

Online Timesheets User Guide for Customers



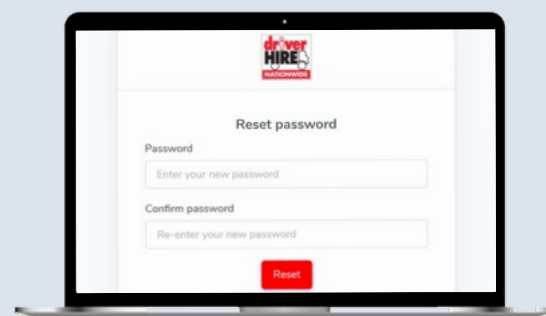
The timesheets for bookings placed with Driver Hire can be managed through an online portal. In the portal, you can view, approve and reject timesheets. You will be notified via email when a timesheet has been submitted and requires you to approve or reject it.

Logging into the Timesheet Portal

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

Select "Set Your 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 timesheets you need to review.

Click the + on the left of the timesheet, to expand the rows and see more detail.

You can review your timesheets one-by-one from the "List View" button on the top right of the page.

Week Ending	Customer Branch	Supplier	Candidate	Timesheets Awaiting Verification	Hours	Breaks (Hour)	Expenses
15/12/2023	Calson	Driver Hire (Approved)	Angela, Gary	1 A	8.00	0.00	£0.00
15/12/2023	Calson	Driver Hire (Approved)	Adam, Fraser	4 A	31.00	5.00	£0.00

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 office can rectify the mistake and submit the timesheet again. You will be notified if you have any timesheets awaiting your approval.

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.

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Historically approved timesheets

By default, the timesheets portal shows you the timesheet lines that you need to approve. To find historical timesheets use the 'List View', which has multiple filters and search features.

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 for assistance.
- 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