



# HUNTSWOOD

## TIMESHEET APPROVER GUIDE

This guide is to support you in approving your Huntswood team's timesheets. All of your team should have submitted their timesheets by 10am every Monday.

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

### APPROVING TIME FOR THE PREVIOUS WEEK (MON TO SUN):

#### MONDAY

- Go to the link above
  - Click "Login"
  - Sign in with your social account or using your email and password, using the contact email provided to Huntswood.
  - Click "Review" in the top right corner, then "Timesheets" – displays timesheets of people on projects where you are approver 1 or approver 2
  - Click Calendar and select the relevant date range
  - Change Status filter to check all "Awaiting approval" to see only the submitted timesheets (other statuses need to be reviewed to chase for submission)
  - Check dates are correct
  - Ensure "Start Time" is the actual start time for each day on each role being claimed
  - Ensure "Finish Time" is the actual finish time for each day on each role being claimed
  - Ensure "Break" is correct for each day on each role – this should be the total actual breaks, including a minimum of 30 minutes for lunch, and all additional breaks including smoking breaks if applicable
  - Ensure "Billable Days" are correct on each role for each day – this should be "1" for each full working day, or "0.5" for each half day completed. For each role per day the entry should be in half day increments.
  - As you may not be the approver for all of the associate's roles, then the total for a day may not be 1 billable day
  - Average hours over the week should total a minimum of 7.5 hours per billable day. To assist, average hours per billed day is illustrated just below the reject/approve buttons
  - See next page for guidance on approval of any overtime / condensed working
  - If everything is correct, click "Approve" against each role
- If there are any errors, please add a message to explain the error and click "Reject" (the associate will be able to see this). Contact the associate to advise them that the timesheet needs correcting and re-submitting. Once re-submitted, the above process should be repeated
  - Inaccurate time recorded should be rejected, and any concerns should be referred to the Engagement Manager
  - Click your initials in the top right-hand corner of the screen, and then "Log out" to exit the system
  - If you are going to be unavailable to approve timesheets due to absence, please let Business Support know.

### HUNTSWOOD BUSINESS SUPPORT

E: [Business-Support@huntswood.com](mailto: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 approve accurate data (i.e. precisely 09:00 to 17:00 with exactly 30 minutes break every day is probably unrealistic, so a quiet chat with the individual before rejecting their time, and then asking them to resubmit with the correct times will help them get into good future habits).

**Breaks** - As above, these must be accurate, and must show a minimum of 30 minutes each day for lunch. Additional time needs to be accounted for if longer lunch breaks are taken, or to accommodate further rests or smoking breaks.

**Weekly submission** - All timesheets should be submitted by the associate for approval on the last day they work each week. This should be the last task they complete before finishing up for the week. It must be accurate and submitted on time. Associates will not be paid without approved timesheets.

**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)	
	HRS WORKED	BILLABLE DAYS	HRS WORKED	BILLABLE DAYS	HRS WORKED	BILLABLE DAYS	HRS WORKED	BILLABLE DAYS
MON	9	1	10.25	1	10.5	1	10.5	1
TUE	8.5	1	8	1	11	1	8	1
WED	6.75	1	9	1	0	0	9.25	1
THUR	7.75	1	8	1	11	1	0	0
FRI	7.5	1	8	1.5	9	2	11	1
SAT							11	2.5
SUN								
TOTAL	39.25	5	43.25	5.5	41.5	5	49.75	6.5

**SYSTEM STATUS AND ALERTS**

The homepage will show a summary of approver stats where you are approver 1 or approver 2. From the “Review” tab you can also filter on the status of your timesheets – Awaiting approval, Rejected, Approved, Not yet submitted, and Blank (no time entered).

If a timesheet for a role needs to be rejected, then “Approver Comments” must be included when rejecting. Please also contact the associate to agree how to correct and re-submit.

YOUR ENGAGEMENT MANAGER WILL BE HAPPY TO PROVIDE FURTHER INFORMATION ON ANY TOPICS IN THIS GUIDE IF YOU HAVE ANY QUESTIONS.