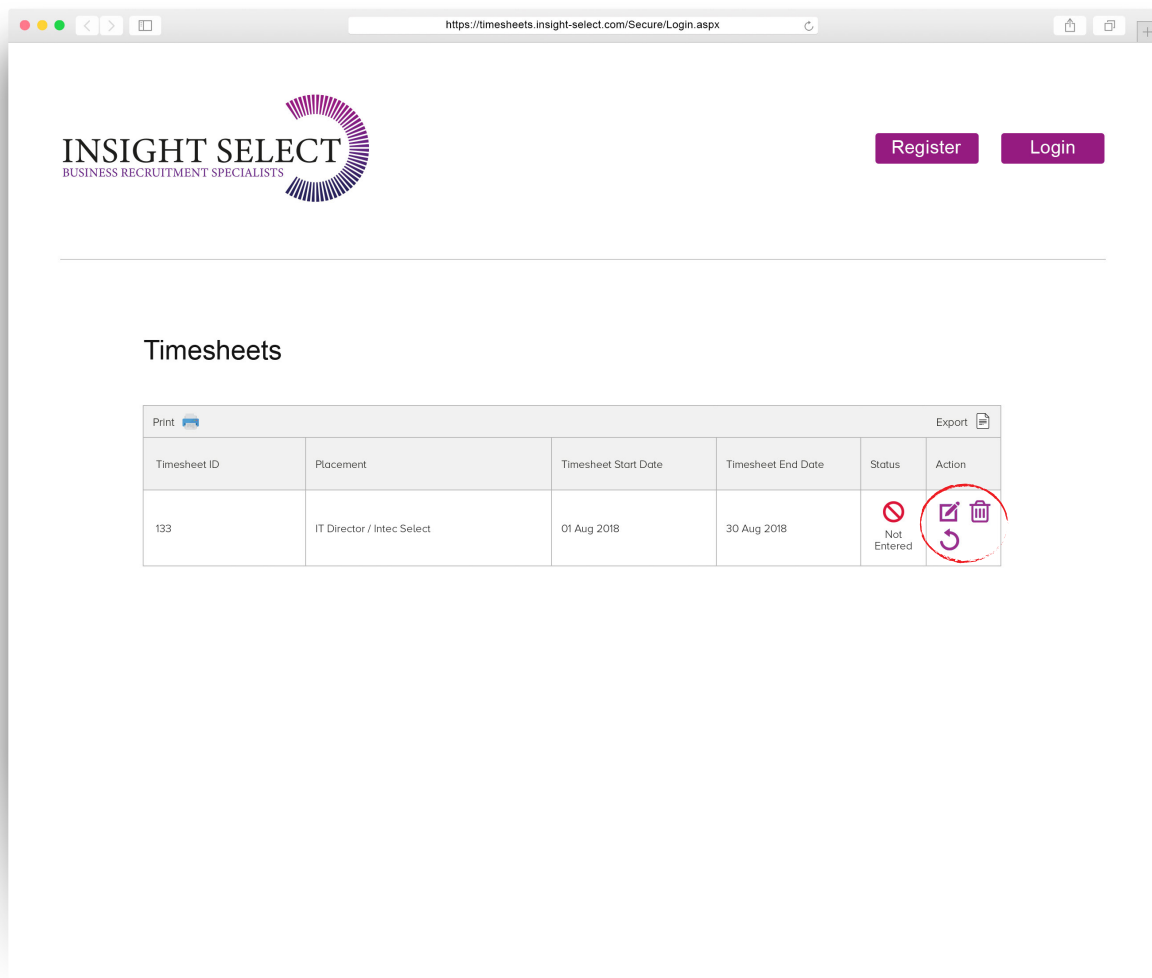
# STEP 3 CONTINUED

Timesheets are generated on the first working day of each month. You should receive an email notification that a new timesheet is ready.


There is a **Save** option at the top of the timesheet, so you may wish to input your time worked at the end of each day/week and then save before submitting at the end of the month.

To submit your time, you should select either **Not Entered / Not Submitted** and find the applicable timesheet.

Select the **Action** icon.



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, the section is titled 'Timesheets'. A table displays a single timesheet entry with the following details:

| Timesheet ID | Placement                  | Timesheet Start Date | Timesheet End Date | Status      | Action  |
|--------------|----------------------------|----------------------|--------------------|-------------|---|
| 133          | IT Director / Intec Select | 01 Aug 2018          | 30 Aug 2018        | Not Entered |  |

The 'Action' column for the 'Not Entered' status contains three icons: a pencil (edit), a trash can (delete), and a circular arrow (refresh). These icons are circled in red in the original image.

Step 3 continued overleaf...

# STEP 3 CONTINUED

The timesheet screen is as follows:

The screenshot shows the 'Timesheets' page in a web browser. The URL is <https://timesheets.insight-select.com/Secure/Login.aspx>. The page features the Insight Select logo (Business Recruitment Specialists) and 'Register' and 'Login' buttons. The main content area is titled 'Timesheets' and includes a 'Timesheet Period' field showing 'From 30/08/18 to 30/09/18'. Below this is a 'Placement' section with details: Timesheet ID: 133, Job: Editor, Client: Insight Select, Rate Units: Day, Date Started: 30/08/18, Date Ending: 30/09/18, and Service Provider: CP Limited. A table below the placement details shows the timesheet entries for the period, with columns for Day, Rate, and Units Worked. The table contains four rows of data for the dates 30/08/2018, 31/08/2018, 01/09/2018, and 02/09/2018, each with a rate of 'Basic' and 1.00 units worked. The page also includes a 'Timesheet Approved' dropdown menu set to 'Margaret Hignell' and buttons for 'Add New Row', 'Save All', 'Edit All', and 'Approve Timesheet'.

**Timesheet Period**  
From 30/08/18 to 30/09/18

**Placement**  
Timesheet ID: 133  
Job: Editor  
Client: Insight Select  
Rate Units: Day  
Date Started: 30/08/18  
Date Ending: 30/09/18  
Service Provider: CP Limited

**Timesheet Table**

|     | Day            | Rate  | Units Worked |
|-----|----------------|-------|--------------|
| ✓ X | Thu 30/08/2018 | Basic | 1.00         |
| ✓ X | Fri 31/08/2018 | Basic | 1.00         |
| ✓ X | Sat 01/09/2018 | Basic | 1.00         |
| ✓ X | Sun 02/09/2018 | Basic | 1.00         |

**Callout Boxes:**

- Timesheet Period should show the calendar month you have just worked.
- Service provider is your Limited Company or Umbrella Company provider. Please check this is correct.
- Timesheet Period should show the calendar month you have just worked.
- The calendar is where you enter any time worked during the month.

Step 3 continued overleaf...



# STEP 3 CONTINUED

In the units worked column, you should enter the number '1' for each day or '0.5' for each half day you have worked within the billing period. If you did not work a day during the month, this can be left at '0'.

If you have worked additional days that do not appear on the timesheet, you should use **Add New Row** then add any additional time.

Once your timesheet is completed, check the total at the bottom adds up correctly, and then hit **Send For Approval**.

If the client has a query on your timesheet, they have 3 options;

- Reject the timesheet in full, at which point you should re-enter time.
- Raise query to you so you can edit and re-send for approval
- Edit the timesheet themselves before approval.

Once the Client has approved your timesheet, you will receive an email notification. If this is not received, you can login to your account and check the status of any timesheet within the **Timesheets** page.