



Huntress Online Timesheets

1. Huntress operates an online timesheet system.
2. The system is at <https://online.huntress.co.uk>, your login name (your personal email address) and a password will be emailed direct to you **when you start your first booking.**

(Please note that paid holiday must be requested in writing through your consultant, the online timesheet system will not process paid holiday.)

Online timesheets allow you to:

- Enter your weekly time on timesheets. Depending on client requirements, timesheets can be submitted for payment by:
 - Printing the completed timesheet, securing the client’s signature and faxing the signed timesheet to the fax number on the timesheet.
 - Submitting the timesheet online for the client to authorise electronically.
- View previous timesheets
- View payslips

To Access your Online Timesheets

Go to <https://online.huntress.co.uk> and enter the user name and password emailed to you. The first time you log in, you will be asked to change your password to a password of your choice.

When you click on “Timesheets” in the menu sidebar a list of the timesheets available for entry will appear. Please select the relevant timesheet by clicking on “edit”, which is on the left of the timesheet line.

Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To	Personnel Ref	Cut Off Date
Edit	A13	XX		05/12/2008			00/00/0000 00:00:00

Completing Timesheets

There are two types of timesheets

- Time based - where you enter your start time, finish time and break time for each day. This type of timesheet calculates the total hours worked in a week.
- Units based - this is used if you are on a daily rate. You enter the units (usually “1”!) against each day



Time Based

Enter your start time, lunch time and finish time for each day worked. Please note that you are entering actual time in the 24 hour clock:

- Hours and minutes are separated by a colon
- Minutes are just that, half an hour is “30”, three quarter of an hour “45”
- Half past five is “17:30”

Day	Start	Lunch	Finish	Total Time	Total Hours
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Monday	10:00	00:30	17:30	07:00	7
Tuesday	10:00	00:30	17:30	07:00	7
Wednesday	10:00	00:30	17:30	07:00	7
Thursday	10:00	00:30	17:30	07:00	7
Friday	10:00	00:30	18:00	07:30	7.5
Total				35:30	35.5

We then need to know how the time is to be paid, it may all be at a standard rate, or some may be at an overtime rate. Below the time diary is a rate description box. Put the total hours worked against the rate descriptions:

Rate Description	Time (H)
Standard Time	<input type="text" value="35"/>
OT Hrs 1.5xStd	<input type="text" value="0.5"/>
Total	35.50

(Notice that this is a number of hours, not a time. One half is 0.5 and the colon is a decimal point)

Units Based

Each pay rate applicable will be shown on one line, with an input box for each day of the week. Enter the relevant units alongside the applicable pay rate for each day.



Submitting Timesheets

Depending on the requirements of the client you are assigned to, you will see:

- A “Print for Auth” button
- An “Online Authorisation” button, or
- Both

Print for Authorisation

Press “Print for Auth”. This formats the timesheet for printing and displays the format. Press print, sign the timesheet and have the client sign. Then fax through to the number on the top of the timesheet.

The fax image is uploaded into Huntress’ payroll system, the barcodes read and the payment authorised by matching the image to the data you have input.

Online Authorisation

Press “Online Authorisation”.

An email is sent to the relevant person at the client, informing them that a timesheet is ready for authorisation.

Questions and Answers

What happens if I filled the timesheet in incorrectly?

If you haven’t yet printed the timesheet for submission or sent for online authorisation you can change the timesheet at any time.

If you have done either of those things, but the timesheet hasn’t passed the next stage in processing, the timesheet will show as “Pending”. Open the timesheet and press the “Recall Timesheet” button. This will re-set the timesheet status to “Edit”. You will need to resubmit the timesheet, even if you then make no changes.

What if I’ve forgotten my password?

Please phone your normal contact at Huntress, who will email you a new password.

Can I fill my time in daily, or must it be once a week?

You can fill them in whenever you like (make sure you press the “Save” button).

Has my Timesheet been received?



Once your timesheet has been received your timesheet will no longer be listed on the "Timesheets" page and have moved to "Timesheet History"

What do I do about holiday?

Please phone your consultant who will be able to claim paid holiday on your behalf.