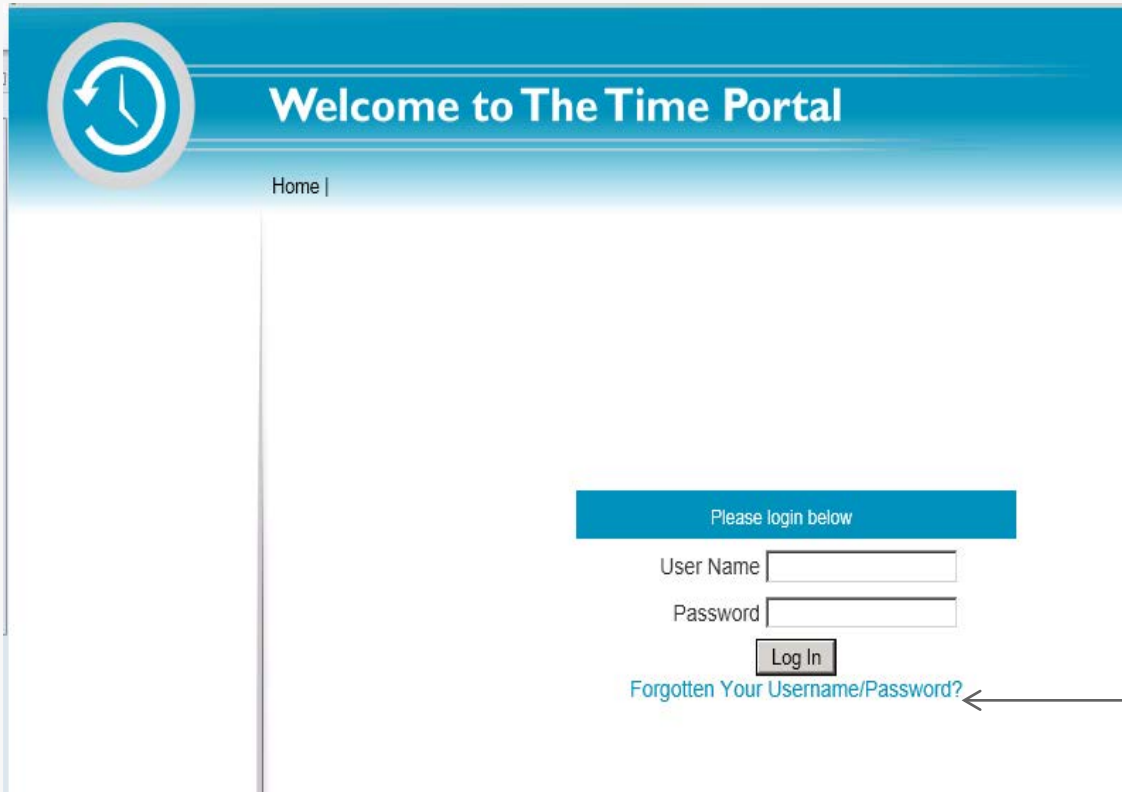


# Candidate Portal

## Quick Reference Guide

# Welcome to the Time Portal



Welcome to The Time Portal

Home |

Please login below

User Name

Password

[Forgotten Your Username/Password?](#)

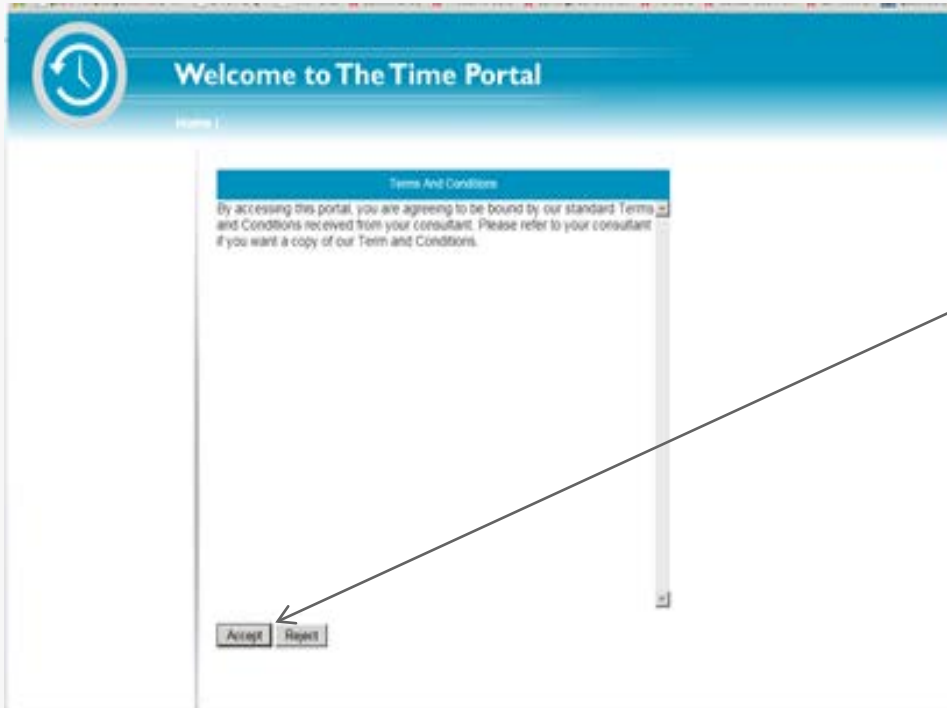
Access your Time Portal through  
[www.thetimeportal.co.uk](http://www.thetimeportal.co.uk)

***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.

# Creating Timesheets

Vanessa Easy, Welcome to the worker portal  
Date of last log in: 25/04/2015 16:40:49  
You were last paid €900.00 on 24/04/2015

Messages

Welcome to the web portal

Displaying 1 - 1 of 1 | View All

Assignment Ref	Create Timesheet	Client	Location	Actual End Date	Job Title
C5020001	Create Timesheet	Services Kent Ltd	Kent	16/03/2016	OSW Family Support

Summary of last log in and will include details of the most recent payment.

Important messages from Eden Brown / Eden Brown Synergy will appear here.

Click here to Create your Timesheet for the week/s you have worked

# Creating Timesheets

Welcome to The Time Portal

Home | Timesheets List | Create Timesheet

Self Bill Remittances  
Bank Details  
My Details  
Timesheet List  
Change Password  
Timesheet History  
Assignment History

**C58228001** Open

Commercial Services Kent Ltd  
15361L1

**Create Timesheet**

Start Week:

Timesheet Number	Timesheet Status	Assignment Ref	Client Name	Work Location
A000001602	Awaiting client authorisation	C58226001	Commercial Services Kent Ltd	Kent
A000001149AA	Paid	C58226001	Commercial Services Kent Ltd	Kent
A000000937AA	Paid	C58226001	Commercial Services Kent Ltd	Kent
A000000901	Not worked	C58226001	Commercial Services Kent Ltd	Kent

Select the correct working week and click update

# Completing Timesheets

Wednesday 30/04/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Thursday 01/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Friday 02/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Saturday 03/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Sunday 04/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Timesheet Total				0.00	0.00
<input type="button" value="Not Worked"/> <input type="button" value="Complete Timesheet"/>					

For each day worked, enter pay type, start time, breaks and end time then **click Add**.

When finished click on complete timesheet

**THIS HAS NOT SUBMITTED YOUR TIMESHEET FOR AUTHORISATION – PLEASE CLICK SUBMIT ON THE NEXT PAGE**

# Claiming Expenses

Date	Activity	Units	Pay	Total
17/11/2014	General Expenses	1.00	150.00	150.00
17/11/2014	Mileage	50.00	0.45	22.50
	Please Select	0	0	0

If you are eligible, you can claim expenses on your timesheet.

**For Expenses** – Enter the date, in the units field put in 1, in the pay field enter the amount of money you are claiming. **CLICK ON ADD.**

**For Mileage** – Enter the date, in the units field enter how many miles you are claiming for, in the pay field enter the pence per mile you can claim eg 0.45 for 45p. **CLICK ON ADD.**

You can upload receipts here.

When finished click on complete timesheet

**THIS HAS NOT SUBMITTED YOUR TIMESHEET FOR AUTHORISATION – PLEASE CLICK SUBMIT ON THE NEXT PAGE**

# Submitting your Timesheet

Timeline History		Timesheet Entry						
j.patel@hcigltd.com: Worker Timesheet Cutoff Reminder 06/05/2015 11:45		Rate Description	Start	Break	Finish	Hours	Pay	
		Monday 28/04/2014						
		Standard Hours	28/04/2014 08:00	01:00	28/04/2014 17:00	8.00	280.00	
		Daily Total				8.00	280.00	
		Tuesday 29/04/2014						
		Daily Total				0.00	0.00	
		Wednesday 30/04/2014						
		Daily Total				0.00	0.00	
		Thursday 01/05/2014						
		Daily Total				0.00	0.00	
		Friday 02/05/2014						
		Daily Total				0.00	0.00	
		Saturday 03/05/2014						
		Daily Total				0.00	0.00	
		Sunday 04/05/2014						
		Daily Total				0.00	0.00	
		Timesheet Total				8.00	280.00	

[Submit](#) [Edit Timesheet](#)

Preview the timesheet then click **Submit**. An email will then be sent to the person authorising the timesheet prompting them to log in and authorise.



# Amending Timesheets

## Click on Timesheet List

If the timesheet says 'Edit' you have not yet submitted it for authorisation and can be amended.

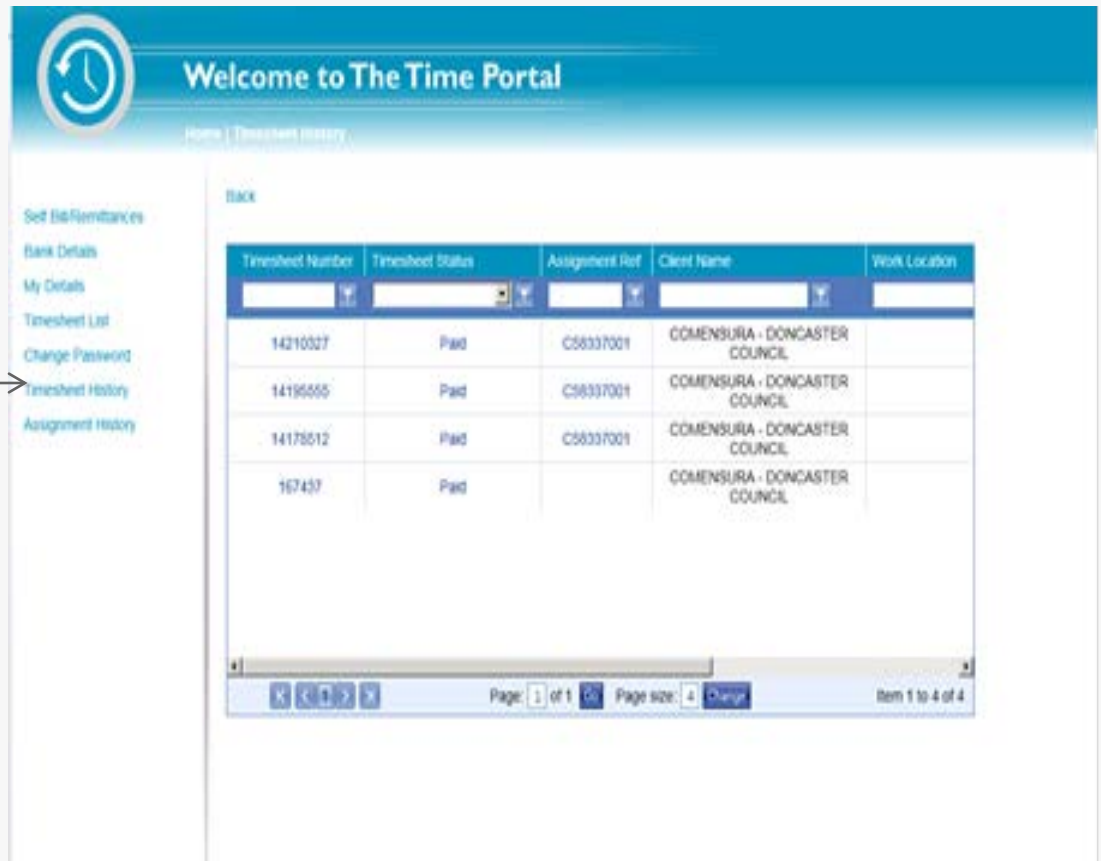
If the timesheet says 'Pending', it has been submitted for authorisation. If you need to amend it, you will need to open it, 'Recall' it and recomplete it.

Status	Timesheet Number	Client Name	Location	TS Date
Edit	A2700	OWEN MUMFORD LTD		07/06/2015
Pending	A2062	OWEN MUMFORD LTD		31/05/2015

# 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.



The screenshot displays the 'Welcome to The Time Portal' interface. A navigation menu on the left includes 'Set Preferences', 'Bank Details', 'My Details', 'Timesheet List', 'Change Password', 'Timesheet History', and 'Assignment History'. The 'Timesheet History' link is highlighted with an arrow from the text on the left. The main content area shows a table with the following data:

Timesheet Number	Timesheet Status	Assignment Ref	Client Name	Work Location
14210027	Paid	C56337001	COMENSURA - DONCASTER COUNCIL	
14196655	Paid	C56337001	COMENSURA - DONCASTER COUNCIL	
14178512	Paid	C56337001	COMENSURA - DONCASTER COUNCIL	
167457	Paid		COMENSURA - DONCASTER COUNCIL	

At the bottom of the table, there is a pagination control showing 'Page: 1 of 1', 'Page size: 4', and '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.

Welcome to The Time Portal

Home | Payment History

Self Bill/Remittances

Bank Details

My Details

Timesheet List

Change Password

Timesheet History

Assignment History

Pay Day	Tax Year	Tax Session	Pay Method	Pay Amount
08/04/2015	2015	Session		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

Page: 1 of 1 Page size: 1 Change 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 interface for 'The Time Portal'. The header includes a clock icon and the text 'Welcome to The Time Portal' with a breadcrumb 'Home | Holiday Pay'. A left-hand navigation menu lists: 'Set Bill/Invoices', 'Bank Details', 'Holiday Pay', 'My Details', 'Timesheet List', 'Change Password', and 'Timesheet History'. The main content area features a note: 'Your actual holiday pay is calculated based on your average earnings for the 12 weeks prior to your request. It should be noted that your actual earnings may not reflect such pay.' Below this is a 'Holiday Pay Available' table:

Holiday Pay Available	
Total holiday hours accrued	15.64
Holiday hours brought forward	11.36
Hours holiday paid	13.10
Holiday hours available	3.74
Holiday pay per hours	12.64
Total holiday pay available	47.36

Below the table is a form to request holiday pay. It includes a 'Requested (12.64) hours' label, a 'Start Date' input field, and a 'Number of hours' input field. A 'Request Holiday Pay' button is positioned below the form.

Further down is a 'Weekly History' table:

Week	Pay	Week	Pay	Week	Pay
Current	0.00	Current - 5	0.00	Current - 10	0.00
Current - 1	13.64	Current - 6	0.00	Current - 11	0.00
Current - 2	11.13	Current - 7	0.00	Current - 12	0.00
Current - 3	11.13	Current - 8	0.00		
Current - 4	14.67	Current - 9	0.00		

At the bottom is a 'Future holiday requests' table:

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