

Guide to Online Timesheets for Authorisers

As an online authoriser, you will receive a system generated email, detailing your User ID and Password, and a link to the online system. The first time you login you will be prompted to change your password to something memorable to you.



Every time a candidate generates a timesheet for authorisation you will be sent an email with a link to the online website for you to login in, entitled 'Timesheet Authorisation Request.' Alternatively, you can log in to the system to access unsigned timesheets at any time convenient to you.



Once logged in, the screen will display all of the candidates who have outstanding timesheets to be authorised under the tab 'Un-Authorised Timesheets.' These are the timesheets awaiting your approval. When you click on a timesheet there will be three options:



Sign

If you are happy to approve the timesheet, select this icon. Noting that you can view the timesheet and any attachments by clicking on them



Download

If you would like to print a copy of the timesheet and manually sign it, you have the option to download the unsigned copy



Reject

If you do not agree with the timesheet, you can reject it, putting in an explanation so that the candidate and agency are aware of what corrections are needed, as the system emails them to inform them.



Once you sign the timesheet you will be sent a copy of the signed timesheet for your records by email. However you can also view these by selecting 'Authorised Timesheets' when you are next logged in. The contractor will also receive an email to confirm that you have authorised or rejected their timesheet.

Advantages

- Can authorise all timesheets at one time, and in one place
- No need to confirm name, title and email address when authorising
- Can review authorised timesheets

Disadvantages

- You will be allocated a username and password to the system
- Will have to log onto the system to authorise the timesheets