

Online Timesheets

Candidate Online Timesheet Guide

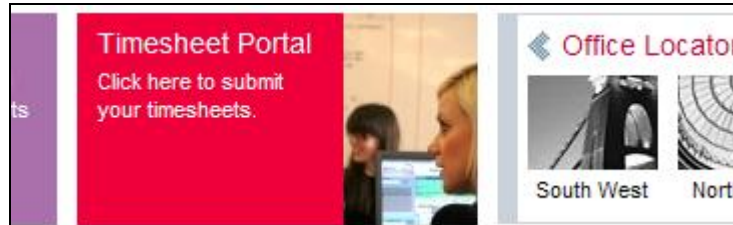
If you have any queries please contact the Venn Group Online Team
Telephone: 020 7557 7668
Email: vennportalqueries@venngroup.com

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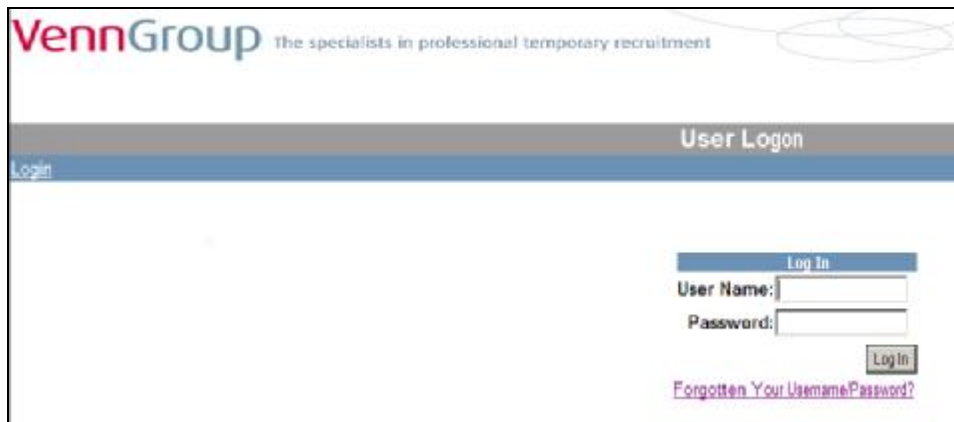
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1. Logging on to the Candidate Portal

The Candidate Portal is accessed via www.venngroup.com and by selecting the Timesheet Portal link.

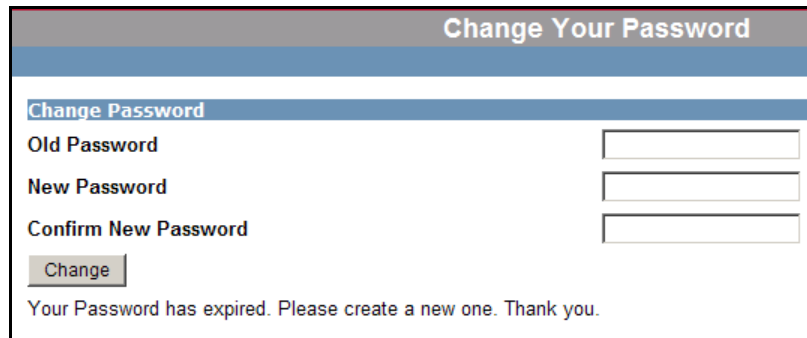


The log in screen will be displayed as follows:



1.1. Logging in for the first time

- Enter the user name and password that was sent to you via email – please note that the password is case sensitive
- Click on the **Log In** button - this will bring up the terms and conditions page
- Clicking on the **Reject** button takes you back to the main Login screen
- Clicking on the **Accept** button takes you to the **Change Your Password** page



Change Your Password

Change Password

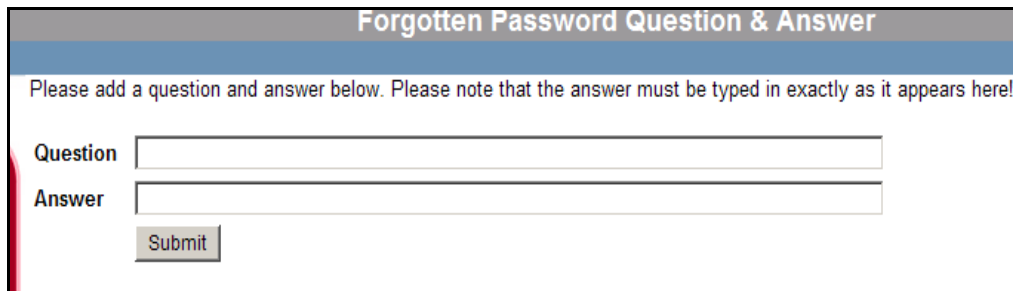
Old Password

New Password

Confirm New Password

Your Password has expired. Please create a new one. Thank you.

- Enter your old password – this is the one you have just used to log on to the portal and is case sensitive
- Enter in a new password and confirm the new password
- Click on the **Change** button to confirm and this will take you to the **Forgotten Password Question & Answer** page



Forgotten Password Question & Answer

Please add a question and answer below. Please note that the answer must be typed in exactly as it appears here!

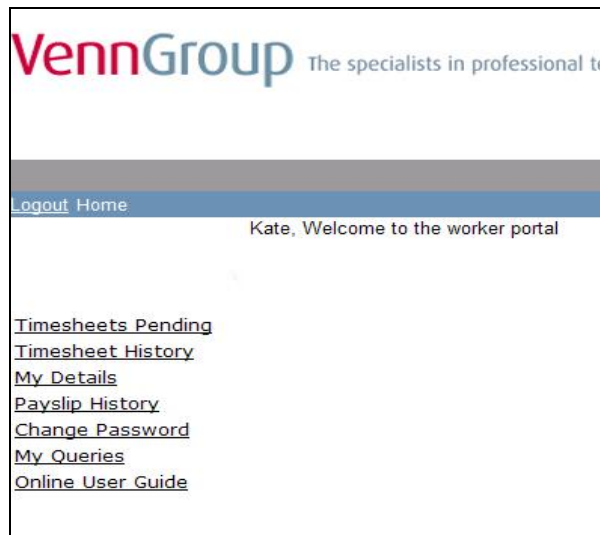
Question

Answer

- Enter a question and answer which will be used in the future should you forget your password
- Click on **Submit** when you have entered the question and answer and you will be taken to the main Candidate portal page

2. Candidate Portal – Main Menu

Once you have successfully logged into the Candidate Portal the following screen will be displayed



The available menu options are:

Timesheets Pending shows a list of all timesheets that are available for submission.

Timesheet History shows a list of all timesheets that have been processed or that are awaiting processing by Venn Group.

My Details shows your personal contact details.

Payslip History shows a list of all the payslips/self bill remittances that have been paid to you.

Change Password allows you to update your password.

My Queries can be used to log any issues that you have with your timesheet or pay.

3. Timesheets Screens

3.1. Completing your Timesheet

Select the **Timesheets Pending** menu option and you will be presented with a list showing your current and outstanding timesheets. An example is shown below

Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To	Personnel Ref	Cut Off Date
Sent to worker	A97606	HOSPITALS NHS TRUST	Hospital	06/03/2011		44887100	
Sent to worker	A97597	HOSPITALS NHS TRUST	Hospital	27/02/2011		44887100	

- To enter your timesheet units, select the timesheet for the relevant week ending date and click on [Sent to worker](#)

NOTE: Venn Group week ends on a Sunday so using the above example for work done between 21/02 and 25/02 you would select the timesheet date 27/02/2011

If you have not worked at all for the whole week, click on the **Not Worked** button – this will remove the timesheet from your **Timesheets Pending** list.

3.2. Hourly Pay Rate

If you are paid on an hourly rate the following screen will be displayed when you click on the [Sent to worker](#) link.

Business Name	Services Limited	Timesheet No	A98876		
Client	HOSPITALS NHS TRUST	Timesheet Date	13/03/11		
Daily Hours	7.0	Cut-Off Date	15/03/2011 12:00:00		

Day	Start	Lunch	Finish	Total Time	Units
Example format	09:00	01:00	17:30		
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total				00:00	0

Select Authoriser:

Rate Description	Pay Rate	Frequency	Units	Total
Standard Hours	17.47	Hourly	0.00	0.00
Total			0.00	0.00

- Enter the hours worked in HH:MM format (as shown in the example) using the 24 hour clock – e.g. if you start at 9.00 am enter 0900 and if you finish at 5.30 pm enter the hours as 1730
- For lunch breaks you must enter the amount of time taken for lunch e.g. if you take 45 minutes enter 0045, if you take an hour enter 0100 etc
- If you do not work on a particular day, leave that day blank
- If you complete your timesheet on a day to day basis, you can use the **Save** button to save your changes
- The portal will automatically calculate the total time worked for the week and decimalise the total e.g. 36 hours and 15 minutes (36:15) will show as 36.25
- Once you have completed and reviewed your timesheet, you must enter the decimal units total (e.g. 36.25) in the Units field at the bottom of the screen

Note: Your pay rate is only visible to you – your client will only see the hours/units entered

Rate Description	Pay Rate	Frequency	Units	Total
Standard Hours	13.35	Hourly	36.25	483.94
Total			36.25	483.94

- Once you have completed the timesheet – check that the **Select Authoriser** field is showing your timesheet approver. If the **Select Authoriser** field is blank please contact the Venn Online Team on 020 7557 7668
- If you only see the option **Print for submitting**, then you must print the timesheet and get it signed by your line manager then fax or email it to Payroll using the number at the top of the timesheet
- Click on the **Submit Timesheet** button to submit the timesheet for approval
- Once the timesheet has been submitted for client authorisation, the status on the **Timesheets Pending** screen will change to [Awaiting Client Authorisation](#)

Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To	Personnel Ref	Cut Off Date
Awaiting client authorisation	A97606	HOSPITALS NHS TRUST	Hospital	06/03/2011		44887100	

- When you click on the **Submit Timesheet** button, an email will be sent to your client approver informing them that you have submitted a timesheet for approval
- An email will be sent to you when the timesheet is approved by the client

3.3. Daily Pay Rate

If you are paid at a daily rate, the following screen will be displayed

Business Name	Services Limited	Timesheet No	A98879					
Client	HOSPITALS NHS TRUST	Timesheet Date	13/03/11					
Daily Hours	7.0	Cut-Off Date	15/03/2011 12:00:00					
Enter Days Worked	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Select Authoriser	Kevin Grayling							
Rate Description	Pay Rate	Frequency	Units	Total				
Daily Rate	220.00	Daily	<input type="text" value="0.00"/>	0.00				
		Total	0.00	0.00				

- Enter the number of days worked in decimal format – e.g. for a half day enter 0.5 or for a full day enter 1
- If you do not work on a particular day, leave that day blank
- If you complete your timesheet on a day to day basis, you can use the **Save** button to save your changes
- When you have completed and reviewed the timesheet, you must enter the total days (in decimal format) in the **Units** field at the bottom of the screen – e.g. if the total is 4 days, enter 4 in the **Units** field

Note: Your pay rate is only visible to you. Your client will only see the units entered

Rate Description	Pay Rate	Frequency	Units	Total
Daily Rate	220.00	Daily	<input type="text" value="4"/>	880.00
		Total	28.00	880.00

- Once you have completed the timesheet – check that the **Select Authoriser** field is showing your timesheet approver. If the **Select Authoriser** field is blank please contact the Venn Online Team on 020 7557 7668
- If you only see the option **Print for submitting**, then you must print the timesheet and get it signed by your line manager then fax or email it to Payroll using the number at the top of the timesheet
- Click on the **Submit Timesheet** button to submit the timesheet for approval
- Once the timesheet has been submitted for client authorisation, the status on the **Timesheets Pending** screen will change to [Awaiting Client Authorisation](#)

Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To	Personnel Ref	Cut Off Date
Awaiting client authorisation	A97606	HOSPITALS NHS TRUST	Hospital	06/03/2011		44887100	

- When you click on the **Submit Timesheet** button, an email will be sent to your client approver informing them that you have submitted a timesheet for approval
- An email will be sent to you when the timesheet is approved or rejected by the client

Note: If the total decimal hours/units that you enter in the **Units** field do not agree with the decimal hours/units calculated by the portal, a message will be displayed and you will not be able to submit your timesheet for authorisation until you have corrected the hours/units

Example 1

No units entered

Rate Description	Pay Rate	Frequency	Units	Total
Daily Rate	220.00	Daily	0.00	0.00
Total			0.00	0.00

• Daily units must match

Example 2

Hours have not been decimalised

Rate Description	Pay Rate	Frequency	Units	Total
Standard Hours	13.35	Hourly	36.15	482.60
Total			36.15	482.60

• Hourly Units Must Match

Select Authoriser:

Total: 36:15 36.25

Save Authorise Timesheet Not Worked

3.4. Recalling a Submitted Timesheet

If you find you've made a mistake in your hours after submitting your timesheet, go to Timesheets Pending, click the timesheet with the [Awaiting client authorisation](#) status to open it.

Daily Rate	220.00 Daily
Total	
<input type="button" value="Print Copy Timesheet"/> <input type="button" value="Recall Timesheet"/>	

- Click on the **Recall Timesheet** button - you will be taken back to the Timesheets Pending screen and the Online Status will now read [Recalled by worker](#)
- Click on this status to open up the timesheet and make the necessary changes then submit it again

3.5. Rejected Timesheet

- If your client approver does not agree with the hours/daily units that you have entered, they can reject the timesheet. If this occurs you will receive an email informing you that your timesheet has been rejected together with a reason why

Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting To	Personnel Ref	Cut Off Date
Sent to worker	A97606	BARNET & CHASE FARM HOSPITALS NHS TRUST	Chase Farm Hospital	06/03/2011		44887100	
Rejected by client	A97597	BARNET & CHASE FARM HOSPITALS NHS TRUST	Chase Farm Hospital	27/02/2011		44887100	

- On the Timesheets Pending screen click on [Rejected by client](#)

Rejected by: [@venngroup.com](#)
Reason :You did not work on Friday can you amend the timesheet

Business Name Jsa Services Limited **Timesheet No** A97597
Client BARNET & CHASE FARM HOSPITALS NHS TRUST **Timesheet Date** 27/02/11
Daily Hours 7.0 **Cut-Off Date** 01/03/2011 12:00:00
Worker Submitted 04/03/2011 11:39:14

Enter Days Worked	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	1.00	1.00	0.75	0.50	0.50	0.00	0.00	3.75

Select Authoriser

Rate Description	Pay Rate	Frequency	Units	Total
Daily Rate	220.00	Daily	3.75	825.00
Total			26.25	825.00

- You will now be able to make the necessary changes and then resubmit the timesheet

4. Timesheet Status

Once your timesheet has been approved by the client it will be viewable on the Timesheet History screen. This screen shows a list of all timesheets that have been submitted or paid and against each is a Timesheet Status.

Timesheet Number	Timesheet Date	Client	Amount	Tax Year	Tax Period	Timesheet Status	Personnel Ref
A97604	06/03/2011	Barnet & Chase Farm Hospitals NHS Trust	69.83	2010	49	Awaiting client authorisation	2928700
A97595	27/02/2011	Barnet & Chase Farm Hospitals NHS Trust	349.13	2010	48	Processed ready for payroll	2928700
A95224	20/02/2011	Barnet & Chase Farm Hospitals NHS Trust	349.13	2010	47	Paid	2928700
A93877	13/02/2011	Barnet & Chase Farm Hospitals NHS Trust	349.13	2010	46	Paid	2928700

The Timesheet Status' that can show up against your timesheet are as follows:

Status	Meaning
Sent to worker	Timesheet has not yet been submitted for approval
Rejected by client	Timesheet has been submitted but has been rejected by your client approver
Recalled by worker	Timesheet has been recalled after being submitted for approval
Awaiting client authorisation	Timesheet has been submitted and waiting for authorisation by your client approver
Awaiting payroll	Timesheet has been approved by your client and is waiting to be uploaded to the Venn Payroll system
Received by payroll	Timesheet has been uploaded to the payroll system
Processed ready for payroll	Gross to net calculation is pending
Timesheet awaiting payment	Payment waiting to be sent via BACS
Paid	Payment has been sent via BACS

- If you require copies of your payslips for official documentation please contact Venn Group Payroll Services via email payroll@venngroup.com

Below is an example of a self bill remittance

Please Send Remittance To:				Invoice To:			
Services Limited House 111 The Parade Watford WD17 1GD VAT no: Co. Reg. No.:				VENN GROUP LTD Norman House 105 109 Strand London W02R 0AA			
Invoice Date	Due Date	Contractor Code	Invoice No	INVOICE **Reprint**			
04/03/2011	04/03/2011		0006				
W/E Date	Contract No	Client Name	Description	Qty	Rate	Total	
27/02/2011	1003496600		Daily Rate	3.25	220.00	715.00	
			VAT	0.00	0.00	143.00	
Code	VAT Basis	Rate	VAT Amount	Total			
S	715.00	20.00	143.00	VAT		715.00	
						Invoice Value	858.00
Bank Account:				Services Limited Branch: 181 Marsh Road			
THE VAT AMOUNT IS YOUR OUTPUT TAX DUE TO CUSTOMS AND EXCISE							

Note: Payslips and self bill remittances are also emailed to you whenever a timesheet is processed.

6. My Queries

- Use the **My Queries** screen to log any payroll issues that you have, follow the below:

Click [here](#) to add a new query

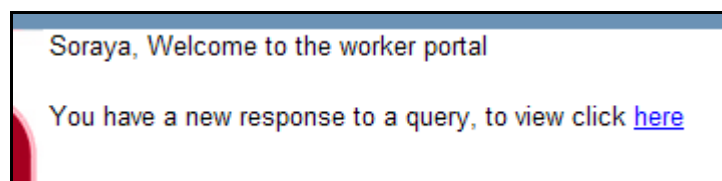
Status:

There are no past queries

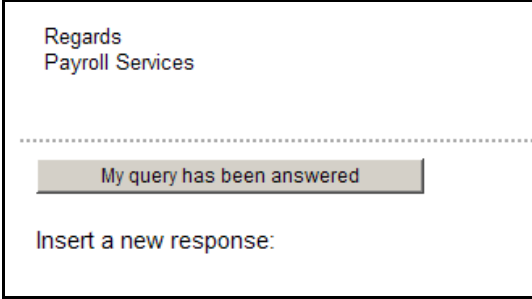
Create a new query:

[Add Attachments](#)

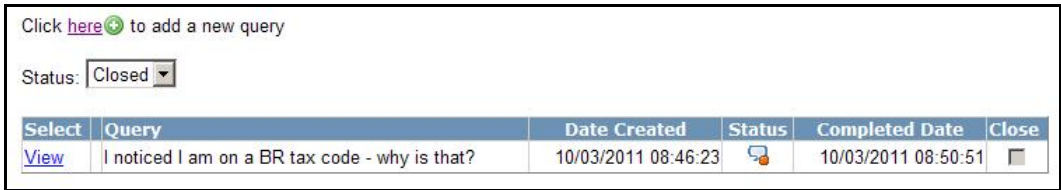
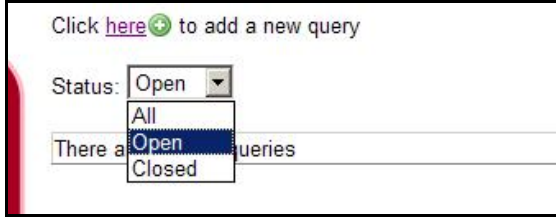
- If you want to attach a document – e.g. word, excel, PDF, jpg or tiff, click on the [Add Attachments](#) link and add any attachments
- When ready click on the **Submit** button
- Any responses to your query will appear on your Portal home page as shown below



- Click on the **My query has been answered** button if you are happy that your query has been resolved. A pop-up box will ask you to confirm if you are sure you want to close the query



- If you want to view closed queries click on the **Status** drop down list and select the relevant option



7. Payroll Deadlines

The payroll payment timetable is as follows:

