

How the Timesheet Portal works

You will be sent a welcome email from Silver Arrow Timesheet Portal. On this email it will have the link to the portal, your username (which is your email address) and a password.

Click on the link and it will take you to the sign in page.
Enter your username and also the password provided.

It will ask you to change your password. Ensure this is memorable.

Once you have done this it will take you to the home page.

Click on submit time sheet button.

This will bring up a list of timesheets – Click onto the correct one for the previous week

It will bring up the page below;
Ensure you are in the correct week along the top you will see the days SUN – SAT with the DATE above.

Breakdown of different rates;

Monday – Fri = Day/Night - Start
Day/Night - Finish
Day/Night - Break

Overnight Rate = 1 for Night Out

Overtime will have an extra column if applicable

Saturday Rate = Sat - Start
Sat - Finish
Sat - Break

Sunday Rate = Sun - Start
Sun - Finish
Sun - Break

Client: Brit European Transport Ltd
Job: LGV CE - (Crewe/BET/Kingsbury Trunking)

	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
Sunday start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Sunday finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00 +
Sunday break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Overnight Rate	0	0	0	0	0	0	0
Saturday start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Saturday finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00 +
Saturday break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Days start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Days finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00 +
Days break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Bank Holiday start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Bank Holiday finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00 +
Bank Holiday break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Additional info:	<input type="text"/>						

Timesheet total hours: 00:00 Hour units per day: 00:00 00:00 00:00 00:00 00:00 00:00 00:00

above you can see a breakdown of the different rates types:

Monday – Friday; select either **Days/Nights** – then enter your times into the **Start/Finish** section.
If you have a break to take off – Deduct from column **Days/Night Break (E.g. 45 mins = 00:45)**

Saturday or Sunday; please select the **Saturday/Sunday** Rate and follow the process above.

Night out enter a **1** in the **overnight rate** row.

These hours can be split like 06:00-18:00 =days 18:00-06:00= nights.

If the client has a different rate between days and nights, that changes at a set time, you will be advised before starting work. (please speak to your consultant if you're not sure)

For those who have an overtime rate – it works the same as above – Split your different rates.

Once your times are entered correctly hit **submit** and this will be automatically sent to the client to be approved. (Once submitted you cannot edit the timesheet until we unlock it – Ensure it is correctly completed the first time)

If you work with several clients over the week, you will have a separate timesheet for each client (You need to submit each one individually)

EXPENSE INPUT

On your expenses please use the **week ending date**, and for the description write 'expenses'
Select the client and your job.

Input the date.

A description (i.e. parking).

Then input your expense total.

The screenshot shows a web-based expense input form. At the top, the status is 'Draft'. Below this are fields for 'Date' (20/05/16), 'Description' (empty), and 'Currency' (GBP £). There are also dropdown menus for 'Client' (Please select a client) and 'Job' (No jobs for selected client). An 'Approver' field is present but empty. Below the form is a table with columns: Date, Description, Category, Currency, Total inc VAT, VAT, Reimb Amt, Each Rate, and Refund. The table contains four rows, each with a date of 20/05/16, a description of 'Parking', a category of 'Parking', a currency of 'GBP (£)', and a total inc VAT of '£0.00'. At the bottom of the table, there is a summary row: 'Total Net: £0.00 Total VAT: £0.00 Total inc VAT: £0.00'. Below the table are buttons for '+ Add', '+ Add rows', 'Show history', 'Save', and 'Submit'. There is also a 'Reorder by date' button.

Date	Description	Category	Currency	Total inc VAT	VAT	Reimb Amt	Each Rate	Refund
20/05/16		Parking	GBP (£)	£0.00	£0.00			<input checked="" type="checkbox"/>
20/05/16		Parking	GBP (£)	£0.00	£0.00			<input checked="" type="checkbox"/>
20/05/16		Parking	GBP (£)	£0.00	£0.00			<input checked="" type="checkbox"/>
20/05/16		Parking	GBP (£)	£0.00	£0.00			<input checked="" type="checkbox"/>
				Total Net: £0.00	Total VAT: £0.00	Total inc VAT: £0.00		

Once completed click "Submit"

This should cover how to submit your time sheet and expenses.

However, if you have any issues at all please contact one of the Silver Arrow Team, we will be happy to help.

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