

Guide to online timesheets

The online timesheet system ensures you are able to submit your timesheet securely. The electronic system reduces the risk of errors when calculating your hours and you will also receive an email informing you that your timesheet has been approved. The system is accessible 24 hours a day.

This guide will provide you with instructions for logging in to the online timesheet portal for the first time and information and guidance on how to use the portal.

Logging into the system

Your username and password will be emailed to you, please ensure you keep these details secure.

To login, go to <https://www.timesheets.rgfstaffing.co.uk>

Login screen

Enter your username and password provided over email.

You'll then be taken to the Terms and Conditions screen.

Once you have accepted the Terms and Conditions you'll need to change your password (only if this is your first time using the system).

Changing your password

Enter the Old Password and enter your New Password, twice to confirm the change. and then click the Change button.

When you click the Change button you are taken back to the blank Change Your Password screen with the message that the password has changed.

Click the Cancel button to return to the main menu.

Memorable question and answer

Please add a question and answer below. Please note that the answer must be typed in exactly as it appears here!

Question

Answer

You will be prompted to enter a memorable question and answer, this will be used each time you request a new password through the forgotten password screen.

Timesheet submission

Click on the Outstanding Timesheets option on the left-hand side of the screen, to view a list of timesheets that can be completed.

Ensure you choose the correct timesheet to be completed, by checking the Timesheet Date as detailed below.

Logout Home | Assignments Upcoming

Assignments Upcoming

This is a list of all assignments your consultant has allocated you to work on in the upcoming weeks.

Timesheet	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To
Pending	PAYA117	Internal Placements (Temp & Perm)		15/07/2008 00:00	

OUTSTANDING TIMESHEETS
Change Password
Timesheet History

To enter hours against a timesheet, click on the Edit timesheet link and the Timesheet screen will be displayed.

Logout Home | Assignments Upcoming | Timesheet

Worker: [Name] Timesheet No: A15
Client: [Name] Timesheet Date: 22/02/09
Daily Hours: [Value] Cut-off Date: [Value]

Day	Start	Lunch	Finish	Total Time
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total				00:00 0

Select Authoriser:

Rate Description	Pay Rate	Frequency	Units	Total
Std Hourly Rate	11.00	Hourly	0.00	0.00
Total			0.00	0.00

You can complete or update your timesheet at any time.

You can enter your hours daily, click the Save button after each entry and click submit for authorization only when all hours have been input for the week.

Completing your timesheet

The fields in the Timesheet screen are as follows:

Days of the Week- all times should be entered in 24 hour clock, in the format HH: MM.

Enter the start time, the number of hours for Lunch, and the Finish time. The Total Time and Total Hours fields will be calculated automatically.

Total Time - these fields will be calculated automatically with the actual time worked in hours and minutes.

Total Hours - these fields display the Total Time field as a decimal.

Select Authoriser - the field will be automatically completed with the main authoriser but any other listed Authoriser can be selected.

Units - Firstly it is important to check that your timesheet has been completed correctly.

You must then enter the total Units worked at the bottom of the timesheet. This field should be completed with the decimal hours worked if you are paid an hourly rate, or the total number of days if you are paid a daily rate. (If you enter days it will give you a warning when you click submit, however, if you click submit again this will go).

NOTE: If you are on holiday or absent for any other reason, you must fill in "zero" hours so the timesheet can disappear from the outstanding timesheets tab. Remember that to receive paid holiday you need to complete a holiday form.

- If there are changes still to be made to the Timesheet, click the Save button. The timesheet will still show as Edit but will be in a different colour.
- Once you have clicked the Authoriser Timesheet button the Timesheetscreen will become uneditable.
- The Assignments Upcoming screen will show that the Timesheet is Pending.

This is a list of all assignments your consultant has allocated you to work on in the upcoming weeks.

Timesheet	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To
Pending	PAYA117	Internal Placements (Temp & Perm)		19/07/2008 00:00	

Confirmation of your Timesheet approval

When your timesheet has been authorised by the line manager you will receive an email confirming this. The email will come from the Payroll Team APUK_ePayroll@advantageresourcing.com. The "Subject line" will read: Your timesheet has been authorised.

If your timesheet has been rejected by your line manager you will receive an email that will read: Your timesheet has been rejected (along with the reason for the rejection). Please make the necessary changes and re-submit your timesheet for the authorisation.

If the timesheet is showing as "awaiting consultant authorisation" this means it has been approved and is waiting for it to be pulled through to payroll.

Frequently asked questions

How do I get my login?

Your Login details will be emailed to you from our Payroll Department once you are set up in our payroll system. You will receive an email with your password.

What happens if I have not received my logins?

Check your spam first. Otherwise please contact payroll department at payroll.query@rgfstaffing.co.uk

If my username/password doesn't work, what should I do?

Firstly, double check that your username/password has been entered correctly i.e. the system is case sensitive. If all fails, please contact our payroll department at payroll.query@rgfstaffing.co.uk

Will I receive new logins for each new assignment?

No, unless your email address changes.

Using the timesheet system

When can I start to enter my hours?

Timesheets are generated each Monday for the coming week, although this may be later in the first week of your assignment. You can enter or change your hours from the first day that a timesheet is generated and any time during your assignment.

How do I know that my timesheet has been approved?

You can access the system to check the status of your timesheet at any time, or you will receive an email confirming that your timesheet has been approved.

What happens if I can't use my personal email address at work?

You only need your personal email to receive your login and password. Once your account is set up you should be able to access it from anywhere online.

What must I check before I submit my timesheet to authoriser?

Please ensure that you put the 'total hours' worked in the total hours block at the bottom of your timesheet and that all hours are correct. Please ensure that if you are on a daily rate you enter days in the total box.

What happens next?

What is the deadline for authorised timesheets?

Your timesheet needs to be authorised by 5pm on a Monday. Bank Holiday deadlines will be communicated by Payroll Department well in advance.

Can I edit my timesheet?

You can edit your timesheet before you've submitted it or after your line manager has rejected it.

Do I need to tell my manager to authorise the timesheet?

Your authoriser will receive an email notification; however, it is your responsibility to ensure we receive your timesheet by the deadline, with enough time to prompt the authoriser.

Can I choose the authoriser?

Yes, you can choose your authoriser from the list of approving authorisers available in the portal before you submit your timesheet. The client provides 2 timesheet authorisers at the start of the assignment and these are input into our front office system and feed into 247.

How safe is my data?

All data is secure and encrypted. Only those in possession of login and password can use it.