



Welcome to **Jonathan Bosworth** ONLINE Time Sheets

Jonathan Bosworth works in conjunction with its partners Etz Timesheet Solutions and Ultimate Recruitment Finance, the leading providers to the recruitment industry. Our system will mean that submitting your timesheets will be less painful and a much easier and secure method of getting your hours to us”

ADVANTAGES OF NEW PROCEDURE:

- **Hours/days worked recorded more accurately.**
- **Less administration** – at each stage of the process we send you a text or email keeping you fully up to date on the status of your timesheets and payments. In addition, all your history is stored online for you to access at any time. No more phone calls trying to find out whether we have received it or not.
- **Quicker, hassle free timesheet submission** – all you have to do is submit your timesheet online and the rest is done for you. Authorisation will be sought from your manager and a pay advice will be generated and issued to your Limited Company or Umbrella Company. All you have to do is sit back and wait to be paid.
- **Less paperwork** - In addition all your timesheets and remittance advice are stored on-line, and you can access them through your account at any time.

ASSISTANCE AND SWITCHING OVER:

Jonathan Bosworth have created an online timesheet account for you, the log in details for which you will receive in a separate introductory email from timesheets@ultimatefinance.co.uk . If you do not receive this email, please contact us. You will be asked to change your password to something more personal and memorable when you log in for the first time. In the case of a forgotten password, please don't hesitate to contact us and we can reissue you with a new username and password via email.



The FAQs below are designed to provide you with the information you will need to understand how the new system will work and how you to get the maximum benefit from it.

WEB BASED TIMESHEET SYSTEM

HOW DO I GET MY TIMESHEET TO YOU, AND HOW AM I PAID?

Under the new system you will complete your timesheets online – entering only the data required by the client. The data can be entered daily, weekly or whenever is convenient to you. Once completed it will be sent for approval via one the following routes.

ETZ SIGN:

Etz Sign sends a unique, encrypted link via an email to your authorising manager, they can easily click to approve or reject a timesheet without the need for a username or password, and it's still 100% secure.

When your timesheet is authorised by the manager, you will receive a text message or email to tell you that the system now holds the authorised timesheet.

Once we have the timesheet(s) for that week/ month, we will generate a remittance advice, email it to your Umbrella Company and then send the payment to your nominated bank account.

WHAT IF MY MANAGER IS NOT AVAILABLE TO AUTHORISE MY TIMESHEET?

If you are aware that your authorising manager is away or on annual leave you will need to email us in advance so that we can arrange for a second authoriser to sign your timesheet and ensure that this is done as quickly as possible ready for the pay run.

WHAT IS THE DEADLINE FOR APPROVED TIMESHEETS TO ENSURE I GET PAID?

Timesheets are to be completed by 5pm every Monday.

FURTHER INFORMATION

WHAT BENEFITS DO I GET FROM USING THIS SYSTEM?

Faster receipt of timesheet - as soon as your timesheet is authorised online, it is available for us to process.

Less paperwork – all your timesheets and remittance advices are stored on-line, and you can access them through your account at any time.

Less administration – at each stage of the process we send you a text or email keeping you fully up to date on the status of your timesheets and payments. In addition all your history is stored online for you to access at any time.



WHEN DOES IT START?

You should start to use the new system with immediate effect and for all work to date

HOW DO I FIND OUT MORE ABOUT THE ONLINE TIMESHEET SYSTEM?

You will receive an email informing you of your user name and password and the URL for the online system. Alternatively, if you lose your welcome email and specified URL, you can always log in by going to www.timesheetz.net, although you will still need your username and password. Once you have signed on and set your own password you are ready to start inputting. The system is very easy to use, and has full help facilities.

WHAT IF I LOSE MY ACCESS CREDENTIALS?

Please inform us and we will arrange for it to be emailed out to you. Please note that if you change your mobile number or email address, you should inform us immediately.

HOW WILL I KNOW THAT YOU HAVE RECEIVED MY TIMESHEET?

Every time we receive an authorised timesheet, we send you a text message or email to tell you that it is now ready for processing. Below is a breakdown of the statuses of your timesheet

Open	Ready to complete. No hours or days have been entered.
Awaiting Authorisation	The timesheet has been submitted to your manager to authorise but they have not yet authorised it.
Waiting for Image	You may get this status if you have entered hours and printed the timesheet so that it can be manually signed, but not uploaded it or faxed it back into the system
Awaiting Approval	Your timesheet has been authorised by your manager and is awaiting approval by us.
Timesheet received	The timesheet has been received and processed for payment
Cancelled	The timesheet has been cancelled by us or yourself (for example in a week where you did not work) and cannot be completed.
Rejected	The timesheet has been rejected by either the Client or us. Where this occurs, there will always be a reason specified (by email and text), so that the timesheet can be amended and resubmitted

HOW WILL I KNOW WHEN I AM PAID?

We email out a remittance to your Umbrella with the payment date on it. There is no need to call us to confirm when you will be paid; the system will inform you directly.

WHAT HAPPENS IF I AM OFF SICK OR ON HOLIDAY?

You must still complete your timesheet for the period worked. There is a 'void' button which allows you to enter a nil return for a complete timesheet, and it does not require your manager's intervention. If you are off sick or on holiday you will still need to follow the client's procedure for informing them of your absence.

