



ONLINE TIMESHEET PORTAL

Contractor Quick Reference Guide

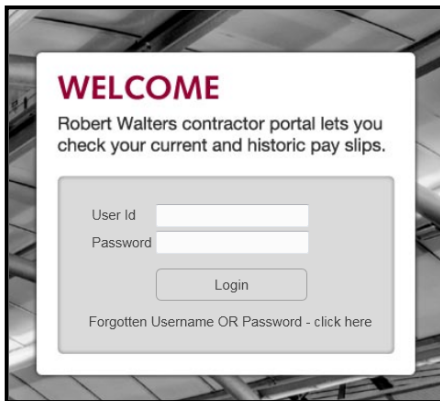
CONTENTS

Getting Started	3
How to login	3
Creating a timesheet	4
Checking your timesheet status	6
Cancelling a timesheet	7
Printing a Timesheet	8
Frequently asked questions	9

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.

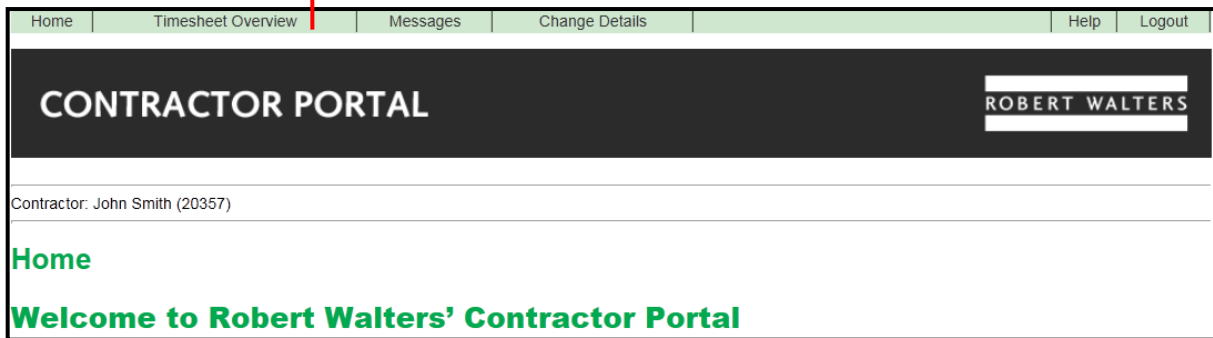


The image shows a login interface for the Robert Walters contractor portal. It features a white box with a grey border on a background of a construction site. The box contains the following elements:

- WELCOME** in bold red text.
- A description: "Robert Walters contractor portal lets you check your current and historic pay slips."
- Two input fields: "User Id" and "Password".
- A "Login" button.
- A link: "Forgotten Username OR Password - click here".

Creating a timesheet

1. Click on the option "Timesheet Overview"



Home Timesheet Overview Messages Change Details Help Logout

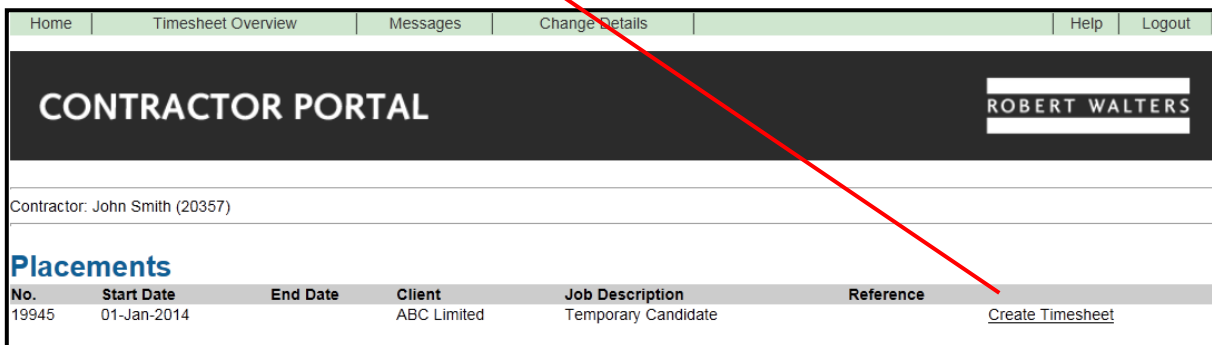
CONTRACTOR PORTAL ROBERT WALTERS

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

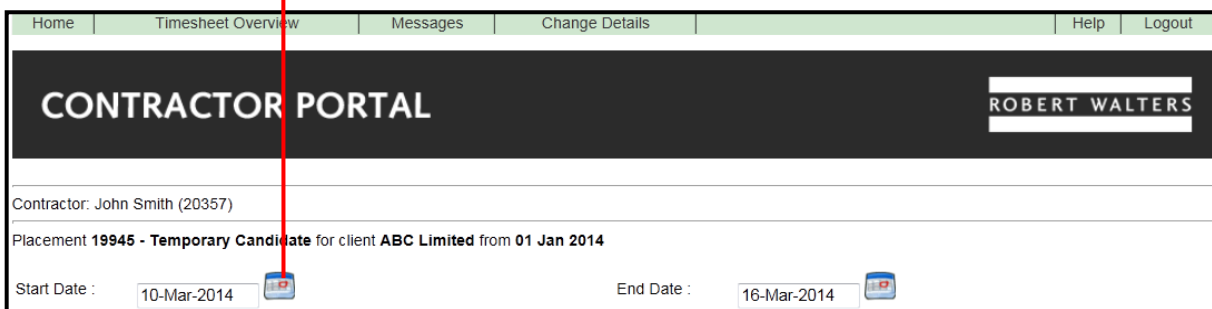
CONTRACTOR PORTAL ROBERT WALTERS

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 :  End Date : 

- 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	$\frac{3}{4}$ Day or 45 Minutes
0.5	$\frac{1}{2}$ day or 30 minutes
0.25	$\frac{1}{4}$ day or 15 minutes

CONTRACTOR PORTAL

ROBERT WALTERS

Contractor: John Smith (20357)

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

Start Date : End Date :

Timesheet Entry

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Days	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.5"/>	<input type="text" value="0.25"/>	<input type="text" value="5.75"/>

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

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

CONTRACTOR PORTAL

ROBERT WALTERS

Contractor: John Smith (20357)

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

Start Date : End Date :

Timesheet Entry (OLT42)


	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Days	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.5"/>	<input type="text" value="0.25"/>	<input type="text" value="5.75"/>

Timesheet can be electronically authorised by David Smith (Primary Authoriser)

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

Checking your timesheet status

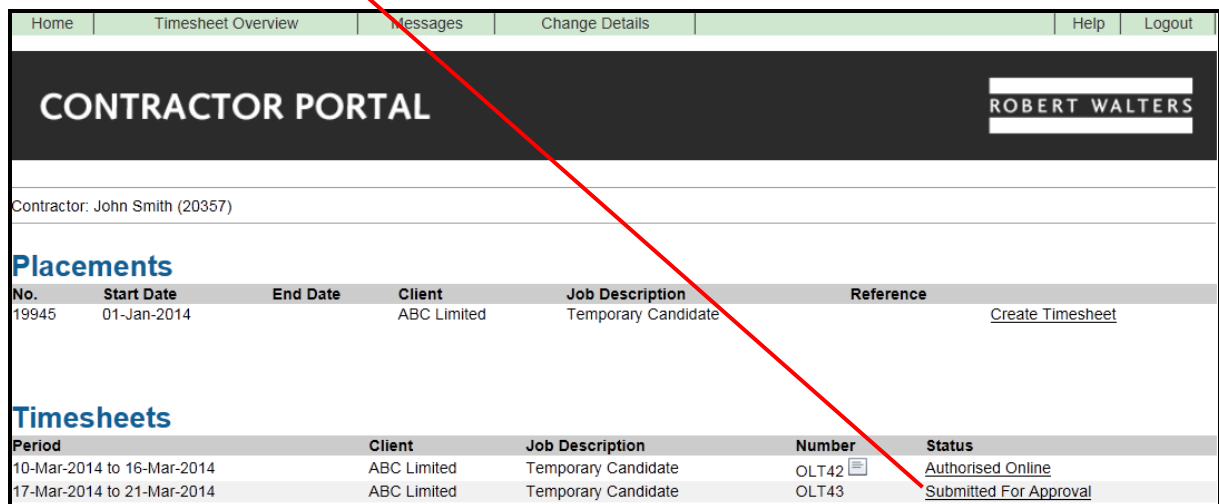
The current progress of your timesheet status will be show on your timesheet overview screen

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
Timesheets						
Period			Client	Job Description	Number	Status
10-Mar-2014 to 16-Mar-2014			ABC Limited	Temporary Candidate	OLT42 	Authorised Online
17-Mar-2014 to 21-Mar-2014			ABC Limited	Temporary Candidate	OLT43	Submitted For Approval

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



Home	Timesheet Overview	Messages	Change Details	Help	Logout
------	--------------------	----------	----------------	------	--------

CONTRACTOR PORTAL
ROBERT WALTERS

Contractor: John Smith (20357)

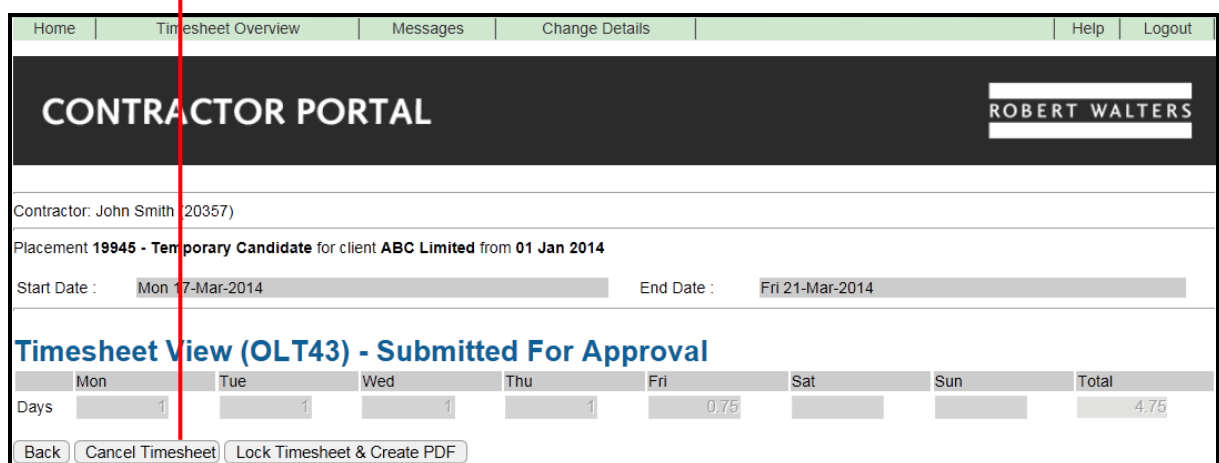
Placements

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

Timesheets

Period	Client	Job Description	Number	Status
10-Mar-2014 to 16-Mar-2014	ABC Limited	Temporary Candidate	OLT42	Authorised Online
17-Mar-2014 to 21-Mar-2014	ABC Limited	Temporary Candidate	OLT43	Submitted For Approval

2. Select the option "Cancel Timesheet"



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 : Mon 17-Mar-2014 End Date : Fri 21-Mar-2014

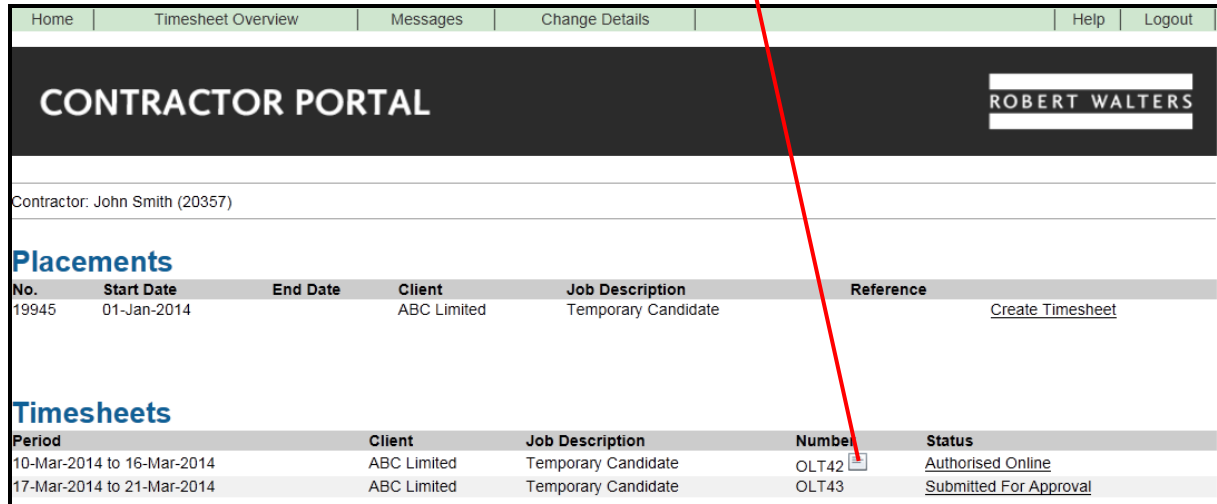
Timesheet View (OLT43) - Submitted For Approval


	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Days	1	1	1	1	0.75			4.75

[Back](#) [Cancel Timesheet](#) [Lock Timesheet & Create PDF](#)

Printing a Timesheet

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



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
Timesheets					
Period	Client	Job Description	Number	Status	
10-Mar-2014 to 16-Mar-2014	ABC Limited	Temporary Candidate	OLT42 	Authorised Online	
17-Mar-2014 to 21-Mar-2014	ABC Limited	Temporary Candidate	OLT43	Submitted For Approval	

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.

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