Contractor User Guide

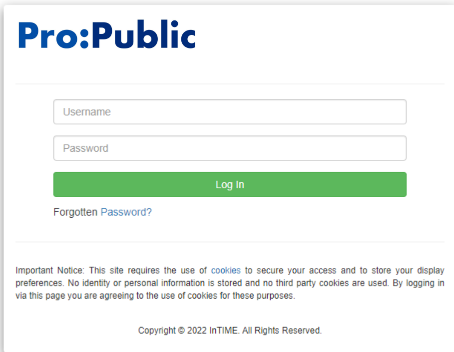
Pro:Public Timesheet Portal Overview

- Instant and secure access to your account
- Quick and simple creation of your timesheets and expense claims
- Instant submission of timesheets or expense claims for approval
- Notification of payments being made to you or to your umbrella company
- The ability to simplify your administration processes by authorising Pro:Public to self-bill
- Automatic email reminders to submit timesheets and alerts so you are always kept up to date

Accessing the Pro:Public Timesheet Portal

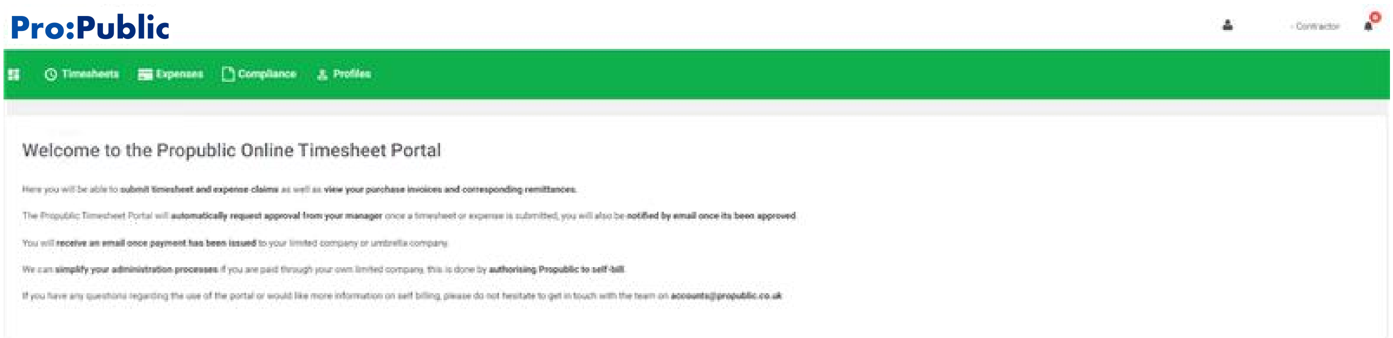
Once compliance checks have been completed you will receive login details for the Pro:Public Online Timesheet Portal.
A link to the portal will be sent alongside your username and password. Please note that your password will be sent in a separate email for security reasons – the email subjects for these emails will be "Welcome to Pro:Public Timesheet Portal" and "Pro:Public Timesheet Portal Password"

If you haven't received either of these emails on the day that you're due to begin working please contact: accounts@propublic.co.uk or 0113 4574929.



Navigating the Homepage

Once you have logged in to the Pro:Public Portal you will be presented with the below homepage.

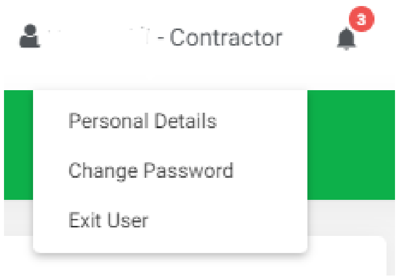


Navigation Menu Explained

Multi Square Icon – this will take you back to the homepage and can be accessed at all times
Timesheets – this provides access to new, draft and previously submitted timesheets
Expenses – this allows you to submit new and access historical expense claims
Pay – this allows you to access your invoices and credit notes
Compliance – to facilitate information requests and submit documentation
Profiles – this gives details of your placements and associated clients

In the top right hand corner of your screen:

- If you click on your name, options appear for you to:
  - ✓ Update your personal details
  - ✓ Change password
  - ✓ Exit InTime
- Bell Symbol – this advises you of any notifications
- Help – takes you to our on line documentation help bank.



Your Dashboard

As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current placement information, timesheets, expenses, and contract documentation that you can easily access directly from the dashboard.

Timesheets and Expenses Status Explained

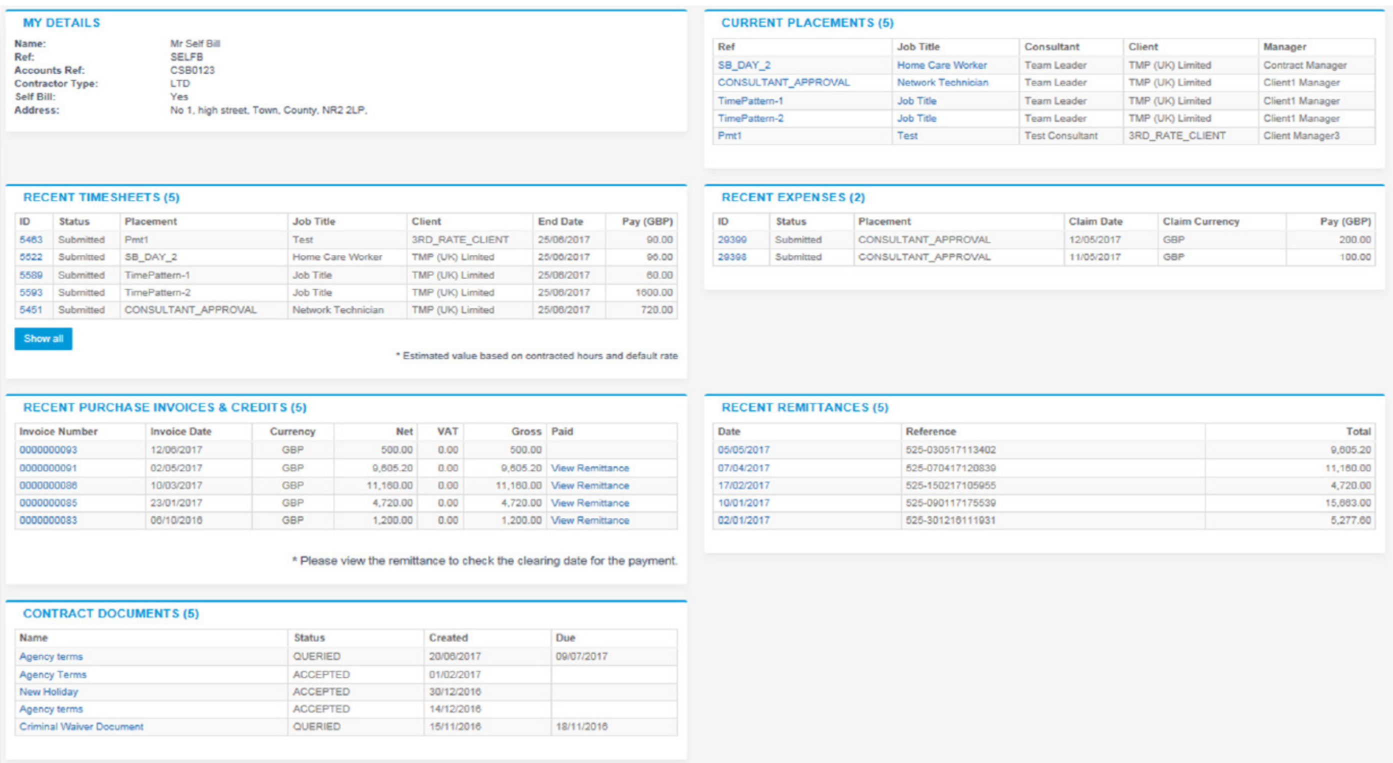
Missing: Timesheets that should be received during a specified date range but have not yet been created.

Draft: Timesheets that have been saved but not yet submitted. There are no draft expenses.

Submitted: Created and submitted for approval. Once submitted these cannot be modified.

Approved: Approved by your manager for payment.

Rejected: Rejected by your manager. This is usually because of incorrect hours or expense lines. The manager may have provided a comment as to why the timesheet or expenses was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting.



MY DETAILS

Name:	Mr Self Bill
Ref:	SELFB
Accounts Ref:	CSB0123
Contractor Type:	LTD
Self Bill:	Yes
Address:	No 1, high street, Town, County, NR2 2LP.

CURRENT PLACEMENTS (5)

Ref	Job Title	Consultant	Client	Manager
SB_DAY_2	Home Care Worker	Team Leader	TMP (UK) Limited	Contract Manager
CONSULTANT_APPROVAL	Network Technician	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-1	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-2	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
Pmt1	Test	Test Consultant	3RD_RATE_CLIENT	Client Manager3

RECENT TIMESHEETS (5)

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP)
5463	Submitted	Pmt1	Test	3RD_RATE_CLIENT	25/06/2017	90.00
5522	Submitted	SB_DAY_2	Home Care Worker	TMP (UK) Limited	25/06/2017	96.00
5589	Submitted	TimePattern-1	Job Title	TMP (UK) Limited	25/06/2017	60.00
5593	Submitted	TimePattern-2	Job Title	TMP (UK) Limited	25/06/2017	1600.00
5451	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

Show all

* Estimated value based on contracted hours and default rate

RECENT EXPENSES (2)

ID	Status	Placement	Claim Date	Claim Currency	Pay (GBP)
29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

RECENT PURCHASE INVOICES & CREDITS (5)

Invoice Number	Invoice Date	Currency	Net	VAT	Gross	Paid
0000000093	12/06/2017	GBP	500.00	0.00	500.00	
0000000091	02/05/2017	GBP	9,605.20	0.00	9,605.20	View Remittance
0000000086	10/03/2017	GBP	11,160.00	0.00	11,160.00	View Remittance
0000000085	23/01/2017	GBP	4,720.00	0.00	4,720.00	View Remittance
0000000083	06/10/2016	GBP	1,200.00	0.00	1,200.00	View Remittance

* Please view the remittance to check the clearing date for the payment.

RECENT REMITTANCES (5)

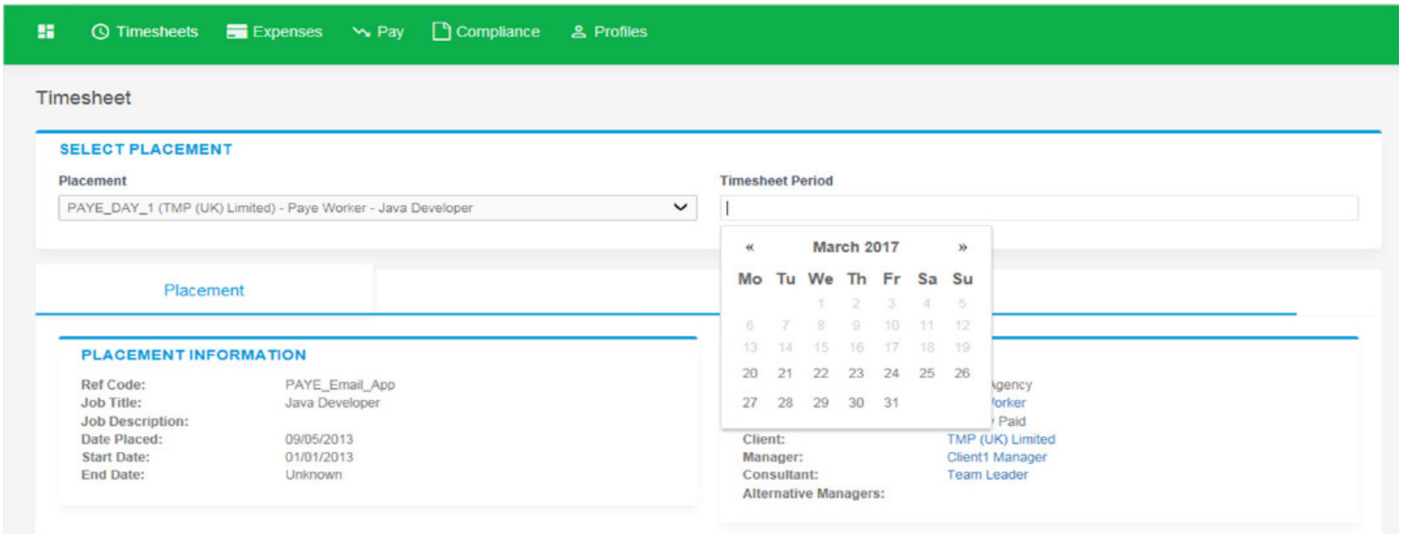
Date	Reference	Total
05/05/2017	525-030517113402	9,605.20
07/04/2017	525-070417120839	11,160.00
17/02/2017	525-150217105955	4,720.00
10/01/2017	525-090117175539	15,663.00
02/01/2017	525-301216111931	5,277.60

CONTRACT DOCUMENTS (5)

Name	Status	Created	Due
Agency terms	QUERIED	20/06/2017	09/07/2017
Agency Terms	ACCEPTED	01/02/2017	
New Holiday	ACCEPTED	30/12/2016	
Agency terms	ACCEPTED	14/12/2016	
Criminal Waiver Document	QUERIED	15/11/2016	18/11/2016

Entering your Timesheets

To begin, hover over Timesheets from the main menu bar at the top of the screen and then select Create. You will then be prompted to select the placement from the drop down box to enter time against, as well as the week ending date. You can use the provided calendar popup to help you select the correct date.

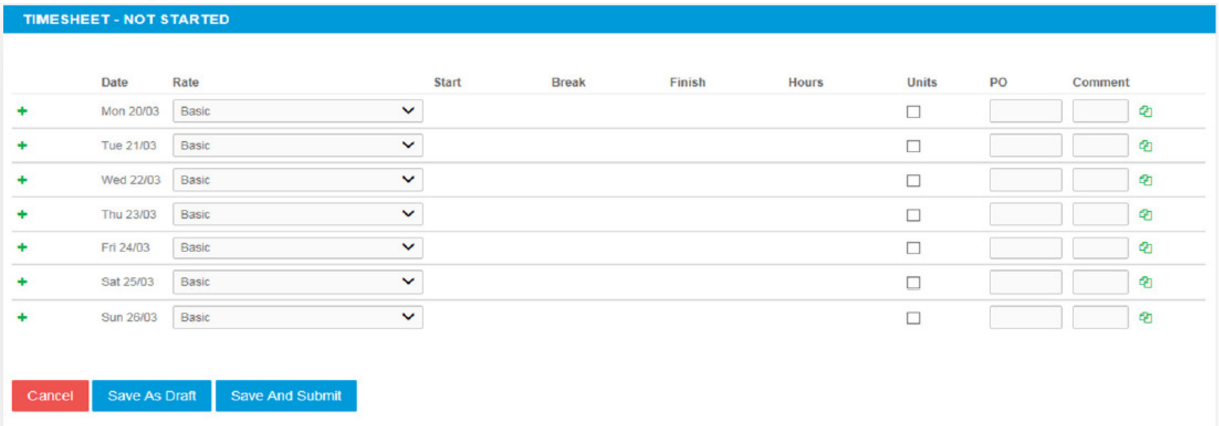


After selecting the period you will be presented with a blank timesheet similar to the screen shot shown below:

If you're paid a daily rate, please submit your timesheet so **1 unit = full day worked** or **0.5 unit = half day worked.**

If you're paid an hourly rate, please submit your timesheet with your start, break and finish time.

Your placement will automatically calculate your total pay, this is viewable just below the timesheet.



You can click on "**Save as Draft**" to store the timesheet which will allow you to return to this information to edit.

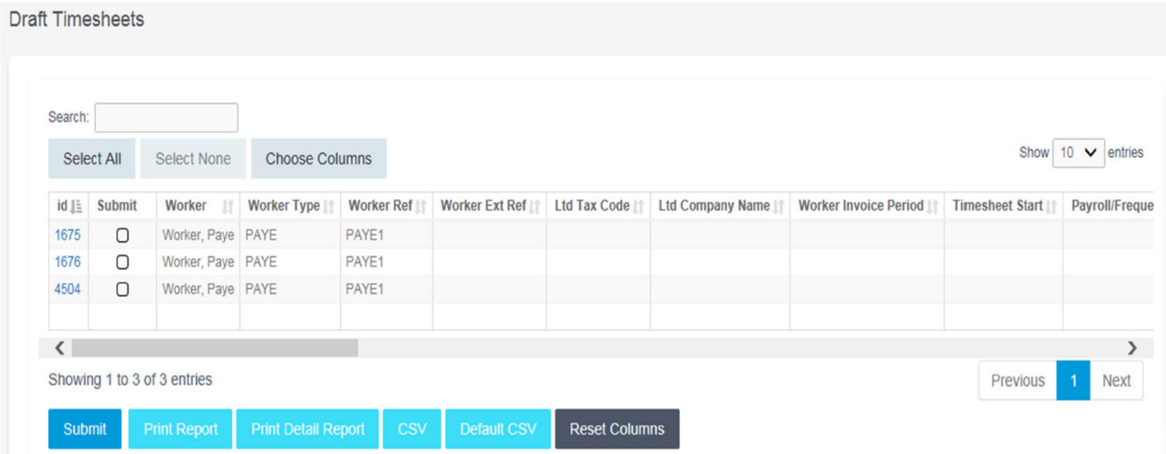
Once you have completed your timesheet click on the "**Save and Submit**" button, your timesheet will then be sent to your Manager for approval.

Please note: *You will not be able to make any further edits once the timesheet has been submitted for approval.*

Draft Timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu. You will then be taken to the timesheet form described in the Entering your Timesheets section. Please refer to these instructions to edit and submit your draft timesheet.

If you have multiple draft timesheets you wish to submit for approval, tick the box in the Submit column against the applicable timesheet and click on Submit. If you need to access a specific timesheet, click on the number in the ID column to view, edit, or submit.



Draft Timesheets

Search:

Select All | Select None | Choose Columns

Show 10 entries

id	Submit	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Freque
1675	☐	Worker, Paye	PAYE	PAYE1						
1676	☐	Worker, Paye	PAYE	PAYE1						
4504	☐	Worker, Paye	PAYE	PAYE1						

Showing 1 to 3 of 3 entries

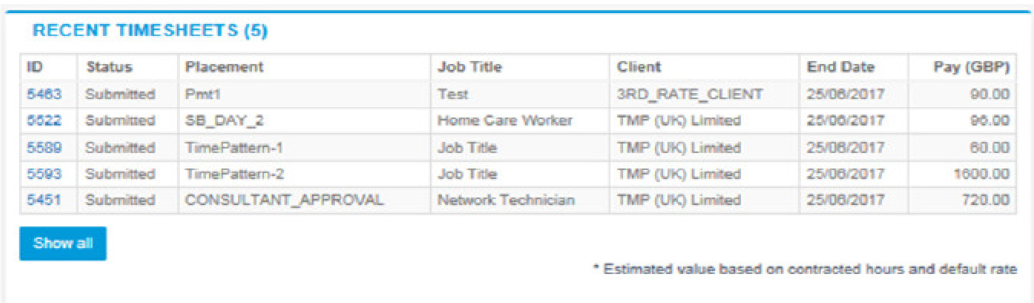
Previous 1 Next

Submit | Print Report | Print Detail Report | CSV | Default CSV | Reset Columns

Submitted Timesheets

If you need to check the status of your submitted timesheets, you can use your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu. By clicking the timesheet ID you can also see a detailed view of that timesheet.

Please note: *You can only modify timesheets that have been rejected.*



RECENT TIMESHEETS (5)

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5451	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

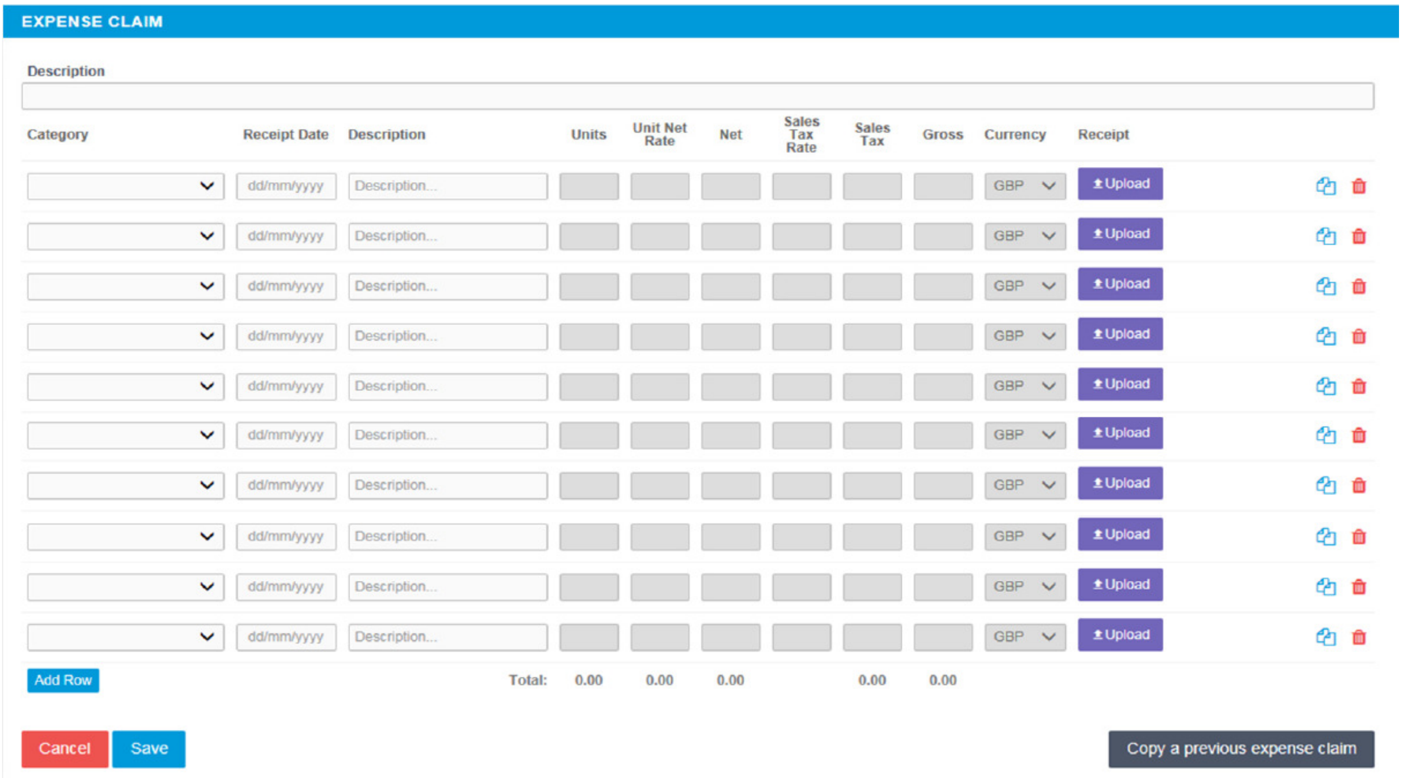
Show all

* Estimated value based on contracted hours and default rate

Entering your Expenses

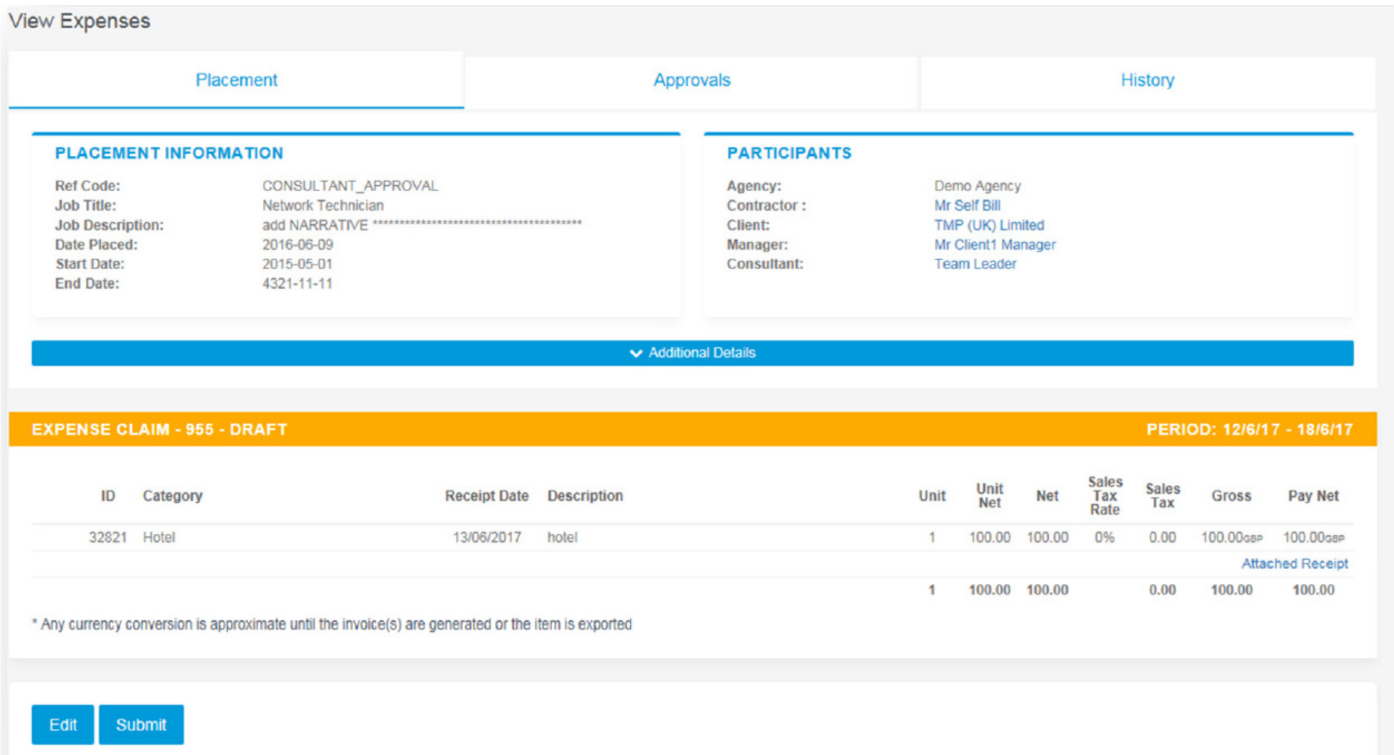
Please note: *By default you will be unable to submit expenses, if you believe you are entitled to expense claims please contact your consultant and this option can be enabled.*

Once enabled, hover over Expenses from the main menu bar at the top of the screen and then select Create.
You will then be prompted to select the client and placement you wish to claim expenses against. After selecting this you will be presented with a blank expenses claim form as shown below:



Select the correct category of expense and description from the provided dropdowns. Please upload any receipts or supporting documents as these will be sent to your manager for approval.

Once you have filled in all the required fields hit save. You will then get a summary of your expenses. If you need to edit your claim please click the Edit button option. Once you have finished your expense claim, click Submit.



Submitted Expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised, Approved or Rejected on the Expenses menu.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense.

Please note: *You can only modify expense claims that have been rejected.*

RECENT EXPENSES (2)

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29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

Invoice and Billing

If you are a Limited Company contractor and don't have a self-bill agreement in place, you will receive an advice note via email. An advice note doesn't confirm payment and is not a sales tax invoice, and as such doesn't include VAT. It's raised once we receive an approved timesheet and helps contractors in raising their invoices as the information such as w/e date, days worked and pay rate are all included.

Please contact accounts@propublic.co.uk if you would like to start self-billing and we will send over the necessary documentation.

Remittances and Payments

Once payment has been processed on the Pro:Public portal you will be able to view your remittance.

The below table is accessible from your personal dashboard. The date shown is when funds have credited your account (this is usually Friday each week). If you click on the date it will open your remittance which outlines each invoice which has been paid to you, you'll also be able to download your invoice directly from this remittance.

RECENT REMITTANCES (10)

Date	Reference	Total
15/07/2022	PFL-130722105348	1,548.00
08/07/2022	PFL-060722145011	1,806.00
01/07/2022	PFL-290622124140	1,806.00
24/06/2022	PFL-220622140219	1,806.00
17/06/2022	PFL-150622144252	2,580.00
10/06/2022	PFL-080622140152	1,548.00
07/06/2022	PFL-010622132821	3,096.00
20/05/2022	PFL-180522143504	1,290.00
13/05/2022	PFL-110522144726	1,806.00
06/05/2022	PFL-040522144356	1,548.00