

Candidate Portal Quick Reference Guide



YOUR SPECIALIST RECRUITER
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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. The page has a blue header with a clock icon and the text 'Welcome to The Time Portal'. Below the header is a navigation bar with 'Home |'. The main content area is white and contains a login form. The form has a blue header that says 'Please login below'. Below this are two input fields: 'User Name' and 'Password'. Below the password field is a 'Log In' button. Below the button is a link that says 'Forgotten Your Username/Password?'. An arrow points from the text on the right 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 is a blue header with the Resourcing Group logo and the text 'RESOURCING GROUP'. Below the header is a navigation bar with 'Home |'. The main content area has a blue title bar for 'Terms And Conditions'. Below this, there is a paragraph of 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 section are two buttons: 'Accept' and 'Reject'. To the left of the main content area is a sidebar with a dark blue header 'Candidates Job Search'. Below this header are two input fields: 'Keywords' and 'Location', each with a white text box. Below the input fields is 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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Creating Timesheets



RESOURCING GROUP

Home |

- 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

Welcome to the web portal

Displaying 1 - 1 of 1 | [View All](#)

Assignment Ref	Create Timesheet	Client	Location	Actual
R32987001	Create Timesheet	Swan Housing Association		31/07

Candidates Job Search

Keywords

Location


Summary of last log in and will include details of the most recent payment.

Important messages from Resourcing Group will appear here

Click here to Create your Timesheet for the week/s you have worked

Creating Timesheets





RESOURCING GROUP

Home | Timesheets List | Create Timesheet

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

Candidates Job Search

Keywords

Location

Search

R32987001 Open
Swan Housing Association
316087P

Create Timesheet

Start Week:

Timesheet Status	Assignment Ref	Client Name	Work Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Timesheet awaiting payment	R32987001	Swan Housing Association	
Awaiting client authorisation	R32987001	Swan Housing Association	

Select the correct working week and click update

Completing Timesheets



Wednesday 30/04/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Thursday 01/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Friday 02/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Saturday 03/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Sunday 04/05/2014					
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Add
Daily Total				0.00	0.00
Timesheet Total				0.00	0.00
Not Worked Complete Timesheet					

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

When finished click on complete timesheet

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

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Claiming Expenses



Sunday 23/11/2014

Please Select Add

Daily Total	0.00	0.00	0.00
Timesheet Total	0.00	1.00	1000.00

Timesheet Expenses

Date	Activity	Units	Pay	Total	
17/11/2014	General Expenses	1.00	150.00	150.00	Edit
17/11/2014	Mileage	50.00	0.45	22.50	Edit
<input type="text"/>	Please Select	<input type="text"/>	<input type="text"/>	0	Add

Timesheet Total 172.50

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**

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Submitting your Timesheet



Timeline History	Timesheet Entry					
	Rate Description	Start	Break	Finish	Hours	Pay
j.patel@hcigltd.com: Worker 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.

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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.

The screenshot shows the 'Timesheets List' page in the Resourcing Group system. The page has a blue header with the company logo and name. Below the header is a navigation menu with options: Self Bill/Remittances, Bank Details, Holiday Pay, My Details, Timesheet List (highlighted), Change Password, Timesheet History, and Expense History. The main content area displays a table of timesheets that require input. The table has columns for Status, Timesheet Number, Client Name, and Location. Three rows are shown: one with 'Edit' status, one with 'Pending' status, and one with 'Edit' status. Below the table is a 'Candidates Job Search' section with input fields for 'Keywords' and 'Location', and a 'Search' button.

Home | Timesheets List

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	

Candidates Job Search

Keywords

Location

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.

The screenshot shows the Resourcing Group portal interface. At the top is a blue header with the company logo and name. Below the header is a navigation bar with 'Home | Timesheet History'. A sidebar on the left contains a list of menu items: 'Self Bill/Remittances', 'Bank Details', 'Holiday Pay', 'My Details', 'Timesheet List', 'Change Password', 'Timesheet History', and 'Expense History'. 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 page, there is a pagination control showing 'Page: 1 of 1' and 'Page size: 1', along with navigation buttons.

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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 'Welcome to The Time Portal' interface. The main content area displays a table of payment history with the following data:

Pay Day	Tax Year	Tax Session	Pay Method	Pay Amount
24/04/2015	2015 / 3	1	UK BACS	£ 1243.20
17/04/2015	2015 / 2	2	UK BACS	£ 1495.20
10/04/2015	2015 / 1	1	UK BACS	£ 1495.80

The table includes navigation controls at the bottom, such as 'Page: 1 of 1', 'Page size: 1', and 'Item 1 to 3 of 3'. A sidebar on the left contains navigation links like 'Self Bill/Remittances', 'Bank Details', 'My Details', 'Timesheet List', 'Change Password', 'Timesheet History', and 'Assignment History'. Arrows from the text on the left point to the 'Payslip History OR Self Bill/Remittances' link and the '24/04/2015' pay date in the table.

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

The screenshot shows the Resourcing Group employee portal interface. At the top, there is a blue header with the company logo and the text 'RESOURCING GROUP'. Below the header, a navigation bar contains 'Home | Holiday Pay'. The main content area is divided into two columns. The left column contains a list of menu items: 'Self Bill/Remittances', 'Bank Details', 'Holiday Pay', 'My Details', 'Timesheet List', 'Change Password', 'Timesheet History', and 'Expense History'. Below this list is a 'Candidates Job Search' section with input fields for 'Keywords' and 'Location', and a 'Search' button. The right column displays 'Holiday Pay Available' information, including a table with columns for 'Total holiday hours accrued', 'Holiday hours brought forward', 'Hours holiday paid', 'Holiday hours available', 'Holiday pay per hours', and 'Total holiday pay available'. Below this table is a form for requesting holiday pay, with fields for 'Requested (0.00) hours', 'Start Date', and 'Number of hours', and a 'Request Holiday Pay' button. At the bottom of the right column is a 'Weekly History' table with columns for 'Week' and 'Pay'.

Home | Holiday Pay

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

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		

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