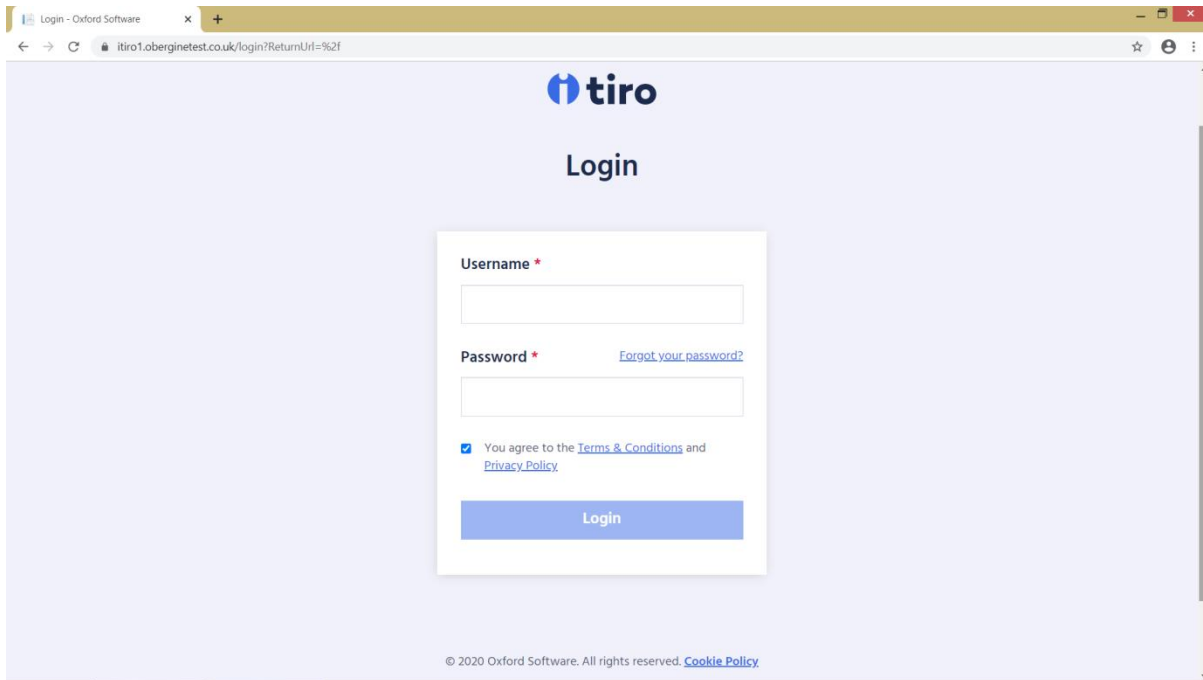


iTiro Site - Client Guide

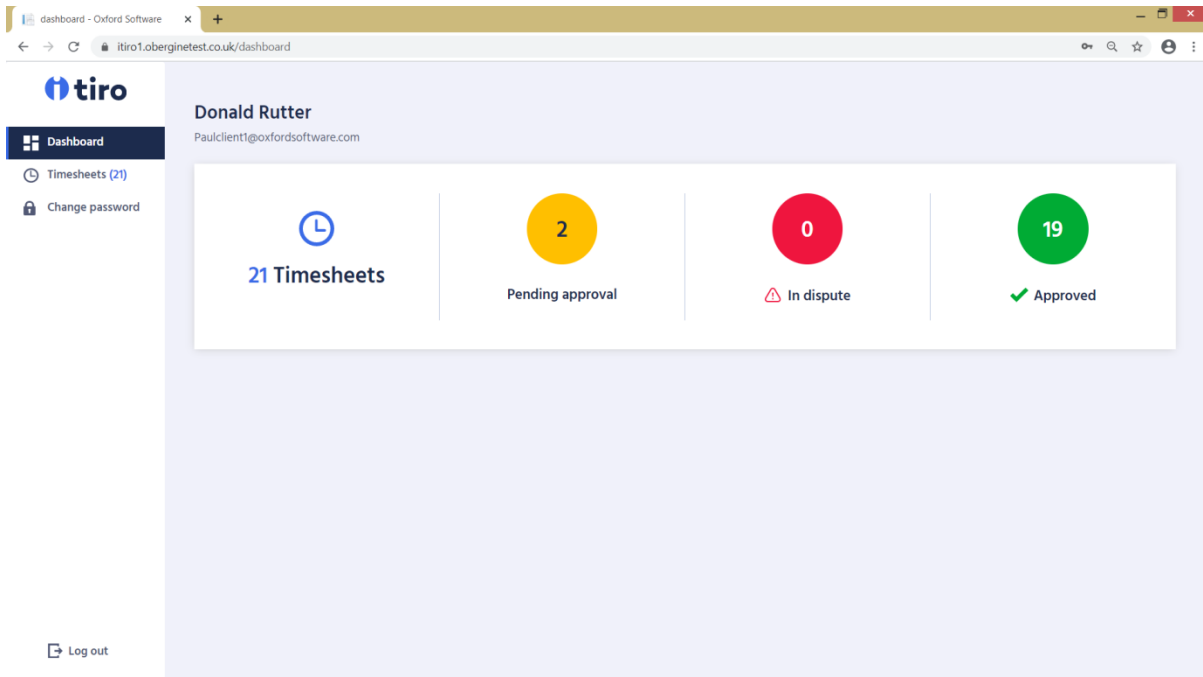
Logging In to iTiro

When you click on the link to the iTiro site, you will see the following screen:



Enter your User Name (email address) and Password.

You will then be looking at the following screen:



This screen allows you to see how many timesheets you have that are Pending Approval, In Dispute and Approved.

You can also change your password from this screen.

Version Date: 21st October 2020

Viewing and Approving a Timesheet

To view and approve timesheets, click on the orange “Pending Approval” icon and you will see your list of Timesheets pending approval at the top of the screen (see below). The “Status” column shows you which timesheets have been filled in by the Worker and submitted for approval (Status=Pending Approval) and those timesheets that are still waiting for the Worker to complete them (Status=Unsubmitted).

The screenshot shows the 'Pending approval' section of the Tiro Timesheets interface. It features a table with the following data:

Weekending	TSNo	Worker's name	Agency	Job	Time	Status	Action
18/10/2020	00000064	Veal,Shiela	Abingdon Recruitment Ltd	Contract Worker	37 hrs 30 mins	PENDING APPROVAL	Dispute Approve
18/10/2020	00000065	Thatcher,Judith	Abingdon Recruitment Ltd	Contract Worker	0 hrs 0 mins	UNSUBMITTED	

Below the table, there are sections for 'In dispute' (0 records) and 'Approved' (19 records). The 'Approved' section also displays a table with similar columns and data for various dates and workers.

Click on a timesheet and the system will take you in to see the Timesheet details (see below).

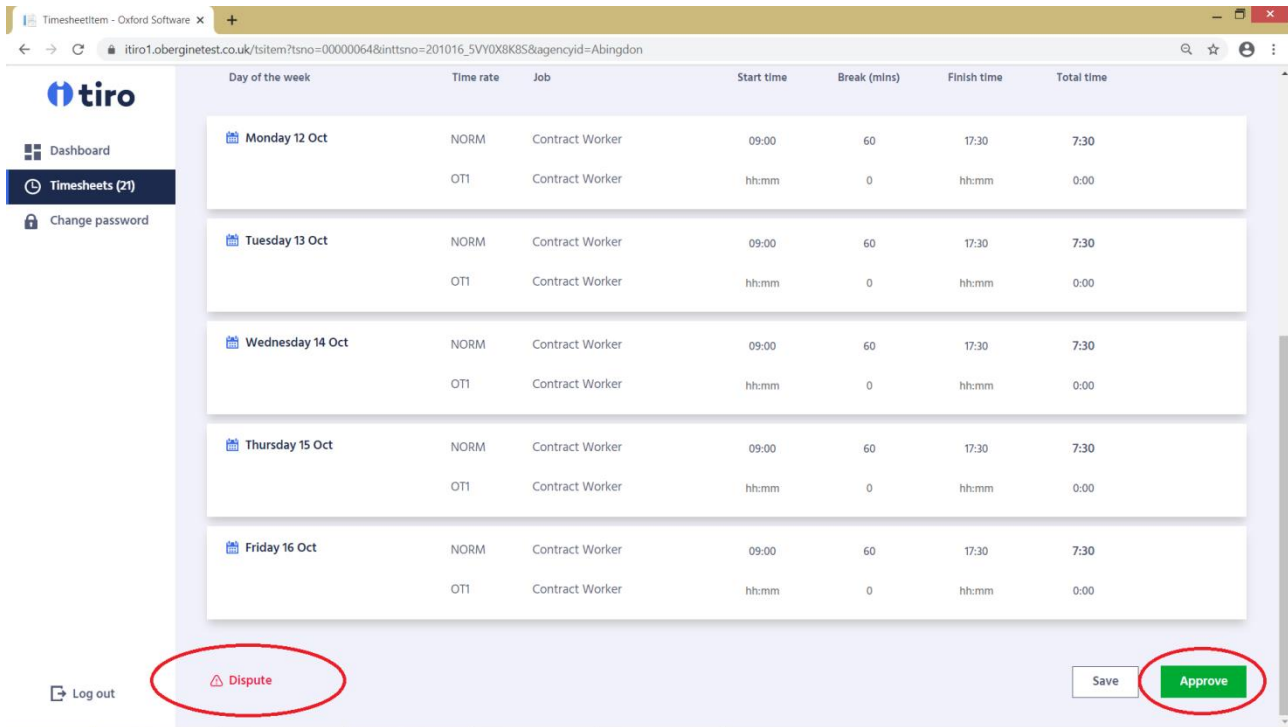
The screenshot shows the 'Weekending: Sunday 18 October, 2020' details page. It includes the following information:

- Agency name: Abingdon Recruitment Ltd
- Timesheet number: 00000064
- PO number: PO 4663
- Worker's Name: Veal, Shiela
- Total time worked: 37 hrs 30 mins
- Total Non Hourly Charge: £0.00
- Buttons: Dispute, Save, Approve

Below this information is a table showing the worker's time entries for Monday 12 Oct and Tuesday 13 Oct:

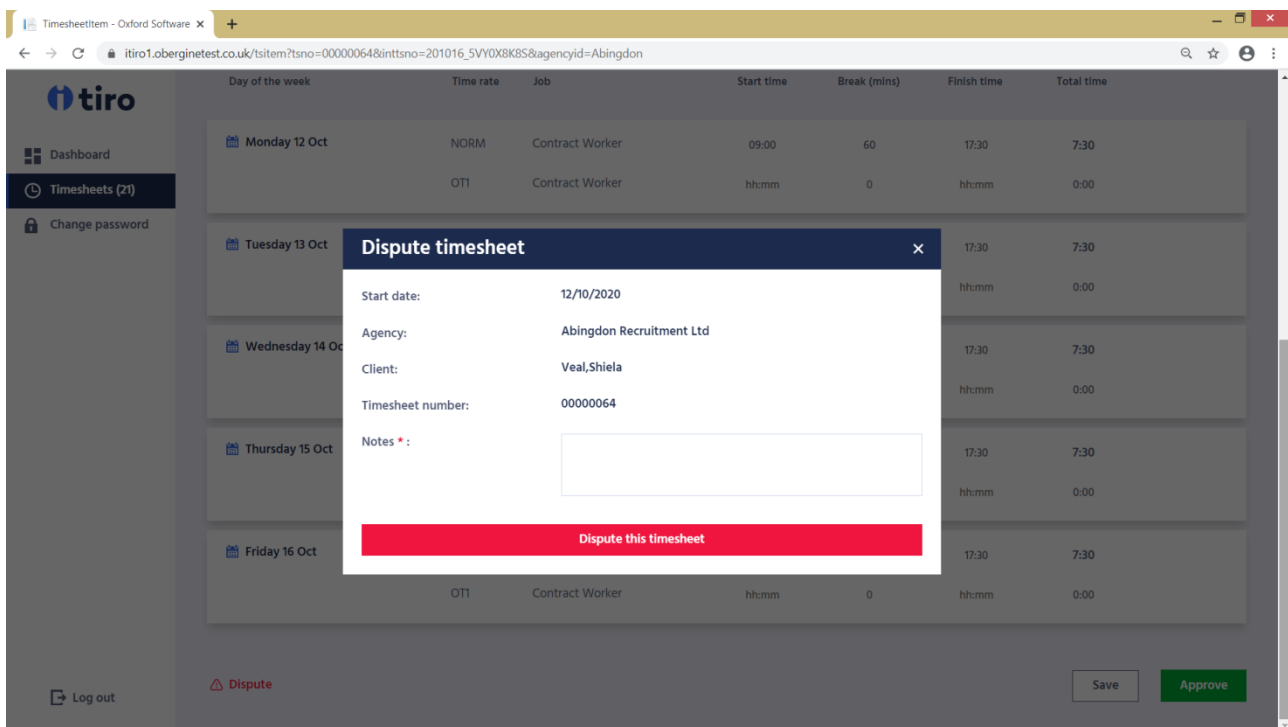
Day of the week	Time rate	Job	Start time	Break (mins)	Finish time	Total time
Monday 12 Oct	NORM	Contract Worker	09:00	60	17:30	7:30
	OTI	Contract Worker	hh:mm	0	hh:mm	0:00
Tuesday 13 Oct	NORM	Contract Worker	09:00	60	17:30	7:30
	OTI	Contract Worker	hh:mm	0	hh:mm	0:00

This will allow you check the times or hours the Worker has entered. You can use the scroll bar to scroll down to the bottom half of the screen to see other days that have been filled in (see below).



You can approve the timesheet by clicking on the “Approve” button (bottom right). This will then allow the Agency to download the timesheet into its payroll and billing system.

If you disagree with the times or hours the Worker has entered, click on the “Dispute” button (bottom left). You will then be presented with the following screen:



Fill in the notes with an explanation of what you think is incorrect on the timesheet. When you then click on the red “Dispute this timesheet” bar, an email will be sent to the Worker informing them that you have disputed the timesheet and the notes you have entered will be included in the email to explain why. An email will also be sent to the Agency informing them of the dispute.

The Worker can then look at the timesheet again and re-submit it for approval.

Version Date: 21st October 2020