THINKSR ONLINE TIMESHEET SUBMISSION INSTRUCTIONS

1. You will receive an email from our online timesheets system - 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:



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

think	Q Home	Personal Details	and the streets	(?) Help						Welcome, Adam Smith 🗸
TEST VERSION	N									
Timesheets	5									
• T	~									0 Timesheets
Contractor			Job Title		Start Date	End Date	Total Hours	Status	Actions	
No timesheets		\checkmark								

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 recently recurrent	Home Personal D	ietails Timesheets Help											Welcome, Adam Smith 🗸
TEST VERSIO	N												
Create Nev	v Timeshee	et											
Assignment D	etails					Appro	vers						1 Approver
Name	adar Adm	n smith	Start Date	09/09/2019		Name					Job Title		
Client Default Pay Rate	ABC	Ltd porary Services				Susan Ph	illips				Manager		
Timesheet Def	tails												
Placeme	nt Adam Smith						Notes						
Fro	m 07/09/2019												
1	To 13/09/2019												li.
Rate Typ	e Hourly												
Total Hour	0												
Pay Ra	te £8.00												
Add Shift Add E	rpense												
Sat 07 Sep 2019		Sun 08 Sep 2019	Mon 09 Se	p 2019	Tue 10 Sep	2019		Wed 11 Sep	2019	Thu 12 Sep	2019	Fri 13 Sep	2019
Shifts		Shifts	Shifts		Shifts			Shifts		Shifts		Shifts	
Start 00	00	Start 00.00	Start	00.00	Start	00:00		Start	00:00	Start	00:00	Start	00.00
End 00	00	En	End	00:00	End	00:00		End	00:00	End	00:00	End	00:00
Break 00:	00	Break	Break	00.00	Break	00:00		Break	00:00	Break	00:00	Break	00:00
Comments		Comments	ments		Comments			Comments		Comments		Comments	
	10												1

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

Mon 11	Sep 2017	Tue 12	Sep 2017	Wed 13	3 Sep 2017	Thu 14	Sep 2017	Fri 15	Sep 2017	
Shifts		Shifts		Shifts		Shifts		Shifts		
Start	09:00	Start	09:00	Start	09:00	Start	09:00	Start	09:00	
End	17:30	End	17:30	End	17:30	End	17:30	End	17:30	
Break	01:00	Break	01:00	Break	01:00	Break	01:00	Break	01:00	
Comment	s	Commen	nts	Commer	nts	Comment	s	Comme	ents	
					1				1	
Reset F	Remove Row	Reset	Remove Row	Reset	Remove Row	Reset	Remove Row	Reset	Remove Row	

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

From 18/09/2017 To 22/09/2017 Rate Type Hourly Total Hours 37.5 Pay Rate 26.50 Add Shift Add Expense Mon 18 Sep 2017 Shifts Start 000 End 17.30 Break 0100 Comments End Break End	Place	ment	Adam Smith		-					Notes				
To 22092017 Rate Type Hourly Total Hours 37.5 Pay Rate 26.50 Add Shill Add Expense Mon 18 Sep 2017 Thu 21 Sep 2017 Shifts Start Start 000 End 17.30 Break 01:00 Comments Break Break 01:00 Comments Ereak Break Ereak Br	F	From	18/09/2017											
Rate Type Hourly Total Hours 37.5 Pay Rate 28.50 Add Shift Add Expenso Mon 18 Sep 2017 Tue 19 Sep 2017 Shifts Shifts Start 000 End 17.30 Break 01:00 Comments Ercon ments Break 01:00 Comments Ercon Remove How		То	22/09/2017											
Total Hours 37.5 Pay Rate 28.50 Add Shift Add Expense Mon 18 Sep 2017 Tue 19 Sep 2017 Shifts Shifts Start 0000 End 17.30 Break 01.00 Comments Break Break 01.00 Comments Ereak Break Break Break Remove Remove Rew	Rate	Туре	Hourly											
Pay Rate 28.50 Add Shit Add Expense Mon 18 Sep 2017 Tue 19 Sep 2017 Wed 20 Sep 2017 Thu 21 Sep 2017 Fri 22 Sep 2017 Shifts Shifts Shifts Shifts Shifts Shifts Shifts Start 000 End 17.30 End 17.30 Break 01.00 Comments Ened 100 Comments Break 01.00 Comments End 17.30 West Rence Row	Total H	lours	37.5	5										
Add Shift Add Expense Mon 18 Sep 2017 Tue 19 Sep 2017 Wed 20 Sep 2017 Thu 21 Sep 2017 Fri 22 Sep 2017 Shifts Shifts Shifts Shifts Shifts Shifts Shifts Start 000 End 17:30 End 17:30 End 17:30 End 17:30 Break 01:00 Comments Eneak 01:00 Comments Eneak 01:00 Comments Peter Remove Row	Pay	Rate	£8.50			7								
Mon 18 Sep 2017 Tue 19 Sep 2017 Wed 20 Sep 2017 Thu 21 Sep 2017 Fri 22 Sep 2017 Shifts Shifts Shifts Shifts Shifts Shifts Start 09 00 Start 09 00 End 17:30 End 17:30 Break 01 00 Break 01 00 Break 01 00 Break 01 00 Comments Comments Comments Comments Comments Comments End 17:30 Weit Remove Row Weit Remove Row Remove Row Remove Row Remove Row Remove Row	Add Shift	Add	Expense											
Shifts Shifts Shifts Start 000 Start 000 End 17:30 End 17:30 Break 01:00 Break 01:00 Comments Comments Comments Prenet Renove Row Renet Renet Renove Row Reney Reproce Row	Mon 18	Sep 20	117	Tue 19	Sep 2017	Wed 20	Sep 2017	Thu 21	Sep 2017		Fri 22 S	ep 2017		
Start 09 00 End 17 30 End 10 0 Comments Comments Comments Comments Comments Comments Comments Comments Comments End Remove Row Remove Row <thr> Remove Row Remove</thr>	Shifts			Shifts		Shifts		Shifts			Shifts			
End 17.30 End 17.30 End 17.30 End 17.30 Break 01.00	Start	09:00		Start	09:00	Start	09:00	Start	09:00		Start	09:00		
Break 0100 Break 0100 Break 0100 Comments Comments Comments Comments Comments Resid Remove Row Resid Remove Row Remove Row	End	17:30		End	17:30	End	17:30	End	17:30		End	17:30		
Comments Comments Comments Comments Reset Remove Row Reset Remove Row	Break	01:00		Break	01:00	Break	01:00	Break	01:00		Break	01:00		
Resist Remove Row Resist Remove Row Resist Remove Row	Comment	ts		Commen	ts	Commen	its	Commen	ts		Commen	ts		
Residt Remove Row Residt Remove Row Residt Remove Row												2		
	Reset	Remove Ro	w	Reset	Remove Row	Reset	Remove Row	Reset	Remove Row		Reset	Remove Row		
			-											

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

Juice											
Place	ment	Adam Smith							Notes		
F	rom	18/09/2017									
	То	22/09/2017									
Rate	Туре	Hourly									
Total H	ours	37.5									
Pay	Rate	£8.50									
Add Shift	Add I	Expense									
Mon 18	Sep 20 [.]	17	Tue 19	Sep 2017	Wed 20	Sep 2017	Thu 2	1 Sep 2017		Fri 22 S	ep 2017
Shifts			Shifts		Shifts		Shifts			Shifts	
Start	09:00		Start	09:00	Start	09:00	Start	09:00		Start	09:00
End	17:30		End	17:30	End	17:30	End	17:30		End	17:30
Break	01:00		Break	01:00	Break	01:00	Break	01:00		Break	01:00
Comment	s		Commen	ts	Commen	ts	Comm	ents		Comment	ts
					6	ß			10		h
Reset			Reset	Remove Row	Reset	Remove Row	Reset	Remove Row		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

Cor	ntractor	Adam Smith									Notes	PLEASE P	AY 3.5 HOURS HOLIDAY FO	IR WEDNESDAY 20th SEPTEMBER	
	From	18/09/2017													
	То	22/09/2017													
Ra	ste Type	Hourly													
Tota	al Hours	37.5													
P	av Rate	68.50													
File	.,									1					
						Choos	se File Upload	_		L					
Uploaded Do	cuments							5							
No documents up	loaded.										-				
Add Shift	Add Expens	e -									/				
Mon 18 Sep	2017		Tue 19 Sep	2017	We	ed 20 Sep :	2017		1 21 Sep	20.		Fri 22 Sep 3	017		
Shifts			Shifts		Shil	ifts			Shifts			Shifts		1	
Start	09:00		Start	09:00		Start	09:00		Start	09:00		Start	09:00		
End	17:30		End	17:30		End	17:30		End	17:30		End	17:30		
Break	01:00		Break	01:00		Break	01:00		Break	01:00		Break	01:00		
Comments			Comments		Con	mments			Comments			Comments			
		li		h							_lo		h		
Reset Remov	ve Row		Reset Rend	we Row	Res	Remove	a Row		Reset Remo	re Row		Reset Remo	re Row		
_	_														

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 examined	A Bersonal Details Timesheets Help							Welcome, Adam Brith 🗸
TEST VERSION Edit Timesheet								
Assignment Details					Approvers			1 Approver
Name Reference Client Default Pay Rate	ery Services	Start Date		59/09/2019	Name Sustar Philips		Job Tife Manager	
Timesheet Details								
Castador From Todal Stores Pag Rata Page Velocaded Documents Pag Rata Page Rata Pag Rata Pa	Ann Sen 1992219 1992219 1992 193 193 193 193 194 194 194 194 194 194 194 194 194 194	019 1 06-00 1 7.30	Obust Fit Wed 15 Sep 3019 Seb Ext 6x0 Ext 0x0 Ext 0x0	Units The 19 Sep 2010 Define End	Kos	Fri 35 Sup 2018 Sant Bart End 17.22		
Carreners Carreners For Parcos Ro Catcal Lipston Submit			Bresk 0100 Comments	Comments		Breek 0100 Consumatia		

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

dit Timesheet							_			
Alson Roberts Expenses xlax uploade					Accept Declaration		*			
					Please read and accept the declaration	on below.				
Assignment Details					Plana min ton our finatheat is	and in our without to share of size Tri			1 Approx	
Name Reference Client Default Pay Rate	ne Allen Facen BacOlle 2 Menne DD Earl Doil 2 Aust Pap Sola Proc					so the timesheet by the deadline of 10am 1 r authorised timesheet is submitted after to one week. Any holday pay requested must to claim for expenses or mileage please esimileage before completing timesheet s	Tuesday is out-off tibe filled insure that ubmission.	Job Tile Administration	at Bonger	Ī
Timesheet Details					I accept the above declaration	L				
Contractor	Alson Roberts						Cancel			
70						- /				
Rate Type						_ /		>		
Total Hours	37.6									
Pay Rate	£8.50				-					
File										
Upfoeded Documents Alson Roberts Expenses alson Add Shill Add Expense	Download Delete			Upod						
Mon 11 Sep 2017		Tue 12 Sep 2017	1	Wed 13 Sep 2017	Thu 14 Sep 201	1	Fri 15 Sep 201			
Shifts		Shifts		Skits	Shifts		Shifts			
Start 09.00		Start	09:00	Start 09.00	Start	09.00	Start	09:00		
End 17.00		End	17:30	End 17.30	End	17.00	End	17.30		
Break 01.00		Break	01:00	Break 01:00	Break	01.00	Break	01:00		
Comments		Comments		Comments	Comments		Comments			
Citil Dereve Bar		Diff Decedor		End Report For	CTT Prove		Card David			

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

Timeshee Back to Timesheets	t Detail	S												
Timesheet successful	ly submitted													
Assignment	Details								Approvers					1 Approver
Name Reference Client Default Pay Rate			Roberts	Rart Date End Date		08/08/2017 30/09/2017			Nama Any Brown		Job Title Advirabl	tation Manager		
Timesheet D Uploaded Docur Alson Roberts	etails Contractor From To Rate Type Total Hours Pay Rate Status nents Expenses vitor -	15 Halt 27.50 El 50 Submitted Download												
Mon 11 Sep 2	117		Tue 12 Sep 201	τ	Wed 13 Sep 20	17	Thu 14 Sep 20	117		Fri 15 Sep 2017	'			
Start	09:00		Start	09:00	Start	09:00	Start	09:00		Start	09:00			
End	17:30		End	17:30	End	17.00	End	17:30		End	17.30			
Break	01:00		Break	01:00	Break	01:00	Break	01:00		Break	01:00			
Comments		h	Comments		Comments	h	Comments		li li	Comments		4		
Reat Rance P			Rest Remove Ro	3	Rest Remove R	3	Read Remove R	bw.		Rest Remove Ro	-			
Expenses			Expenses		Expenses		Expenses			Expenses				
Description			Mreage		Mreage and part	ing	Description			Description				
E 0.00			s 10.32		s 30.09		E 0.00			s 0.00				

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.



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



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



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

Contractor	Alison Robert	S		Notes		
From	11/09/2017					
То	15/09/2017					
Rate Type	Hourly					
Total Hours	37.5					
Pay Rate	£8.50					
File						
Alison Roberts E	xpenses.xlsx		Choose File Upload			
Uploaded Docu	uments					
No documents uplo	oaded.					
Add Shift Ad	dd Expense					
Mon 11 Sep 2	2017	Tue 12 Sep 2017	Wed 13 Sep 2017	Thu 14 Sep 2017	Fri 15 Sep 2017	
Shifts		Shifts	Shifts	Shifts	Shifts	
Start 09:00	0	Start 09:00	Start 09:00	Start 09:00	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 vitic uploaded	on Aper Expense an uplead accently												
Assignment Details				Approvers		1 Аррио							
Name	Alson Roberts	Start Cate 06060217		Name	Job Tife								
Client Default Pay Rate	ABC Ltd RVE	100 COV		Any Brown	Administratio	n Managar							
Timesheet Details													
Contractor	Alizon Director			Ref. H									
from	11092017												
То	19(9)2817												
Rate Type	Houty												
Total Hours	27.5												
Pay Rate	65.60												
Fib.		Choose File Upload											
Uploaded Documents													
Alison Roberts Expenses xitx - 1	Download Delete												
Add Shift Add Expense													
Mon 11 Sep 2017	Tae 12 Sep 2017	Wed 13 Sep 2017	Thu 14 Sep 2017	74	15 Sep 2017								
5Wb	5N5	245	946	54	ħ								
Start 09:00	Start 08:00	Start 89.00	Start 09:00		Start 09:00								
End 17.00	End 17.00	End 1730	End 1730		End 17:00								
Break 01.00	Break 0100	Brook 01:50	Break 01:00		Break 01:00								
Connests	7	Comments	Comments	Co	where a								
		Torsee Terr	Panel Parment Face	C	Marrison Plan								
Expenses	Expenses	Dipenso	Equipo	Eq.	crors								
Description	Weaps	Misage and parking	Cescription		lescription								
0.0 2	£ 10.32	¢ 10.19	\$ 0.00		0.00								
Terror Terr	Terroritor	Read Foreign Tax	Panal Parmers Fine		Remote Plan								
Cancel Update Submit	Dekte												

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



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

Timeshee Back to Timesheets	t Deta	ails											
Timesheet successful	lly submitted												
Assignment	Details							A	Approvers				1 Approver
Name Reference Client Default Pay Rate			Roberts	Bart Date End Date		09/09/2017 30/09/2017			Name Any Brown		Job Title Administratio	tion Manager	
Timesheet D	etails Contracto From	ar m											
	Rate Typ	Hour Hour											
	Pay Rat	te E8.50											
Uploaded Docur Alison Roberts	Statu ments Expenses xi	as Submitted											
Mon 11 Sep 2	117		Tue 12 Sep 201	17	Wed 13 Sep 20	17	Thu 14 Sep 201	,		Fri 15 Sep 2017	,		
Shifts			Shifts		Shifts		Shifts			Shifts			
Start	09:00		Start	09:00	Start	09:00	Start	09:00		Start	09:00		
End	17:30		End	17:30	End	17.30	End	17:30		End	17:30		
Break	01:00		Break	01:00	Break	01.00	Break	01:00		Break	01:00		
Connens			Cumena		Comments		Curriers			Comments			
Real Famous F	tow .		Read Remove Re	2	Real Renove R		 Read Remove Rea		10	Read Remove Ro	3		
Expenses			Expenses		Expenses		Expenses			Expenses			
Description			Mieage		Mieage and park	ing	Description			Description			
£ 0.00			£ 10.32		£ 30.09		£ 0.00			£ 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

У in f

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

У in f

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 (<u>https://thinksr-tifo-test.azurewebsites.net</u>).

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 <u>timesheets@thinksr.com</u> 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 <u>timesheets@thinksr.com</u> 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