ONLINE TIMESHEET PORTAL

Contractor Quick Reference Guide
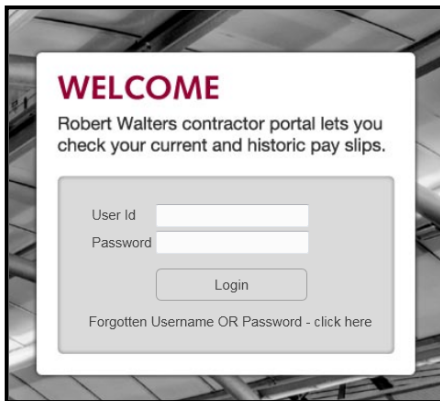
ROBERT WALTERS

CONTENTS

ROBERT WALTERS

Getting Started

How to login

Enter your User ID, which was provided on your activation email, and your chosen password. If you do not recall your username you can check with Payroll (John Morrell). If you have forgotten your password please call Payroll to reset your account.
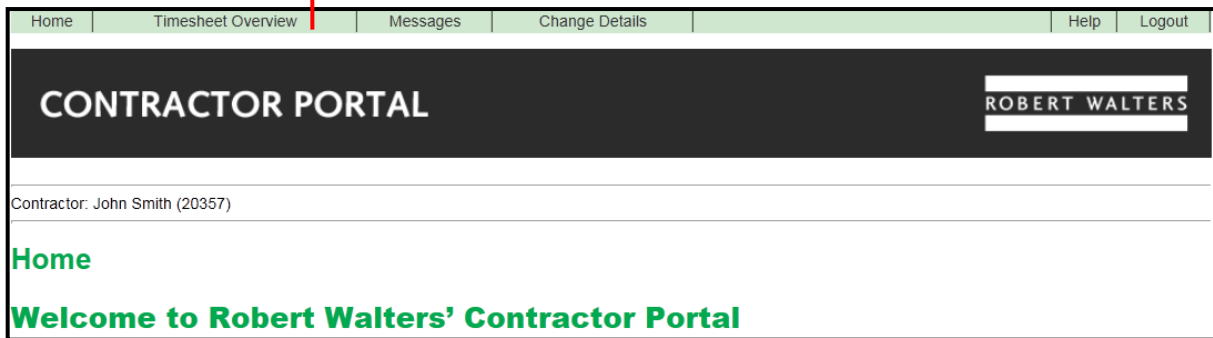
ROBERT WALTERS

Creating a timesheet

1. Click on the option "Timesheet Overview"

Home	Timesheet Overview	Messages	Change Details		Help	Logout

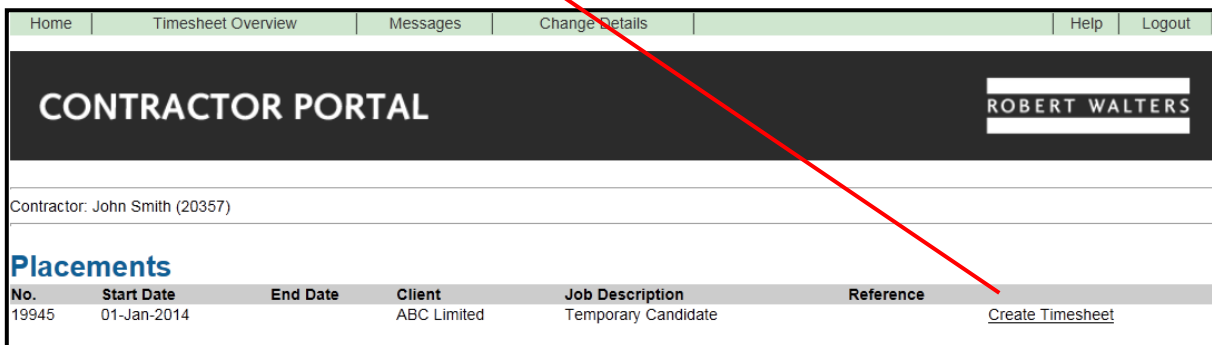**CONTRACTOR PORTAL**   ROBERT WALTERS

Contractor: John Smith (20357)

Home

Welcome to Robert Walters' Contractor Portal

2. Click on the option "Create Timesheet"

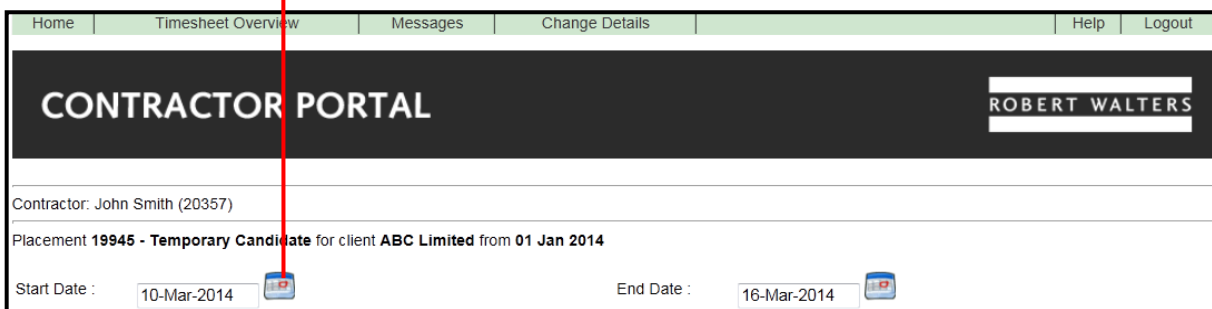| Home	Timesheet Overview	Messages	Change Details		Help	Logout

CONTRACTOR PORTAL   ROBERT WALTERS

Contractor: John Smith (20357)

Placements

No.	Start Date	End Date	Client	Job Description	Reference	
19945	01-Jan-2014		ABC Limited	Temporary Candidate		Create Timesheet

3. Use the calendar date picker to select the working week that you are submitting your timesheet for. Starting on the Monday and ending on the Sunday.

Home	Timesheet Overview	Messages	Change Details		Help	Logout

CONTRACTOR PORTAL   ROBERT WALTERS

Contractor: John Smith (20357)

Placement **19945 - Temporary Candidate** for client **ABC Limited** from **01 Jan 2014**

Start Date :   10-Mar-2014   End Date :   16-Mar-2014

3. The time you have worked should be entered in the following format: (Leave fields empty for days that you did not work). **Week commences Monday and ends Sunday. If you are on a daily rate ensure you submit days not hours.**

Format	Description for daily or hourly contractors
1	1 day or 1 hour
0.75	¾ Day or 45 Minutes
0.5	½ day or 30 minutes
0.25	¼ day or 15 minutes

4. Before you submit the timesheet for approval you must save it. Select "Save Timesheet"

5. Select the option "Lock Timesheet & Submit for Approval".

ROBERT WALTERS

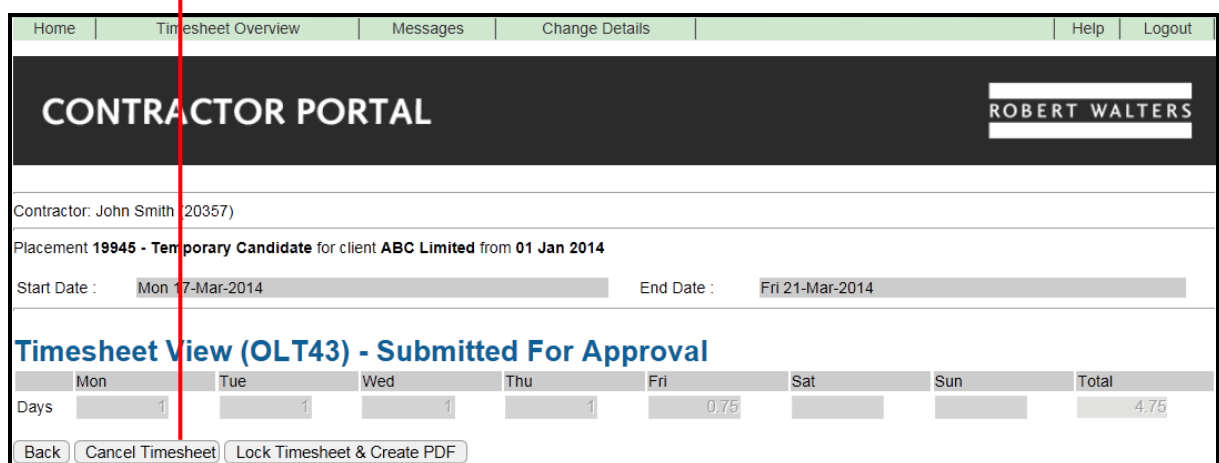An email will be sent to the primary authoriser for approval.

Checking your timesheet status

The current progress of your timesheet status will be show on your timesheet overview screen

Cancelling a timesheet

A time can only be cancelled whilst it is the status of "Submitted for Approval". You can check your timesheet status on your Timesheet Overview screen.

1. Select the timesheet

2. Select the option" Cancel Timesheet"

Printing a Timesheet

1.   From your Timesheet Overview screen click on the timesheet icon

2.   Your timesheet will then be displayed in a new window on your screen.

Logging Off The Online Timesheet Portal

ALWAYS SELECT 'LOG OUT' DO NOT EXIT BROWSER.

ROBERT WALTERS

Frequently asked questions

1. **Who Do I contact if I have a payroll query?**
    In the event you have any payroll queries please use the "Messages" option via the contractors portal or email John Morrell; john.morrell@robertwalters.com

2. **How will I know when my timesheet has been approved?**
    You will be notified by email or you can check the status of your timesheet via the contractors portal

ROBERT WALTERS