

Timesheet Portal Quick Client Guide

Setting up your account

1. You can access Timesheet Portal here: <https://parkerbridge.timesheetportal.com/>
2. An activation email will be sent from Timesheet Portal to the email address you provided to Parker Bridge with an automatically generated password. Please verify your email address by clicking the link provided in the email.
3. Choose your password. Use **“Forgotten Your Password?”** link to reset your password.

Logging in and approving timesheets

4. Accept the data privacy policy when you first log in
5. Set a new password

This is what the landing page will look like when there **aren't** any timesheets to approve:

The screenshot shows the Timesheet Portal interface. At the top, a message box (A) states: "[02:44:55] There are no timesheets to show for the week starting 09/07/18. Please try changing the timesheet status filter to None, or try selecting a different week". Below this is a navigation menu (B) with options: "Timesheet management", "Submit for others", and "Approve timesheets [0]". The main content area (C) is titled "Approve timesheets" and features a filter dropdown set to "Submitted (unreviewed) timesheets" and a date range selector for "09/07/18 - 15/07/18". A custom message below the filter reads: "This is a custom message which can be displayed to approvers. You can edit this message from the Settings->Timesheets page".

NOTES

- A. **Latest Message** – This will let you know whether there are any outstanding timesheets to approve
- B. **Timesheet Management** – This will give you a list of all previous timesheets
- C. **Approve Timesheets**– This will take you back to the above page

Logging in and approving timesheets – continued

6. This is what the landing page will look like when there are timesheets to approve:

The screenshot displays the 'Approve timesheets' page. At the top, there's a navigation menu with 'Approve timesheets' selected. Below the menu, a message states: 'Please review and approve the below timesheet. Email payroll@parkerbridge.nz if you have any queries.' There are filters for 'More Unreviewed Timesheets' (09/07/18 - 15/07/18) and 'Filter: Submitted (unreviewed) timesheets'. The main content area shows a timesheet for 'Marc Jones' (labeled A) with status 'Submitted'. The client is 'Parker Bridge (NZ) Ltd' and the job is 'Marketing Advisor (TEST)'. A grid (labeled B) shows hours for days 9-15. The grid has four rows: 'Hours start', 'Hours finish', 'Hours break', and 'Total'. The 'Total' row shows 20:00 for Mon-Wed, 20:00 for Thu-Fri, and 00:00 for Sat-Sun. Below the grid is an 'Additional info:' field (labeled C). At the bottom, there are buttons for 'Show actions', 'Hide notes', 'Download', 'Approve' (with a green checkmark), and 'Reject' (with a red X) (labeled D). A dropdown menu shows 'Select an approver to approve this timesheet' with 'Marc Jones' selected.

NOTES

- A. **Candidate Name** – This is the candidate’s name of the timesheet you’re approving
- B. **Timesheet** – This is where the candidate’s timesheet will appear for you to review
- C. **Additional Info** – This is where the any additional information provided by the candidate will appear
- D. **Approve/Reject** – This is where you can approve or reject the candidate’s timesheet
If you reject a timesheet the appropriate submitter and consultant will be notified to fix the issue.

Approving timesheets by email

7. Timesheet Portal will now enable you to approve or reject timesheets via email

Dear **Marc**

Marc Jones has submitted a timesheet for the week starting 09/07/18 - 15/07/18, containing 100.00 Hours.

You may approve or reject this timesheet using the Approve/Reject links below the timesheet, which will open up a new window in your browser.

09/07/2018 - 15/07/2018							
Timesheet Details - Marc Jones	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun
Parker Bridge (NZ) Ltd / Marketing Advisor (TEST)	Hours start: 08:00	08:00	08:00	08:00	08:00	00:00	00:00
	Hours end: 05:00	05:00	05:00	05:00	05:00	00:00	00:00
	Hours break: 01:00	01:00	01:00	01:00	01:00	00:00	00:00
Weekly total for Hours: 100:00	Total: 20:00	20:00	20:00	20:00	20:00	00:00	00:00

Timesheet Notes

There are no notes for this timesheet

Click

Approve
Reject

to reject.

Notes

- E. **Timesheet Details** – This is the candidate’s name of the timesheet you’re approving
- F. **Timesheet** – This is where the candidate’s timesheet will appear for you to review
- G. **Approve/Reject** – This is where you can approve or reject the candidate’s timesheet

Accessing user guides for further help

8. Timesheet Portal have several user guides available for you

The screenshot shows the Parker Bridge Timesheet Portal interface. The top right corner features a user profile dropdown menu with the following items: 'Your Name', 'Your email', 'Profile', 'Help guide', and 'Log off'. A red box labeled 'A' highlights the profile dropdown, and another red box labeled 'B' highlights the 'Help guide' link. The main content area displays a timesheet for 'Your Name' with a status of 'Draft'. It includes a date range of '09/07/18 - 15/07/18' and a table for recording hours. The table has columns for days 9 (Mon) through 15 (Sun). Rows include 'Hours start', 'Hours finish', and 'Hours break'. The 'Hours start' row shows '08:30' for Monday and '00:00' for the rest of the week. The 'Hours finish' row shows '17:30' for Monday and '00:00' for the rest of the week. The 'Hours break' row shows '01:00' for Monday and '00:00' for the rest of the week.

NOTES

- A. **Account** – Click on your account information to open a menu
 - B. **Help Guide** – Click here to access Timesheet Portal’s user guides
- There will be other guides on this page which may not be applicable to you. Please use guide for **Approve Timesheets**.