



Magnit VMS

Contractor Timesheet Guide

Hourly Paid Workers

When you log into your timesheet module, this is what you will see:

- Time and Expense – defaulted to TIME.
- Date Range
- Details of your Engagement
- Pending Time and Expense

Job Title	Manager	Status
Account Management - Snr Specialist D	Peter Jagatia	Filled

Pending Time & Expense

END DATE	VALUE	RATE TYPE	ENGAGEMENT #	STATUS REASON	DATE CREATED
02/16/2025	38.50 Hours	Hourly	36617858	Pending Manager Approval	03/10/2025
02/23/2025	44.00 Hours	Hourly	36617858	Pending Manager Approval	03/10/2025

Please Note: Expenses section would not ordinarily be used as they should be entered on the existing JLR internal portal for processing.

Submission Process

The timesheet process will be very different from B2B. Typically, overtime will be calculated automatically when a worker works over and above the standard 40 hours per week.

With Magnit VMS, this has been configured differently, enabling JLR managers to review and approve actual hours worked, as opposed to seeing a total number, which could include holidays, sickness etc.

****YOU WILL NO LONGER RECORD HOLIDAYS, SICKNESS OR OTHER NON-ATTENDANCE, ONLY HOURS WORKED****

THIS INCLUDES BANK HOLIDAYS – PLEASE LEAVE THESE DATES BLANK AND CONTINUE TO THE FIRST DAY YOU WORKED.

IF YOU HAVE BEEN ON HOLIDAY ALL WEEK, THERE IS NO NEED TO COMPLETE A TIMESHEET – YOU ARE NOT ABLE TO SUBMIT A ZERO HOURS TIMESHEET

When completing your timesheet:

- Select the appropriate date from the date range box
- Select **ADD TIME**

The screenshot displays the Magnit VMS interface for adding time. It features two 'Date Range' sections. The top section has a dropdown menu with the text 'Select Date' and a list of date ranges: '03/17/2025-03/23/2025', '03/10/2025-03/16/2025', '03/03/2025-03/09/2025', '02/24/2025-03/02/2025', and '02/17/2025-02/23/2025'. The bottom section has a dropdown menu with the text '03/17/2025-03/23/2025'. Below the dropdowns is a toggle switch labeled 'Entire Service Period Not Worked' which is currently turned off. To the right of the toggle is a blue button labeled 'Add Time' with a hand cursor icon.

You will now see your week in full.

Here, we strongly advise that if you work a standard 40 hour week, **USE DEFAULT**. This will save time and also work out the appropriate hours and break times each day to automatically, although this can be edited.

- When you click **USE DEFAULT**, the rows will automatically be generated for you, entering morning and afternoon hours (marked as **LABOR**) and **LUNCH** break
- In the **SHIFT** drop down list, select **REGULAR**
- You can then scroll down to the next day and select **COPY FROM PREVIOUS DAY**, this will then replicate the details just entered

Monday 03/17/2025

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE
Select Shift	--:-- --	--:-- --	Labor

0.00 TOTAL HOURS

[Use Default](#) [Add Time](#)

Regular	12:30 PM	04:30 PM	Labor
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8.00 TOTAL HOURS

[Use Default](#) [Add Time](#)

Tuesday 03/18/2025

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE
Select Shift	--:-- --	--:-- --	Labor

0.00 TOTAL HOURS

[Use Default](#) [Add Time](#)

Monday 03/17/2025

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE
Regular	08:00 AM	12:00 PM	Labor
Select Shift	12:00 PM	12:30 PM	Lunch
Over Time	12:30 PM	04:30 PM	Labor

0.00 TOTAL HOURS

[Use Default](#) [Add Time](#)

Wednesday 03/19/2025 Clear All

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE	
Regular	00:00 AM	12:00 PM	Labor	X
Regular	12:00 PM	12:30 PM	Lunch	X
Regular	12:30 PM	04:30 PM	Labor	X

Thursday 03/20/2025 Copy From Previous Day

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE	
Select Shift	--:--:--	--:--:--	Labor	X

0.00 TOTAL HOURS Use Default Add Time

This can then be repeated for the remainder of the week

If you continuously work 40 hours, there is an option for you to **COPY FROM PREVIOUS PERIOD** and this will replicate the whole of the previous week.

Friday 03/21/2025 Copy From Previous Day

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE	
Select Shift	--:--:--	--:--:--	Labor	X

0.00 TOTAL HOURS Use Default Add Time

Copy From Previous Period Cancel Submit

Entering Hours Manually

Of course, you also have the option to enter hours manually.

- Select the type from the drop-down list i.e. Regular, Weekend (Overtime is entered separately, covered on next slide)
- Enter morning Start Time
- Enter morning End Time
- Select Labor
- Select Regular
- Enter time taken for break and select Lunch
- Enter afternoon Start Time
- Enter afternoon End Time

Monday 03/17/2025

No Lunch Break Taken

Add Billing Notes

Time

SHIFT	START	END	TYPE	
Regular	--:--:--	--:--:--	Labor	X
Regular	--:--:--	--:--:--	Lunch	X
Regular	--:--:--	--:--:--	Labor	X

0.00 TOTAL HOURS

Entering Hours Manually – Overtime Hours

- Providing the standard hours have been reached, any **OVERTIME** can be added as a separate line on the relevant days.
- Select **OVERTIME** from the drop-down list
- Enter Start Time
- Enter End Time
- Leave as Labor (default)

Once you are happy that all your standard hours and any overtime have all been entered, you can scroll down and **SUBMIT**. This will then go straight to the manager for review and approval.

***** IT IS REALLY IMPORTANT THAT YOUR HOURS ARE DOUBLE CHECKED BEFORE SUBMITTING, WE NO LONGER HAVE THE REVIEW PAGE OR THE STATEMENT ASKING IF YOU ARE SURE YOU WANT TO SUBMIT*****

Monday 03/17/2025

No Lunch break taken

Add Billing Notes

Time

SHIFT	START	END	TYPE	
Regular	08:00 AM	12:00 PM	Labor	X
Regular	12:00 PM	12:30 PM	Lunch	X
Regular	12:30 PM	04:30 PM	Labor	X
Overtime	08:00 AM		Labor	X

8.00 TOTAL HOURS

Use Default Add Time

Time

SHIFT START END TYPE

Select Shift --:-- --:-- Labor X

0.00 TOTAL HOURS

Use Default Add Time

Copy From Previous Period Cancel Submit

TIMESHEET AMENDMENTS

If you need to amend your timecard at any time, please follow the steps highlighted.

Pending Timecard

If your timecard has been completed but has not yet been fully processed it will be in a 'Pending' state.

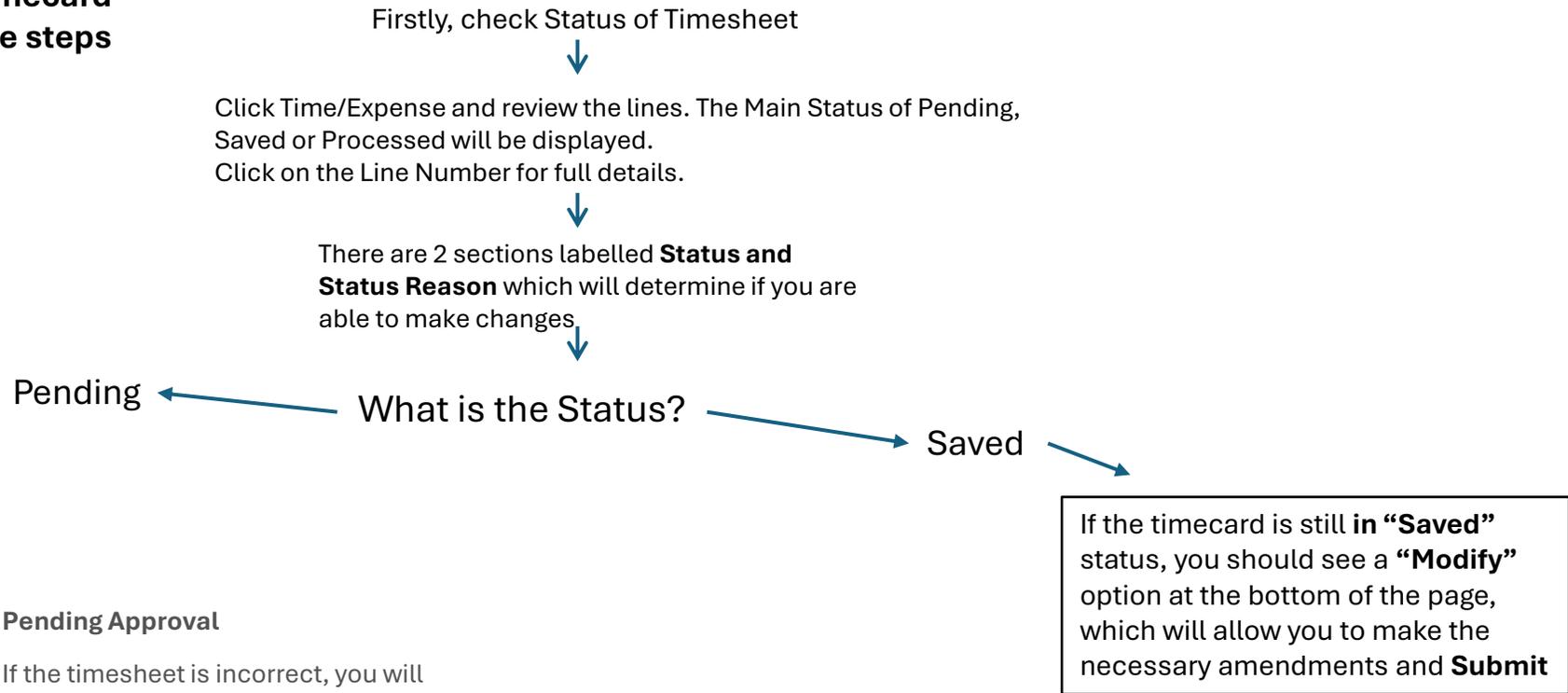
The timecard can be in one of two different possible statuses.

Pending Invoicing

Your manager has approved your timecard, you would need to contact us so that we can arrange for this to be amended by the Onsite Team and processed outside of WAND.

Pending Approval

If the timesheet is incorrect, you will need to arrange for your manager to reject. Once rejected you can resubmit as a brand-new timesheet from your normal time entry method (Steps on the next slide)



TIMESHEET AMENDMENTS

Rejected Timecard

Once a timesheet has been rejected, its specific line number can no longer be edited.

To resolve, a new timecard will need to be submitted. **NB - This action cannot be completed via the Magnit mobile application.**

Example of a Rejected Timesheet:



The screenshot shows a user interface for a timesheet entry. At the top, there are two tabs: "General Information" and "Detail List". The "Detail List" tab is active. The main content area displays the date "Monday 06/12/2023" and "12.00 TOTAL HOURS". A red box highlights a "Rejected" button with a circular icon next to it. Below this, there is a toggle switch for "No Lunch Break Taken" which is currently turned off. Under "Billing Notes", there is a "--" indicating no notes. A red box highlights the "Status Notes" section, which contains the text "Did not show for scheduled shift; no time sheet submitted". Below this is a "Time" section with a table of entries. At the bottom, there is a summary bar showing "12.00 TOTAL HOURS".

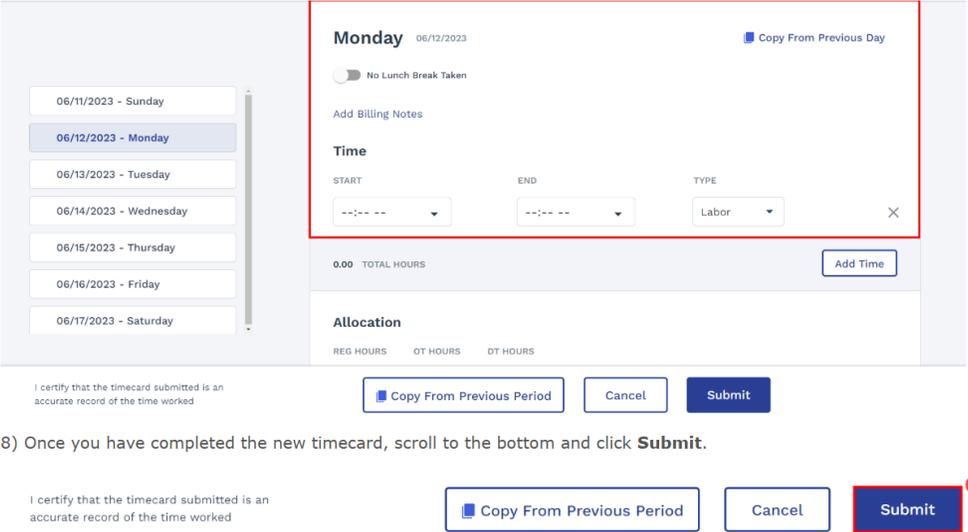
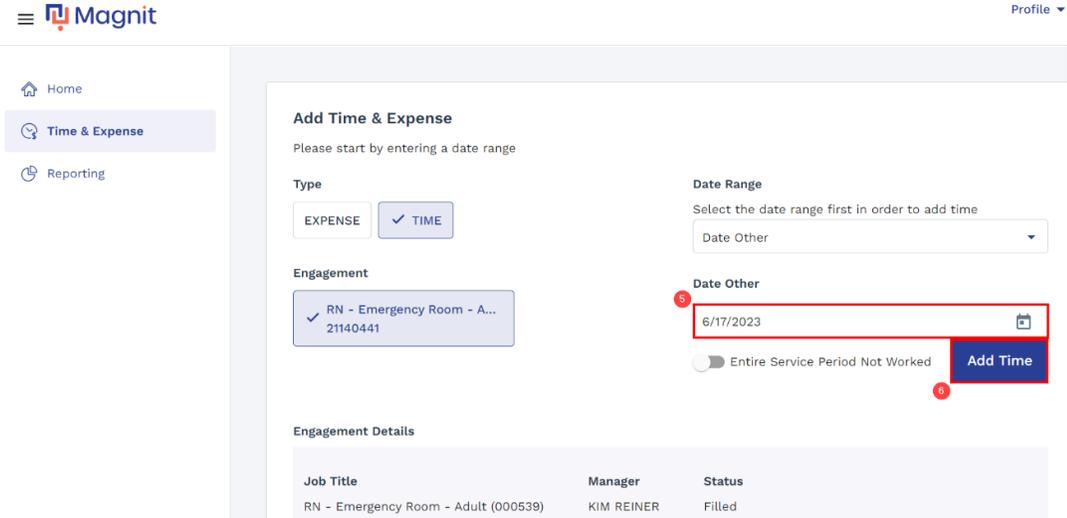
START	END	TYPE
7:00 PM	1:00 AM	Labor
1:00 AM	1:30 AM	Lunch
1:30 AM	7:30 AM	Labor

TIMESHEET AMENDMENTS

Creating a new timecard with existing rejected time

- 1) From the Magnit VMS Home Page, locate the **Time & Expense** option on the left-hand side.
- 2) Select the Request number for the entry for which you are updating.
- 3) Select the **Type** from the two options.
- 4) Next, select the **Date Other** field from the Date Range.
- 5) Confirm this is the correct date.
- 6) Click **Add Time**.

- 7) This will open a new timecard for the given earnings period. You will then need to re-enter the correct values for the times that were rejected previously.
- 8) Once you have completed the new timecard, scroll to the bottom and click **Submit**.



8) Once you have completed the new timecard, scroll to the bottom and click **Submit**.

Day Rate Workers

When you log into your timesheet module, this is what you will see:

- Time and Expense – defaulted to TIME.
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Hello, Final Hourly Non Shift! Thursday 3/20/2025

Add Time & Expense
Please start by entering a date range

Type:

Date Range: Select the date range first in order to add time

Engagement:

Engagement Details

Job Title	Manager	Status
Account Management - Snr Specialist D	Peter Jagatia	Filled

Entire Service Period Not Worked

Please Note: Expenses section would not ordinarily be used as they should be entered on the existing JLR internal portal for processing.

Pending Time & Expense

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Submission Process

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You will now see the timesheet breakdown for the week you have selected.

Where you see Hours, this actually means DAYS

- Enter 1 in the **HOURS** box
- In the Add Billing Notes, enter 1 in the **HOURS** box
- From the Shift Type, enter the Shift you have worked i.e. ¼ day, ½ day, full day
- Scroll down until you see the next day and Select **COPY FROM PREVIOUS DAY** if applicable.

Once you are happy that all your standard days have all been entered, you can scroll down and **SUBMIT**. This will then go straight to the manager for review and approval.

***** IT IS REALLY IMPORTANT THAT YOUR DAYS ARE DOUBLE CHECKED BEFORE SUBMITTING, WE NO LONGER HAVE THE REVIEW PAGE OR THE STATEMENT ASKING IF YOU ARE SURE YOU WANT TO SUBMIT *****

Monday 03/10/2025

Did Not Work

Hours

1

Add Billing Notes

Shift

Select

1/4 Day

3/4 Day

Full Day

Half Day

Hours

1

Copy From Previous Day

Wednesday 03/12/2025

Did Not Work

Hours

Copy From Previous Day

Copy From Previous Period

Cancel

Submit