

Candidate Portal Quick Reference Guide

YOUR SPECIALIST RECRUITER

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SOCIAL HOUSING • FACILITIES MANAGEMENT & MAINTENANCE • CONSTRUCTION • SURVEYING & PROPERTY • DESIGN & ENGINEERING

Welcome to the Time Portal



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.
Please login below User Name Password Log In Forgotten Your Username/Password?	If you forget your Username & Password : Click here for an e-mail & link to reset.

Welcome to the Time Portal

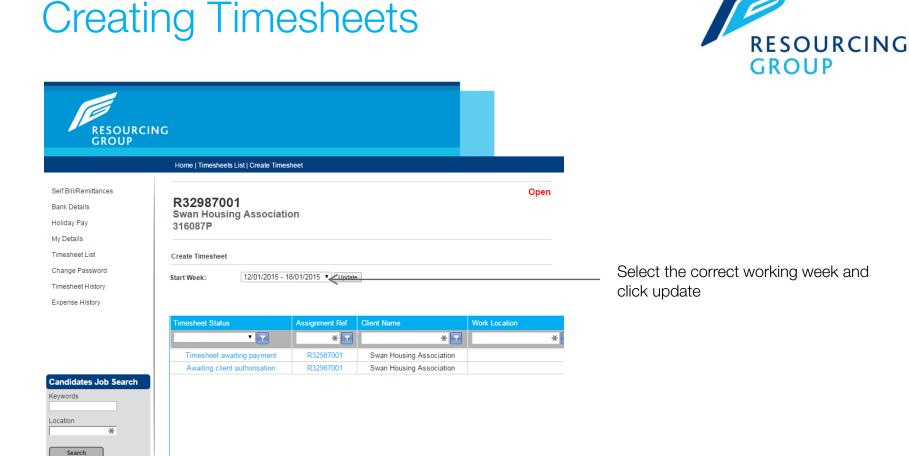


	Home	
	Terms And Conditions By accessing this portal, you are agreeing to be bound by our standard Terms and Conditions received from your consultant. Please refer to your consultant if you want a	
	copy of our Term and Conditions.	
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		Rea
		You
ndidates Job Search		you

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.

Creat	ting Timesheets	RESOURCING
RESOURCIN	NG Home J	GROOT
Self Bill/Remittances Bank Details Holiday Pay My Details Timesheet List Change Password Timesheet History Expense History	Afia Khatun, Welcome to the worker portal Date of last log in: 09/07/2015 17:12:15 You were last paid £410.28 on 08/05/2015 Messages Welome to the web portal	 Summary of last log in and will include details of the most recent payment. Important messages from Resourcing Group will appear here
Candidates Job Search Keywords Location Search	Displaying 1 - 1 of 1 View All Assignment Ref Create Timesheet Client Location Actual is R32987001 Create Timesheet Swan Housing Association 31/07	 Click here to Create your Timesheet for the week/s you have worked



Completing Timesheets



Vednesday 30/04/2014 Please Select	Ø	Ø	Ö	0.00		Add	For each d
Daily Total			~	0.00	0.00	•	start time,
							CLICK AD
Thursday 01/05/2014							
Please Select	Ø	Ø	Ø	0.00		Add	
Daily Total				0.00	0.00	•	
Friday 02/05/2014							
Please Select	Q	Ø	Ø	0.00		Add	
Daily Total				0.00	0.00		
Saturday 03/05/2014							
Please Select	Ø	Ø	Ø	0.00		Add	
Daily Total				0.00	0.00		
Sunday 04/05/2014							When finis
Please Select	Ø	Ø	Ø	0.00		Add	timesheet
Daily Total				0.00	0.00		
Timesheet Total				0.00	0.00		THIS HA
							TIMESHE
Not Worked Complete Timesheet	-						– PLEAS

For each day worked, enter pay type, start time, breaks and end time then CLICK ADD

When finished click on complete imesheet

THIS HAS NOT SUBMITTED YOUR TIMESHEET FOR AUTHORISATION – PLEASE CLICK SUBMIT ON THE NEXT PAGE

Claiming Expenses



Daily Total	0.00 0.00	0.00		
Timesheet Total	0.00 1.00	1050.00		
Timesheet Expenses				
Dute	Activity	Units Pay	Total	K
@ 17/11/2014	General Expenses	1.00 150.00	150.00	Edit
@ 17/11/2014	Missge	50.00 0.45	22.50	1.M. F
	Please Select	0 0	0	Add
65	Select	~		
Timeshoet Tutal			172.50	
10000000000			araite	

If you are eligible, you can claim expenses on your timesheet.

For Expenses – Enter the date, in the units field put in 1, in the pay field enter the amount of money you are claiming. CLICK ON ADD

For Mileage – Enter the date, in the units field enter how many miles you are claiming for, in the pay field enter the pence per mile you can claim eg 0.45 for 45p. CLICK ON ADD

You can upload receipts here.

When finished click on complete timesheet

THIS HAS NOT SUBMITTED YOUR TIMESHEET FOR AUTHORISATION – PLEASE CLICK SUBMIT ON THE NEXT PAGE www.resourcinggroup.co.uk

Submitting your Timesheet



Timeline History	Timesheet Entry					_	
.patel@hcigItd.com: Worker	Rate Description	Start	Break	Finish	Hours	Pay	
Timesheet Cutoff Reminder 06/05/2015 11:45	Monday 28/04/2014						
	Standard Hours	28/04/2014 08:00	01:00	28/04/2014 17:00	8.00	280.00	
	Daily Total				8.00	280.00	
	Tuesday 29/04/2014						
	Daily Total				0.00	0.00	
	Wednesday 30/04/2014						
	Daily Total				0.00	0.00	
	Thursday 01/05/2014						
	Daily Total				0.00	0.00	
	Friday 02/05/2014						
	Daily Total				0.00	0.00	
	Saturday 03/05/2014						
	Daily Total				0.00	0.00	
	Sunday 04/05/2014						
	Daily Total				0.00	0.00	
	Timesheet Total				8.00	280.00	
	Submit Edit Timesheet	←───					

Preview the timesheet then click Submit. An email will then be sent to the person authorising the timesheet prompting them to log in and authorise.

Amending Timesheets



Click on Timesheet List

If the timesheet says 'Edit' you have not yet submitted it for authorisation and can be amended.

If the timesheet says 'Pending', it has been submitted for authorisation. If you need to amend it, you will need to open it, 'Recall' it and recomplete it. RESOURCING

Home | Timesheets List

Self Bill/Remittances

Bank Details

Holiday Pay

My Details Timesheet List Change Password Timesheet History

Expense History

This is a list of all timesheets that require input

Status	Timesheet Number	Client Name	Location
Edit	A000003260	Swan Housing Association	
Pending	A000003273	Swan Housing Association	
Edit	A000003272	Swan Housing Association	

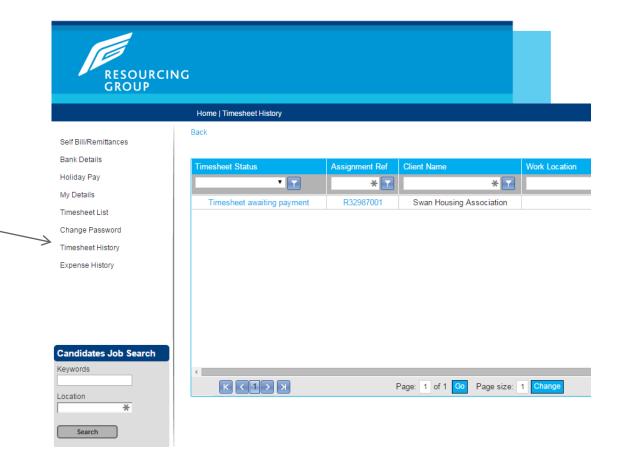


Checking the status of your Timesheet



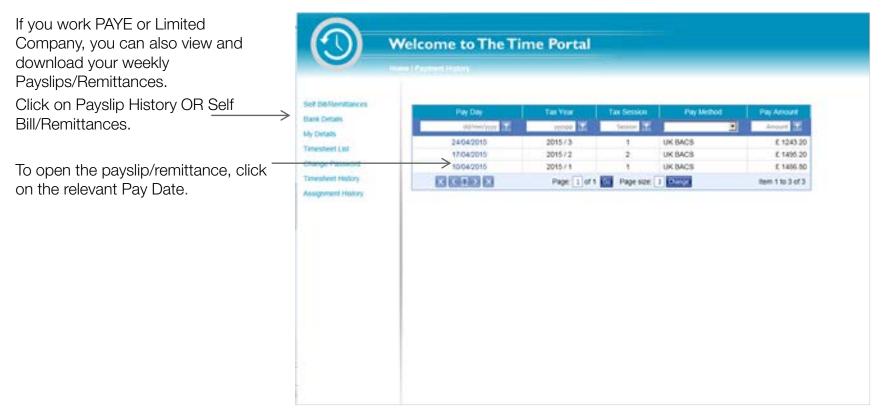
Along with the weekly SMS updates you will receive about the status of your timesheet, you can also check this on your portal.

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



Checking Payslips/Remittances





Other Benefits



RESOURCING GROUP If you work PAYE you can request your holiday pay through the portal. Home | Holiday Pay Your actual holiday pay is calculated based on your average earnings for the last 12 weeks and the bre Self Bill/Remittances It should be noted that your actual earnings may not reflect such pay elements on your pays You can view the personal and bank Bank Details Holiday Pay Available details held by us. Holiday Pay Total holiday hours accrued 9.10 My Details Holiday hours brought forward 0.00 Hours holiday paid 0.00 Timesheet List 9.10 You can change your _ Holiday hours available Change Password Holiday pay per hours 18.00 portal password 163.87 Total holiday pay available Timesheet History Expense History Requested (0.00) hours Start Date Number of hours Request Holiday Pay **Candidates Job Search** Weekly History Keywords Week Week Pay Week 0.00 Current 0.00 Current - 5 0.00 Current - 10 Location 0.00 Current - 1 18.00 Current - 6 0.00 Current - 11 ¥

Current - 2

Current - 3

Current - 4

18.00

0.00

0.00

Current - 7

Current - 8

Current - 9

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Current - 12

0.00

0.00

0.00

0.00

Search