

# THINKSR ONLINE TIMESHEET SUBMISSION

## INSTRUCTIONS

1. You will receive an email from our online timesheets system - [noreply@thinksr.com](mailto:noreply@thinksr.com), make sure you register within 48 hours otherwise it will time out. If it does time out just click on reset password and you will receive a second email to activate:

Thank you for registering 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

Kind regards,

Think SR



2. Please login and you will see the following screen. Click on the timesheet cog

3. Click on create timesheet

4. You will be taken to the following screen, make sure you fill in the correct dates worked as indicated. Please note if you haven't worked a Saturday or Sunday remove these dates as otherwise you will not be able to submit the timesheet.

**think**  
ASSOCIATION MANAGEMENT

Home Personal Details Timesheets Help

Welcome, Adam Smith

**TEST VERSION**

**Create New Timesheet**

**Assignment Details**

Name: adam.smith Start Date: 09/09/2019  
 Reference: Admin Support  
 Client: ABC Ltd  
 Default Pay Rate: Temporary Services

**Approvers** (1 Approver)

Name	Job Title
Susan Phillips	Manager

**Timesheet Details**

Placement: Adam Smith  
 From: 07/09/2019  
 To: 13/09/2019  
 Rate Type: Hourly  
 Total Hours: 0  
 Pay Rate: £8.00

Notes: [Empty text area]

Buttons: Add Shift, Add Expense

Grid of shift input forms for dates: Sat 07 Sep 2019, Sun 08 Sep 2019, Mon 09 Sep 2019, Tue 10 Sep 2019, Wed 11 Sep 2019, Thu 12 Sep 2019, Fri 13 Sep 2019.

5. Fill in your correct hours making sure you note lunch breaks etc:

Grid of shift input forms for dates: Mon 11 Sep 2017, Tue 12 Sep 2017, Wed 13 Sep 2017, Thu 14 Sep 2017, Fri 15 Sep 2017.

Each form includes: Shifts, Start, End, Break, Comments, and buttons: Reset, Remove Row.

6. You can check that you have submitted your hours correctly at the top of the screen

Placement: Adam Smith

From: 18/09/2017  
 To: 22/09/2017

Rate Type: Hourly  
 Total Hours: 37.5  
 Pay Rate: £8.50

Buttons: Add Shift, Add Expense

Notes: [Empty text area]

Grid of shift input forms for dates: Mon 18 Sep 2017, Tue 19 Sep 2017, Wed 20 Sep 2017, Thu 21 Sep 2017, Fri 22 Sep 2017.

Buttons: Save, Cancel

**7. Once you are happy with your submitted hours press the save button at the bottom of the screen**

Placement Adam Smith

From 18/09/2017

To 22/09/2017

Rate Type Hourly

Total Hours 37.5

Pay Rate £8.50

Add Shift Add Expense

Notes

Mon 18 Sep 2017	Tue 19 Sep 2017	Wed 20 Sep 2017	Thu 21 Sep 2017	Fri 22 Sep 2017
<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>
Start 09:00				
End 17:30				
Break 01:00				
Comments	Comments	Comments	Comments	Comments
Reset Remove Row				

Save Cancel

**8. This will then give you an option to upload any supporting documents required such as expenses, mileage, a paper timesheet etc**

Contractor Adam Smith

From 18/09/2017

To 22/09/2017

Rate Type Hourly

Total Hours 37.5

Pay Rate £8.50

Notes PLEASE PAY 3.5 HOURS HOLIDAY FOR WEDNESDAY 20th SEPTEMBER

File Choose File Upload

Uploaded Documents No documents uploaded

Add Shift Add Expense

Mon 18 Sep 2017	Tue 19 Sep 2017	Wed 20 Sep 2017	Thu 21 Sep 2017	Fri 22 Sep 2017
<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>
Start 09:00				
End 17:30				
Break 01:00				
Comments	Comments	Comments	Comments	Comments
Reset Remove Row				

Cancel Update Submit Delete

**9. You will see at the top of the screen 'Timesheet created successfully' If you don't need to upload any supporting documents press the submit button**

think

Home Personal Details Timesheets Help

TEST VERSION

Edits Timesheet

Timesheet created successfully

Assignment Details

Name Reference Start Date 09/09/2019

Client Default Pay Rate Job Service

Approvers 1 Approver

Name Job Title Susan Phillips Manager

Timesheet Details

Contractor Adam Smith

From 18/09/2019

To 20/09/2019

Rate Type Hourly

Total Hours 37.5

Pay Rate £8.00

File Choose File Upload

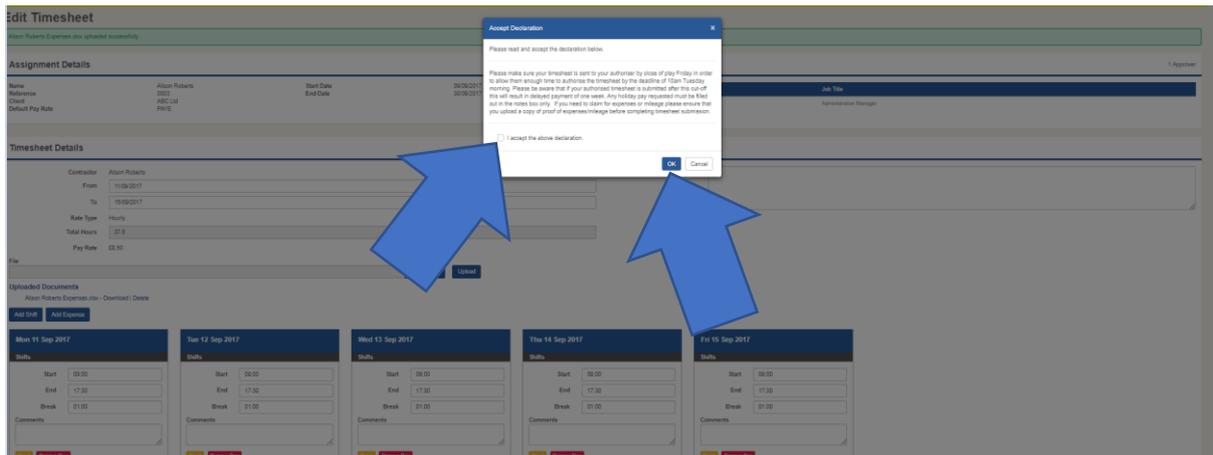
Uploaded Documents No documents uploaded

Add Shift Add Expense

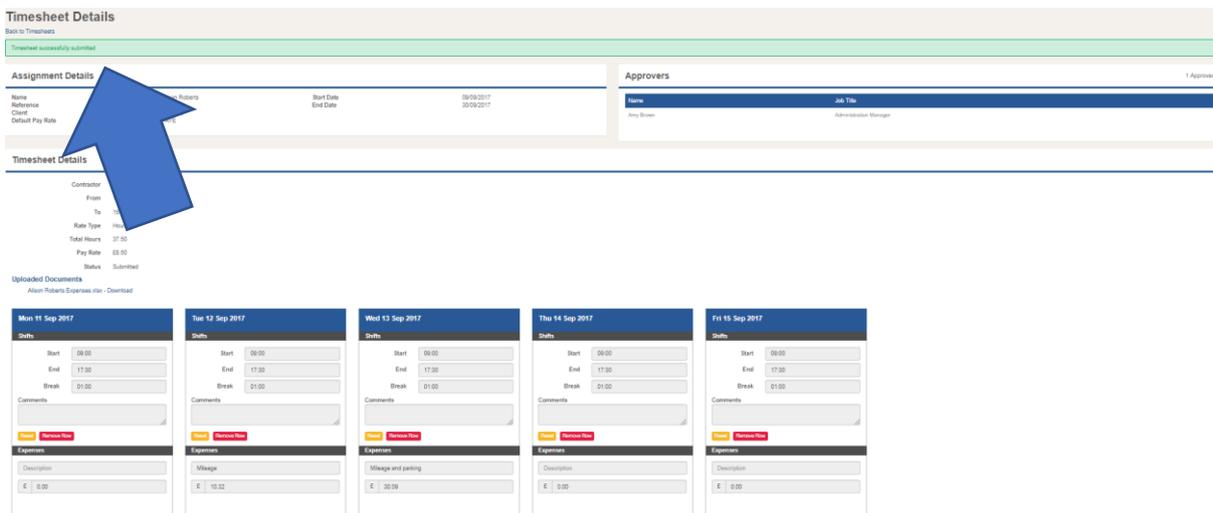
Mon 18 Sep 2019	Tue 17 Sep 2019	Wed 19 Sep 2019	Thu 19 Sep 2019	Fri 20 Sep 2019
<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>	<b>Shifts</b>
Start 09:00				
End 17:30				
Break 01:00				
Comments	Comments	Comments	Comments	Comments
Reset Remove Row				

Cancel Update Submit Delete

**10. Click on 'I accept the above declaration' (once you have read through it carefully) that pops up on the screen and press the blue ok button**



**11. You will then see confirmation at the top of the screen that 'timesheet successfully submitted'**



**11. You will also receive an email confirming that you have successfully submitted your timesheet**

## Timesheet submitted for Alison Roberts on the Think SR online portal

Dear Alison,

Thank you for the successful submission of your timesheet for the period ending 15/09/2017.

Your approver has been automatically notified of this submission; you will receive further notification once this has been authorised or if further action is required.

Kind regards,

Think SR



**12. If you need to record holiday hours, DO NOT record in the timesheet area as this is hours worked ONLY. For example if you take half a days holiday on the Wednesday, just record actual hours worked and request holiday pay in the Notes box as illustrated. In order for our payroll to pay out any holiday accrued you MUST indicate this in the Notes box.**

Placement Adam Smith  
 From 18/09/2017  
 To 22/09/2017  
 Rate Type Hourly  
 Total Hours 34  
 Pay Rate £8.50

Notes PLEASE PAY 3.5 HOURS HOLIDAY FOR WEDNESDAY 20th SEPTEMBER

Add Shift Add Expense

Mon 18 Sep 2017	Tue 19 Sep 2017	Wed 20 Sep 2017	Thu 21 Sep 2017	Fri 22 Sep 2017
Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 13:00 Break 00:00 Comments HOLIDAY IN AFTERNOON	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments

Save Cancel



**13. If you need to claim for expenses – car parking, mileage etc click on the add expenses button:**

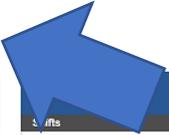
Placement Adam Smith  
 From 18/09/2017  
 To 22/09/2017  
 Rate Type Hourly  
 Total Hours 34  
 Pay Rate £8.50

Notes PLEASE PAY 3.5 HOURS HOLIDAY FOR WEDNESDAY 20th SEPTEMBER

Add Shift Add Expense

Mon 18 Sep 2017	Tue 19 Sep 2017	Wed 20 Sep 2017	Thu 21 Sep 2017	Fri 22 Sep 2017
Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 13:00 Break 00:00 Comments HOLIDAY IN AFTERNOON	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments

Save Cancel



**14. Fill out what expenses claimed for each day and then press the update button**

Mon 11 Sep 2017	Tue 12 Sep 2017	Wed 13 Sep 2017	Thu 14 Sep 2017	Fri 15 Sep 2017
Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments	Start 09:00 End 17:30 Break 01:00 Comments
Expenses Description £ 0.00	Expenses Description Mileage £ 16.20	Expenses Description Mileage and parking £ 26.20	Expenses Description	Expenses Description £ 0.00

Cancel Update Submit Delete





**15. Please ensure that you upload copies of your expenses claim in the upload documents box**

Contractor: Alison Roberts  
From: 11/09/2017  
To: 15/09/2017  
Rate Type: Hourly  
Total Hours: 37.5  
Pay Rate: £8.50

Notes: [Empty text box]

File: Alison Roberts Expenses.xlsx [Choose File] [Upload]

Uploaded Documents: No documents uploaded. [Add Shift] [Add Expense]

Mon 11 Sep 2017 | Tue 12 Sep 2017 | Wed 13 Sep 2017 | **Thu 14 Sep 2017** | Fri 15 Sep 2017

Shifts: Start 09:00

**16. Once the expense document has been successfully uploaded, click on the green submit button at the bottom of the screen**

Alison Roberts Expenses.xlsx uploaded successfully.

Assignment Details: Name: Alison Roberts, Reference: 002, Client: ABC Ltd, Default Pay Rate: FIVE, Start Date: 08/09/2017, End Date: 26/09/2017

Approvers: Name: Amy Brown, Job Title: Administration Manager

Timesheet Details: Contractor: Alison Roberts, From: 11/09/2017, To: 15/09/2017, Rate Type: Hourly, Total Hours: 37.5, Pay Rate: £8.50

File: [Choose File] [Upload]

Uploaded Documents: Alison Roberts Expenses.xlsx - Download | Delete [Add Shift] [Add Expense]

Mon 11 Sep 2017 | Tue 12 Sep 2017 | Wed 13 Sep 2017 | **Thu 14 Sep 2017** | Fri 15 Sep 2017

Shifts: Start 09:00, End 17:30, Break 01:00

Expenses: Description: Mileage, Amount: £ 10.32

Expenses: Description: Mileage and parking, Amount: £ 30.00

Expenses: Description: [Empty], Amount: £ 0.00

[Cancel] [Update] [Submit] [Delete]

**17. Click on 'I accept the above declaration' that pops up on the screen and press the blue ok button**

Edit Timesheet

Assignment Details: Name: Alison Roberts, Reference: 002, Client: ABC Ltd, Default Pay Rate: FIVE, Start Date: 08/09/2017, End Date: 26/09/2017

Approvers: Name: Amy Brown, Job Title: Administration Manager

Timesheet Details: Contractor: Alison Roberts, From: 11/09/2017, To: 15/09/2017, Rate Type: Hourly, Total Hours: 37.5, Pay Rate: £8.50

File: [Choose File] [Upload]

Uploaded Documents: Alison Roberts Expenses.xlsx - Download | Delete [Add Shift] [Add Expense]

Mon 11 Sep 2017 | Tue 12 Sep 2017 | Wed 13 Sep 2017 | **Thu 14 Sep 2017** | Fri 15 Sep 2017

Shifts: Start 09:00, End 17:30, Break 01:00

Expenses: Description: Mileage, Amount: £ 10.32

Expenses: Description: Mileage and parking, Amount: £ 30.00

Expenses: Description: [Empty], Amount: £ 0.00

[Accept Declaration] [Submit] [Cancel] [Delete]

Accept Declaration dialog box: Please read and accept the declaration below. Please make sure your timesheet is sent to your supervisor by close of play Friday in order to allow them enough time to authorize the timesheet by the deadline of 10am Tuesday morning. Please be aware that if your submitted timesheet is submitted after this cutoff this will result in delayed payment of one week. Any holiday pay requested must be filed out in the notes box only. If you need to claim for expenses or mileage please ensure that you upload a copy of proof of expenses/mileage before completing timesheet submission. [I accept the above declaration] [Ok] [Cancel]

**18. You will then see confirmation at the top of the screen that 'timesheet successfully submitted'**

**Timesheet Details**  
Back to Timesheets

**Assignment Details**

Name	Alison Roberts	Start Date	09/09/2017
Reference		End Date	09/09/2017
Client			
Default Pay Rate			

**Approvers** 1 Approver

Name	Job Title
Andy Brown	Administration Manager

**Timesheet Details**

Contributor: Alison Roberts  
From: 09/09/2017  
To: 09/09/2017  
Rate Type: Hourly  
Total Hours: 27.50  
Pay Rate: £3.10  
Status: Submitted

**Uploaded Documents**  
Alison Roberts Expenses.xlsx - Download

Day	Start	End	Break	Comments	Expenses	
Mon 11 Sep 2017	09:00	17:30	01:00		Mileage £ 0.00	
Tue 12 Sep 2017	09:00	17:30	01:00		Mileage £ 10.32	
Wed 13 Sep 2017	09:00	17:30	01:00		Mileage and parking £ 30.08	
Thu 14 Sep 2017	09:00	17:30	01:00			Description £ 0.00
Fri 15 Sep 2017	09:00	17:30	01:00			Description £ 0.00

**19. You will also receive an email confirming that you have successfully submitted your timesheet**

## Timesheet submitted for Alison Roberts on the Think SR online portal

Dear Alison,

Thank you for the successful submission of your timesheet for the period ending 15/09/2017.

Your approver has been automatically notified of this submission; you will receive further notification once this has been authorised or if further action is required.

Kind regards,

Think SR



**20. You will also receive notification once the timesheet has been authorised.**

## Timesheet approved on the Think SR online portal

Dear Alison,

Your timesheet for the period ending 22/09/2017 has been authorised for payment.

No further action is required at this time.

Kind regards,

Think SR



**21. If the timesheet hasn't been authorised you will receive a reminder**

## Timesheet has not yet been approved

Dear Alison,

This is an automated email to advise that your timesheet for the period ending 22 Sep 2017 has yet to be approved, without which processing cannot commence.

Please contact your line manager, for approval, to avoid any delay to your payment.

Kind regards,

Think SR



**22. If it hasn't been authorised and rejected you will also be informed by email**

## Timesheet rejected for Alison Roberts on the Think SR online portal

Dear Alison,

Your timesheet for the period ending 22/09/2017 has been rejected for the following reason: Incorrect holiday hours submitted.

Please submit a new timesheet for the period ending by 22/09/2017 in order to avoid a late payment, to do so please click here (<https://thinksr-tifo-test.azurewebsites.net>).

Your approver will be notified of your submission and you will receive further notification once authorised or if further action is required.

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 600 100

Kind regards,

Think SR



**23. If this is the case it is your responsibility to ensure that a new correct timesheet is submitted and authorised by the client before the deadline of Tuesday 10am. [If your](#)**

timesheet is not submitted and authorised by 10am on Tuesday morning you will not be paid on the Friday. Payment will go through the following Friday.

- 24. If your timesheet is not authorised in time by your Line Manager by the Tuesday 10am deadline, both you and your Line Manager will receive notification that the deadline has passed and you will receive delayed payment of 1 week.**

## The timesheet submission deadline has passed

Dear Alison,

We have not received your timesheet for the period ending 22 Sep 2017.

Please be aware that the deadline has now passed for this period.

Timesheets submitted after the deadline may result in delays to payment.

All queries regarding any aspect of your timesheet should be addressed directly to your line manager.

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 600 100

Kind regards,

Think SR



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