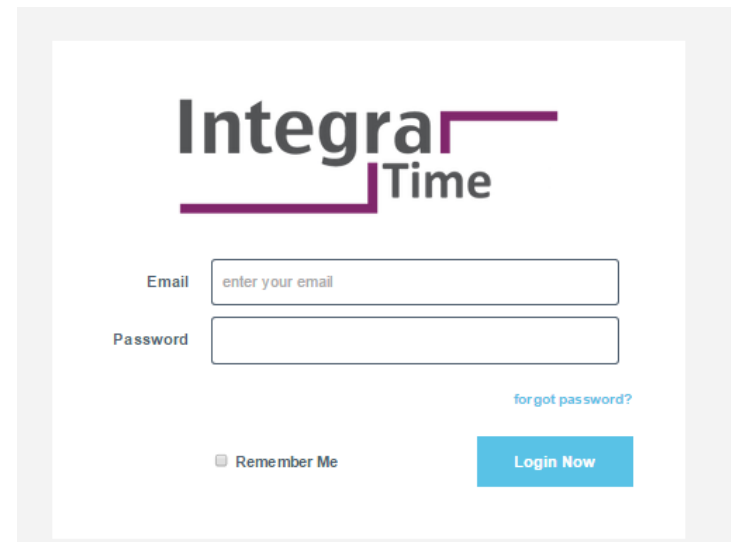## Worker online timesheet guide

Step1,

Before you can enter your timesheets you will need to create an online account. You will receive a welcome email from us and if you click the link in the email it will ask you to create a password for your account.

1)

Integra Time

Create Password [   ]

Confirm Password [   ]

Submit

2)

Integra Time

Email [enter your email]

Password [   ]

forgot password?

☐ Remember Me   Login Now

Step2,

Once you have created your password you will be prompted to log in with your email ID and the password you have just created.

Step3

Once you log into your online portal, you will be taken to your timesheet list, you will see your timesheets are split into the following tabs.

1, Open – These are timesheets which you can submit hours against
2, Future- These are future timesheets you can't submit hours against yet, they will move to the open tab once you can.
3, Pending Approval – These are timesheets which you have submitted and are pending approval.
4, Approved – These are timesheets which have been approved by your approver.
5, Rejected - These are timesheets which have been rejected by your approver

Open	Future	Pending Approval	Approved	Rejected
1	9	0	0	0

Week	Start Date - End Date	Client	Company	PO Number	Location	Hours	Status	
Week 12 | 2015	22nd Jun - 28th Jun 2015	Client	Recruitment Agency	PO123456	Location	0 hrs	📅 Open	View

Step4

If you click on the blue view button next to your required week it will take you into the timesheet screen. Here you need to check the data and enter your hours. Above your timesheet you will see the following booking details:

The Client – where you are working,
The company – the agency name,
PO Number – the PO number for your booking,
Location – where you are working,
Start and end date – dates of the week you are submitting time for,
Approver name – the name of your approver,
Grade – your grade.

Week 12 | 2015	22nd Jun - 28th Jun 2015	Joe Bloggs					0 hrs	Open
Client:	Client	Company:	Recruitment Agency	PO Number:	PO123456	Location:	Location	
Start Date:	22 - Jun - 2015	End Date:	28 - Jun - 2015	Approver Name:	Approver One	Grade:	Grade	

Step5

You can enter your Start time, End time, break start and break end time for every day which you have worked, the total hours will then populate under the total hours column. You can then select either 1 day or 1/2 a day. You can save a draft as many times as you like and then submit once you're ready for your timesheet to be emailed for approval. If you haven't worked a particular week please don't submit any hours against it, please just advise your recruitment consultant you haven't worked and we will close the timesheet.

Week 12	2015	22nd Jun - 28th Jun 2015		Joe Bloggs					0 hrs		Open

Client:	Client	Company:	Recruitment Agency	PO Number:	PO123456	Location:	Location
Start Date:	22 - Jun - 2015	End Date:	28 - Jun - 2015	Approver Name:	Approver One	Grade:	Grade

Days	Start Time	End Time	Break Start	Break End	Total Hours	Total Days
Monday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Tuesday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Wednesday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Thursday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Friday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Saturday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Sunday	select ▼	select ▼	no break ▼	no break ▼		select ▼
				Total Hours / Total Days	0	0

Expenses   0.00

Save Draft   **Submit**

History

Sorry No Record Found

Step 6

Once you have submitted your timesheet an email will be sent to your approver to ask them to check and approve your timesheet. You timesheet will now be seen in the pending approval tab until it is either rejected or approved.

Open	Future	Pending Approval	Approved	Rejected
0	9	1	0	0

Week	Start Date - End Date	Client	Company	PO Number	Location	Hours	Status	
Week 12 | 2015	22nd Jun - 28th Jun 2015	Client	Recruitment Agency	PO123456	Location	8 hrs	Submitted	View

Once the approver has approved your timesheet you will get a confirmation email of approval and your timesheet will then move to the approved tab.
If the approver rejects your timesheet you will get an email to advise of the rejection, it will then appear in the rejected tab, you can then adjust any errors and re-submit for approval.

Step 7 – If you need to use your secondary approver

If your primary approver (the approver with 1st after their name) is unavailable to approve your timesheet you can request your secondary approver (the approver with the 2nd after their name) to approve your timesheet, simply go back into the relevant submitted timesheet click on the select approver drop down and select your secondary approver then click re-send email to approver. You can also use this drop down selection to re-send the email to your primary approver if they advise they didn't receive the original email.

Week 5	2015	04th May - 10th May 2015	Joe Bloggs		8 hrs	Submitted

Client:	Client	Company:	Recruitment Agency	PO Number:	PO123456	Location:	Location

Start Date:	04 - May - 2015	End Date:	10 - May - 2015	Approver Name:	Sarah Ainsworth (1st)	Grade:	2

Days	Start Time	End Time	Break Start	Break End	Total Hours	Total Days
Monday	08:00 AM	05:00 PM	12:00 PM	01:00 PM	8.00	1
Tuesday	select	select	no break	no break		select
Wednesday	select	select	no break	no break		select
Thursday	select	select	no break	no break		select
Friday	select	select	no break	no break		select
Saturday	select	select	no break	no break		select
Sunday	select	select	no break	no break		select
			Total Hours / Total Days		8	1

Expenses	10.00	Notes		Select Approver	Re-send Email to approver	Print PDF

Select Approver
Sarah Ainsworth (1st)
Claire Duncan (2nd)