

INTEC SELECT

IT RECRUITMENT SPECIALISTS



CLIENT TIMESHEET INFORMATION



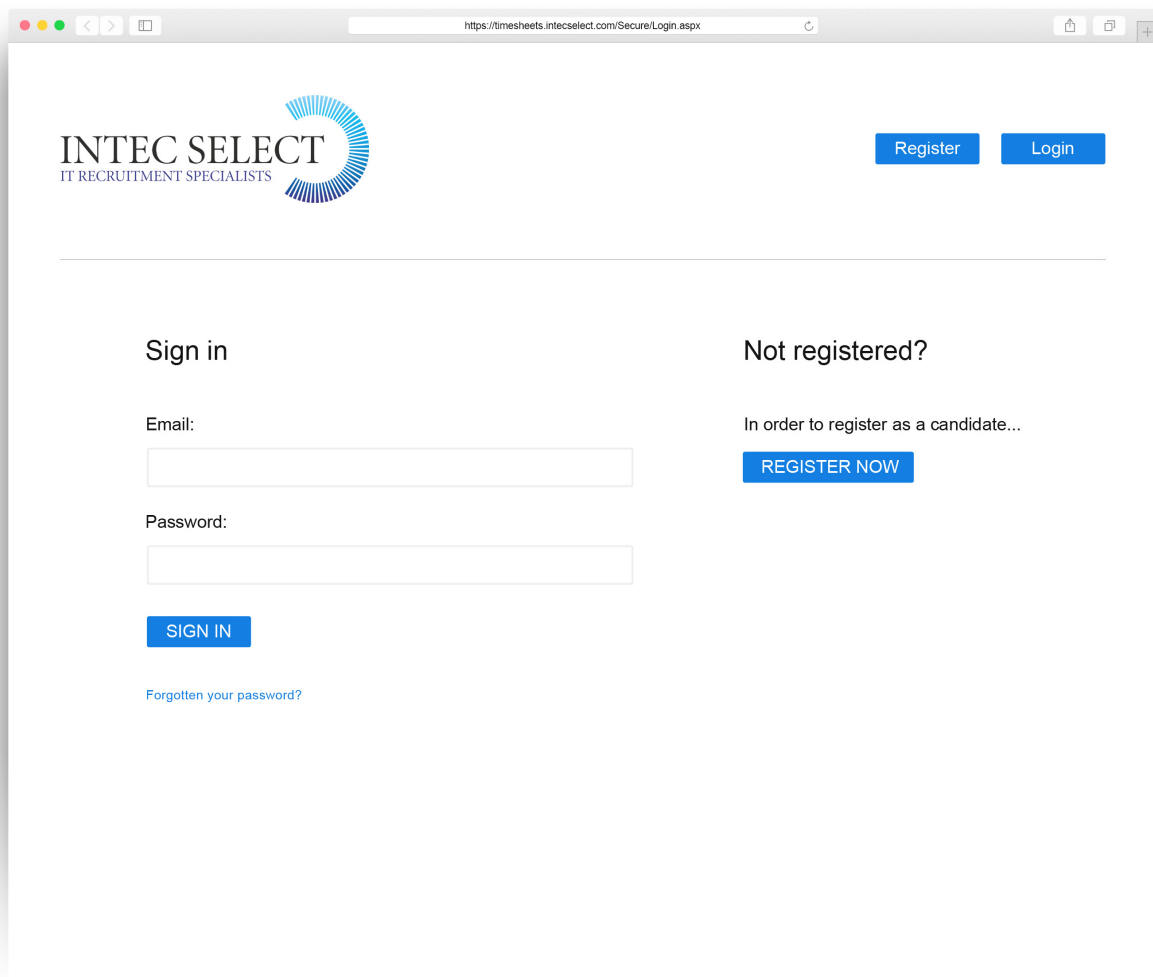
STEP 1

DEAR CLIENT

By now, you should have received an email from Timesheets@intecselect.com with login details for your account. (If you have not received this, please check your junk/spam folders. If you are still unable to find this, please let us know by emailing the above address).

Once you have received the details, follow the link in the email, which will take you to our secure [home page](#) shown below.

Bookmark this page / Save to your favourites.



The screenshot shows a web browser window with the URL <https://timesheets.intecselect.com/Secure/Login.aspx>. The page features the Intec Select logo (IT RECRUITMENT SPECIALISTS) and a blue circular graphic. There are two buttons at the top right: "Register" and "Login". The main content area is divided into two sections: "Sign in" and "Not registered?". The "Sign in" section has fields for "Email:" and "Password:", a "SIGN IN" button, and a link for "Forgotten your password?". The "Not registered?" section has the text "In order to register as a candidate..." and a "REGISTER NOW" button.

INTEC SELECT
IT RECRUITMENT SPECIALISTS

[Register](#) [Login](#)

Sign in

Email:

Password:

[SIGN IN](#)

[Forgotten your password?](#)

Not registered?

In order to register as a candidate...

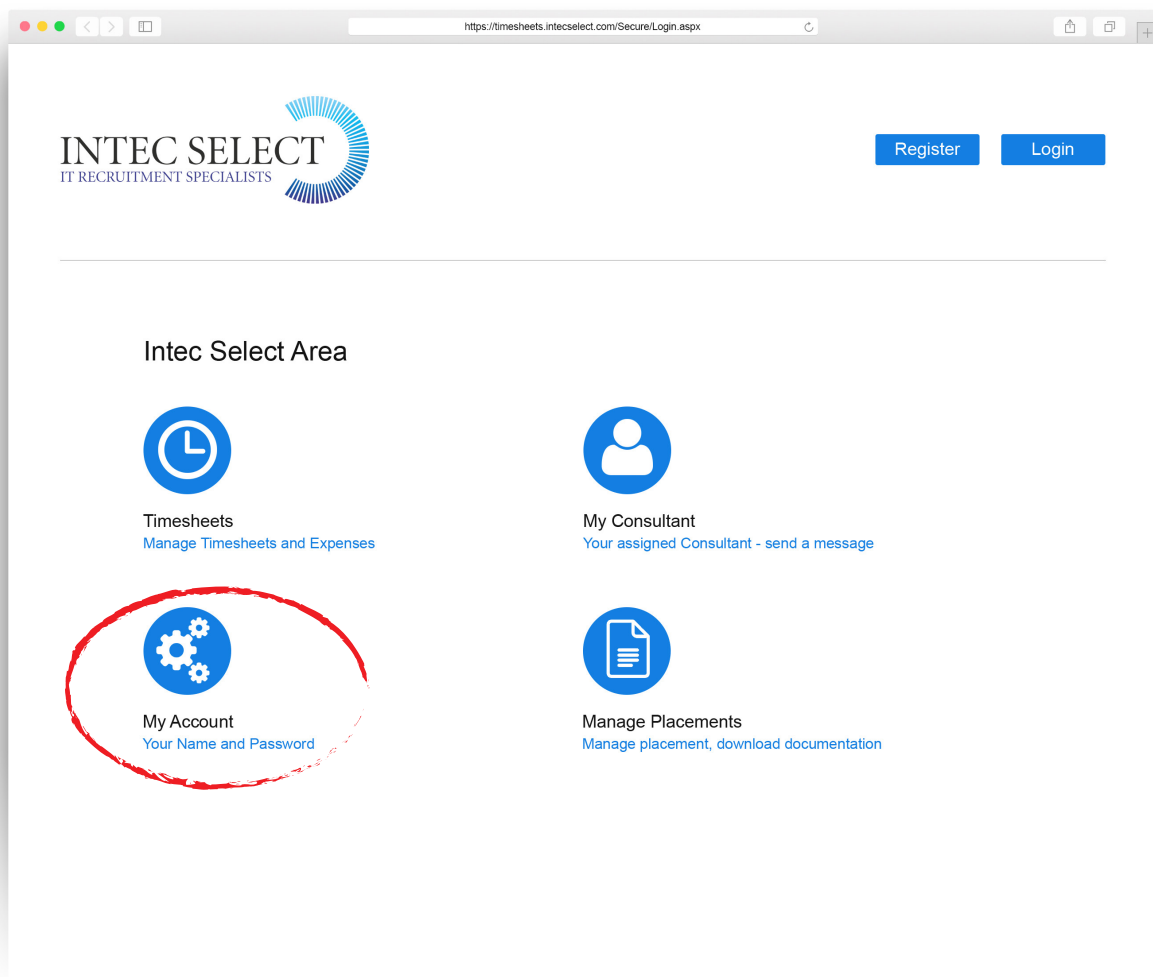
[REGISTER NOW](#)

STEP 2

LOGIN

Login to portal using details in your email – on first login, you will be prompted to change the password. If the prompt does not appear, you can do this in the **My Account** page.

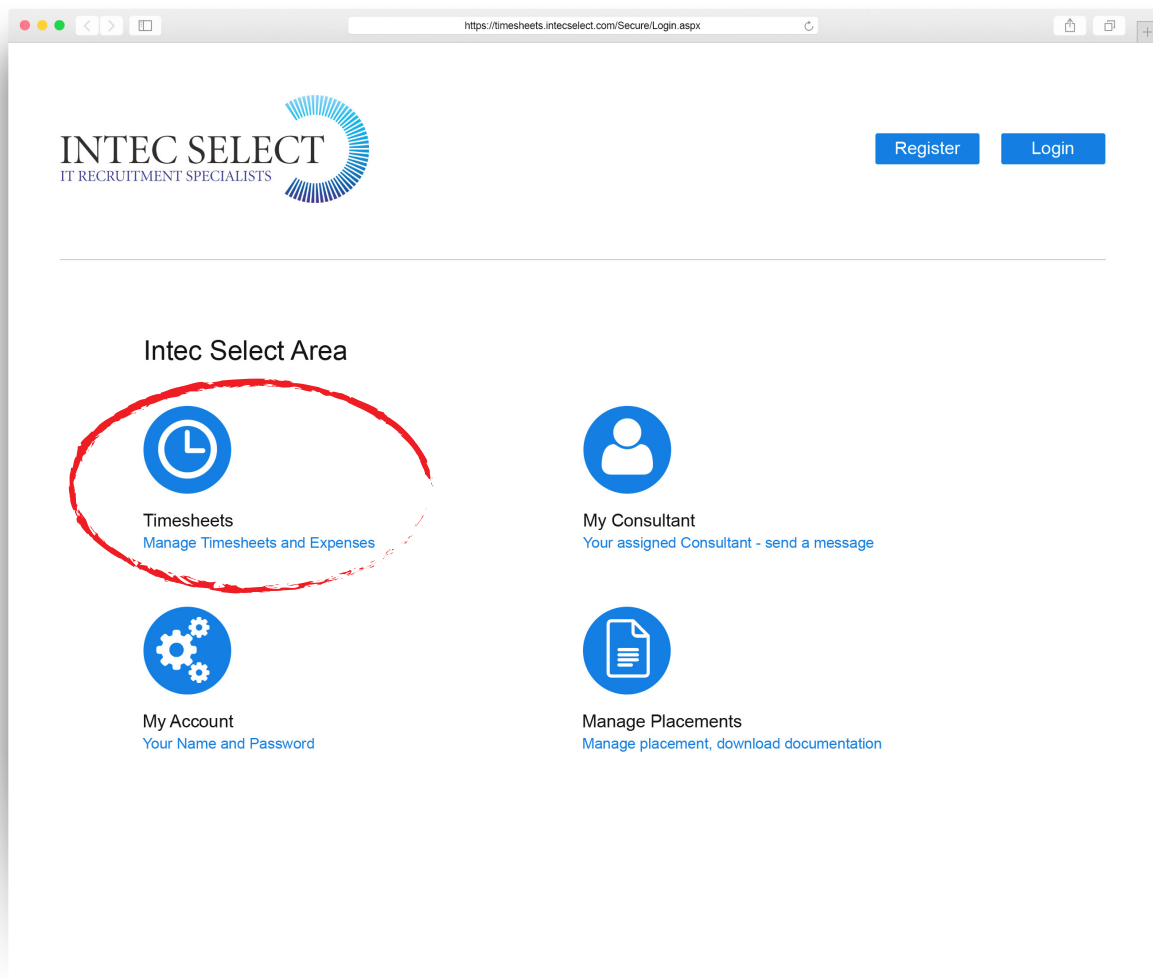
Please note: The screen should show as below, but with your Company name. If this is not the case, please let us know as soon as possible.



STEP 3

MANAGING TIMESHEETS

Select the **Timesheets** page within the Client Area



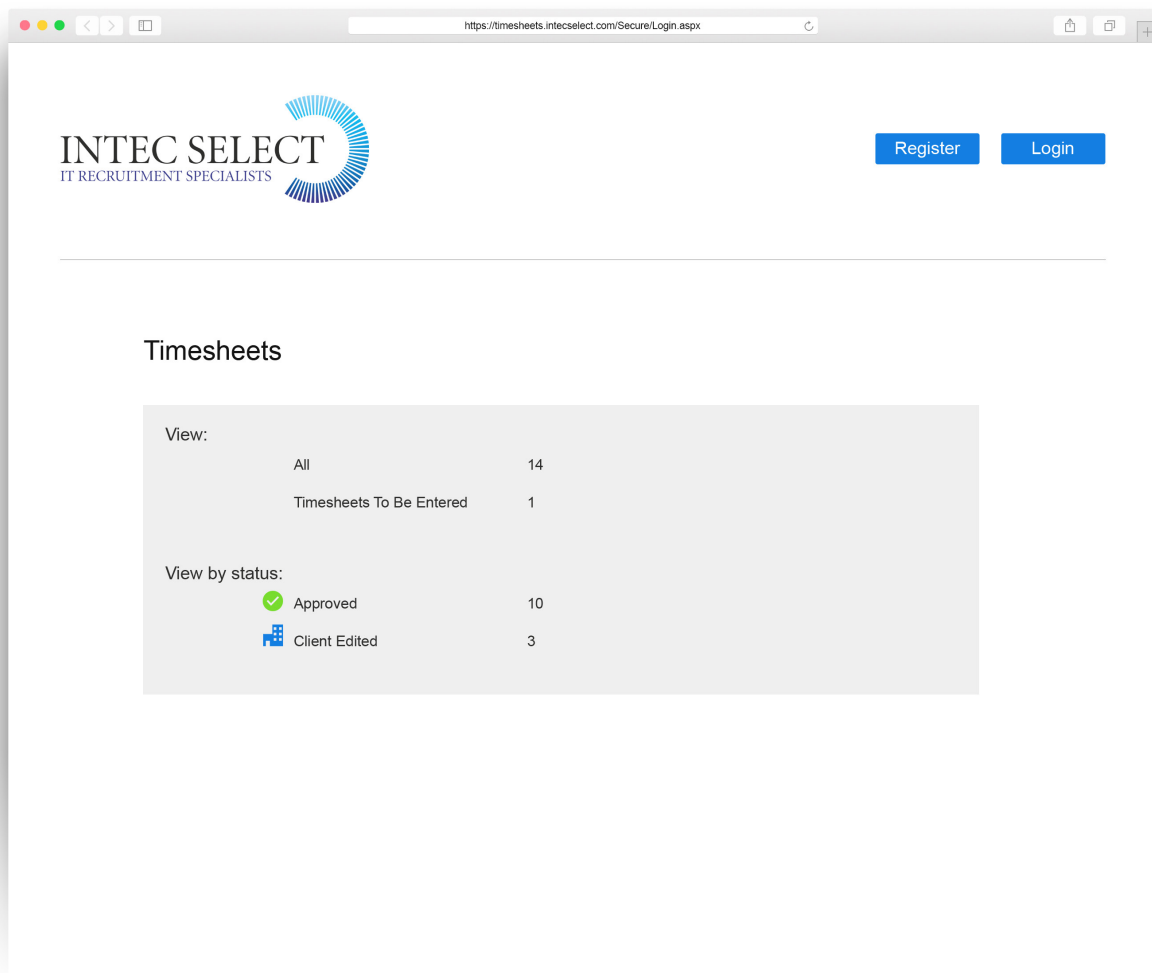
Step 3 continued overleaf...

STEP 3 CONTINUED

There are two sub menus on this page.

- The **top menu** will let you know how many timesheets in total you have already approved on your account, and how many are still to be submitted.
- The **bottom menu** will let you know how many timesheets you have previously approved, how many you have edited and how many are awaiting your authorisation.

These timesheets will remain on your account for as long as you remain a Timesheet Authoriser and until such point where your account is closed down.



INTEC SELECT
IT RECRUITMENT SPECIALISTS

Register Login

Timesheets

View:

All	14
Timesheets To Be Entered	1

View by status:

✓ Approved	10
✗ Client Edited	3

STEP 4

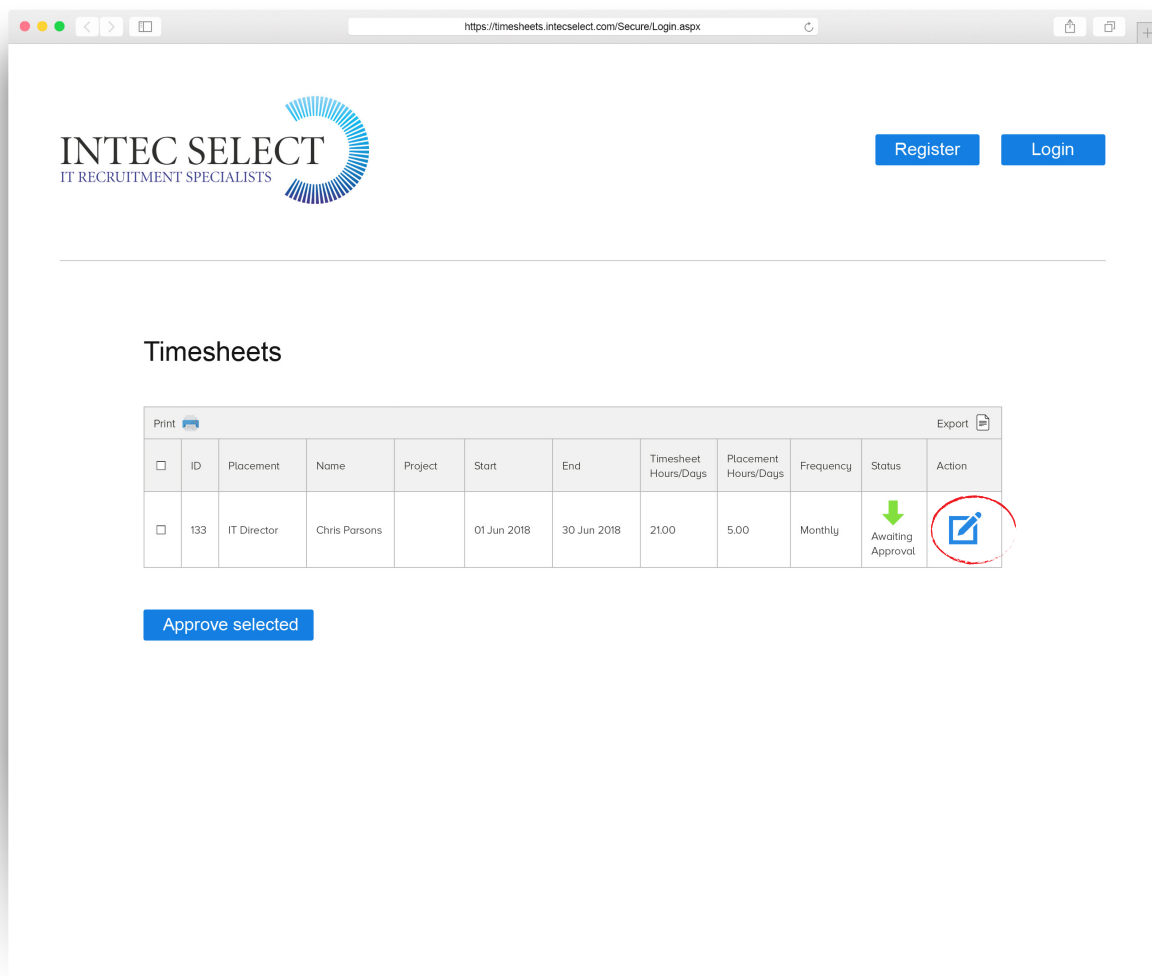
APPROVING TIMESHEETS

Once a contractor has submitted their time, you will receive an email from timesheets@intecselect.com to let you know that a timesheet is awaiting your approval.


You can use the link within the email to take you to the login screen.

Once logged in, you will be able to see any timesheets that are awaiting your approval in a list.

You will see a summary of each timesheet awaiting your approval. To approve each one, you will need to select the **Action** icon. This will take you into the itemised timesheet and you can see each day/half day the contractor has claimed for during the relevant billing period.



The screenshot shows a web browser window with the URL <https://timesheets.intecselect.com/Secure/Login.aspx>. The page features the Intec Select logo and navigation buttons. The main content area is titled 'Timesheets' and contains a table with the following data:

	ID	Placement	Name	Project	Start	End	Timesheet Hours/Days	Placement Hours/Days	Frequency	Status	Action
<input type="checkbox"/>	133	IT Director	Chris Parsons		01 Jun 2018	30 Jun 2018	21.00	5.00	Monthly	Awaiting Approval	

Below the table, there is a button labeled 'Approve selected'.

Step 4 continued overleaf...

STEP 4 CONTINUED

At the top of the timesheet is your authoriser menu.

- If you believe a contractor has not claimed for enough days, you can use **Add New Row** to insert another day.
- If you wish to check information with the contractor you can **Save for Later**.
- If you believe a contractor has claimed for too many days (e.g. a bank holiday) you can use **Edit All** to open the itemised timesheet and amend the units worked with the time you believe to be accurate, and then choose a reason for this from the drop down menu.

INTEC SELECT
IT RECRUITMENT SPECIALISTS

Register Login

Timesheet

Zero hours this timesheet ☐

Timesheet Approved Stuart Kennedy

+ Add New Row Save All Edit All Approve Timesheet

	Day	Rate	Performance	Units Worked
✓ X	Thu 30/08/2018	Basic	Select	1.00
✓ X	Fri 31/08/2018	Basic	Didn't turn up Late arrival Satisfactory Unsatisfactory Walked off job	1.00
✓ X	Sat 01/09/2018	Basic		1.00
✓ X	Sun 02/09/2018	Basic	Select	1.00
✓ X	Mon 03/09/2018	Basic	Select	1.00
✓ X	Tue 04/09/2018	Basic	Select	1.00
✓ X	Wed 05/09/2018	Basic	Select	1.00

If you are happy with the timesheet as the contractor has submitted it, you can just **Approve Timesheet**. An email is sent to the contractor to let them know.