

# Candidate Portal

## Quick Reference Guide

# Welcome to the Time Portal

Welcome to The Time Portal

Home |

Please login below

User Name

Password

[Forgotten Your Username/Password?](#)

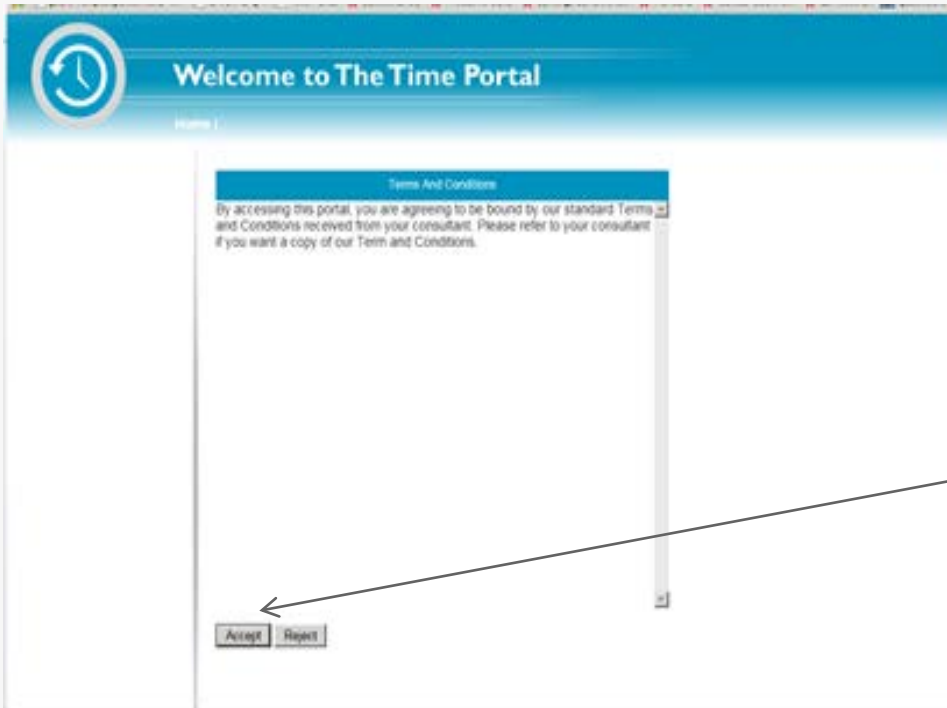
Access your Time Portal through  
[www.thetimeportal.co.uk](http://www.thetimeportal.co.uk)

## Top Tip – Save the link to your favourites

Enter the user name & password provided. You are advised to change your password the first time you log in.

If you forget your Username & Password : Click here for an e-mail & link to reset.

# Welcome to the Time Portal



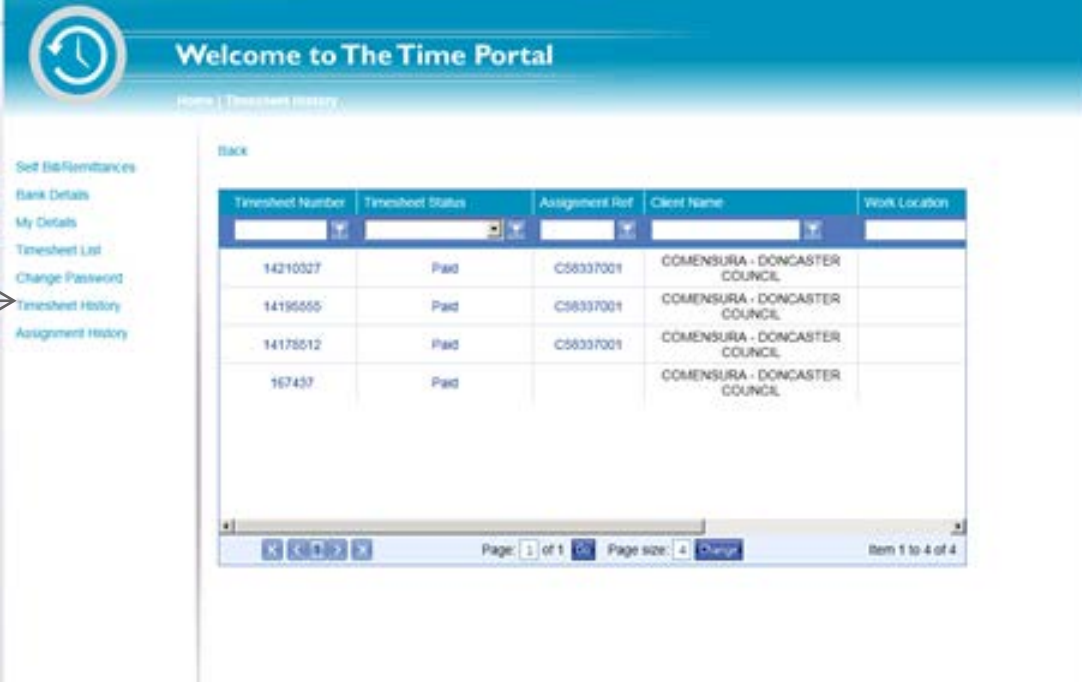
Read the terms of acceptance and click on accept to access your portal.

You will be asked to accept the terms whenever you enter the portal.

# Checking the status of your Timesheet

Along with the weekly SMS updates you will receive about the status of your timesheet, you can also check this on your portal.

Click on **'Timesheet History'**. You can view the status of your current and historical timesheets.



Home | Timesheet History

Back

Timesheet Number	Timesheet Status	Assignment Ref	Client Name	Work Location
14210027	Paid	C58337001	COMENSURA - DONCASTER COUNCIL	
14195555	Paid	C58337001	COMENSURA - DONCASTER COUNCIL	
14178512	Paid	C58337001	COMENSURA - DONCASTER COUNCIL	
167437	Paid		COMENSURA - DONCASTER COUNCIL	

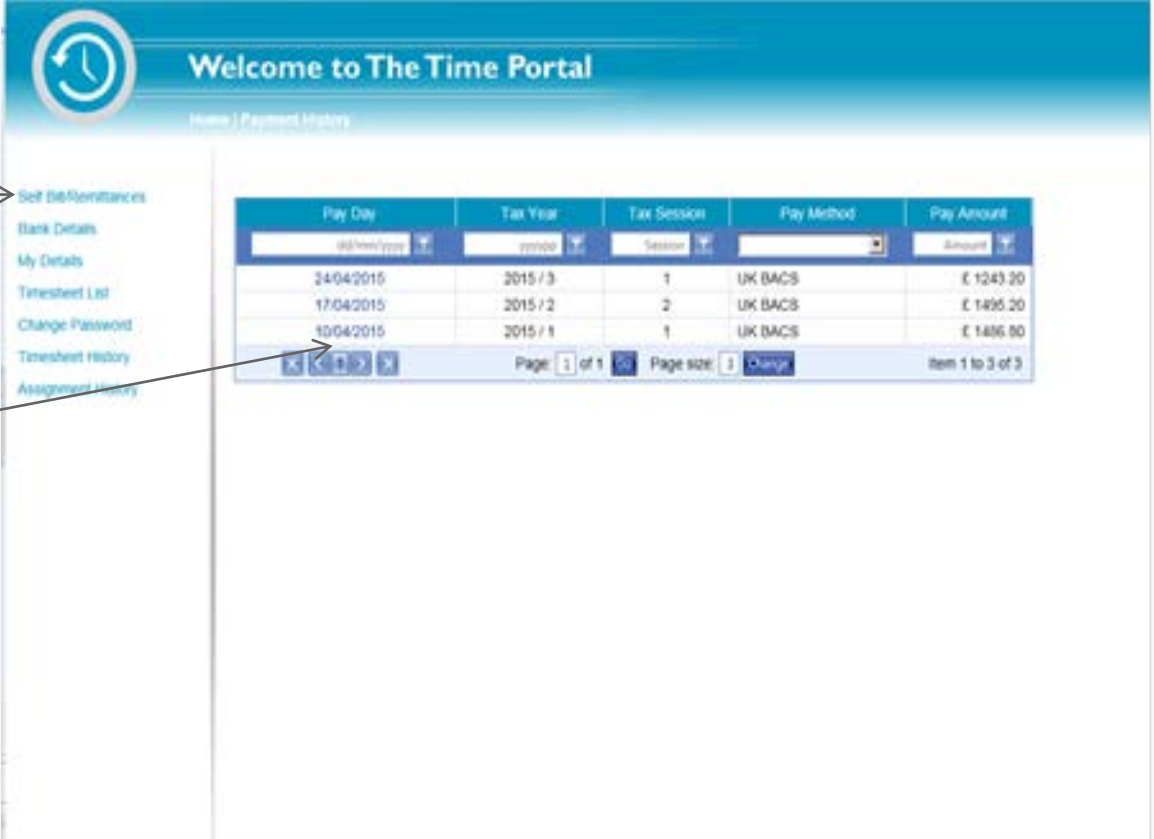
Page: 1 of 1 Page size: 4 Change Item 1 to 4 of 4

# Checking Payslips/Remittances

If you work PAYE or Limited Company, you can also view and download your weekly Payslips/Remittances.

Click on Payslip History OR Self Bill/Remittances.

To open the payslip/remittance, click on the relevant Pay Date.



The screenshot shows a web portal titled "Welcome to The Time Portal" with a navigation menu on the left. The main content area displays a table of payment history. The table has columns for Pay Day, Tax Year, Tax Session, Pay Method, and Pay Amount. The data rows are as follows:

Pay Day	Tax Year	Tax Session	Pay Method	Pay Amount
24/04/2015	2015 / 3	1	UK BACS	£ 1243.20
17/04/2015	2015 / 2	2	UK BACS	£ 1495.20
10/04/2015	2015 / 1	1	UK BACS	£ 1495.80

Navigation controls at the bottom of the table include "Page 1 of 1", "Page size: 1", and "Item 1 to 3 of 3".

# Other Benefits

If you work PAYE you can request your holiday pay through the portal.

You can view the personal and bank details held by us.

You can change your portal password

The screenshot shows a web portal titled "Welcome to The Time Portal" with a navigation menu on the left and a main content area. The navigation menu includes: Set Bill/Remittance, Bank Details, Holiday Pay, My Details, Timesheet List, Change Password, and Timesheet History. The main content area displays holiday pay information and a request form.

**Holiday Pay Available**

Total holiday hours accrued	16.64
Holiday hours brought forward	11.36
Hours holiday paid	13.10
Holiday hours available	3.74
Holiday pay per hour	12.64
Total holiday pay available	47.36

Requested (12.64) hours

Start Date:

Number of hours:

**Weekly History**

Week	Pay	Week	Pay	Week	Pay
Current	0.00	Current - 6	0.00	Current - 10	0.00
Current - 1	13.64	Current - 7	0.00	Current - 11	0.00
Current - 2	11.13	Current - 8	0.00	Current - 12	0.00
Current - 3	11.13	Current - 9	0.00		
Current - 4	14.67				

**Future holiday requests**

Date Holiday Begins	Amount of Holiday Requested Hour	Tax Year	Tax Period
20 Apr 2015	12.64	2015	4