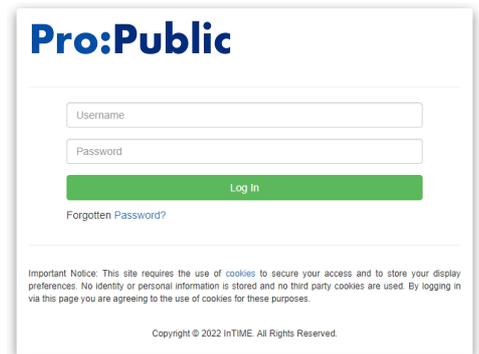**Pro:Public**

Manager User Guide

Pro:Public Timesheet Portal Overview

o   Instant and secure access to your account
o   Ability to instantly approve timesheets and expense claims
o   Automatic email reminders to approve timesheets and expense claims

Accessing the Pro:Public Timesheet Portal

Once the contractor has passed compliance checks 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 the contractor is 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.
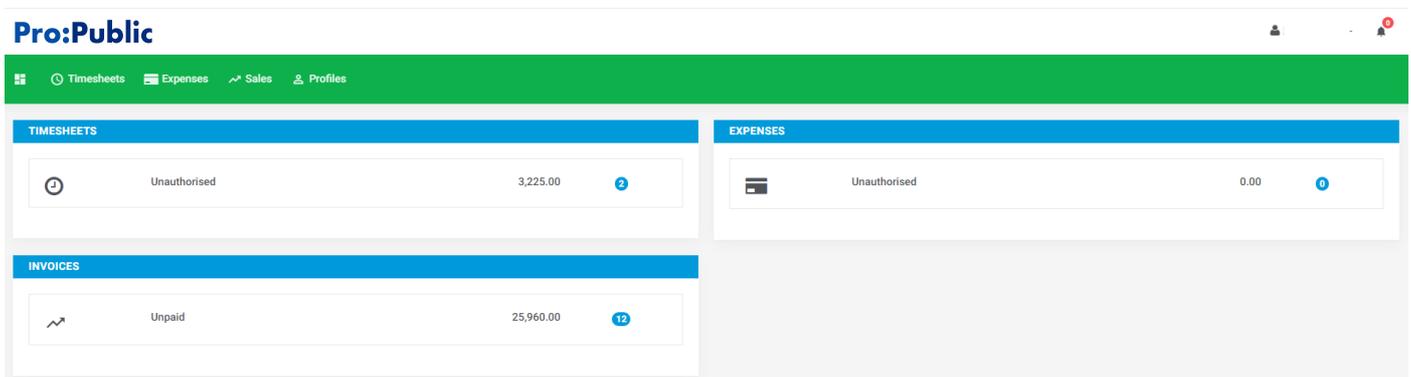
Navigation Menu Explained

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

Pro:Public

In the top right hand corner of your screen:
- o If you click on your name, options appear for you to:
  - ✓ Update your personal details
  - ✓ Change password
  - ✓ Exit InTime
- o Bell Symbol – this advises you of any notifications
- o Help – takes you to our on line documentation help bank.
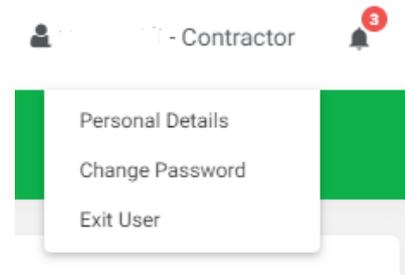
Your Dashboard

As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current unauthorised timesheets, expenses and unpaid invoices.
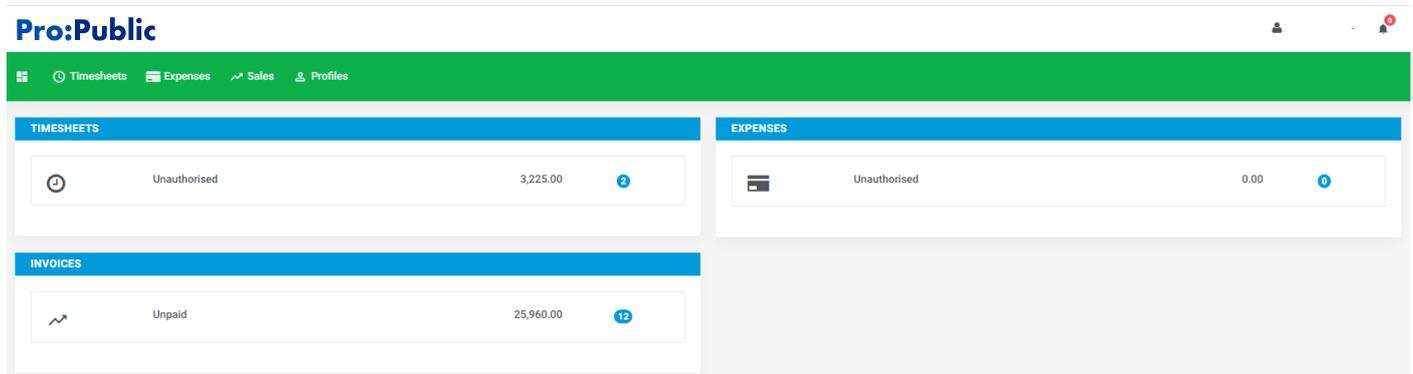
Timesheets and Expenses Status Explained

Authorise: Timesheets and expenses displayed are awaiting approval.

Unauthorised: Timesheets and expenses displayed are awaiting approval but are viewable only on the dashboard.

Approved: An approved timesheet or expense is one that you have approved for payment.

Rejected: A rejected timesheet or expense that has been rejected by you. You can provide a comment as to why the timesheet or expense was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting by the contractor.

How to Approve Timesheets or Expenses

Go to Timesheet or Expenses on the menu bar and click "Authorise".

You will then be presented with a list of all timesheets or expenses submitted by contractors that require your approval. Alternatively you can use the dashboard on your homepage and select the appropriate item.
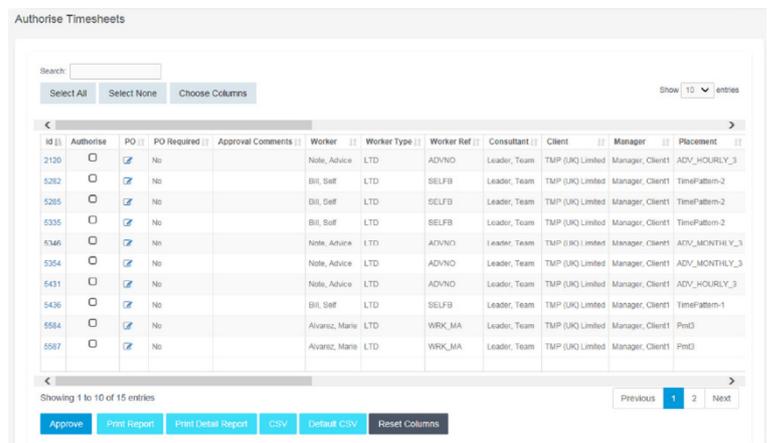
You can approve in one of two ways:
- o Bulk approve: tick each item listed in the Authorise column that you want to approve, enter your password and then click Approve.
- o Approve each timesheet individually by clicking on the timesheet ID. You will see a summary of the placement and the timesheet details.

You must enter your password at the bottom of the screen and click either "Approve" or "Reject".

If you select Reject, you will be presented with a new page asking for a reason for the rejection. This reason will be sent back to the contractor so they can act accordingly.

Authorise Timesheet 5285 for Mr Self Bill

TIMESHEET

Timesheet for Mr Self Bill

Timesheet ID:	5285	Timesheet Status:	Submitted
Submitted At:	12/05/2017 at 10:56:09	Submitted By:	Mr Self Bill
Pending Approval By:	Mr Client1 Manager	Reject Reason:	
Timesheet Approval Route:	Client Manager Approval	Approving Manager:	
Period Ending:	14/05/2017	Timesheet Duration:	weekly
Placement Ref:	TimePattern-2	Placement Period:	01/07/2016 to Unknown
Job Title / Sector:	Job Title	Worker:	Mr Self Bill
PO:		Client Site:	
Agency:	Demo Agency	Consultant:	Team Leader
Client:	TMP (UK) Limited	Manager:	Mr Client1 Manager
Total Hours:	24:00	Total Decimal Hours:	24.00
Hourly Rate Total:		Fixed Rate Total:	24:00 (3.00 units)
Fixed Rate Breakdown:	Full Day : 3.0	Total Charge:	GBP 1,800.00

Date	Rate	Start	Finish	Break	Hours	Decimal
08/05/2017	Full Day					1.00
09/05/2017	Full Day					1.00
10/05/2017	Full Day					1.00

How to Approve Timesheets or Expenses (Email Approval)

Once a contractor has submitted their timesheet or expense claim an email will be sent to their manager for approval. This email will contain the contractor name, timesheet ID, period ending date and total units worked.

If you would like to approve the timesheet please click "Approve". This will open an email with prepopulated information necessary to submit your approval to the portal.

Please make sure you click "Send" without altering the subject line or any of the information.

Our portal will automatically read the email that you send and update the timesheet status from submitted to approved.

Send | From ∨ | ryan.falcon@futures.co.uk
| To | ○ Approvals (Pro Public);
| Cc |
Subject | APPROVED:[bgd52g4d21b21df6g1bdf23b1df56v4df1v5ds1v

Please do not alter the Subject text of this message.