## **Online Timesheets**

Candidate Online Timesheet Guide



#### CONTENTS

1. Logging on to the Candidate Portal	
1.1. Logging in for the first time	
2. Candidate Portal – Main Menu	5
3. Timesheets Screens	6
3.1. Completing your Timesheet	6
3.2. Hourly Pay Rate	6
3.3. Daily Pay Rate	8
3.4. Recalling a Submitted Timesheet	
3.5. Rejected Timesheet	
4. Timesheet Status	
5. Payslip History	
6. My Oueries	
7. Payroll Deadlines	15

#### 1. Logging on to the Candidate Portal

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



The log in screen will be displayed as follows:

VennGroup The speck	alists in professional temporary recruitment
ogin	User Logon
	User Name:
	Forgotten Your Usemame/Password?

#### 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					
Change					
Your Password has expired. Please create a n	ew 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		
Allower		
	Cubmit	
	Submit	

- 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.

Page 5 of 15

#### 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

ts Upcoming								
Your outstandin	g timesheet	s are listed belo	W					
	Online Status	Timesheet Number	Client Name	Location	Timesheet Date	Reporting	Personnel Ref	Cut Off Date
	Sont to	Rumber			Dute		Ker	Dutte
	worker	A97606	HOSPITALS NHS TRUST	Hospital	06/03/2011		44887100	
	Sent to	A97597			27/02/2011		44887100	
	<u>worker</u>	//0/00/	HOSPITALS NHS TRUST	Hospital	2110212011		44007100	

• To enter your timesheet units, select the timesheet for the relevant week ending date and click on <u>Sent to worker</u>

**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 <u>not worked</u> 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 <u>Sent to</u> <u>worker</u> link.

<b>Business Name</b>	Servic	ces Limited	Timesheet No	A98876	
Client	TRUST	SPITALS NHS	Timesheet Date	13/03/11	
Daily Hours	7.0		Cut-Off Date	15/03/201	1 12:00:00
Dav	Start	Lunch	Finish	Total Time	Units
Example format	09:00	01:00	17:30 🔘		
Monday	0	0	0		1
Tuesday	0	0	0		
Wednesday	0	10	0		
Thursday [	6	0	0		
Friday	6	Ø	6		8
Saturday	0	1	0		2
Sunday	6	0	6		
			Total	00:00	0
Select Authoriser	Stuart Hanlon		-		
Rate Descriptio	n Pay Rate	Frequency	Units	Total	
Standard Hours	17.	47 Hourly	0.00	0.00	
		Total	0.00	0.00	

Page 6 of 15

- 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 <u>enter the amount of time taken for lunch</u> 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 <u>Awaiting Client Authorisation</u>

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

Business Name	Services Limited	Timesheet No	A98879
Client	HOSPITALS NHS	Timesheet Date	13/03/11
Daily Hours	7.0	Cut-Off Date	15/03/2011 12:00:0
Enter Days Worked	Mon Tue Wed T	hu Fri Sat	Sun Total
Select Authoriser Kevi	n Grayling	•	
Rate Description	Pay Rate Frequency	Units	Total
Daily Rate	220.00 Daily	0.00	0.00
	Total	0.00	0.00
Save Submit Time	sheet Not Worked		

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

- 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	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 <u>Awaiting Client Authorisation</u>

Page 8 of 15

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 Daily Rate	Pay Rate Frequency 220.00 Daily	Units 0.00	Total 0.00
	Total	0.00	0.00
• Daily units must mat	ch		

#### Example 2

Hours have not been decimalised

		Total	36:15	36.25
Select Authoriser		•		
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				
Save Authorise Timeshee	et 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 <u>Awaiting client authorisation</u> status to open it.

Daily Rate	220.00 Daily
	Total
Drink Oney, Timeschart	Desall Timesheet
Print Copy Timesheet	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 <u>Recalled by worker</u>
- 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

Mon       Tue       Wed       Thu       Fri       Sat       Sun       Total         Business Name       Jsa Services Limited       Timesheet No       A97597         BARNET & CHASE       ARNET & CHASE         Client       FARM HOSPITALS NHS       Timesheet Date       27/02/11         TRUST       Cut-Off Date       01/03/2011 12:00:00         Worker Submitted       04/03/2011 11:39:14       04/03/2011 11:39:14         Enter Days Worked       1.00       1.00       0.75       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Color Co				
Reason :You did not work on Friday can you amend the timesheet         Business Name       Jsa Services Limited       Timesheet No       A97597         BARNET & CHASE         Client       FARM HOSPITALS NHS       Timesheet Date       27/02/11         TRUST       Cut-Off Date       01/03/2011 12:00:00         Worker Submitted       04/03/2011 11:39:14         Enter Days Worked       1.00       1.00       0.75       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Constraint of the cons	Rejected by: @v	ennaroup.com		
Business Name       Jsa Services Limited       Timesheet No       A97597         BARNET & CHASE       EARNET & CHASE       27/02/11         Client       FARM HOSPITALS NHS       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       Timesheet Date       01/03/2011 12:00:00         Enter Days Worked       1.00       0.75       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Comparison of the comparison of	Reason : You did not work	on Friday can you amend	the timesheet	
Business Name       Jsa Services Limited       Timesheet No       A97597         BARNET & CHASE       BARNET & CHASE       27/02/11         Client       FARM HOSPITALS NHS       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       01/03/2011 12:00:00       0.00         Enter Days Worked       1.00       0.75       0.50       0.00       0.00         Select Authoriser       Stuart Hanlon       Image: Stuart Hanlon       Image: Stuart Hanlon       Image: Stuart Hanlon         Daily Rate       220.00       Daily       3.75       825.00       825.00				
BARNET & CHASE         FARM HOSPITALS NHS Timesheet Date       27/02/11         TRUST       Cut-Off Date       01/03/2011 12:00:00         Worker Submitted       04/03/2011 11:39:14       01/03/2011 12:00:00         Enter Days Worked       1.00       0.75       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Constrained Const	Business Name	Jsa Services Limited	Timesheet No	A97597
Mon         Tue         Wed         Thu         Fri         Sat         Sun         Total           Daily Hours         7.0         Cut-Off Date         01/03/2011 12:00:00         0.00         0.00         3.75           Worker Submitted         04/03/2011 11:39:14         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Total           Enter Days Worked         1.00         1.00         0.75         0.50         0.50         0.00         3.75           Select Authoriser         Stuart Hanlon         Image: Stuart Hanlon	<u>Olivert</u>	BARNET & CHASE	The set Date	27/02/11
Mon         Tue         Wed         Thu         Fri         Sat         Sun         Total           Enter Days Worked         1.00         1.00         0.75         0.50         0.00         0.00         3.75           Select Authoriser         Stuart Hanlon         Total         3.75         825.00           Daily Rate         220.00         Daily         3.75         825.00	Client	TRUST	limesneet Date	27/02/11
Mon       Tue       Wed       Thu       Fri       Sat       Sun       Total         Enter Days Worked       1.00       1.00       0.75       0.50       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Comparison of the second sec	Daily Hours	7.0	Cut-Off Date	01/03/2011 12:00:00
Mon       Tue       Wed       Thu       Fri       Sat       Sun       Total         Enter Days Worked       1.00       1.00       0.75       0.50       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Comparison of the second sec	Worker Submitted	04/03/2011 11:39:14		
Mon       Tue       Wed       Thu       Fri       Sat       Sun       Total         Enter Days Worked       1.00       1.00       0.75       0.50       0.50       0.00       0.00       3.75         Select Authoriser       Stuart Hanlon       Image: Comparison of the second sec				
Enter Days Worked         1.00         1.00         0.75         0.50         0.50         0.00         0.00         3.75           Select Authoriser         Stuart Hanlon                                3.75               3.75               3.75               3.75               3.75               3.75               3.75               3.75               3.75               3.75               825.00               Jotal             26.25             825.00               104               26.25               825.00               104               26.25               825.00               104               104               104               104               104               104               104               104               104               104               104               104	Entre Deve Westerd	ion Tue Wed T	hu Fri Sat :	Sun Total
Select Authoriser Stuart Hanlon         Rate Description       Pay Rate       Frequency       Units       Total         Daily Rate       220.00       Daily       3.75       825.00         Total         Total         Total         Colspan="2">Pay Rate         Total         Total         Colspan="2">Select Authoriser	Enter Days Worked 11.0	00 1.00 0.75 0.50	0  0.50  0.00  0.	00 3.75
Rate Description     Pay Rate     Frequency     Units     Total       Daily Rate     220.00     Daily     3.75     825.00       Total     26.25     825.00	C. L. ( A. (L. )	t Hanlan		
Rate Description         Pay Rate Frequency         Units         Total           Daily Rate         220.00         Daily         3.75         825.00           Total         26.25         825.00	Select Authoriser   Stua	t hanon		
Daily Rate         220.00 Daily         3.75         825.00           Total         26.25         825.00	Rate Description	Pay Rate Frequency	Units Tot	al
Total 26.25 825.00	Daily Rate	220.00 Daily	3.75	825.00
		Total	26.25	825.00
Save Authorise Timesheet Not Worked	Save Authorise Tin	nesheet Not Worked		

• 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
<u>A97604</u>	06/03/2011	Barnet & Chase Farm Hospitals NHS Trust	69.83	2010	49	Awaiting client authorisation	2928700
<u>A97595</u>	27/02/2011	Barnet & Chase Farm Hospitals NHS Trust	349.13	2010	48	Processed ready for payroll	2928700
<u>A95224</u>	20/02/2011	Barnet & Chase Farm Hospitals NHS Trust	349.13	2010	47	Paid	2928700
<u>A93877</u>	13/02/2011	Barnet & Chase Farm Hospitals NHS	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

#### 5. Payslip History

• The Payslip History screen shows a list of all payments that have been made to you

You have 16	6 Payment	ltem(s)			
Pay Day	Tax Year	Tax Period	Tax Session	Pay Method	Pay Amount
25/02/2011	2010	47	1	BACS	104.02
18/02/2011	2010	46	1	BACS	104.02
11/02/2011	2010	45	1	BACS	225.90
28/01/2011	2010	43	1	BACS	104.02
21/01/2011	2010	42	1	BACS	125.45
14/01/2011	2010	41	2	BACS	100.45
14/01/2011	2010	41	1	BACS	125.45
10/12/2010	2010	36	1	BACS	125.45
03/12/2010	2010	35	1	BACS	125.45

- The Pay Day is the date payment was made either by BACS or by cheque
- Click on the Pay Day to view your payslip/self bill remittance

Below is an example of a payslip

		1	FNN GROUP I	TD		
Date 25/02/2011	Period 47	Tax Code 647L 1	N.I. Number	N.I. Code A		
Payments			Deductions			
	92.82					
	11.20					
	104.02			0.00		
	Cumu	latives				
		GROSS THIS E	MP	2056.46		
		TAXABLE PAY	TD	2056.46		
		TAX TD		57.20		
		EEs NIC TD		23.76		
		ERs NIC TD		27.72		
		Niable PAY YTE	)	2056.46		
		Holiday Pay %		221.48		
		NET		104.02		
	Date 25/02/2011 Payments	Pate     Period       25/02/2011     47       Payments       92.82       11.20       104.02       Cumu	Pate       Period       Tax Code         25/02/2011       47       647L 1         Payments         92.82       11.20         104.02         Cumulatives         GROSS THIS E         TAX TD         Es NIC TD         RS NIC TD         NET         payslip are based on the worker currency GBP	Pate         Period         Tax Code         N.I. Number           25/02/2011         47         647L 1         N.I. Number           Payments         Deductions           92.82         11.20         11.20           104.02           Cumulatives           GROSS THIS EMP TAXABLE PAY TD TAX TD EEs NIC TD ERS NIC TD Niable PAY YTD Holiday Pay %           NET           Device of the worker currency GBP		

Page 12 of 15

vennportalqueries@venngroup.com

• 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 Re	mittance i o:		Involce Lo:			
Services Li House 110 the Parade , Watford , WD17 1GD VAT no: Co. Reg. No	mited :		VENN GROUP I TO Norman House 105-109 Strand London WC2R 0AA			
Involce Date	Due Date	Contractor Code	Involce No		INVO	CE
04/03/2011	04/03/2011		0006		**Repr	int"
WE Date of the		and Marrie	Description		Dete	Tasal
INVED ate CO	INTROCT NO. 1 II	ANT NOMA	LIDBOTIDTIOD		LATE I	10081
	nuocento en	enendine	bescription	wey		
27/02/2011 1	003496600	entridine	: Daily Rate	3.25	220.00	715.00
27/02/2011 1	003496600	enthane	: Daily Rate VAT	3.25 0.00	220.00	715.00 145.00
27/02/2011 1	VAT Basis	Rate	Daily Rate VAT	3.25 0.00	220.00 0.00	715.00 145.00 715.00
27/02/2011 1 Code	VAT Basis 715.00	Rate V	AT Amount	3.25 0.00	220.00 0.00 Total VAT	715.00 165.00 715.00 143.00
27/02/2011 1 Code S	VAT Dasis 715.00	Rate V	AT Amount (43.00	3.25 0.00	220.00 0.00 Total VAT	715.00 165.00 715.00 143.00
27/02/2011 1 Code S	VAT Basis 715.00	Rate V	AT Amount (43.00	3.25 0.00	220.00 0.00 Total VAT	715.00 103.00 715.00 143.00 858.00
27/02/2011 1 Code S ank Account:	VAT Dasis 715.00	Rate 20.00	(AT Amount 143.00 :	3.25 0.00	220.00 9.00 Total VAT	715.00 005.00 715.00 143.00 858.00
27/02/2011 1 Code S ank Account:	VAT Dasis 715.00	Rate 20.00	AT Amount 143.00 143.00	3.25 0.00	220.00 0.00 Total VAT	715.00 105.00 715.00 143.00 858.00

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 ③ to add a new query	
Status: Open 💌	
There are no past queries	

Cre	ate a new query:	
		<u></u>
	Add Attachments -	
	Submit	

- If you want to attach a document e.g. word, excel, PDF, jpg or tiff, click on the <u>Add</u> <u>Attachments</u> 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

Regards Payroll Services	Windows Internet Explorer
My query has been answered	Are you sure?
Insert a new response:	OK Cancel

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

	Click here 💿 to add a	new query		]	
	Status: Open				
	There a Open ue Closed	ries		-	
Click be				]	
Status:					
Select	Query	Date Created	Status	Completed Date	Close
<u>View</u>	I noticed I am on a BR tax code - why is that?	10/03/2011 08:46:23	5	10/03/2011 08:50:51	

#### 7. Payroll Deadlines

The payroll payment timetable is as follows:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Timesheets received by 12 noc
				▶□								
	∎—	_		▶□								$\Box$ = Will be paid into your designate
			_									bank account
			= -									