



Huntress Online Timesheets Consultant Portal

The "Consultant Portal" allows you to track timesheet submission, book holidays for candidates, request a p45 and reset candidate passwords.

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Logging onto the Portal

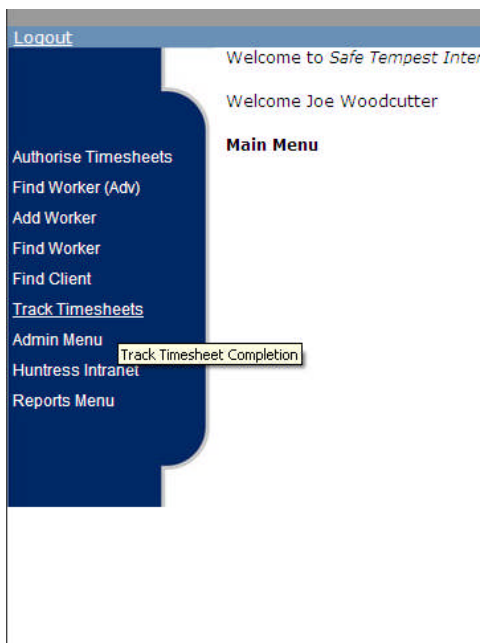
The portal is at <http://192.168.1.35/STiLive/> ,

You will be sent a user name and a password. Your password will initially be a string of meaningless characters, the first time you log in you will be asked to change it to something more memorable.

If you forget your password, please contact IT, who will be able to re-set it for you.




Tracking Timesheet Submission



On the menu, to the left of the screen, choose “Track Timesheets”. You are then presented with a number of options. The first is the **start** date of the week you are looking at. All Huntress payroll weeks start on a Saturday. Clicking the calendar icon () brings up a calendar letting you choose the data (rather than typing it in).



Those assignments without a timesheet for the current week are shown.

Start Date	<input type="text" value="31/12/2008"/>		
Division	<input type="text" value="All"/>		First Sort
Department	<input type="text" value="All"/>		Second Sort
Timesheet Status	<input type="text" value="Show All"/>		Workers
Next Weeks Assignments	<input type="text" value="Show All"/>		Client Name
	<input type="button" value="Filter"/>		

Your login will most likely restrict you to just the one division and department (in “Huntress-speak” a “Branch” translates to a “Department” in “Safe-speak”). As a result there is no need to choose anything in either of these boxes.


The “Timesheet Status” allows you to select “all”, only those candidates where the timesheet has been input, only those candidates where the timesheet has not been input and those candidates booked out on an assignment who do not have an online timesheet.

An example display is:

Assignments ending after the 24/12/2008 are shown.

Assignment Ref	Worker Name	Client Name	Start Date	End Date ?	Re
 XX3 Create TS	Third Little Pig (XX3)	Wicked Industries (XXX1)	01/11/2008	31/12/2008(E)	
 XXX5 Create TS	Cindy Rella (XXX5)	Wicked Industries (XXX1)	01/11/2008	31/12/2008(E)	
 XXX4 Create TS	Goldie Locks (XXX4)	Wolf Industries (XXXX)	01/12/2008	31/12/2008(E)	
 XX1 Create TS	First Little Pig (XX1)	Wolf Industries (XXXX)	17/11/2008	01/01/2009(E)	
 XX2 Create TS	Second Little Pig (XX2)	Wolf Industries (XXXX)	01/11/2008	31/12/2008(E)	
 XXX6 Create TS	Rip Van Winkle (XXX6)	Wolf Industries (XXXX)	01/11/2008	31/12/2008(E)	

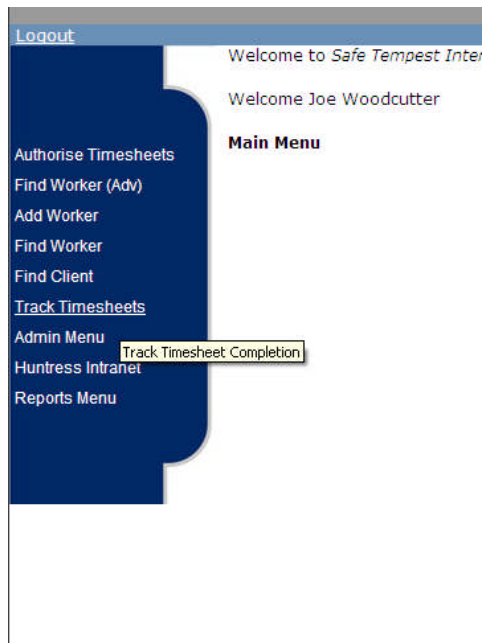
created on 07/01/2009 14:42:55

The  icon represents the timesheet. Hovering the mouse over it will tell you it’s status. “XX3” etc are the assignment references. References will appear in red if there is no online timesheet for that week.

Clicking on the timesheet icon, assignment reference, the candidate’s name or the clients name bring up details on each.



Candidate Maintenance



Logout

Welcome to *Safe Tempest Inter*

Welcome Joe Woodcutter

Main Menu

- Authorise Timesheets
- Find Worker (Adv)
- Add Worker
- Find Worker
- Find Client
- Track Timesheets
- Admin Menu
- Huntress Intranet
- Reports Menu

Track Timesheet Completion

On the top menu choose either “Find Worker” or “Find Worker (adv)”. The standard “Find Worker” allows you to search by name, the advanced search allows you to search on Personnel ref, postcode, NI number or date of birth as well.

The search will bring up a list of matching candidates:

Personnel Ref	Name	Address Line 1	Post Code	Date of Birth	NI No	Worker Type	Locat	Reco
XXX5	Ms Cindy Rella	The Corner	TC7 BH8	28/05/1984	NA859674A	PAYE	Live	

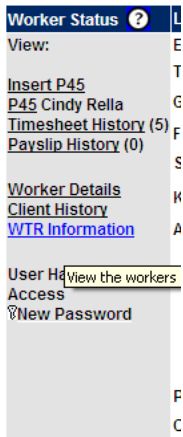
Result Page: 1

Clicking on the personnel reference brings up that candidate.



Booking Holiday for Candidates

On the candidate menu there is an option “WTR Information”



Clicking on that will show the workers accrued holiday. You can request holiday on the candidates behalf by entering the holiday requested and pressing the “Request Holiday Pay” button.

Requested (0)

Please note that it is illegal for Huntress to pay holiday pay unless the candidate was absent from work during their normal working hours. We cannot pay for holiday if the candidate has not genuinely taken the time off, knowingly to request holiday in breach of this requirement is fraud.

P45's

If the candidate has left and requests a P45 choose “P45[candidate name]” on the menu. Select the leaving date (it will default to next week). Complete the form that appears and press at the centre-bottom of the screen. NB You do not need to request holiday for leavers, this is automated.

Resetting a Candidate's password

If the candidate has forgotten the password press “New Password”. A new password will be emailed to them.



Amending a Candidates online email

If the candidate wishes to change the email used by the online system please contact either IT or Payroll , who will be able to do this. The candidates user ID will change to the new email address and they will receive (at this new address) new logon details.

Helping Candidates

Please take a little time to read the instructions to candidates.

FAQ

- The client insists on using their own timesheet. What should I do?
 - o Let the candidate know to ignore online timesheets and submit the clients timesheet
- The booking was for one day and there wasn't time for an online timesheet to be produced
 - o Tell the candidate to submit a paper timesheet
- My client won't allow candidates access to hot/google/yahoomail
 - o Ask payroll to change the candidates logon to their work email. Remember that this will need to be changed again if the candidate moves to a new booking.
- Does the candidate have to be in an assignment to order the P45?
 - o No. The candidate only has to have been in an assignment at some point in the past.
- Is this information pulled off from Fortuna and Gemini then?
 - o Yes
- Can we accept an email from the client confirming the candidates hours if they do not have access to a fax?
 - o Yes we can. This client sounds like the sort of client who would benefit from authorising online. Contact the payroll department to set this up.
- If the candidate deletes the web address are we able to resend?
 - o Yes you can. Resetting the password (see above) also reminds the candidate of the web address.
 - o The web address is also in the candidates guidelines