

Online Timesheets User Guide for Customers



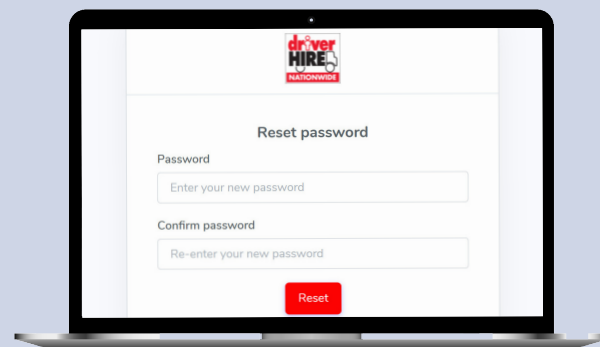
The timesheets for bookings placed with Driver Hire can be managed through an online portal. In the portal, you can view, approve and reject timesheets. You will be notified via email when a timesheet has been submitted and requires you to approve or reject it.

Logging into the Timesheet Portal

When invited to use the timesheets portal by your Driver Hire office, you will receive an email.

Select “Set Password”. This will prompt you to configure a secure password to access the timesheet portal. (Your email address will be your username).

When completed, a pop-up will appear. Click the link to be directed to the login page: <https://timesheets.driverhire.co.uk>



Approving and rejecting timesheets

When there are timesheets that require your approval, you will receive an email with a link to the login page. You will first see the default “Grouped View”, showing only the timesheets you need to approve.

You can review the timesheet history from the “List” view – as shown here. Click the + on the left of the timesheet detail to expand the rows and see more detail.

Week Ending	Customer Branch	Supplier	Candidate	Timesheets Awaiting Verification	Hours	Breaks (Hours)	Expenses
31/12/2023	Celvic	Driver Hire Aberdeen	Knight, Gary	1 A	9.50	0.00	£0.00
31/12/2023	Celvic	Driver Hire Aberdeen	Allen, Fraser	4 A	31.00	5.00	£0.00

Timesheet lines that are yellow and white are timesheets that have been submitted by the Driver Hire office. Timesheet lines that are grey have been submitted by the candidate.

If the timesheet line detail is accurate, tick the row(s) that you want to approve and select “Approve Selected”

If there is a mistake in the timesheet line, tick the row(s) with the error and select “Reject Selected”.

When rejecting a timesheet line, you must provide a reason why. This reason is important so the candidate or office can rectify the mistake and submit the timesheet again. If you have any issues, contact your Driver Hire office who will resolve the problem with you.

Week Ending	Customer Branch	Supplier	Candidate	Timesheets Awaiting Verification	Hours	Breaks (Hours)	Expenses	Total Hours
31/12/2023	Celvic	Driver Hire Aberdeen	Knight, Gary	1 A	9.50	0.00	£0.00	9.50
31/12/2023	Celvic	Driver Hire Aberdeen	Allen, Fraser	4 A	31.00	5.00	£0.00	36.00

Historically approved timesheets

By default, the timesheets portal shows you the timesheet lines that you need to approve. If you have none to approve, use the List View button to manage timesheets that have not yet been submitted or have previously been approved.

The list view page has multiple filters and search features, which you can use to find historical timesheets. This view allows you to review the details of any historical shift that an online timesheet has been submitted for.

Questions?

- If you have any questions about managing timesheets, please speak to your local office
- For general questions about online timesheets, please visit www.driverhire.co.uk/timesheets