

# THINKSR ONLINE TIMESHEET AUTHORISATION

## INSTRUCTIONS

- 1. You will receive an email from our online timesheet system tifo, make sure you register within 48 hours otherwise it times out. If it does time out just click on reset password and you will receive a second email to activate:**

You have been issued a link for the Think SR online portal

To complete your registration simply click the link below to confirm your email address and choose your password:

[Register](#)

Once completed you are then free to make use of the online portal functionality.

The link is valid only for 48 hours. If you did not get the chance to set-up a password before the link has expired, you can request a password reset link to get access to the portal.

[Reset Password](#)

- 2. Please login and you will see the following screen**

### Terms & Conditions

The timesheets for authorisation have been prepared by the worker we have supplied in accordance with our terms and conditions. Authorising this timesheet indicates your acceptance of those terms.

"I am an authorised signatory for this business. I am signing below to confirm the time I am authorising is accurate and I understand that approving this timesheet is an approval for payment"

Your authorisation of the timesheets is your confirmation the details are correct and there will be no delay in holding back a payment that is due to us.

[Agree](#)

3. Once you agree terms and conditions you will see the following dashboard. If the contractor hasn't submitted the timesheet it will show no submitted timesheets as below

**think**  
specialist recruitment

Home Timesheets

Welcome, Amy Brown

**TEST VERSION**

**Amy Brown**  
View Approver Details

**1** Assignments  
Current assignments

**0** Submitted  
Timesheets which need a decision.

**0** Approved  
Timesheets which have been approved.

**0** Rejected  
Timesheets which have been rejected.

**Assignments** 1 Assignment

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	17/09/2017	29/09/2017	Manage

**Timesheets** 0 Timesheets

Contractor	Job Title	Start Date	End Date	Total Hours	Status	Actions
No timesheets found.						

4. If the contractor has submitted their timesheet, you will see that it shows 1 submitted timesheet. You have the option to View, Approve or Reject the timesheet

**Amy Brown**  
View Approver Details

**2** Assignments  
Current assignments

**1** Submitted  
Timesheets which need a decision.

**0** Approved  
Timesheets which have been approved.

**0** Rejected  
Timesheets which have been rejected.

**Assignments** 2 Assignments

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	09/09/2017	29/09/2017	Manage
Adam Smith	0002	11/09/2017	29/09/2017	Manage

**Timesheets** 1 Timesheet

Contractor	Job Title	Start Date	End Date	Total Hours	Status	Actions
Adam Smith	Admin Assistant	09/09/2017	15/09/2017	7.00	Submitted	View Approve Reject

5. If you click on view the timesheet it will take you into the full timesheet where you can check hours worked, comments and the notes box. If you are happy with the timesheet press approve

**Timesheet Details**

**Assignment Details**

Name	Adam Smith	Start Date	11/09/2017
Reference	0001	End Date	29/09/2017
Client	0001		
Contract Pay Rate	1000		

**Approvers**

Name	Job Title

**Assignment**

Date	Changed By	Entry
09/09/2017 10:00:00	Adam Smith	1000
09/09/2017 10:00:00	Adam Smith	1000

**Timesheet Details**

Contractor: Adam Smith  
From: 09/09/2017  
To: 29/09/2017  
Rate Type: Hourly  
Start/End: 09:00 - 17:00  
Charge Rate: £10.00  
Submitted

PLEASE PAY 1.6 HOURS HOLIDAY FOR WEDNESDAY 20th SEPTEMBER

Date	Start	End	Break	Comments
Tue 19 Sep 2017	09:00	17:00	09:30 - 10:30	
Wed 20 Sep 2017	09:00	13:00	09:30 - 10:30	HOLIDAY (1.6 HOURS)
Thu 21 Sep 2017	09:00	17:00	09:30 - 10:30	
Fri 22 Sep 2017	09:00	17:00	09:30 - 10:30	

6. You will then see confirmation at the top of the screen that the timesheet has been approved

**Amy Brown**  
View Approver Details

Timesheet Approved

**2** Assignments  
Current assignments

**0** Submitted  
Timesheets which need a decision

**1** Approved  
Timesheets which have been approved

**0** Rejected  
Timesheets which have been rejected

**Assignments** 2 Assignments

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	09/09/2017	29/09/2017	Manage
Adam Smith	0002	11/09/2017	29/09/2017	Manage

**Timesheets** 0 Timesheets

Contractor	Job Title	Start Date	End Date	Total Hours	Status	Actions
No timesheets found.						

7. If you want to dispute the hours click on reject and fill in the 'Timesheet Rejection' box with the reason why and how you would like the temp to resubmit their timesheet

**Timesheet Details**

Contractor: Adam Smith  
From: 18/09/2017  
To: 22/09/2017  
Rate Type: Hourly  
Total Hours: 34.00  
Charge Rate: £20.00  
Status: Submitted

Uploaded Documents: No documents uploaded

**Timesheet Rejection**

Rejection Reason  
Please note that this rejection will be recorded on the contractor's record.  
Please include details of the reason you are rejecting this timesheet.  
Holiday taken was Thursday 21st September not Wednesday 20th September please amend

OK Cancel

Mon 18 Sep 2017  
Start: 09:00  
End: 17:30  
Break: 01:00

Tue 19 Sep 2017  
Start: 09:00  
End: 17:30  
Break: 01:00

Wed 20 Sep 2017  
Start: 09:00  
End: 13:00  
Break: 00:00  
Comments: HOLIDAY IN AFTERNOON

Thu 21 Sep 2017  
Start: 09:00  
End: 17:30  
Break: 01:00

Fri 22 Sep 2017  
Start: 09:00  
End: 17:30  
Break: 01:00

8. You will then be taken back to the home screen to show that you have one rejected timesheet. The temp will then receive notification that their timesheet has been rejected to action. They will then have to submit a new timesheet for your authorisation

**Amy Brown**  
View Approver Details

Timesheet Rejected

**3** Assignments  
Current assignments

**1** Submitted  
Timesheets which need a decision

**1** Approved  
Timesheets which have been approved

**1** Rejected  
Timesheets which have been rejected

**Assignments** 3 Assignments

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	09/09/2017	29/09/2017	Manage
Adam Smith	0002	11/09/2017	29/09/2017	Manage
Alison Roberts	0003	09/09/2017	30/09/2017	Manage

**Timesheets** 1 Timesheet

Contractor	Job Title	Start Date	End Date	Total Hours	Status	Actions
Alison Roberts	Administration Assistant	11/09/2017	15/09/2017	37.50	Submitted	View Approve Reject

**9. If you have more than one temp worker you will see the submitted timesheets on the same screen**

The screenshot shows the Think SR portal interface for Amy Brown. At the top, it says 'think' and 'TEST VERSION'. Below that, it says 'Amy Brown' and 'View Approver Details'. There are three summary cards: '3 Assignments' (Current assignments), '2 Submitted' (Timesheets which need a decision), and '1 Approved' (Timesheets which have been approved). Below these are two tables: 'Assignments' and 'Timesheets'. The 'Assignments' table has 3 rows with columns: Name, Reference, Start Date, End Date, and Actions. The 'Timesheets' table has 2 rows with columns: Contractor, Job Title, Start Date, End Date, Total Hours, Status, and Actions. A blue arrow points to the 'Timesheets' table.

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	09/09/2017	29/09/2017	Manage
Adam Smith	0002	11/09/2017	29/09/2017	Manage
Alison Roberts	0003	09/09/2017	30/09/2017	Manage

Contractor	Job Title	Start Date	End Date	Total Hours	Status	Actions
Alison Roberts	Administration Assistant	11/09/2017	15/09/2017	37.50	Submitted	View Approve Report
Adam Smith	Admin Assistant	18/09/2017	22/09/2017	34.00	Submitted	View Approve Report

**10. Once you have actioned all your timesheets you will see all approved and rejected timesheets and that there are no outstanding timesheets to action**

The screenshot shows the Think SR portal interface for Amy Brown. At the top, it says 'think' and 'TEST VERSION'. Below that, it says 'Amy Brown' and 'View Approver Details'. There are three summary cards: '3 Assignments' (Current assignments), '0 Submitted' (Timesheets which need a decision), and '2 Approved' (Timesheets which have been approved). Below these are two tables: 'Assignments' and 'Timesheets'. The 'Assignments' table has 3 rows with columns: Name, Reference, Start Date, End Date, and Actions. The 'Timesheets' table is empty, showing 'No timesheets found.' A blue arrow points to the empty 'Timesheets' table.

Name	Reference	Start Date	End Date	Actions
Adam Smith	0001	09/09/2017	29/09/2017	Manage
Adam Smith	0002	11/09/2017	29/09/2017	Manage
Alison Roberts	0003	09/09/2017	30/09/2017	Manage

No timesheets found.

**11. You will receive an email notification every week once your temp has submitted their timesheet for your authorisation**

**Outstanding timesheet(s) to approve on the Think SR online portal**

Dear Amy,

There are one or more timesheets awaiting your approval, without which, processing cannot commence.

Timesheets can be reviewed and approved by clicking here (<https://thinksr-tifo-test.azurewebsites.net>). Any changes or rejections of the timesheet will automatically notify the candidate.

Please note that this email has been automatically generated, if you need any further assistance regarding the portal please email [timesheets@thinksr.com](mailto:timesheets@thinksr.com) or call (44) 01442 450585.

Kind regards,

Think SR



**12. You will receive a reminder close to the deadline of 10am on a Tuesday morning to ensure that the temps timesheet has been authorised on time. If it is not authorised by 10am on a Tuesday the temps pay will be delayed by 1 week**

**13. If you do miss the deadline both you and the temp will receive notification**

## Timesheet deadline has passed! Login to review timesheets!

Dear Amy,

There are one or more timesheets awaiting your approval, without which, processing cannot commence.

Please be aware that the deadline has now passed for this period, and timesheets authorised after the deadline may result in delays to payment.

Timesheets can be reviewed and approved by clicking here (<https://thinksr-tifo-test.azurewebsites.net>). Any changes or rejections of the timesheet will automatically notify the candidate.

Please note that this email has been automatically generated, if you need any further assistance regarding the portal please email [timesheets@thinksr.com](mailto:timesheets@thinksr.com) or call (44) 01442 450585.

Kind regards,

Think SR



**14. If you have any queries regarding this please do not hesitate to contact your Consultant – Alex – 01442 531158 or Bobby 01442 531161**