

Online Timesheets

Authorisation using One-Click

Client User Guide

Summer 2015



Set up and access

You will only be able to use the Manpower Online Timesheet System once you have been set up.

Set up

- Manpower will set up your details on the system linking you to your candidate's job and work records via your email address.

Access

- You will be sent an email with a link to all the timesheets awaiting your approval on a weekly basis. This link will only last for one week and will tell you when it is due to expire.

Further Information

- For further help and information please contact your local Manpower representative.

Online timesheets - timesheets explained

When you have agency workers supplied to you through Manpower, they will now complete their hours online. Provided that all hours for the previous working week (Monday to Sunday) are approved by a line manager before 15.00 on a Monday, the agency worker will be paid on the following Friday. Timings are slightly different following a Bank Holiday where the cut off will be 12.00 noon on the Tuesday.

The emails asking for approval of time work on business hours and will start being sent out to line managers from 08.00 on a Monday morning and will continue to be sent out to every hour until the timesheet is approved by a line manager or rejected AND amended.


Some important points to note about timesheets before you start:

- Timesheets must be approved for agency workers to be paid
- Timesheets must be submitted online by the agency worker*, by the **10.00 deadline** on a Monday. Or Tuesday where there is a Bank Holiday on the Monday.
- If the client approves by the **15.00 deadline** on a **Monday** (12.00 noon on a Tuesday where there is a Bank Holiday on the Monday), the timesheet is **approved**
- If the agency worker submits their timesheet after the 15.00 client approval deadline, it will not be processed for payment until the following week
- A timesheet, once submitted, cannot be amended **unless** the client rejects it.
- If a timesheet has been disputed by either the client or the agency worker*, and no agreement has been reached by the **15.00 client deadline**, the timesheet will not be paid until both parties agree the amendments.

* Where agency workers do not have access to a computer; Manpower may enter the hours on the agency worker's behalf. For details on deadlines or more general information on timesheets please contact your local Manpower representative.

Approving timesheets

When you receive the *Timesheet Authorisation Request* email please click on the link to view the **worksheet detail**.



Timesheet Authorisation Request

Hi,
There are timesheets for you to authorise.
Please note - THIS LINK IS ONLY VALID UNTIL 30/08/2015 23:59:00 .

[\[Click Here To View Worksheet Detail\]](#)


Kind regards, Manpower UK

If the above link doesn't work, please copy and paste the following link into your browser to complete this request...

<https://clientzone.manpower.co.uk/OneClick/OLTSOneClick.aspx?cc=9998&RequestID=24267408&Request=621b77b7-eb4e-4047-b4a6-ef02e08d0d58>

The link will take you to the timesheets summary, listing all timesheets that are waiting for your approval. See below in orange.

It will also show you a list of timesheets that you have already approved or that have been approved on your behalf, as shown below in green.



Welcome to Online Timesheets - OneClick

Timesheets Pending Approval for period up to: 30/08/2015

Employee	Ref No	Week Ending	Timesheet Ref	Job Title	Status	Summary	
Select Junaid Abbas	3605114	23/08/2015	6343	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins	£1356.60 <input type="checkbox"/>
						Expenses	£33.60
						Total	£1,390.20
Select Steve Brownnett	K698052	23/08/2015	6369	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins	£1356.60 <input type="checkbox"/>
						Total	£1,356.60
Select Alan Wyatt	K740201	23/08/2015	6317	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 34h 0mins	£1085.28 <input type="checkbox"/>
						Total	£1,085.28
Select Edward Forr	K750374	23/08/2015	6610	Grade 1 Administrator	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins	£375.70 <input type="checkbox"/>
						Total	£375.70
Select Daniel Bown	N060017	23/08/2015	6291	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 34h 0mins	£1085.28 <input type="checkbox"/>
						Total	£1,085.28

Multiple Timesheet Authorisation
 Select All

Approved timesheets for period: 29/06/2015 to 30/08/2015

Employee	Ref No	Week Ending	Timesheet Ref	Job Title	Authoriser	Status	Summary
Select Junaid Abbas	3605114	05/07/2015	6336	Project Support Officer		ImportComplete	Hours 43h 30mins

There are now two 2 options available:

1. Accept the timesheet

If you are happy that the hours displayed are correct, select the tick box(es) on the right of the timesheet details. You can select any or all of those in the list to approve and click **Approve Selected**. These timesheets will be sent for processing and result in payment to the agency worker.

Click to select the timesheets you would like to approve and then click Authorise Selected

To look at the full details click Select on the appropriate line

Welcome to Online Timesheets - OneClick

Timesheets Pending Approval for period up to: 30/08/2015

Ref No	Week Ending	Timesheet Ref	Job Title	Status	Summary
J605114	23/08/2015	6343	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins Expenses Total £1,356.60 £33.60 £1,390.20
K598052	23/08/2015	6369	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins Total £1,356.60
K740201	23/08/2015	6317	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 34h 0mins Total £1,085.28
K730374	23/08/2015	8610	Grade 1 Administrator	AuthorisationPendingWithNotification	Standard Hours for 42h 30mins Total £375.00 £375.00
N060017	23/08/2015	6291	Project Support Officer	AuthorisationPendingWithNotification	Standard Hours for 34h 0mins Total £1,085.28

Multiple Timesheet Authorisation
 Select All

Approved timesheets for period: 29/06/2015 to 30/08/2015

Employee	Ref No	Week Ending	Timesheet Ref	Job Title	Authoriser	Status	Summary
Junaid Abbas	J605114	05/07/2015	6336	Project Support Officer		ImportComplete	Hours 43h 30mins
Alex Trainin	K264632	05/07/2015	6029	Customer Support		ImportComplete	Hours 46h 30mins
Steve Brownnett	K698052	05/07/2015	6362	Project Support Officer		ImportComplete	Hours 41h 30mins
Colin McCausland	K725673	05/07/2015	5897	Customer Support		ImportComplete	Hours 47h 0mins
Alice Tinker	K729691	05/07/2015	6073	Customer Support		ImportComplete	Hours 7h 30mins
Bob Ryan	K740185	05/07/2015	5941	Customer Support		ImportComplete	Hours 8h 30mins
Charles Monkhouse	K740193	05/07/2015	5963	Customer Support		ImportComplete	Hours 49h 19mins
Alan Wyatt	K740201	05/07/2015	6310	Project Support Officer		ImportComplete	Hours 42h 30mins

Or you can **Select** the timesheet and view the full details before you **Accept**. This will also approve the timesheet and will send it for processing.

Welcome to Online Timesheets - OneClick

Timesheet 12 of 13

Work Sheet Data Entry

Applicant: Junaid Abbas
 Job Reference: FG5026A
 Job Title: Project Support Officer
 Shift Name: Days
 Working For: Kat

Week ending: 23/08/2015
 Location: 11, Windsor Street, Uxbridge, UB8 1AB
 Assigned Days: Monday, Tuesday, Wednesday, Thursday, Friday, Is At Parity Rate: No
 Hours of Work: 08:00 to 17:00 with 30 minutes break

Assignment Start - End: 01/06/2015 - 28/08/2015
 Cost Code: 999

Working For: Kat
 Timesheet Reference: 006343

Order details

Time entry per days of the week

Start and end time and breaks for each day and rate type

Monday 17/08	Tuesday 18/08	Wednesday 19/08	Thursday 20/08	Friday 21/08	Saturday 22/08	Sunday 23/08
View History	View History	View History	View History	View History		
Standard Hours	Standard Hours	Standard Hours	Standard Hours	Standard Hours	Time Time Break	Time Time Break
In Out Break	In Out Break	In Out Break	In Out Break	In Out Break	In Out	In Out
08:00 17:00 00:30	08:00 17:00 00:30	08:00 17:00 00:30	08:00 17:00 00:30	08:00 17:00 00:30		

Summary

Rate Description	Entered For	Updated by/on	Notes	Recorded	Charge Rate	Calc.
Standard Hours	Mon 17/08	Wed 26/08 10:30:03		8:30	£31.92	£271.32
Standard Hours	Tue 18/08	Wed 26/08 10:30:03		8:30	£31.92	£271.32
Standard Hours	Wed 19/08	Wed 26/08 10:30:03		8:30	£31.92	£271.32
Standard Hours	Thu 20/08	Wed 26/08 10:30:03		8:30	£31.92	£271.32
Standard Hours	Fri 21/08	Wed 26/08 10:30:03		8:30	£31.92	£271.32
Total				42:30		£1,356.60

Description	Updated by/on	Notes	Amount
Non-Taxable Expenses	Wed 26/08 10:30:00		£33.60

Totals

Description	Total
Charge for 42h 30mins.	£1,356.60
Expenses	£33.60
Total	£1,390.20

2. Reject/Edit

If you do not agree the hours that have been submitted, you will need to go into the timesheet details to amend. Click **Select** next to the timesheet summary in your list to open the details of the full timesheet. See above screenshot.

Click the **Reject/Edit** button and then go into each entry on the timesheet that you are not in agreement with and amend the hours to reflect what you believe to be a correct representation of the hours the agency worker worked. You will also need to provide a reason for your amendments. Once you have amended all the entries and are satisfied that the hours now correctly represent the hours worked please click **Submit**.

Clicking **Reject/Edit** will bring up the **Edit** option against each date and rate line.

	Monday 17/08	Tuesday 18/08	Wednesday 19/08	Thursday 20/08	Friday 21/08	Saturday 22/08	Sunday 23/08		
	View History	View History	View History	View History	View History				
Standard Hours	Time In 08:00	Time Out 17:00	Break 00:30	Time In 08:00	Time Out 17:00	Break 00:30	Time In 08:00	Time Out 17:00	Break 00:30
	Edit	Edit	Edit	Edit	Edit	Edit	Edit		
	Return To Summary	Submit	Accept	Reject/Edit	Expenses				

[Summary](#)

	Monday 17/08	Tuesday 18/08			
	View History	View History			
Standard Hours	Time In 08:00	Time Out 17:00	Break 00:30		
	Please use 24hr clock.		View History		
	If applicant did not work, remove time.		Time In 08:00	Time Out 17:00	B 00:30
	Reason: <input type="text"/>		Edit		
	Edit				
	Return To Summary	Submit	Accept	Reject/Edit	Expenses

Edit the time entries until they are consistent with the hours you believe the candidate worked against any date and rate they have entered hours for. Overtyping the times on each entry that needs amending.

If the candidate didn't work you will need to remove all the hours from that day. **DO NOT** replace with zero's as the system will think this is a 24hour shift and won't allow this.

Once the hours have been edited you will need to give

Please note if you are editing more than one day you will get a message asking if you want to leave this page, you should click leave this page and that will allow you to amend the next entry.

Once you have submitted you will receive **confirmation** that the timesheet has been rejected.

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Timesheet 12 of 13

Work Sheet Data Entry

Applicant	Junaid Abbas	Week ending	23/08/2015	Assignment Start - End	01/06/2015 - 28/08/2015
Job Reference	FG5026A	Location	11, Windsor Street, Unbridge, UBS 1AB	Cost Code	999
Job Title	Project Support Officer	Assigned Days	Monday, Tuesday, Wednesday, Thursday, Friday	Is At Parity Rate	No
Shift Name	Days	Hours of Work	08:00 to 17:00 with 30 minutes break		
Working For	Kat Fausset	Timesheet Reference	006343		

When an edit has been submitted, the system will also send an email back to the agency worker and/or Manpower to say that the hours have been rejected. The agency worker will need to look at the amendments and either agree or reject and amend them. If they agree to the amendments, the timesheet will then go off to the system to be paid and there will be no further action required with this timesheet. However, should the agency worker disagree, you will be asked to go back and check their amendments; this will continue and the timesheet will not be paid until both parties agree the timesheet entry.

Other information

The **History** link lets you see past activity/ comments on this timesheet including any changes you have made. It provides a fully auditable trail for all activities that have occurred day-by-day on this timesheet **only**.

When you **View History**, the information will be displayed as below:

History

Start Time	End Time	Break	Total
00:00	00:00	00:00	0:00
At 28/08 13:10, the user " " rejected the previous entry (8:30) and replaced it with the entry above.			
The reason for this action was "on annual leave".			
08:00	17:00	00:30	8:30
At 26/08 10:30, the user " " updated the entry above.			

Summary

Rate Description	Entered For	Updated by/on	Notes/Recorded	Change Rate	Calc.	Pay Rate	Calc.
Standard Hours	Mon 17/08		@ Fri 28/08 13:10:54	£31.92	£0.00	£24.32	£0.00
Standard Hours	Tue 18/08		@ Fri 28/08 13:10:54	£31.92	£271.32	£24.32	£206.72
Standard Hours	Wed 19/08		@ Fri 28/08 13:10:54	£31.92	£271.32	£24.32	£206.72
Standard Hours	Thu 20/08		@ Fri 28/08 13:10:54	£31.92	£271.32	£24.32	£206.72
Standard Hours	Fri 21/08		@ Fri 28/08 13:10:54	£31.92	£271.32	£24.32	£206.72
Total					£1,085.28		£826.88

Totals

Description	Updated by/on	Notes	Amount
Non-Taxable Expenses	@ Wed 26/08 10:30:00		£33.60