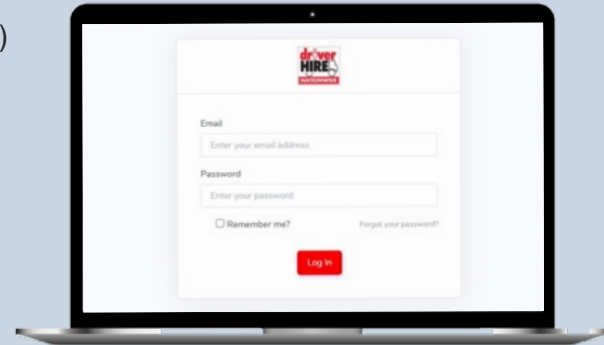


Online Timesheets User Guide for Candidates



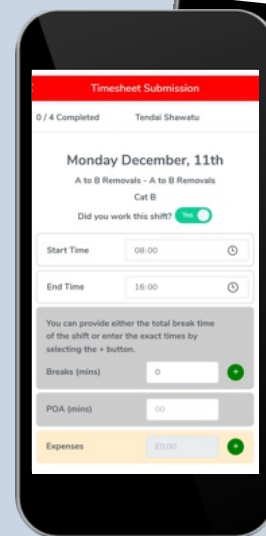
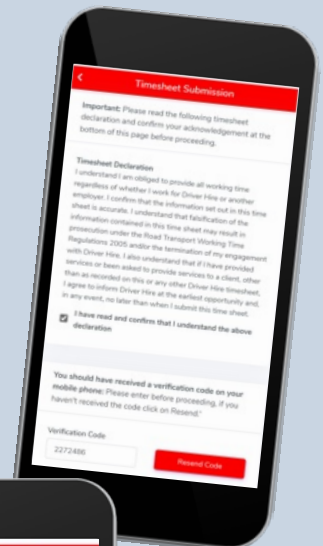
Registration

- 1** Follow the link in your email invitation, to create a unique password (your email address is your username)
- 2** Log in to the timesheet portal
<https://timesheets.driverhire.co.uk>
- 3** Agree the Terms & Conditions (you only need to agree to these terms once)



Completing Timesheets

- 1** Step 1 - Log in to the Driver Hire Timesheets portal at <https://timesheets.driverhire.co.uk>, select your week and click complete your timesheets.”
- 2** Tick the declaration box and insert the verification code that is sent to you via text (SMS). This acts as your electronic signature for each timesheet you submit
- 3** Complete your timesheets. Enter the details for the shift(s) you worked, then click the ‘Submit Timesheet and Continue’ button
- 4** If you worked for any other agencies, click the ‘Add Other Hours’ button to record these details
- 5** Log out – happy driving! You will be notified by email if you have any more timesheets to complete



Questions?

- If you have issues logging in, you can reset your password from the login page using the "Forgot your password?" link. Alternatively, contact your Driver Hire office who can send you a password reset email.
- If you have any questions about recording the hours you have worked, please speak to your local office
- For general questions about online timesheets, please visit www.driverhire.co.uk/timesheets