



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.

These instructions contain advice on:

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Logging onto the Portal

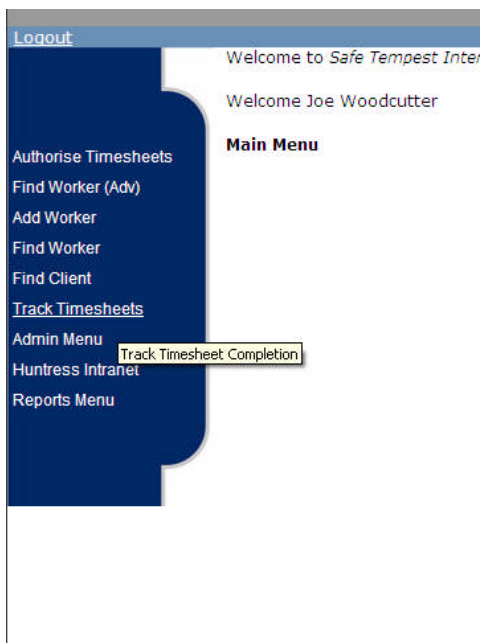
The portal is at <http://192.168.1.35/STiLive/> ,

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



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 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"/>		
Department	<input type="text" value="All"/>		First Sort
Timesheet Status	<input type="text" value="Show All"/>		Second Sor
Next Weeks Assignments	<input type="text" value="Show All"/>		Workers
			Client Nam



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)	

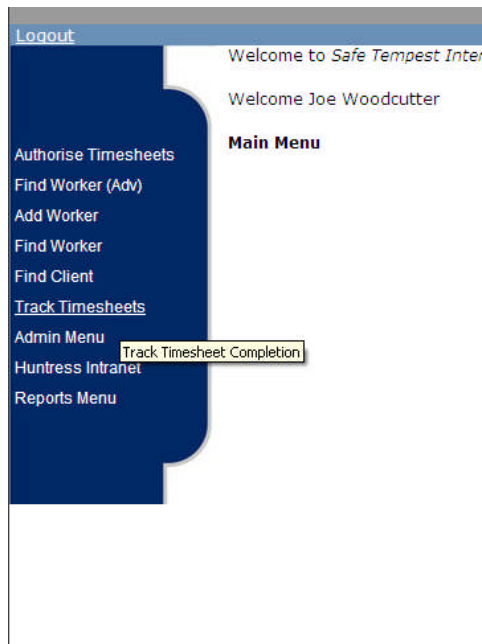
created on 07/01/2009 14:42:55

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.



Resetting a Candidates Password



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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	Local	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.

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

Helping Candidates

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