

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.

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.

3

Status	Timesheet Number	Client Name
Timesheet Created	G281236	Office company name here.

Once you have accepted the terms and conditions, you will need to select the "Timesheet Hour Entry" option from the main menu. Selecting this will bring up any timesheets available for submission. To enter the timesheet you would need to click on the timesheet status which should be "timesheet created". For details on other statuses see * noted area.

Timesheet created – This is the initial timesheet status, this simply means the timesheet has not been sent for authorisation.



Awaiting client authorisation – This status shows that the timesheet has been successfully submitted to the selected authoriser on the timesheet. If an error has been made you can click in the timesheet and select the recall button to make this editable again. Once finished, please resubmit.

Rejected by the client – The authoriser has the ability to reject the timesheet. If they do so, you will receive an email stating the timesheet has been rejected. Login to see the reason why and once you resolve the query with the authoriser you will need to re-submit your timesheets.

4

Day	Start	Lunch Duration	Finish	Total Time	Decimal Time
Monday	08:00	01:00	13:00	04:00	4.00
Tuesday	08:00	00:30	13:00	04:30	4.50
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total				08:30	8.50

Benefit	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Travel	Select						
Mileage							
Subsistence							

Select Authoriser:

Rate Description	Pay Rate	Units	Total
Standard 1	11.09	8.50	94.28
		8.50	94.28

Now you are ready to fill in your first timesheet!

Start by filling in the days you have worked. For each day worked you would need to click in the fields beside the day and enter the hours – please be aware this is in 24 hour format. Alternatively, you can use the time picker by selecting the clock icon. For lunch you can enter the duration of the break, this can only be rounded to the nearest 15 minute interval.

After entering the hours worked the total will automatically adjust and deduct any lunch entered. **See screenshot 4.**

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