#### 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 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.



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

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TEST VERSION			
Amy Brown View Approver Details			
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0 Rejected Timosheets which have been rejected	Ŵ		
Assignments	1 Assignment	Timesheets	0 Timesheets
Name         Reference         Start Date           Adam Smith         0001         17/09/2017	End Date Actions 29/09/2017 Manage	Contractor Job Title Start Date End Date Total Hours No timesheets found.	Status Actions

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

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Adam Smith	0002	11/09/2017	29/09/201	7 Manage								

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

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

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Adam Smith Adam Smith	0001	09/09/2017	29/09/2 29/09/2	017 Manage 017 Manage	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 De	Timesheet Details				Timesheet Rejection X Please include details of the					×		
Contractor	Adam Smith				Rejection Reason Please note that this Holiday taken was	Rejection Reason reason you are registing this immediated the method to the second sec						
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Total Hours	34.00								ок	Cancel		
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Comments Reside Roma		Comments Reset Res	nove Row	Comment: HOLIDA Reset R	S Y IN AFTERNOON	Comments Reset R	smove Row		Comments Reset Re			

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

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Timesheet Rejected													
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Adam Smith	0001		29/09/20	17 Manage	3	Alison Roberts	Administration Assistant	11/09/2017	15/09/2017	37.50	Submitted	View Approve	Reject
Adam Smith	0002	11/05/2017	29/09/20	17 Manage									
Alison Roberts	0003	09/09/2017	30/09/20	17 Manage									

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

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TEST VERSION										
Amy Brown										
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Adam Smith 9002 11/89/2817	29499/2017	Manage	Adam Smith	Admin Assistant	1809/2017	2209/2817	34.00	Submitted	Ver Agence Report	
Alberts 0003 08/99/29/17	36/06/2647	Manupa								

**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

Amy Brown												
View Approver Details												
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1 Rejected Timesheets which have been rejected.			Û									
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Name	Reference	Start Date	End Date	e Actions		Contractor	Job Title St	art Date	End Date	Total Hours	Status	Actions
Adam Smith	0001	09/09/2017	29/09/201	7 Manage		No timesheets found.						
Adam Smith	0002	11/09/2017	29/09/201	7 Manage								
Alison Roberts	0003	09/09/2017	30/09/201	7 Manage								

### **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 (<u>https://thinksr-tifo-test.azurewebsites.net</u>). 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 <u>timesheets@thinksr.com</u> or call (44) 01442

600 100

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 (<u>https://thinksr-tifo-test.azurewebsites.net</u>). 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 or call (44) 01442 600 100

Kind regards,

Think SR



14. If you have any queries regarding this please do not hesitate to contact your Temp Consultant – 01442 600100