

# Timesheet Portal User Guide

This guide describes how to submit timesheets through Timesheet Portal.

## Timesheet Portal Access

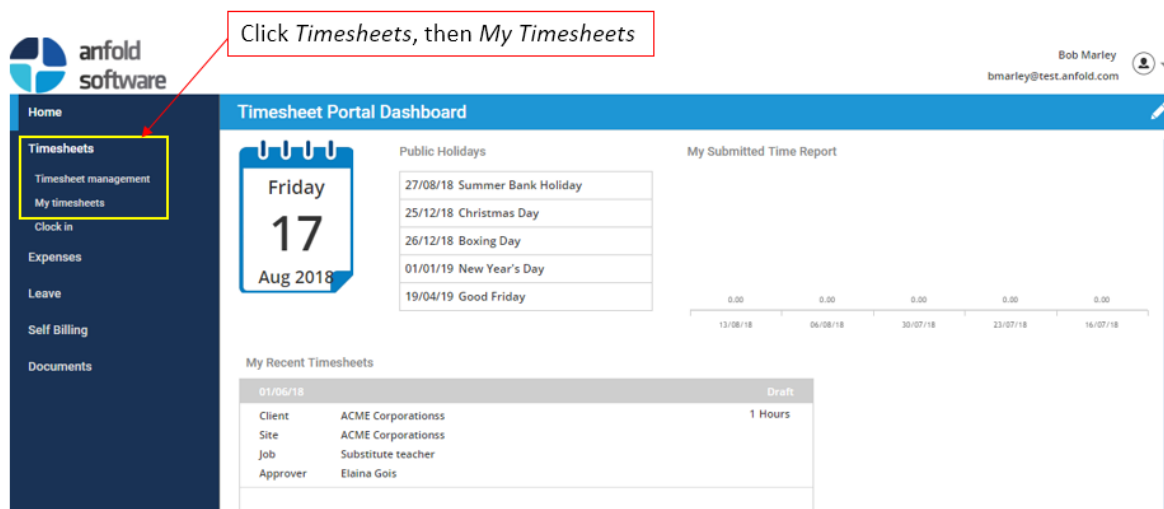
To access Timesheet Portal, use your Internet browser to navigate to the following address:  
**<https://gracepersonnel.timesheetportal.com>**

Use your email address to log in. If you have not received an email with your generated password, you can request your password to be sent to you from the login page, by clicking on the “*forgotten your password*” link below the *Log In* button.

If you are logging in for the first time, you will have to accept the terms and conditions before you can start using the system.

## Accessing the timesheets section

Once you are logged in, you will need to navigate to the ‘*My Timesheets*’ page. This can be accessed by clicking on *Timesheets* in the left-hand navigation bar, and then clicking on the *My Timesheets* link.



The screenshot shows the 'Timesheet Portal Dashboard' for user Bob Marley. The left-hand navigation bar is highlighted, with a red box around the 'Timesheets' section and a sub-link 'My timesheets'. A red callout box points to this link with the text 'Click Timesheets, then My Timesheets'. The dashboard content includes a calendar for Friday, 17 Aug 2018, a list of public holidays, a 'My Submitted Time Report' bar chart, and a table of 'My Recent Timesheets'.

27/08/18	Summer Bank Holiday
25/12/18	Christmas Day
26/12/18	Boxing Day
01/01/19	New Year's Day
19/04/19	Good Friday

13/08/18	0.00
04/08/18	0.00
30/07/18	0.00
23/07/18	0.00
16/07/18	0.00

01/06/18	Draft	
Client	ACME Corporationss	1 Hours
Site	ACME Corporationss	
Job	Substitute teacher	
Approver	Elaina Gois	

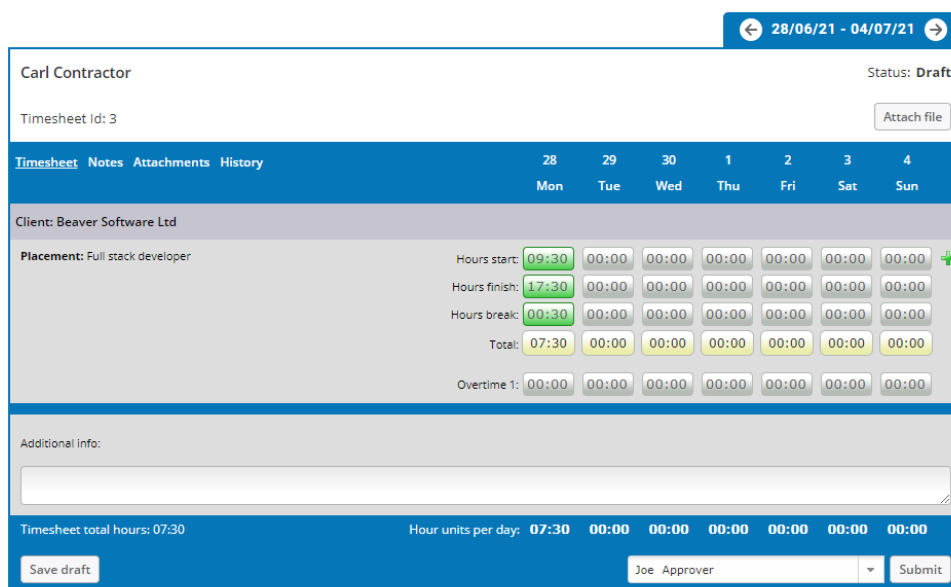
## Filling in your timesheet

Below is a screenshot of a typical timesheet screen.

If you have an active job assigned to you, you will be taken to a blank timesheet ready for you to input your start time, finish time and breaks for the current week (please check the week).

E.g 1 hour break = 01:00 / 30 minute break = 00:30.

Please use the 24-hour clock and record time to the nearest 15 minutes as shown in the example below.



Carl Contractor Status: Draft

Timesheet Id: 3 Attach file

28/06/21 - 04/07/21

	28	29	30	1	2	3	4
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Client: Beaver Software Ltd							
Placement: Full stack developer							
Hours start:	09:30	00:00	00:00	00:00	00:00	00:00	00:00
Hours finish:	17:30	00:00	00:00	00:00	00:00	00:00	00:00
Hours break:	00:30	00:00	00:00	00:00	00:00	00:00	00:00
Total:	07:30	00:00	00:00	00:00	00:00	00:00	00:00
Overtime 1:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Additional info:	<input type="text"/>						
Timesheet total hours: 07:30	Hour units per day: 07:30 00:00 00:00 00:00 00:00 00:00 00:00						
Save draft	Joe Approver					Submit	

## Saving & Submitting

Once you have entered your hours into the timesheet you can either “Save Draft” if your timesheet is not yet complete or “Submit” to submit your complete timesheet for that working week to be approved.

Before submitting, please ensure you have selected the correct approver in the bottom right hand corner. Your timesheet may only show one approver in the approver drop-down, however in some circumstances you may be required to choose who approves your timesheet.

Please ensure you complete a timesheet for every working week you work and submit your hours by 18:00 every Friday in order to make the cut off for payroll the following week.

For any issues submitting hours please contact the team on 01628 627222 or [temps@gracepersonnel.com](mailto:temps@gracepersonnel.com)