

Time Booking: Accessing the Candidate Portal



You will be sent an email with instructions on how to set up your timesheet portal. This email will give you the link to the page in which you need to set your password. Your login name will be in this email. Once your password is set, you need to click on the second link to access your Login Page which you should then save in your favourites as you will need this link each time you login to submit timesheets.

Step 1:

You will receive an email like the example given below:

Dear Worker,

Congratulations on your successful application for the role of consultant.

Please click here [/portal_login_url](#) to access your Candidate Home Page so that you can access online timesheets.

Before you login for the first time please reset your password by clicking here [/portal_forgot_passw_url](#). Your login is name name

Kind regards,
The WorkingForEssex Team

Time Booking: Accessing the Candidate Portal

Step 2:

You will need to enter your Login and Password

Login

Password

Login

[Forgot password?](#)

Note: If you forget your password at any time, click on the "Forgot Password?" link above.

Step 3:

You should now have a view of your Home Page. To access your timesheets, click on the 'Timesheets' link.



Welcome

Please, keep your personal data up to date. In this way, we are able to keep you informed regarding new job opportunities at our company.

[Update your personal information](#)

[View your personal information](#)

[Change your password](#)

Application history

Application Date	Job Title
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Timesheet

Note: You can also update your personal information and change your password using the links on the Home Page. It is recommended you change your password, when you first log in, to something you can easily remember.

Time Booking : Submitting and Viewing Timesheets

Step 1:

You will see a view of all timesheets up until the current week and the Status. You can view and submit timesheets from this page. To submit a timesheet, click on 'Edit' for the week you wish to submit.

My Timesheets

Period	Job title	Action	Details
			New
20-Jul-2008 - 26-Jul-2008	Secretary	Edit	22-Jul-2008 07:35:58 mtd mtd In Process
13-Jul-2008 - 19-Jul-2008	Secretary	Edit	22-Jul-2008 07:35:58 Manager3 Hiring Submitted
06-Jul-2008 - 12-Jul-2008	Secretary	Edit	22-Jul-2008 04:06:30 CANDIDATEPORTAL Approved
29-Jun-2008 - 05-Jul-2008	Secretary	View	22-Jul-2008 01:16:08 Manager3 Hiring

Note: Timesheets must be submitted and approved by midday each Monday (for work done the previous week) to ensure payment is made on Friday that week.

Step 2:

If you are hourly paid you will need to enter your hours worked in the 'List of Units Section'. Eg. 7.5 hours

If you are daily paid you will need to enter your days worked in the 'List of Units Section'. Eg. 1 = 1 day

Step 3:

Expenses can be entered in the section below. A description will need to be given in the fields on the right hand side. Once all hours or days have been entered you then have to select 'Submit' which will then direct your timesheet to the timesheet authoriser who will automatically be notified that there is a timesheet awaiting their approval.

Please note: Working for Essex do not require receipts, however your Hiring Manger may request this upon approval.

Time Booking : How to check your time is submitted/approved



My Timesheets

Period	Job title	Action	Details
20-Jul-2008 - 26-Jul-2008	Secretary	Edit	New 22-Jul-2008 07:35:58 mtd mtd
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06-Jul-2008 - 12-Jul-2008	Secretary	Edit	Submitted 22-Jul-2008 04:06:30 CANDIDATEPORTAL
29-Jun-2008 - 05-Jul-2008	Secretary	View	Approved 22-Jul-2008 01:16:08 Manager3 Hiring

When your timesheet has successfully submitted, "submitted" will appear at the top of the record for that week

When your timesheet is approved, "approved" will appear at the top of the record for that week. Please note that you will NOT be notified by email that your timesheet is approved, so you will need to check on this page to confirm.

Time Booking : Facts and Questions

What do I do if my timesheet approver is not in to approve my timesheet?

You will need to contact the Working for Essex team ASAP on **0845 8006685**, you will need to advise the team who your new / temporary approver will be and the team can then change the timesheet approver details to enable your timesheet to be reallocated to them in the short term.

Who is responsible for letting Capita know if my approver is not available to approve my timesheet?

Your timesheet approver should advise Working for Essex if they are going to be on leave to enable us to temporarily reallocate the approval to a delegate, however, there may be some instances where an approver has not been able to do this – with this in mind we would always advise that you contact the team to check that this has been done.

What happens if I want to change my email address?

If you send through the request to change this along with your current email and new email you wish to change this to, the team will ensure the changes are made. Email:

temporaries.essex@capita.co.uk

Who should I contact if I am having problems accessing/submitting timesheets using Mr Ted Talentlink ?

Contact the Working for Essex team on **08458 006685**, they will pass your query on to the technical team who will then establish what the problem is and attempt to resolve this as soon as possible

What do I put on my timesheet if I have only worked half a day?

You need to put 0.5 if you're on a daily rate or the correct number of hours if you're paid on an hourly rate.

What do I do if my timesheet has been "submitted" and I need to change/edit this?

You simply need to go into your homepage > timesheets > and click "edit" next to the timesheet you wish to make changes to. Once you have made the changes click "Save", this will automatically update the submitted timesheet.

What is the deadline for my timesheet to be approved?

To be paid weekly all timesheets need to be approved by 12noon on a Monday for hours worked the previous week, this deadline is to ensure your hours are put on the weekly BACS run for payment on the Friday.

Please note:

You are paid 1 week in arrears provided a fully completed timesheet is submitted and approved.

What do I do if my timesheet has been "approved" and I need to change/edit this?

If the timesheet has been approved and needs to be edited, this will have to be "rejected" by your timesheet approver. Once rejected you can go into your homepage > timesheets > and click "edit" next to the timesheet you wish to make changes to. Once you have made the changes click "Submit", this will automatically update and submit the timesheet for re-approval.

Please Note: Approved timesheets can only be edited if this is before the Monday 12noon deadline.

What do I enter on my timesheet if I'm on leave?

You will need to leave the days you were off blank and submit as normal