



User Manual for Contractors

Timesheet Management system using TimeLive

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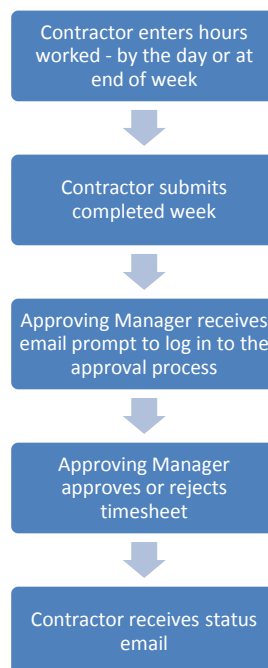
Overview

We use a commercial timesheet system called TimeLive to manage the process of maintaining and approving timesheets.

From the vendors website:

"TimeLive Web timesheet suite is an integrated suite for time record, time tracking and time billing software. The TimeLive suite of products delivers a time tracking solution for professional service providers. It has been designed to meet the time tracking needs of specific segments of the service provider market, including both time tracking and time and billing applications. "


The Process



Accessing the system

The system can be accessed as follows:

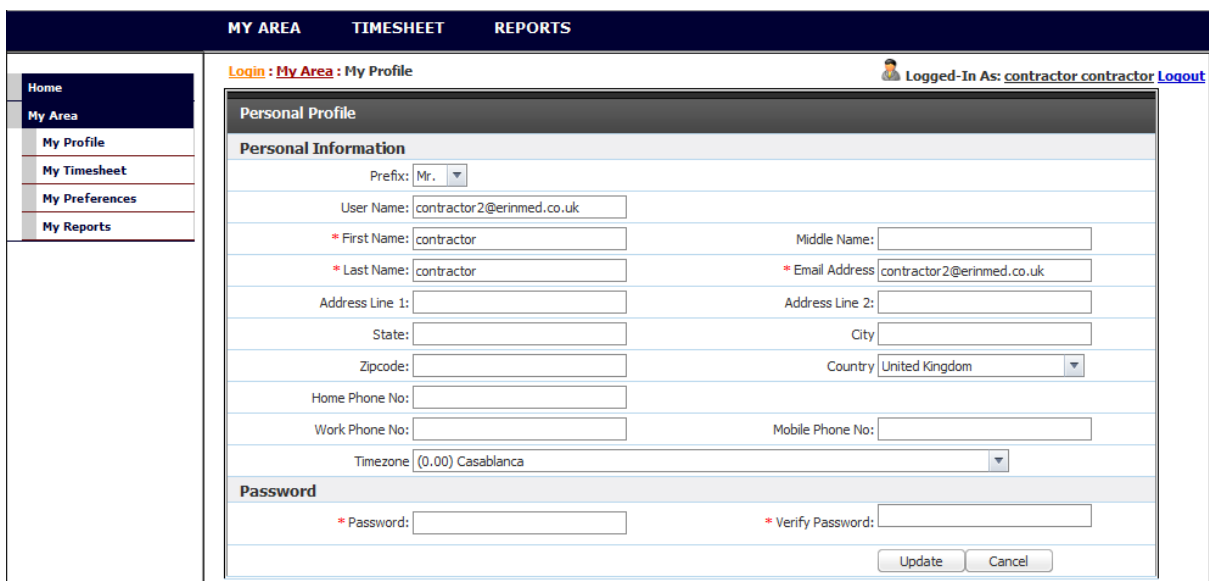
- 1) www.erintechinterim.co.uk - Timesheet tab
- 2) <https://www.erintechinterim.co.uk/timelive>



Username is your email address. The password will have been notified to you by email (see Appendix)

First Login

The first time you login, you are recommended to change the password. Click on "My Profile":

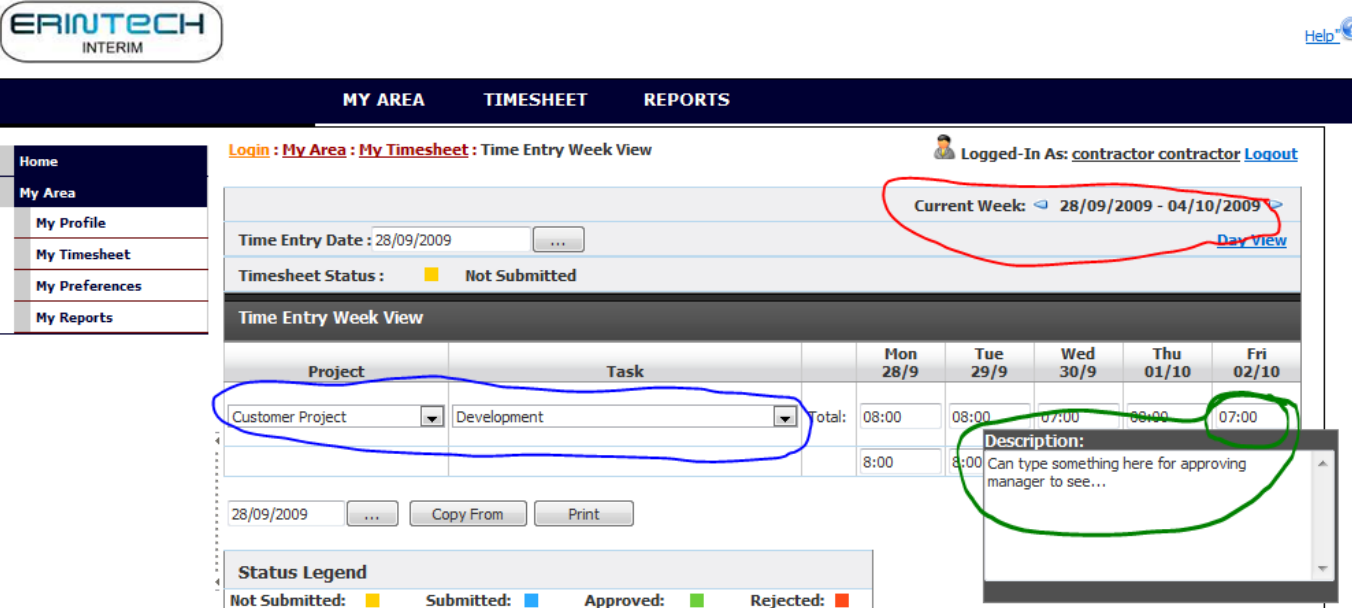


From here you can:

- " Change password
- " Change your email address

Timesheet Entry

Your default login page is the timesheet entry page:



The screenshot shows the ERINTECH INTERIM Timesheet Entry interface. The page is titled "Time Entry Week View" and displays the current week as 28/09/2009 - 04/10/2009. The user is logged in as "contractor contractor". The interface includes a navigation menu on the left with options like Home, My Area, My Profile, My Timesheet, My Preferences, and My Reports. The main content area shows the "Time Entry Week View" table, which includes columns for days (Mon 28/9, Tue 29/9, Wed 30/9, Thu 01/10, Fri 02/10) and rows for Project (Customer Project) and Task (Development). A "Description" pop-up box is visible, containing the text "Can type something here for approving manager to see...". A status legend at the bottom indicates colors for Not Submitted (yellow), Submitted (blue), Approved (green), and Rejected (red).

Logical sequence:

1. Select the correct week
2. Either enter data each day or at the end of the week. Remember to use the save button!
3. Each day, you will also see a pop-up Description box (green above) which you can use if you wish or are requested to by the approving manager
4. When the week is complete, click submit. The approving manager will receive an email notification overnight, but can approve immediately
5. When the approving manager process the timesheet, you will receive an email (see appendix)

Reports

Click on "My Reports" - Timesheet Report

Timesheet Report

Search Parameters

Employees:	< All >
Clients:	< All >
Projects:	< All >
Project Tasks:	< All >
Department:	< All >
Location:	< All >
Role:	< All >
Project Type:	< All >
Base Currency:	US\$
Approved Status:	<input checked="" type="radio"/> Both <input type="radio"/> Approved <input type="radio"/> Not Approved
Billing Type:	<input checked="" type="radio"/> Both <input type="radio"/> Billable <input type="radio"/> Non-Billable
Submission Status:	<input checked="" type="radio"/> Both <input type="radio"/> Submitted <input type="radio"/> Not Submitted
Billed:	<input checked="" type="radio"/> Both <input type="radio"/> Billed <input type="radio"/> Not Billed
Include Date Range:	<input type="checkbox"/>
Date Range:	Start Date: 29/08/2009 <input type="text"/> End Date: 29/09/2009 <input type="text"/>

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Timesheet Report

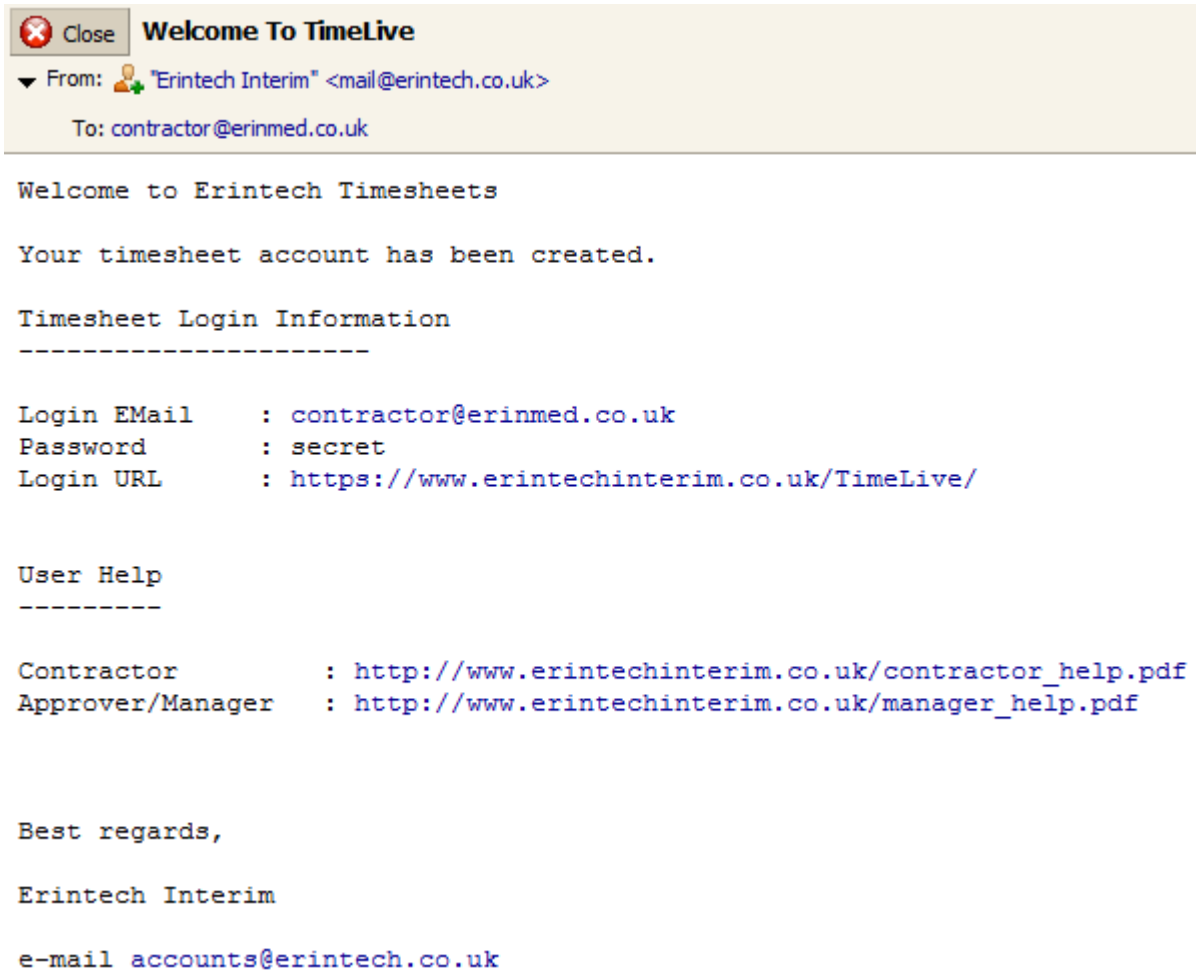
Date	Description	Duration	Hours	Approval Status	Submitted	Approved	Rejected
28/09/2009		08:00	8.00	Approved	Yes	Yes	No
29/09/2009		08:00	8.00	Approved	Yes	Yes	No
30/09/2009		07:00	7.00	Approved	Yes	Yes	No
01/10/2009		08:00	8.00	Approved	Yes	Yes	No
02/10/2009	Can type something here for approving manager to see...	07:00	7.00	Approved	Yes	Yes	No
05/10/2009		08:00	8.00	Approved	Yes	Yes	No
06/10/2009		08:00	8.00	Approved	Yes	Yes	No
07/10/2009		07:00	7.00	Approved	Yes	Yes	No
08/10/2009		07:00	7.00	Approved	Yes	Yes	No
09/10/2009		08:00	8.00	Approved	Yes	Yes	No
Full Summary			76.00				

Usage notes:


- Area marked red: You will probably not want to be constrained by date range, so uncheck the "Include date range" box
- Other selection criteria are self explanatory but mostly not useful
- Report can be printed - see printer icon
- Report can be exported in the following formats: Excel, PDF, rtf, mht, text, csv, image


Appendix

Contractor/Manager – enrolment email



Contractor Approval Email:

 Close **Your timesheet has been approved**

▼ From:  "Erintech Interim" <mail@erintech.co.uk>
To: contractor2@erinmed.co.uk

Erintech Interim - timesheets

contractor contractor's timesheet for 05/10/2009 to 11/10/2009 has been approved.

The information follows below:

Approved By: John approving_mgr
Total Time: 38:00
Status: Approved
Comments: