



HUNTSWOOD

TIMESHEET USER GUIDE

<https://timesheet.portal.huntswood.com>

SUBMITTING TIME:

DAILY

- Visit the link above
- Click “Login”
- Associates sign in with your social account or email and password, using the contact email registered with Huntswood. Employees including Fixed term contractors should login using the “Huntswood Head Office User” option.
- Click “Timesheets” tab – a summary of your timesheets will be displayed in chronological order starting with the latest timesheet
- Click “View” on the summary for the week you need to enter time
- Check date is correct
- Check roles are correct
- If no time is worked for a particular role, then uncheck the “Worked (Role)” checkbox instead of entering any time details
- Enter “Start Time”, ensuring it is the actual start time for that role for that day
- Enter “Finish Time”, ensuring it is the actual finish time for that role for that day
- Enter correct “Break” – this should be the total actual breaks, including a minimum of 30 minutes for lunch, and all additional breaks including smoking breaks if applicable. (If you work multiple roles in a day then it may be appropriate to submit 0 breaks for one of those roles that day)
- Enter “Billable Days” - the total per day across all roles should be “1” for each working day, or “0.5” for each half day completed. For each role per day the entry should be in half day increments.
- Click “Save”
- Click your initials in the top right-hand corner of the screen, and then “Log out” to exit the system

LAST WORKING DAY OF WEEK

- To check rates are correct, click “My Account” tab and then click “Reveal rate” against each role to display the role daily rate.
- Click “Timesheet” tab, and “View”
- Check times for accuracy and check billable days

- Average hours over the week should total a minimum of 7.5 hours per billable day for a standard working week. You can check your average daily hours below your timesheet in “WEEKLY SUMMARY”
- Click “Submit”
- See next page for guidance on submission of any overtime / condensed working

HUNTSWOOD BUSINESS SUPPORT

E: Business-Support@huntswood.com

P: 01189 913 361

OPENING HOURS:

Monday to Thursday – 09:00 to 17:00

Friday – 09:00 to 16:00

GENERAL GUIDANCE

Times - Submitted times must be recorded correctly, as in the event of any queries they have to be accurate and auditable. Please ensure you only submit accurate data (i.e. precisely 09:00 to 17:00 with exactly 30 minutes break every day is probably unrealistic, so please make it as accurate as possible. Remember, the “Billable Days” each week are used to confirm the number of days you will be paid for, and the “Times and Breaks” information is used to support this information. Good habits and accurate data reduce queries).

Breaks - Submitted times must be accurate. They must show a minimum of 30 minutes each day for lunch, with additional time accounted for if longer lunch breaks are taken, or to accommodate further rests or smoking breaks.

Weekly submission - All time should be submitted for approval on the last day you work each week. This should be the last task you complete before finishing up for the week. Please set yourself a weekly reminder so that the latest it is submitted for approval is 10am on the following Monday. Your submission and the approval of your timesheet is how you get paid, therefore, it must be accurate and submitted on time.

Submitting time for absence - You must submit your timesheet with the Worked(Role) box/boxes unticked in advance for all known absences. If you are off for a few weeks, please ensure they are all submitted in advance. Go to the “timesheets” tab, click “View” on any timesheet and once in the “Timesheet Entry” window, using the “Week Commencing” field, click the right arrow until the appropriate week to

enable time entry for that week. Uncheck the “Worked (Role)” checkboxes against all days not worked and click “Submit”.

Expenses -Please speak to your Engagement Manager if you think you should be claiming expenses, or you have been asked to incur expenses by the client. If this is the case, please ensure all

allowable expenses are in line with the client’s expenses policy. Please contact Business Support for further information on how to submit these. You should speak with your umbrella company / accountant to discuss how to account for your everyday expenses if required.

OVERTIME / OVER PRODUCTION / CONDENSED WORKING (5-IN-4, 6-IN-5 ETC.)

Engagement Managers should be made aware of any approval for non-standard working hours. Please follow the normal daily process as previously detailed for submitting time, with accurate actual time recorded. On the last business day that is worked that week, all extra billable days should be added onto that day. See example below:

EXAMPLE	STANDARD WEEK		APPROVED OVERTIME		APPROVED 5-IN-4 (MON TO FRI)		APPROVED 6.5 IN 5 (MON TO SAT)	
	HOURS WORKED	BILLABLE DAYS	HOURS WORKED	BILLABLE DAYS	HOURS WORKED	BILLABLE DAYS	HOURS WORKED	BILLABLE DAYS
MON	9	1	10.5	1	10.5	1	10.5	1
TUE	8.5	1	8	1	11	1	8	1
WED	7	1	9	1	0	0	9.5	1
THU	7.5	1	8	1	11	1	0	0
FRI	7.5	1	8	1.5	9	2	11	1
SAT							11	2.5
SUN								
TOTAL	39.5	5	43.5	5.5	41.5	5	50	6.5

SYSTEM STATUS AND ALERTS

From the “Timesheets” tab you can also filter on the status of your timesheets – Awaiting approval, Rejected, Approved, Not yet submitted, and Blank (not yet submitted).

If a timesheet for a role has been rejected by your approver, please check the rejection message, or contact your approver to agree how to correct and re-submit

FREQUENTLY ASKED QUESTIONS

LOGGING IN

Which browser do I need to use?

You will need to use Chrome for the best experience. You can download Chrome for free from https://www.google.com/intl/en_uk/chrome/ or from the app store if you are using a mobile device.

If you use other browsers the timesheet system may not work as expected. Microsoft Internet Explorer is a legacy browser and is not supported.

How can I change my default browser to chrome?

Click on the windows icon and choose **Settings**.

Click on **Apps** and then **Default Apps**.

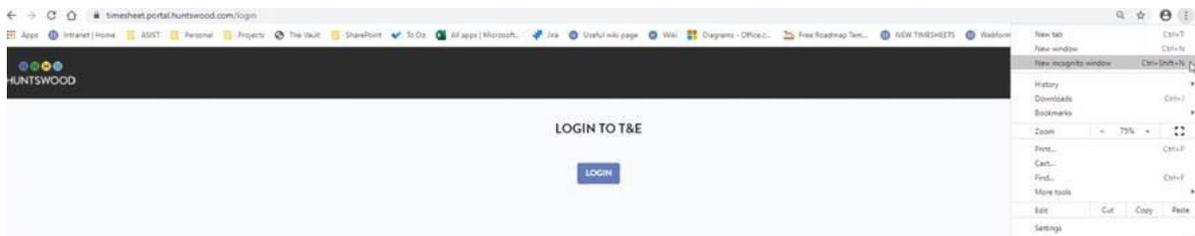
Under **Web browser** click on the icon and choose **Google Chrome**

Which email address should I use to log in?

You will need to use the email address that we have registered for you to login. You cannot use any other email address. This is the email address we have sent your invitation to log in to.

How do I log in using my email and password?

Go to Chrome (clear your cache or open a new incognito window – click on the three dots and then select New incognito window)



Go to <https://timesheet.portal.huntswood.com/>

Go the right-hand side (**not** Google, Facebook or Amazon).

- Click Sign Up

Sign in with your corporate ID

Huntswood-Head-Office-Users

Sign In with your social account

Continue with Login with Amazon

Continue with Google

Continue with Facebook

We won't post to any of your accounts without asking first

Sign in with your email and password

Email

name@host.com

Password

Password

Forgot your password?

Sign in

Need an account? Sign up



- Enter your email address
- Enter a password
- Click Sign up

You will receive an email with a link. Click on the link to confirm your account. You will not be able to sign in until the account is confirmed.

You can then enter your email address and password and click sign in.

How do I log in using Google?

If you have a google account or want to create a google account and link your registered email to it, please follow these instructions to link your email address to your existing google account or create a new google account:

Go to <https://accounts.google.com/signup>

Click on **Use my current email address instead**
Complete the fields and click **next**

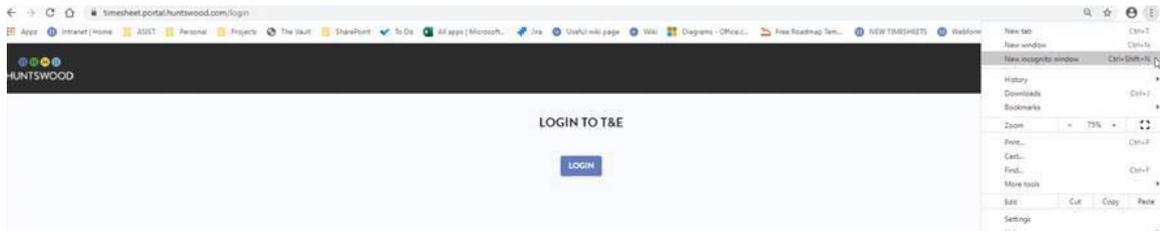
You will have been emailed a verification code to the email address you are registering. Enter that in the box and click **verify**.

You will then need to enter your date of birth phone number (optional) and gender (there is an option to not share gender). And then click **next**.

You will then be taken to the Privacy and Terms page. You will need to agree to the terms of service and processing of information by ticking the two checkboxes.

Once you have linked your email to your google account:

Go to Chrome (clear your cache or open a new incognito window – click on the three dots and then select New incognito window)



Go to <https://timesheet.portal.huntswood.com/>

then click on **Continue with Google**

Enter your registered email address

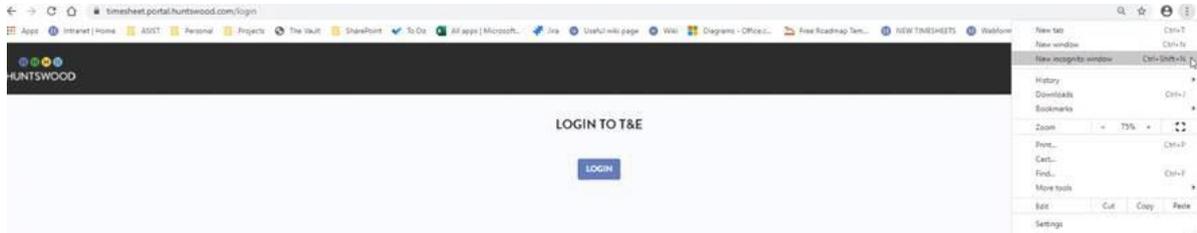
Click **next** and follow the onscreen instructions

You will then be able to select Timesheets and enter your time.

How do I log in using Amazon?

If you have an Amazon account, you can change the registered email to the address you have registered with Huntswood.

To log in, go to Chrome (clear your cache or open a new incognito window – click on the three dots and then select New incognito window)



Go to <https://timesheet.portal.huntswood.com/>

then click on **Continue with Login with Amazon**

Enter your registered email address

Enter your password

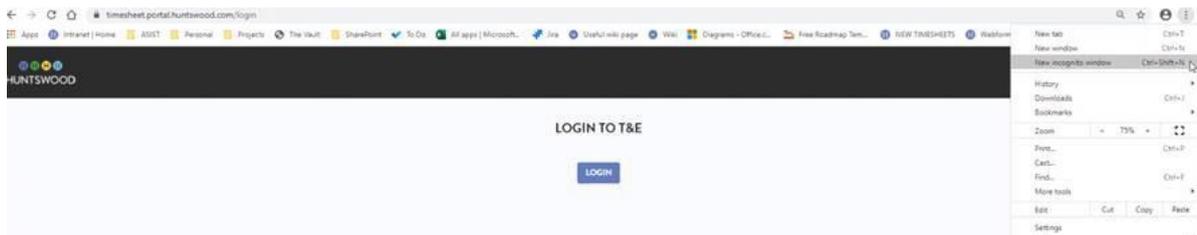
Click **sign-in**

Then click **allow**

You will then be able to select Timesheets and enter your time.

How do I log in using Facebook?

Go to Chrome (clear your cache or open a new incognito window – click on the three dots and then select New incognito window)



Go to <https://timesheet.portal.huntswood.com/>

then click on **Continue with Facebook**

Follow the onscreen instructions

You will then be able to select Timesheets and enter your time.

Will my personal data be shared if I log in using a social account?

The only information shared between the authentication system and Huntswood is an electronic 'token' which lets our system know that you have been authenticated. No personal information is shared by the authenticator to Huntswood and Huntswood does not share any information back to the authenticator.

SUBMITTING TIME

On my mobile device, how can I view a timesheet?

The timesheet system does not render to a mobile device. Therefore, you will need to scroll to the right to find the view button to be able to enter your timesheet.

Is there a mobile app?

There is not currently a mobile app for the system.

Am I able to use my client provided technology to submit my timesheet?

You should be using your own device for entering your timesheet information. Using client provided technology may cause issues with logging in or with the timesheet link being blocked.

My role has been extended, why do I have two timesheets showing?

When your role is extended you will have a new timesheet for the extension. On the week of the original end date you will see two timesheets. One for the end of the initial engagement, and one for the start of the extension.

The first timesheet will be for the initial engagement and you must complete the days up to your planned end date. Later days will be greyed out. The second timesheet will be for the extension so you will need to complete days after the planned end date on this timesheet, the days before will be greyed out.

You must complete and submit both timesheets. You will only see this for one week, the following week you will only have the timesheet for the extension to complete.

How can I print my timesheet?

To print the timesheet please use the print function in your browser. Click on the three dots in the top right corner and choose **print**.