


## 014 Approving timesheets



Username

gharwood

Password

••••••••

Login

> Forgot your password?

RESOURCESOLUTIONS

\*\*\* This is an example ToU - tailor due to your needs \*\*\*  
Example organization AAI services: Terms of Use (ToU)

**A. Data Protection Sample Clause**  
"The End User notes that personal data about the End User is compiled from generally available sources and from communications received from the End User and other Universities as well as from off-site sources. The policy relating to the use and procession of such data is posted on the University website at [...]. Such data will be used, inter alia, to authenticate and authorize the access to and use of various resources within the University and on other sites ("Approved Uses"). The End User hereby consents to the collection, processing, use and release of such data to the extent reasonably necessary for the Approved Uses. Such consent includes, but is not limited to, the release of personal data to other institutions by employing cookies and electronically exchanging, caching and storing personal authorization attributes."

**B. Limitation of Liability**  
"To the extent permitted by the applicable law, the End User hereby waives all and any claims for cost and damages, whether direct or indirect, incidental, or consequential (including, inter alia, loss of use and lost profits), both in contract and in tort, arising from the use or in any way related to the inter-organizational authentication and authorization services which allow the End User to access certain resources of other organizations. This waiver of claims shall be valid and effective in relation to all participants of the inter-organizational authentication and authorization services including the AAI Service Provider and its affiliates, officers, employees and agents."

Refuse

☐ I accept the terms of use

Submit

Insert your footer text here.

Reset Password

Your password has expired. Please change below before continuing.

Password

Confirm Password

Your new password should be atleast 8 characters long with atleast 1 letter and 1 number.

Save

## Context

**talentsource** is the one stop solution for your timesheet, expense, on call, call out and even pay per call needs.

The system allows your contractors and contingent workforce to submit time whether they are paid on an hourly, daily or monthly basis.

As timesheet and expense claim approvers, you are able to review and approve or reject claims quickly. This helps to ensure payments are processed in the agreed timescales.

Using **talentsource** for timesheet/claim approvals, ensures you have access anywhere, on any device, at any time.

## Process steps

### Accessing the system

1. When you are first issued with an account, you will need to **change your password** when prompted, in order to access the system.
2. You will receive an email from either the system or the onsite team. Click on the **talentsource** link.

3. Enter the **Username** and **Password** you have been provided with and click **Login**.
4. Read and accept the **disclaimer** by ticking the box provided and clicking **Submit**. If you refuse the disclaimer you will not be able to access talentsource.
5. When prompted create a **new password**. Confirm it by clicking **Save**. (You will need to do this for your **PIN** too).

The screenshot shows the talentsource web application. At the top, there's a search bar and user information for Hope Scott. The main navigation bar includes Dashboard, Jobs, Timesheets, Reporting, and Admin. On the left, a 'To Do' list shows various tasks. The main area displays the 'Timesheets' table with columns for Contractor, Vendor, Start Date, End Date, Total Hours, and Work. The table contains four rows of data, with the third row highlighted in red to indicate an official public holiday. A 'Group by Vendor' button is visible above the table. The bottom of the page shows pagination controls indicating 10 items per page and 1 - 4 of 4 items.

Contractor	Vendor	Start Date	End Date	Total Hours	Work
<input type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016		5
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	25-04-2016	30-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	02-05-2016	06-05-2016		5
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	18-04-2016	24-04-2016		5

## Authorising a Timesheet

6. From your **Dashboard** click on the **New Timesheet and Claims** tab.
7. The **Timesheets** table will display all timesheets that have been submitted for review and approval. Please note timesheets to approve will also be on the To Do list.
8. **Note:** The system makes a point of highlighting in red any timesheets that include work submitted on an **official public holiday** according to the calendar in your region. This way you can check to ensure the contractor actually worked on the day in question.
9. Scrolling to the **right** will allow you to review a summary of each timesheet which may serve as enough to authorise a number of the timesheets in bulk. **Columns** include:
  - a) **Contractor** (The name of the contractor the timesheet belongs to).
  - b) **Vendor** (The vendor or agency the contractors is managed by).
  - c) **Start Date** (The first working day of the week or month submitted).
  - d) **End Date** (The last working day of the week or month submitted).
  - e) **Total Hours** (This will only be populated for contractors who are paid on an hourly basis).
  - f) **Work Days** (The number of days that can be worked in the timesheet period).

018338 - Accountant Revision Requested	Timesheets	Manage Columns	
621316 - Analyst Revision Requested			
629286 - Accountant Revision Requested			
632886 - Kromer, Earlene New Renewal			
633462 - Accountant Revision Requested			
637438 - Wood, Siobhan New Renewal			

Contractor	Vendor	Start Date	End Date
<input type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	25-04-2016	30-04-2016
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	02-05-2016	06-05-2016
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	18-04-2016	24-04-2016

☐ Select All
 

Active
 ☒ Contractor
 ☒ Vendor
 ☒ Start Date
 ☒ End Date
 ☒ Total Hours
 ☒ Work Days
 ☒ Unit Worked

10 items per page
 1 - 4 of 4 items

g) **Unit Worked** (This will only be populated for contractors who are paid on a daily basis).

10. If you click on the **Manage Columns** button, you can choose to hide some columns (this works with the expenses tables too).

### Bulk Timesheet Approval

To Do 71 106315 - Systems Trainer Candidate - Interview (2nd) 618330 - Accountant Draft 618338 - Accountant Revision Requested 621316 - Analyst Revision Requested 629286 - Accountant Revision Requested 632886 - Kromer, Earlene New Renewal 633462 - Accountant Revision Requested	My Jobs 388 Stats New Time Sheet and Claims Timesheets and Claims Approval History
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Contractor Or Vendor	Q	Y	Group by Vendor
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Timesheets	Authorize Selected	Reject Selected	Manage Columns
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Contractor	Vendor	Start Date	End Date	Total Hours	Work
<input checked="" type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	11-04-2016	17-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	18-04-2016	22-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	11-04-2016	15-04-2016		5

11. To approve in bulk, simply **select** the timesheets you want to approve, by ticking the check boxes in the **Contractor** column.

12. This will reveal a button called **Authorise Selected**. Click on this button.

13. A pop up window will appear to allow you to type in your **PIN**. You will also need to tick the **Confirmation** check

talentsource
 Search for Jobs and People

company
 Hope Scott  
Time Zone : GMT  
Last logged in : 09-05-2016  
Current date: 09-05-2016

Admin

To Do 71  
 106315 - Systems Trainer  
Candidate - Interview (2nd)  
 618330 - Accountant  
Draft  
 618338 - Accountant  
Revision Requested  
 621316 - Analyst  
Revision Requested  
 629286 - Accountant

My Jobs 388  
 Stats  
 New Time Sheet and Claims  
 Timesheets and Claims Approval History

Contractor Or Vendor  
 Q  
 Y  
 Group by Vendor

Timesheets  
 Authorize Selected  
 Reject Selected  
 Manage Columns

Contractor	Vendor	Start Date	End Date	Total Hours	Work
<input checked="" type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	11-04-2016	17-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	18-04-2016	22-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	11-04-2016	15-04-2016		5

Authorize
 

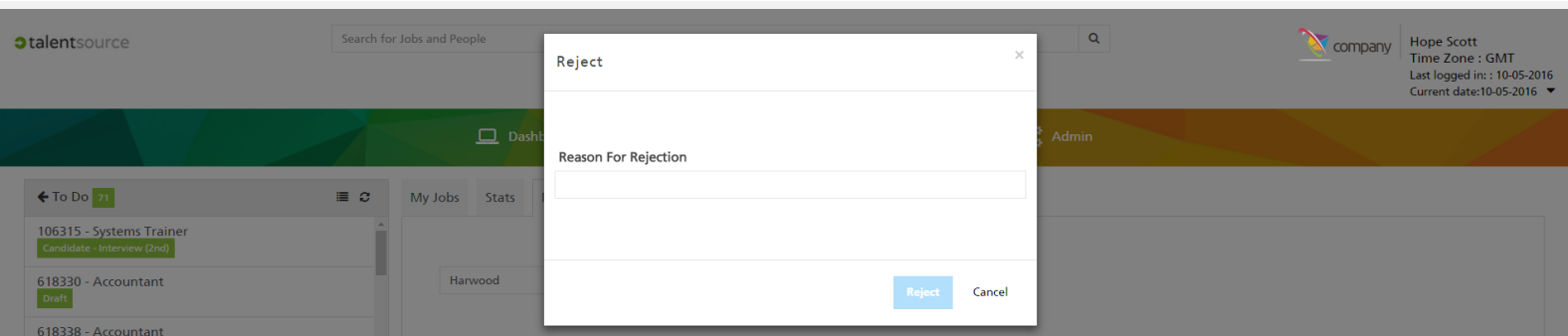
Pin Required

By approving this timesheet(s), I confirm that the units submitted on the timesheet(s) are correct and the worker is to be paid accordingly. All paid and unpaid leave has been approved and is correct as per this timesheet
 ☒ Required

Approve Cancel

box.

14. Click **Approve** to process the bulk approval.



### Bulk Timesheet Rejection

15. To reject in bulk, select the timesheets as mentioned in step 10 but this time click on the **Reject Selected** button instead of the Authorise Selected button.
16. A pop up window will appear to allow you to add a **Reason For Rejection**.
17. Click **Reject** to process the bulk timesheet rejection.
18. **Note:** Rejected timesheets are sent back to the contractor so they can make corrections and re-submit the timesheet. This applies to Expense too.

### A single timesheet approval

	Monday May 2	Tuesday May 3	Wednesday May 4	Thursday May 5	Friday May 6
1 am					
2 am					
3 am					
4 am					
5 am					
6 am					
7 am					
8 am	0066	0066	0066	0066	0066
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					

**Authorize**

Following holiday(s) have time entries

- Early May Bank Holiday 02-05-2016

By selecting to authorise this timesheet you are confirming that you have reviewed and approve the time worked by this contractor within your area.

Pin Required

\*\*\*\*\*

By approving this timesheet(s), I confirm that the units submitted on the timesheet(s) are correct and the worker is to be paid accordingly. All paid and unpaid leave has been approved and is correct as per this timesheet

☒ Required

**Authorize** Forgot Pin ?

**Reject**

Last Saved on 10-05-2016

**Cancel**

**Summary**

0066			
Worked	On Call	Breaks	Authorizer
45	0	5	Hope Scott
Total	Worked	Breaks	
50	45	5	
Absences	On Call	Leave Taken	
0	0	N/A	

**Contractor Information**

Name	Gareth Harwood	↑
Vendor	Business Solutions Ltd	

19. A single timesheet can be reviewed and approved by clicking on the **Contractor's name** in the **Contractor** column.
20. A **Summary** of the time worked can be seen on the right hand side of the screen to help you review the submission. There is also a graphic display of the timesheet in the main screen area.
21. In this example the application is **notifying** us that work has been submitted for an official public holiday.

22. To approve the timesheet add your **PIN** to the Pin field and tick the **Confirmation** check box.
23. Click on the **Authorise** button to process the approval.
24. **Note:** The screen also includes a **summary of each day** at the bottom of the timesheet.

On Call	No	No	No	No	No
On Call	0	0	0	0	0
Hours	10	10	10	10	10
Breaks	1	1	1	1	1
Total	9	9	9	9	9

### A single timesheet rejection

25. To reject a timesheet click on the **Reject** button (under the Authorise button).
26. Type a **Reason For Rejection** into the pop up window and click **Reject**.

## Approving Expense Claims

Expense Claims						Manage Columns
Authorize Selected			Reject Selected			
Contractor	Vendor	Start Date	End Date	Gross		
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	04-04-2016	08-04-2016	384		
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016	480		
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	18-04-2016	24-04-2016	384		
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	02-05-2016	06-05-2016	360		

10 items per page 1 - 4 of 4 items

27. The **Expense Claims** table, just under the timesheet table, will display all expense claims which have been submitted for review and approval.
28. Columns included in the table will help you to review expense claims at a glance and may even be enough information to approve or reject the claims in bulk. These include:
- Contractor** (The name of the contractor the Expense Claim belongs to).
  - Vendor** (The vendor or agency the contractor is managed by).
  - Start Date** (The first working day of the week or month claimed).
  - End Date** (The last working day of the week or month claimed).
  - Gross** (The Gross total of the expense claim, including all its individual expense items).

## Bulk Expense Claim approval

29. **Bulk** expense claim approvals or rejections work in the same way as bulk timesheet approvals.
30. Tick the check boxes in the **Contractor** column next to each expense claim you want to approve or reject.

Expense Claims **Authorize Selected** Reject Selected Manage Columns

By selecting to authorise this timesheet you are confirming that you have reviewed and approve the time worked by this contractor within your area.

Pin

\*\*\*\*\*

**Authorize**

	End Date	Gross
	08-04-2016	384
	29-04-2016	480
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	18-04-2016
	24-04-2016	384

31. If bulk approving, click on the **Authorise Selected** button.

32. Type the **PIN** in the pin field and click **Authorise**.

## Bulk Expense Claim rejection

Expense Claims **Authorize Selected** **Reject Selected** Manage Columns

Reason For Rejection

**Reject**

Vendor	Start Date	End Date	Gross
Resource Solutions - Jobstreet - CVDB	04-04-2016	08-04-2016	384
Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016	480

33. If bulk rejecting then click the **Reject Selected** button.

34. Add a **Reason for Rejection** and click **Reject**.

The screenshot shows the 'Expense Claim' page for a claim dated 04-04-2016 to 08-04-2016, submitted by Gareth Harwood. The 'Expense Items' section lists two items: 'Lodging' (03-04-2016 - 07-04-2016) and 'Auto Rental' (06-04-2016 - 06-04-2016). The 'Auto Rental' item is expanded, showing a table with columns 'Amount' and 'VAT'. The table contains one row with 'Amount' 120 and 'VAT' 24. Below the table, there are fields for 'Status', 'Authorizer', 'Cost Code' (0066), and 'Notes'. A 'Totals' row at the bottom shows 'Amount VATGross' with values 320, 64, and 384. On the right, an 'Approve' modal is open, displaying a confirmation message: 'By selecting to authorise this timesheet you are confirming that you have reviewed and approve the time worked by this contractor within your area.' It includes a 'Pin' field with a masked input '\*\*\*\*\*', an 'Approve' button, a 'Forgot Pin ?' link, and a 'Reject' button. Below the modal, there is a 'Last Saved on' field and a 'Cancel' button.

### A single Expense Claim approval

35. A single Expense Claim can be reviewed and approved by clicking on the **Contractor's name** in the **Contractor** column.
36. The **Expense Items** area includes details of each expense item submitted as part of this overall Expense Claim.
37. Clicking on the **expand arrow** will show additional details for each item.
38. You will be able to view attached scans of each expense item.
39. The **Totals** row displays Net amount, VAT/GST/Sales Tax (as appropriate for your country) and Gross amount.
40. To approve the Expense Claim add your **PIN** to the Pin field.
41. Click on the **Approve** button to process the claim.

The screenshot shows the 'Expense Claim' page with the 'Expense Items' section expanded. A 'Reject' modal is open, displaying a 'Reason For Rejection' field with the placeholder text 'Please correct...'. Below the field are 'Reject' and 'Cancel' buttons. The background shows the same 'Expense Items' table as the previous screenshot, with the 'Auto Rental' item expanded.

### A single Expense Claim rejection

42. To reject a single Expense Claim click on the **Reject** button (under the Authorise button).
43. Type a **Reason For Rejection** into the pop up window and click **Reject**.



## Searching and Filtering

talentsource Search for Jobs and People

company Hope Scott  
Time Zone : GMT  
Last logged in : 10-05-2016  
Current date:10-05-2016

Dashboard Jobs Timesheets Reporting Admin

My Jobs Stats New Time Sheet and Claims Timesheets and Claims Approval History

Harwood

Timesheets

Contractor	Vendor	Start Date	End Date	Total Hours	Work
<input type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016		5
<input checked="" type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	02-05-2016	06-05-2016		5

10 items per page 1 - 2 of 2 items

44. You can **search** for a single contractor or vendor using the search field in the **New Timesheet and Claims** tab. Type in your search term (i.e. Contractor surname) and then click on the search icon.

← To Do 71

106315 - Systems Trainer  
Candidate - Interview (2nd)

618330 - Accountant  
Draft

618338 - Accountant  
Revision Requested

621316 - Analyst  
Revision Requested

629286 - Accountant  
Revision Requested

632886 - Kromer, Earlene  
New Renewal

633462 - Accountant  
Revision Requested

637438 - Wood, Siobhan  
New Renewal

My Jobs Stats New Time Sheet and Claims Timesheets and Claims Approval History

Contractor Or Vendor

Timesheets

Contractor	Vendor	Start Date	End Date	Total Hours	W
Vendor: Resource Solutions - ACME - CVDB					
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	25-04-2016	30-04-2016		5
<input type="checkbox"/> Ben Megan	Resource Solutions - ACME - CVDB	18-04-2016	24-04-2016		5
Vendor: Resource Solutions - Jobstreet - CVDB					
<input type="checkbox"/> Gareth Harwood	Resource Solutions - Jobstreet - CVDB	25-04-2016	29-04-2016		5

45. To clear your search click on the **Clear Filter** button.

46. You can group all timesheets and expense claims by vendor when you click the **Group by Vendor** button.

← To Do 71

106315 - Systems Trainer  
Candidate - Interview (2nd)

618330 - Accountant  
Draft

618338 - Accountant  
Revision Requested

621316 - Analyst  
Revision Requested

629286 - Accountant  
Revision Requested

My Jobs 388 Stats New Time Sheet and Claims Timesheets and Claims Approval History

Search by Name or ID

Contractor First Name	Contractor Last Name	Approval Date	Vendor	Start Date	End Date
Gareth	Harwood	09-05-2016	Resource Solutions - Jobstreet - CVDB	11-04-2016	15-04-2016
Ben	Megan	09-05-2016	Resource Solutions - ACME - CVDB	11-04-2016	17-04-2016
Gareth	Harwood	09-05-2016	Resource Solutions - Jobstreet - CVDB	18-04-2016	22-04-2016

47. To clear this grouping filter, click on the **Don't Group by Vendor** button.



48. Recent and historical approvals can be viewed in the **Timesheets and Claims Approval History** tab.

49. This tab also includes a **search** field.