



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**.

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
Authorised	A69	Wolf Industries		12/12/2008		XX2	
Authorised	A79	Wolf Industries		19/12/2008		XX2	22/12/2008 10:00:00
Edit	A106	Wolf Industries		26/12/2008		XX2	29/12/2008 10:00:00
Edit	A95	Wolf Industries		31/12/2008		XX2	00/00/0000 00:00:00

Completing Timesheets

If you have multiple pay rate (say a “Standard Day” and a rate for overtime hours) these will be available in the drop down box under “Rate Description”. Select the rate that applies and enter the units for each day of the week.

Click “Add” to add a line for another rate.



Rate Description	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
OT Hrs at Std x 1.5	0.00	0.00	3.00	3.00	0.00	0.00	0.00	6.00	Delete
Per Diem	0.00	0.00	1.00	1.00	1.00	1.00	1.00	5.00	Delete
Standard Days	0.00	0.00	1.00	1.00	1.00	1.00	1.00	5.00	Delete
OT Hrs at Std x 1.5								0	Add
								16.00	

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"