

TIMESHEETS & INVOICING

Career Teachers online timesheet system allows you to easily view and approve timesheets quickly and efficiently.

Career Teachers will provide your school with unique login details to the Career Teachers Timesheet Portal. Login details will be sent to the designated Timesheet Authoriser(s). An additional login will be sent to your school's invoice contact allowing them access to the portal to cross-reference invoices and authorised timesheets. A computer generated password will be issued initially which you can change as required. An email will be sent to you every Friday morning to inform you that you have online timesheets ready for approval for all staff supplied by Career Teachers. Simply click on the link in the email and it will take you directly through to the login page.

Once logged in to the Timesheet Portal you'll be able to view all timesheets relating to your school.

- **Awaiting Approval** Timesheets awaiting your authorisation.
- **Query** Timesheets that have been queried prior to approval.
- **Approved** Timesheets that you have previously approved are held here for reference purposes i.e. cross-referencing with invoices etc.

APPROVING TIMESHEETS

Select **Awaiting Approval**. You will see a list of timesheets. Simply click to select one or all of the timesheets which are correct and click **Approve Selected**.

VIEW OR EDIT INDIVIDUAL TIMESHEETS

- Select the timesheet you wish to view by clicking the **Action** button on the right-hand side of the page. This will show a candidate's individual timesheet detailing the dates and units (day/half day/hour) worked. There is also a performance column allowing you to provide feedback if you so wish.
- If you agree with the timesheet, click **Approve**. If you wish to comment on the candidate's performance, click **Edit All**, select accordingly then **Approve**.

QUERYING A TIMESHEET

If you are unable to adjust the timesheet or it is incorrect, please inform your consultant by clicking **Query** on the timesheet in question. This will send a message detailing the timesheet concerned along with your query directly to your consultant so they are able to amend or assist as needed.

I HAVE A CANDIDATE WHO WORKS A MIXTURE OF DAYS, HALF DAYS AND HOURS (E.G. AFTER SCHOOL CLUBS)

If a candidate, working on an ongoing basis, requires a variety of rate options (days/hours etc), just let us know. Your consultant will ensure you have appropriate dropdown options allowing you to adjust the weekly timesheet accordingly.

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WHAT IF I WOULD LIKE TO PAY EXTRA HOURS OR DAYS?

Inform your consultant by either clicking on the **Query** button or calling on **020 7105 3499** and they will add any new rate options so you are able to select accordingly. To authorise additional units:

1. Click **Edit All**.
2. **Add New Row**.
3. Select relevant date.
4. Select rate unit i.e. basic, day, half day or hour.
5. Select relevant number of units i.e. if two hours worked select 'hour' under rate then insert '2' under unit.
6. Click **Save All**.
7. **Approve**.

Day	Rate	Performance	Units Worked
01 August 2016	Basic	Satisfactory, happy to net	1.00
02 August 2016	Half Day	Satisfactory, happy to net	1.00
03 August 2016	Basic	Satisfactory, happy to net	1.00
Total Units			3.00

WHAT IF THE TIMESHEET IS INCORRECT?

The candidate did not work one of the dates shown

- Click **Action**. Press the red cross to delete the date not worked and then **Approve**.

The timesheet shows Monday and Tuesday but the candidate also worked Wednesday

- Click **Action**. Click **Add New Row** and select the relevant date. The Rate column will automatically default to 'basic' which corresponds to the basic rate unit shown to the left of the timesheet. Under units worked enter '1'. If the basic rate unit is hours, enter the relevant number of hours worked. **Save All** and **Approve**.

The candidate worked an extra half day, but I can only add a basic rate unit which is shown as a day

- Inform your consultant via a **Query** or on **020 7105 3499** so they can add another option to the rate dropdown list (day/half day/hour) then you can edit and authorise the individual timesheet appropriately.

A timesheet is shown but the candidate never worked

- Click **Action** on the relevant timesheet.
- Tick the **No Hours This Timesheet** box. Add reasons if appropriate and click **Submit**.
- The timesheet will appear in your records as 0.00 units.

EMAIL INVOICES

Invoices will be emailed directly to your designated invoice contact. Invoices are consolidated, showing all approved timesheets for the given week but detailing each individual, job title, dates worked and charge rate shown separately with a grand total. If you wish, you can request to have separate invoices for each placement. As an invoice contact, you can log in to the portal to cross reference timesheets against invoices.

PURCHASE ORDER NUMBER

If your school uses Purchase Order numbers, these can be easily added on the left-hand side of the individual timesheet screen. Once inputted, these will be shown on the relevant invoice.

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