

Candidate Portal Quick Reference Guide



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Welcome to the Time Portal



Access your Time Portal through www.thetimeportal.co.uk

Top Tip – Save the link to your favourites

Enter the user name & password provided. You are advised to change your password the first time you log in.

A screenshot of the Time Portal login page. At the top left is a circular icon with a clock and a refresh symbol. To its right is a blue header bar with the text 'Welcome to The Time Portal' and a 'Home |' link. Below the header is a large white area containing a login form. The form has a blue header that says 'Please login below'. It includes two input fields: 'User Name' and 'Password'. Below these is a 'Log In' button. At the bottom of the form is a link that says 'Forgotten Your Username/Password?'. An arrow from the text on the right points to this link.

If you forget your Username & Password : Click here for an e-mail & link to reset.

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Welcome to the Time Portal



A screenshot of the Resourcing Group Time Portal interface. At the top left is the Resourcing Group logo and name. Below it is a navigation bar with 'Home |'. The main content area has a blue header for 'Terms And Conditions' and a scrollable text area containing the following text: 'By accessing this portal, you are agreeing to be bound by our standard Terms and Conditions received from your consultant. Please refer to your consultant if you want a copy of our Term and Conditions.' At the bottom of this area are 'Accept' and 'Reject' buttons. On the left side of the page is a 'Candidates Job Search' sidebar with input fields for 'Keywords' and 'Location', and a 'Search' button.

Read the terms of acceptance and click on accept to access your portal.

You will be asked to accept the terms whenever you enter the portal.

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Checking the status of your Timesheet



Along with the weekly SMS updates you will receive about the status of your timesheet, you can also check this on your portal.

Click on 'Timesheet History'. You can view the status of your current and historical timesheets.

A screenshot of the Resourcing Group portal. The top navigation bar is blue with the Resourcing Group logo and the text "Home | Timesheet History". Below this is a sidebar with a list of menu items: "Self Bill/Remittances", "Bank Details", "Holiday Pay", "My Details", "Timesheet List", "Change Password", "Timesheet History", and "Expense History". The "Timesheet History" item is highlighted. Below the sidebar is a "Candidates Job Search" section with input fields for "Keywords" and "Location" and a "Search" button. The main content area shows a "Back" link and a table with the following data:

Timesheet Status	Assignment Ref	Client Name	Work Location
Timesheet awaiting payment	R32987001	Swan Housing Association	

At the bottom of the main content area, there is a pagination control showing "Page: 1 of 1" and "Page size: 1".

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Checking Payslips/Remittances



If you work PAYE or Limited Company, you can also view and download your weekly Payslips/Remittances.

Click on Payslip History OR Self Bill/Remittances.

To open the payslip/remittance, click on the relevant Pay Date.

The screenshot shows the Resourcing Group web application interface. At the top, there is a blue header with the Resourcing Group logo and the text 'RESOURCING GROUP'. Below the header, a dark blue navigation bar contains the text 'Home | Payment History'. On the left side, there is a vertical menu with the following items: 'Self Bill/Remittances', 'Bank Details', 'Holiday Pay', 'My Details', 'Timesheet List', 'Change Password', 'Timesheet History', and 'Expense History'. The main content area displays a table with the following columns: 'Pay Day', 'Tax Year', 'Tax Session', and 'Pay Method'. The table contains one row with the following data: '08/05/2015', '2015 / 5', '1', and 'UK BACS'. Below the table, there is a pagination control showing 'Page: 1 of 1' and 'Page size: 1'. There are also navigation buttons for 'K', '<', '1', '>', and 'X'.

Pay Day	Tax Year	Tax Session	Pay Method
dd/mm/yyyy	yyyypp	Session	
08/05/2015	2015 / 5	1	UK BACS

Page: 1 of 1 Go Page size: 1 Change

Other Benefits



If you work PAYE you can request your holiday pay through the portal.

You can view the personal and bank details held by us.

You can change your portal password

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Home | Holiday Pay

Self Bill/Remittances
Bank Details
Holiday Pay
My Details
Timesheet List
Change Password
Timesheet History
Expense History

Your actual holiday pay is calculated based on your average earnings for the last 12 weeks and it should be noted that your actual earnings may not reflect such pay elements on yo

Holiday Pay Available	
Total holiday hours accrued	9.10
Holiday hours brought forward	0.00
Hours holiday paid	0.00
Holiday hours available	9.10
Holiday pay per hours	18.00
Total holiday pay available	163.87

Requested (0.00) hours Start Date

Number of hours

Weekly History					
Week	Pay	Week	Pay	Week	Pay
Current	0.00	Current - 5	0.00	Current - 10	0.00
Current - 1	18.00	Current - 6	0.00	Current - 11	0.00
Current - 2	18.00	Current - 7	0.00	Current - 12	0.00
Current - 3	0.00	Current - 8	0.00		
Current - 4	0.00	Current - 9	0.00		

Candidates Job Search

Keywords

Location

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