



## Huntress Online Timesheets – Client Guide

Huntress has developed an online timesheet system. Temporary workers can complete timesheets online and view both their timesheet history payslips.

Clients, if they wish, may approve timesheets online rather than by signature. Online approval is a distinct advantage for a client that has a number of temporary workers or where the authorising manager is not in the same location as the temporary worker. The authoriser will be presented, online, with a list of timesheets to review rather than facing a succession of interruptions on a Friday afternoon.

Timesheets that require authorisation			
Timesheet No	Worker Name	For Date	Total Units
<a href="#">A33917</a>	Ayer, Fred	04/09/2009	30.50
<a href="#">A33918</a>	Russell, Bertrand	31/08/2009	1.00
<a href="#">A33924</a>	Wittgenstein, Ludwig	31/08/2009	7.00
<a href="#">A35754</a>	Popper, Karl	31/08/2009	7.00
<a href="#">A35765</a>	Bartley, Bill	31/08/2009	5.00

Bulk Authorise Selected Timesheets

As the authorisation process takes place over the internet it can be performed wherever there is an internet connection, whenever convenient and without the presence of the temporary worker.

### The authorisation process

Where clients are set up for online authorisation temporary workers are able to submit timesheets online. They are still able to print a timesheet for signature authorisation. This allows numerous managers at a single client to follow their own preferences; some will ask temporary workers to submit online, others may ask temporary workers reporting to them to follow the traditional paper route. Once a temporary worker submits a timesheet for authorisation the authoriser is sent email notification.

Each authoriser is provided with a login, password and a PIN. On logging into the site and choosing the "authorise timesheets" menu item the authoriser is shown a list of timesheets to authorise with the total of the units ("Hours", "Days" etc). The authoriser can authorise on the basis of that summary or look at the detail of a timesheet:



Day	Start	Lunch	Finish	Total Time	Total Hours
Tuesday	09:00	01:00	19:00	09:00	9
Wednesday	09:00	01:00	17:00	07:00	7
Thursday	09:00	01:00	17:00	07:00	7
Friday	09:00	01:00	17:30	07:30	7.5
<b>Total</b>				<b>30:30</b>	<b>30.5</b>

Select Authoriser Sid Marshall

Rate Description	Bill Rate	Time (H)	Total
(AA) Standard Hours	11.50	27.50	316.25
(BB) OT at 1.5 x Std	17.25	3.00	51.75
(BE) OT at 2 x Std	23.00	0.00	0.00
<b>Total</b>		<b>30.50</b>	<b>368.00</b>

Looking at the detail gives the authoriser the option of rejecting the timesheet. If a timesheet is rejected the authoriser is asked to give a reason.

Please enter the reason for rejecting the timesheet:

Overtime should be 2.5, not 3 hours

This reason is emailed to the temporary worker who is given the opportunity to amend and resubmit the timesheet.

If the authoriser wishes to authorise the timesheet they will be asked to input their PIN:

Please enter your Authorisation Pin: ●●●●

Once the PIN is verified the authorisation process is complete.



## **Invoicing**

Where a timesheet has been authorised online there is, naturally, no signed timesheet to attach to the invoice. Instead invoices specify the authoriser, date and time of authorisation:

Period/End 21/08/09 T/S A33071

Mr K Popper (AA) Standard F

Authorised by: Sid Marshall 09/09/09 15:18

## **Access levels**

Each individual manager can be given one of two access levels "Authorise Only" or "Full". Full users can access invoicing history and spend reports in addition to authorising timesheets.