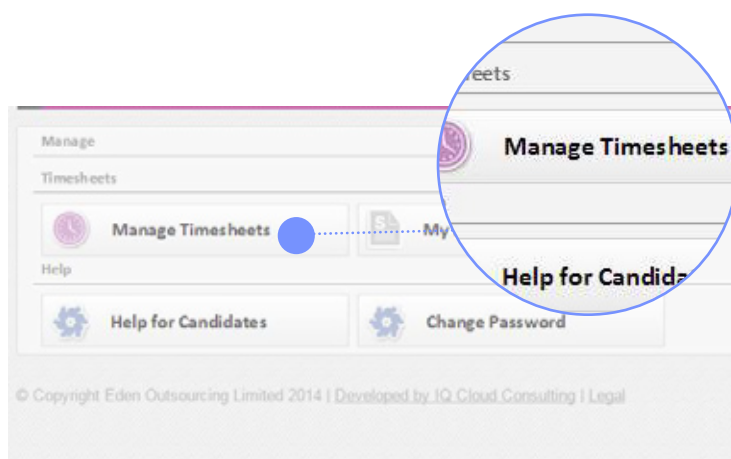
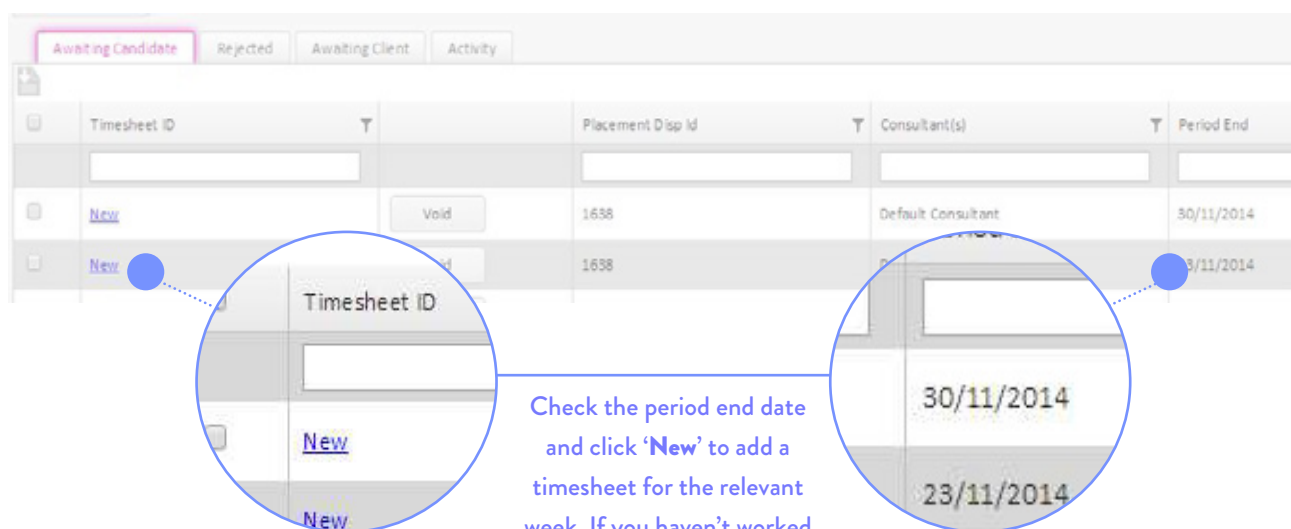


ADDING YOUR ONLINE TIMESHEET

THE STEPS: CLICK ON THE LINK PROVIDED IN YOUR EMAIL AND ENTER YOUR LOG IN DETAILS.



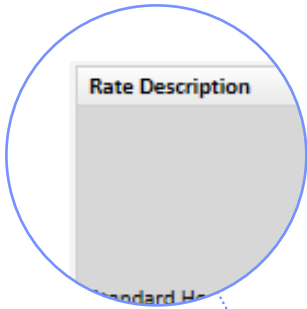
Click on 'Manage Timesheets' to find any timesheets that are due.



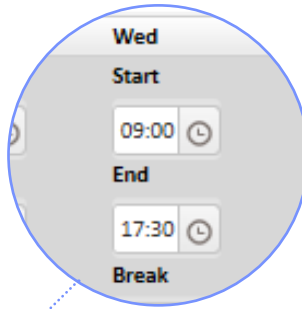
Check the period end date and click 'New' to add a timesheet for the relevant week. If you haven't worked please click the 'Void' button and select a reason from the dropdown list.

ONLINE TIMESHEET INSTRUCTIONS

THE STEPS:



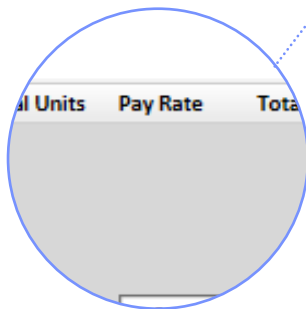
Please Make sure you submit with the correct Code as each code has a different rate.



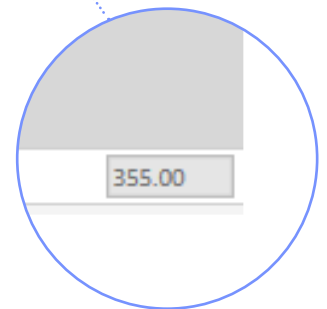
Add your Start/End times including Break time worked each day. The total hours for the day will appear at the bottom and the total for the week will appear on the right.

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Hours	Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00	22.5	10.00	225.00
	End	17:30	17:30	17:30	17:30	17:30	17:30	17:30			
	Break	00:00	00:00	01:00	01:00	01:00	01:00	01:00			
	Timesheet Hours	00:00	00:00	01:00	01:00	01:00	01:00	01:00			
	Total	0	0	0	0	0	0	0			
Saturday / Nights	Start						13:00		0	20.00	40.00
	End						15:00				
	Break						00:00				
	Timesheet Hours						00:00				
	Total	0	0	0	0	0	0	0			
Sunday / Bank Holiday	Start							14:00	1	30.00	30.00
	End							17:30			
	Break							00:30			
	Timesheet Hours							00:30			
	Total	0	0	0	0	0	0	0			
											355.00

Each Pay Rate is different depending on the Code



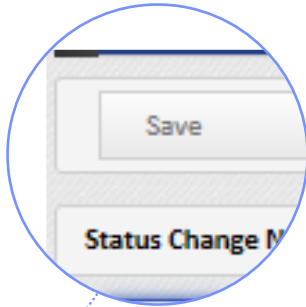
The Total Net Pay will appear here. Vat, if applicable will be added automatically



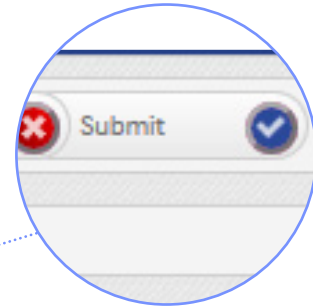
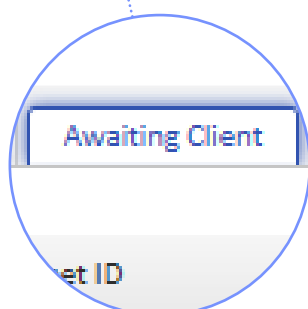
ONLINE TIMESHEET INSTRUCTIONS

THE STEPS:

Once you have finished adding your timesheet, please click 'Save' to save the timesheet to your account.



Then click 'Submit' to send your timesheet through for approval.

A screenshot of the online timesheet form. At the top, there are buttons for 'Save', 'Delete', 'Submit', and a checkmark icon. Below these is a 'Status Change Note' field. The form includes tabs for 'Main' and 'Workflow'. A message states: 'You must confirm the amounts match.' The user 'Adam Dar' is logged in. The form contains fields for: Timesheet ID (2887328), Placement (Aristar Financial Consulting Ltd -), Week End Date (07/01/2018), Pay Currency (GBP), PO Ref, Cost Centre, Timesheet Type (Standard), Notes, Created Date (16/05/2018 15:31:26), and On Hold (checkbox). A 'Placement Rates' tab is active, showing a 'Time' table with columns for days of the week and rows for Rate Description, UOM, Start, End, Break, and Timesheet Hours.A screenshot of the 'Manage Timesheets' interface. The 'Awaiting Client' tab is selected. A table lists submitted timesheets. A blue circle highlights the 'Awaiting Client' tab label. The table has columns for Timesheet ID, Created, Period End, and Placement Disp Id. A row is visible with Timesheet ID 2887328, Created 16/05/2018 15:31, Period End 07/01/2018, and Placement Disp Id DEMO - ADARARI01. A 'Retract' button is next to the row. A 'Count: 1' is shown at the bottom of the table.

Once you have submitted your timesheet, it will appear in the tab 'Awaiting Client' in 'Manage Timesheets'. This is now pending approval.