

**Welcome to TimeOnline!** This quick guide will help you logon and process your timesheet.

1

You should have received an email with your TimeOnline login details. Enter these into the appropriate fields on the website and click "Log In".

The site will now ask you to set a new password. Choose wisely!  
It will also request a security question, this will be required if you ever forget your password, so make it memorable.

**Log In**

User Name:

Password:

[Forgotten Your Username/Password?](#)

2

You will now be presented with the terms and conditions, which you will need to read and "accept" to access the site.

**Terms And Conditions**

*Worker Conditions for Use of TimeOnline*

TimeOnline gives you access to personal details including your bank account details and payment history. It also enables you to provide your claim for hours worked (Timesheet).

By entering information into TimeOnline, you certify that the information given is a correct record of the hours you have worked for the week stated. You further confirm that you have incurred any eligible expenditure on the days claimed for food and travel. Please remember that failure to provide accurate information on time may result in delay or error in processing your pay.

You have been issued with a password for use on TimeOnline which you may change at any time. This password is personal to you and should be treated as you would any other personal password or personal identification number (PIN). Accordingly, you should not let anyone else know your password.

For security reasons, TATE cannot tell you what your password is. You can request a new password, however, which will be randomly generated and sent to your registered email address.

If your password is lost, stolen or discovered, inform your TATE branch as soon as possible.

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Timesheet No	Worker Name	Timesheet Date	Location	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Charge	Bulk
<a href="#">G12345</a>	Jonathan Bryant	23/05/2014		7.50	7.50	7.50	7.50	7.50	0.00	0.00	556.50	<input type="checkbox"/>
<a href="#">G12346</a>	Jonathan Bryant	06/06/2014		0.00	0.00	0.00	0.00	0.00	0.00	7.50	111.30	<input type="checkbox"/>
<a href="#">G12347</a>	Jonathan Bryant	13/06/2014		7.50	7.50	7.50	7.50	7.50	0.00	0.00	556.50	<input type="checkbox"/>

Once you accept the terms you will need to select the "Authorise Timesheets" option from the main menu. From there you can click on the "Timesheet Number" of the timesheet you wish to authorise individually, or to do a bulk authorisation, tick the boxes to the right of each timesheet before clicking "Bulk Authorise Selected Timesheets".

Worker Name Jonathan Bryant      Timesheet No G12345  
Weekending Date 23/05/2014      Client Name  
Worker Submitted 22/05/2014 15:53:38      Cut-Off Date

Day	Start	Lunch Duration	Finish	Total Time	Decimal Time
Monday	08:00	00:30	16:00	07:30	7.5
Tuesday	08:00	00:30	16:00	07:30	7.5
Wednesday	08:00	00:30	16:00	07:30	7.5
Thursday	08:00	00:30	16:00	07:30	7.5
Friday	08:00	00:30	16:00	07:30	7.5
Saturday					
Sunday					
<b>Total</b>				<b>37:30</b>	<b>37.50</b>

Benefit Mon  
Travel Car  
Mileage 1  
Subsistence

Chosen Authoriser \*Your name/colleagues name here!\*

Rate Description	Pay Rate	Units	Total
Standard 1	9.32	37.50	556.50
<b>Total</b>		<b>37.50</b>	<b>556.50</b>

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### Further information...

If you wish to see the breakdown of the timesheets in more detail you can simply click on the timesheet number. This lets you see the details exactly as the worker has submitted them. Check the timesheet that the temp has submitted. Ensure that the hours entered are correct and that they have filled in the rate breakdown accurately.

Any errors or adjustments need to be made; you can reject the timesheet by clicking on the "reject" button at the bottom. When rejecting a timesheet it will request a reason as to why this is incorrect. This will return the timesheet to the temp with the reason entered, allowing them to make amendments and re-submit.

If everything is accurate and you wish to authorise the timesheet, click "authorise", you will then have a confirmation prompt – once you click on "confirm authorisation" the timesheet will then be sent to payroll for payment to be processed.

**This is now complete and you have authorised the timesheet!**  
**\*All previously authorised timesheets can be seen in "timesheet history".**