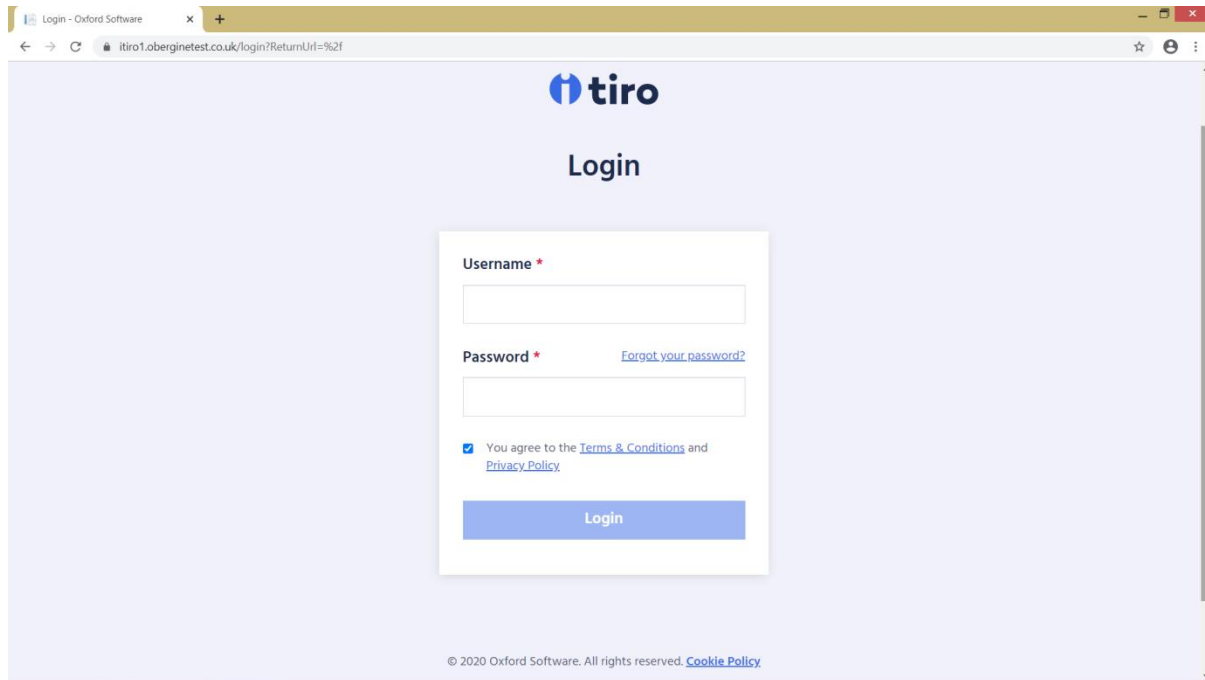


iTiro Site - Worker Guide

Logging In to iTiro

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



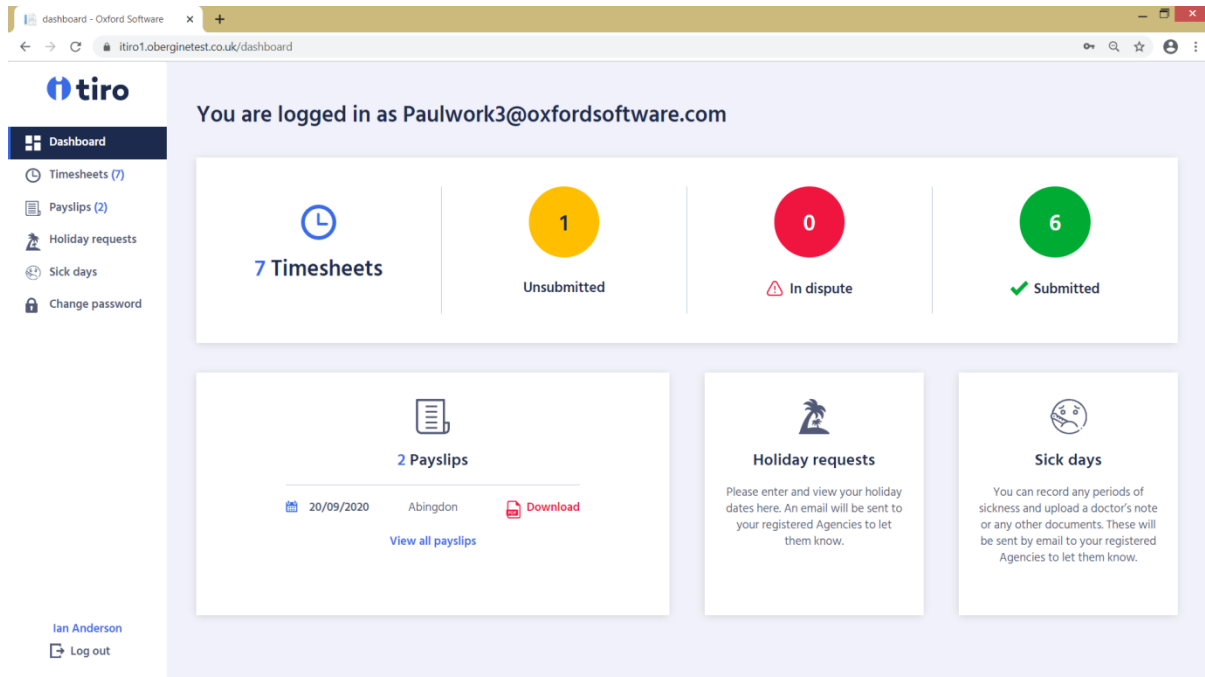
The screenshot shows a web browser window with the URL itiro1.oberginettest.co.uk/login?ReturnUrl=%2f. The page features the iTiro logo at the top center, followed by the word "Login". Below this is a login form with the following elements:

- A "Username *" field with a text input box.
- A "Password *" field with a text input box and a [Forgot your password?](#) link.
- A checkbox labeled "You agree to the [Terms & Conditions](#) and [Privacy Policy](#)".
- A blue "Login" button.

At the bottom of the page, there is a copyright notice: "© 2020 Oxford Software. All rights reserved. [Cookie Policy](#)".

Enter your User Name (email address) and Password.

You will then be looking at the following screen:



The screenshot shows the iTiro dashboard for a user logged in as **Paulwork3@oxfordsoftware.com**. The dashboard includes a sidebar menu on the left with the following items:

- Dashboard
- Timesheets (7)
- Payslips (2)
- Holiday requests
- Sick days
- Change password

The main content area displays several key metrics and actions:

- 7 Timesheets**: Represented by a clock icon.
- 1 Unsubmitted**: Represented by a yellow circle with the number 1.
- 0 In dispute**: Represented by a red circle with the number 0 and a warning icon.
- 6 Submitted**: Represented by a green circle with the number 6 and a checkmark icon.

Below these metrics, there are three main sections:

- 2 Payslips**: Shows a list of payslips with columns for date (20/09/2020), location (Abingdon), and a [Download](#) button. A [View all payslips](#) link is also present.
- Holiday requests**: Includes a palm tree icon and text: "Please enter and view your holiday dates here. An email will be sent to your registered Agencies to let them know."
- Sick days**: Includes a person icon and text: "You can record any periods of sickness and upload a doctor's note or any other documents. These will be sent by email to your registered Agencies to let them know."

At the bottom left of the dashboard, the user's name **Ian Anderson** is displayed, along with a [Log out](#) button.

This screen allows you to see how many timesheets you have that are Unsubmitted, In Dispute and Submitted. It also shows how many Payslips are available, and allows you to submit Holiday Requests and claim sick pay.

Completing and Submitting a Timesheet

To enter timesheet times/hours, click on the orange “Unsubmitted” icon and you will see your list of unsubmitted Timesheets at the top of the screen (see below).

Unsubmitted 1

Weekending	TSNo	Agency	Client name	Hours	Status	Action
27/09/2020	00000052	Abingdon Recruitment Ltd	Radley Instruments plc	0 hrs 0 mins	UNSUBMITTED	Submit

In dispute 0
There are no records in dispute.

Submitted 6

Weekending	TSNo	Agency	Client name	Hours	Status	Action
20/09/2020	00000047	Abingdon Recruitment Ltd	Radley Instruments plc	40 hrs 0 mins	DOWNLOADED BY AGENCY	
30/08/2020	00000033	Abingdon Recruitment Ltd	Talbot Industrials plc	11 hrs 30 mins	DOWNLOADED BY AGENCY	
23/08/2020	00000024	Abingdon Recruitment Ltd	Didcot Distribution Ltd	36 hrs 15 mins	DOWNLOADED BY AGENCY	
16/08/2020	00000019	Abingdon Recruitment Ltd	Didcot Distribution Ltd	41 hrs 0 mins	DOWNLOADED BY AGENCY	
09/08/2020	00000015	Abingdon Recruitment Ltd	Didcot Distribution Ltd	39 hrs 45 mins	DOWNLOADED BY AGENCY	

Ian Anderson
Log out

Click on a timesheet and the system will take you in to see the Timesheet details:

Weekending: Sunday 27 September, 2020 UNSUBMITTED

Agency name: Abingdon Recruitment Ltd
Timesheet number: 00000052
Client name: Radley Instruments plc
PO number: [] ✓

Total hours worked **0 hrs 00 mins**
Total non hourly pay **£0.00**

Save Save & Submit

Day of the week	Time rate	Job	Start time	Break (mins)	Finish time	Total hours
Monday 21 Sep	NORM	Packer	hh:mm	0	hh:mm	0:00 Copy
Tuesday 22 Sep	NORM	Packer	hh:mm	0	hh:mm	0:00 Copy
Wednesday 23 Sep	NORM	Packer	hh:mm	0	hh:mm	0:00 Copy
Thursday 24 Sep	NORM	Packer	hh:mm	0	hh:mm	0:00 Copy

Ian Anderson
Log out

This screen allows you to complete the timesheet in two ways:

1. Enter the hours per day directly into the “Total Hours” box. Please note that the hours entered are based on Hours and Minutes. So, for example, to enter seven and a half hours type “7:30” NOT “7:50).
2. Enter the Start time, Break (mins) and Finish time; the hours will then be automatically counted based on the times you have input. Only enter breaks if they are unpaid.

Day of the week	Time rate	Job	Start time	Break (mins)	Finish time	Total hours
Monday 21 Sep	NORM	Packer	09:00	60	17:30	7:30
Tuesday 22 Sep	NORM	Packer	09:00	60	17:30	7:30
Wednesday 23 Sep	NORM	Packer	09:00	45	17:15	7:30
Thursday 24 Sep	NORM	Packer	09:00	60	18:00	8:00
Friday 25 Sep	NORM	Packer	09:00	60	17:00	7:00
Saturday 26 Sep	NORM	Packer	09:00		12:00	3:00
Sunday 27 Sep	NORM	Packer				0:00

Once you have entered the Times/Hours for all the days you have worked, click on “Save & Submit” to save the Timesheet and submit it to the Client for Authorisation.

Copying a Line

Once you have entered the times/hours for a line on the Timesheet, you can use the “Copy” option to copy the same times/hours to other days that you have worked:

Select days to copy details to:

☐ Mon 21 Sep
 ☐ Tue 22 Sep

☐ Wed 23 Sep
 ☐ Thu 24 Sep

☐ Fri 25 Sep
 ☐ Sat 26 Sep

☐ Sun 27 Sep

Copy Hours

Return to timesheet

Entering Expenses

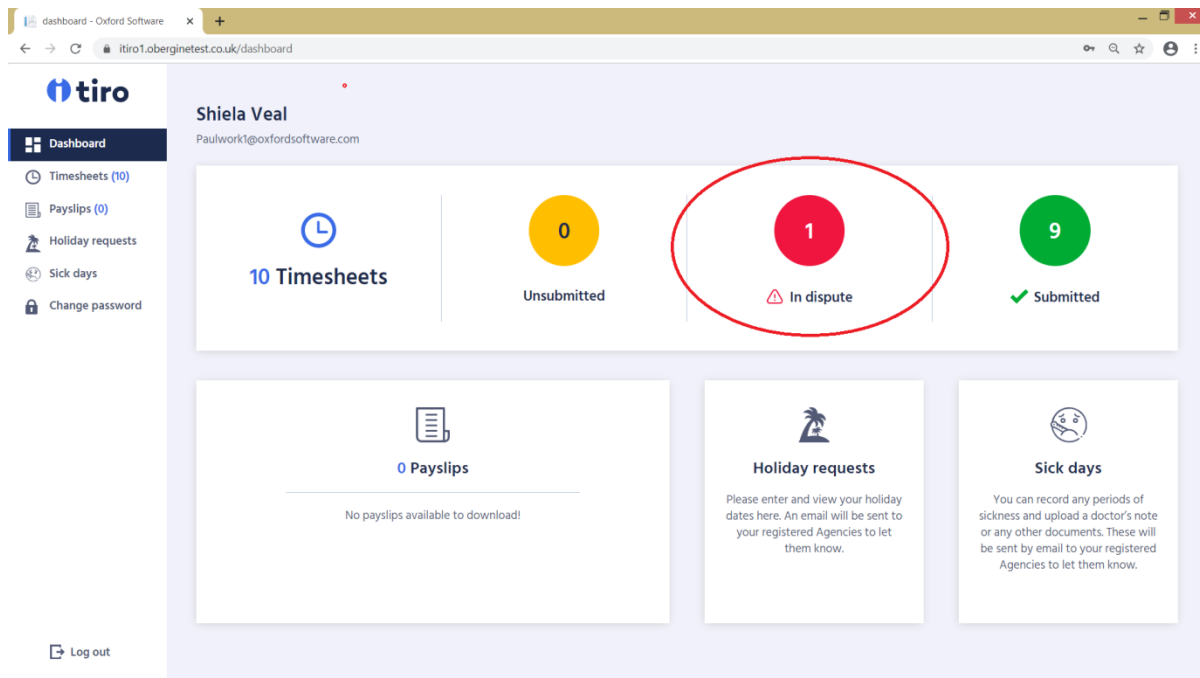
If the input of Expenses has been set up by the Agency, you can enter them for the appropriate days (see below). A receipt can also be attached for each day.

Version Date: 21st October 2020

Day of the week	Time rate	Job	Start time	Break (mins)	Finish time	Total hours
Monday 21 Sep	NORM	Contract Worker	09:00	60	17:30	7:30
Tuesday 22 Sep	NORM			60	17:30	7:30
Wednesday 23 Sep	NORM			60	17:30	7:30
Thursday 24 Sep	NORM			60	17:30	7:30
Friday 25 Sep	NORM	Contract Worker	09:00	60	17:30	7:30

Disputed Timesheets

If the Client disagrees with the times or hours you have entered on your submitted timesheet they may dispute it. If that happens you will receive an email explaining that the timesheet has been disputed and why. A disputed timesheet will show in the “In Dispute” icon as shown below:



To view the timesheet, click on the “In Dispute” icon and you will be presented with the following screen:

The screenshot shows the iTiro 'In dispute' timesheet screen. The left sidebar contains navigation links: Dashboard, Timesheets (10), Payslips (0), Holiday requests, Sick days, and Change password. The main content area is titled 'In dispute' with a red circle icon and a count of 1. It displays a table with columns: Weekending, TSNo, Agency, Client name, Time, Status, and Action. The first row is highlighted with a red oval and contains the following data: 18/10/2020, 00000064, Abingdon Recruitment Ltd, Radley Instruments plc, 37 hrs 30 mins, IN DISPUTE BY CLIENT, and a Submit button. Below this table is a 'Submitted' section with a green circle icon and a count of 9, showing a list of submitted timesheets with similar columns and data.

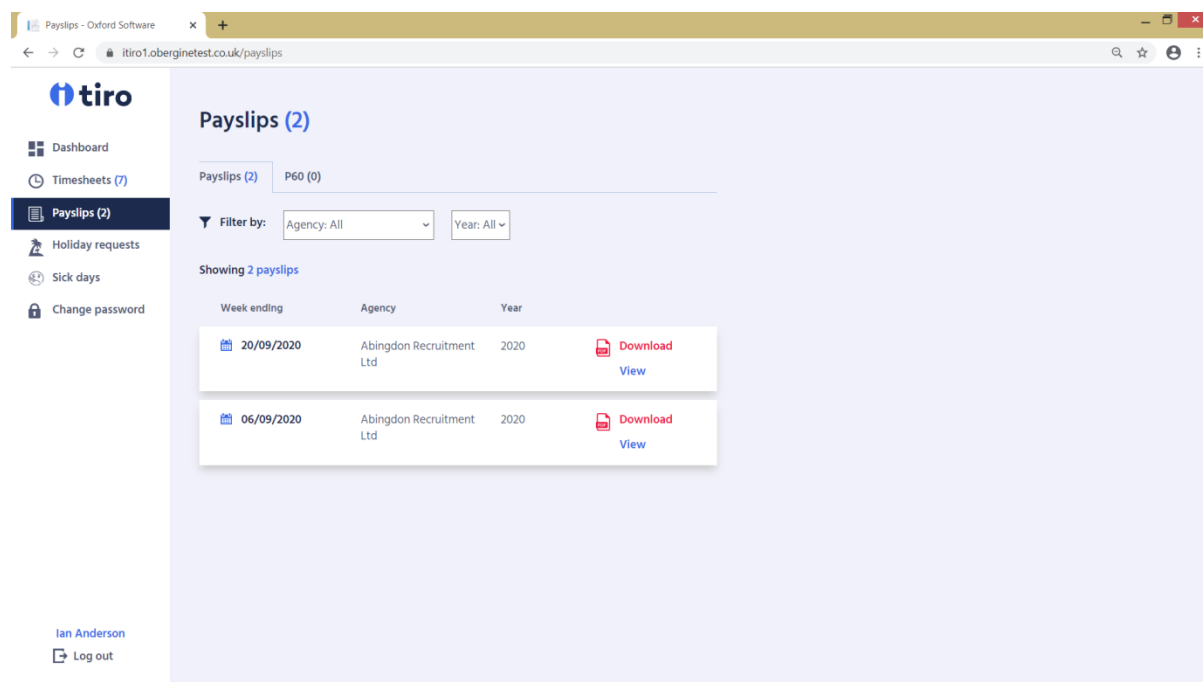
Double click on the timesheet to edit and re-submit the timesheet.

Viewing Payslips

The screenshot shows the iTiro dashboard. The left sidebar contains navigation links: Dashboard, Timesheets (7), Payslips (2), Holiday requests, Sick days, and Change password. The main content area displays a summary of the user's account, including a login message: 'You are logged in as Paulwork3@oxfordsoftware.com'. Below this are four summary cards: 7 Timesheets, 0 Unsubmitted, 0 In dispute, and 7 Submitted. Further down, there are three cards: 2 Payslips, Holiday requests, and Sick days. The '2 Payslips' card is highlighted with an orange circle and contains a link 'View all payslips' which is also circled in orange. The 'Holiday requests' card contains text about entering holiday dates. The 'Sick days' card contains text about recording periods of sickness.

Click on “View all payslips” (see screenshot above) to get a list of Payslips that have been uploaded to iTiro.

The latest payslip will show at the top of the list and then are ordered by week ending date in descending order (as shown below):

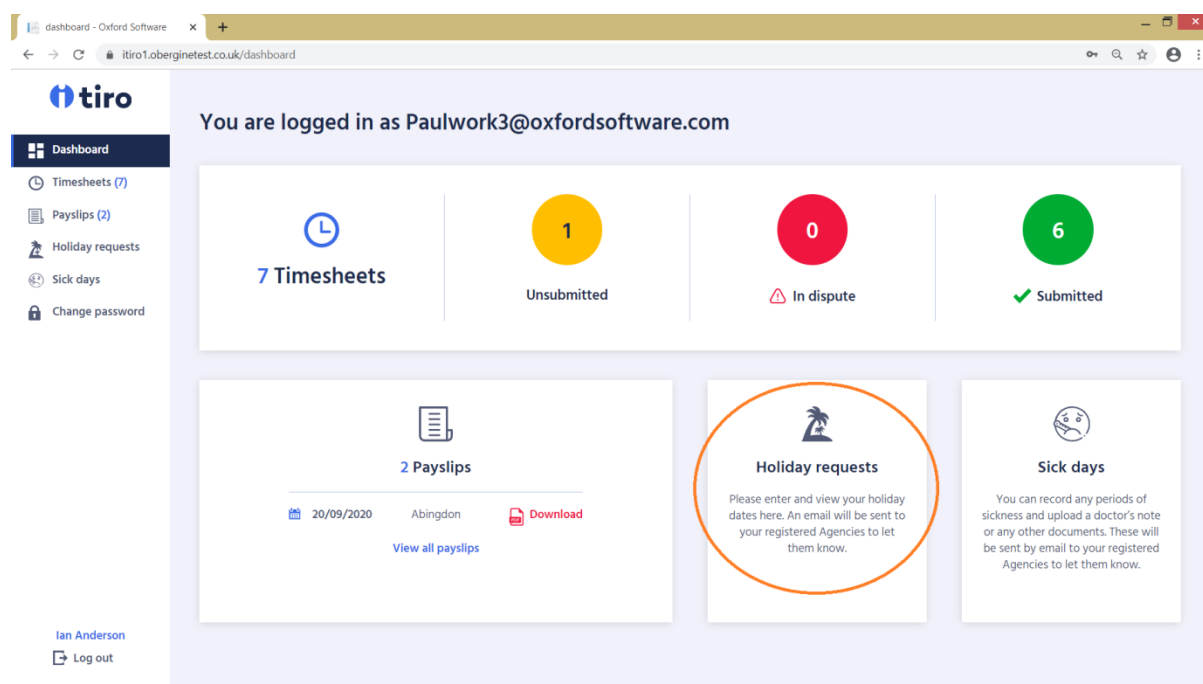


The screenshot shows the 'Payslips (2)' page in the iTiro system. The left sidebar contains navigation links: Dashboard, Timesheets (7), Payslips (2), Holiday requests, Sick days, and Change password. The main content area displays a table of payslips with columns for Week ending, Agency, and Year. Two payslips are listed, both from Abingdon Recruitment Ltd for the year 2020. Each row has 'Download' and 'View' buttons. The user 'Ian Anderson' is logged in, with a 'Log out' button at the bottom left.

Week ending	Agency	Year	Download	View
20/09/2020	Abingdon Recruitment Ltd	2020	Download	View
06/09/2020	Abingdon Recruitment Ltd	2020	Download	View

To download a copy click on the “Download” button; to view a payslip click on the “View” button.

Holiday requests



The screenshot shows the iTiro Dashboard for user Paulwork3@oxfordsoftware.com. The dashboard features four summary cards: 7 Timesheets, 1 Unsubmitted, 0 In dispute, and 6 Submitted. Below these are three main sections: 2 Payslips (with a download button), Holiday requests (circled in orange), and Sick days. The Holiday requests section includes instructions to enter dates and view holiday information. The user 'Ian Anderson' is logged in, with a 'Log out' button at the bottom left.

Click on “Holiday requests” (see screenshot above) to request Holiday Pay. Completing the screen (shown below) will send an email to the Agency requesting Holiday. Usually you will only be working with one Recruitment Agency that operates iTiro, in which case simply leave “Agency” set to “All”. However, if you are working for several Agencies using iTiro, then change “Agency” to the one you wish to claim Holiday from.

tiro

Dashboard
Timesheets (7)
Payslips (2)
Holiday requests
Sick days
Change password

Holiday request

Please enter the start and end dates of your planned holidays. Enter any relevant notes and press the 'Request as holiday' button. The request will be sent to your registered Agencies.

Start date *

End date *

Notes

Agency *

[Request as holiday](#)

Holiday requests (1)
24/08/2020 to 28/08/2020 - 5 days

Ian Anderson
[Log out](#)

Example of a completed Holiday request form:

tiro

Dashboard
Timesheets (7)
Payslips (2)
Holiday requests
Sick days
Change password

Holiday request

Please enter the start and end dates of your planned holidays. Enter any relevant notes and press the 'Request as holiday' button. The request will be sent to your registered Agencies.

Start date *

End date *

Notes

Agency *

[Request as holiday](#)

Holiday requests (1)
24/08/2020 to 28/08/2020 - 5 days

Ian Anderson
[Log out](#)

Sick days

The screenshot shows the iTiro dashboard for user Paulwork3@oxfordsoftware.com. The dashboard includes a sidebar with navigation links: Dashboard, Timesheets (7), Payslips (2), Holiday requests, Sick days, and Change password. The main content area displays four summary cards: 7 Timesheets, 1 Unsubmitted, 0 In dispute, and 6 Submitted. Below these are three larger cards: 2 Payslips (with a date of 20/09/2020 and a download link), Holiday requests, and Sick days. The 'Sick days' card is circled in red and contains the text: 'You can record any periods of sickness and upload a doctor's note or any other documents. These will be sent by email to your registered Agencies to let them know.'

Click on “Sick days” (see screenshot above) to request Sick Pay. Completing the screen (shown below) will send an email to the Agency requesting Sick Pay. Usually you will only be working with one Recruitment Agency that operates iTiro, in which case simply leave “Agency” set to “All”. However, if you are working for several Agencies using iTiro, then change “Agency” to the one you wish to claim Sick Pay from.

The screenshot shows the 'Sick days' form in the iTiro system. The form includes the following fields and options:

- Start date ***: A date picker field.
- End date ***: A date picker field.
- Notes**: A text area for entering relevant notes.
- Upload image:** A section for uploading a doctor's note (JPG, PNG or PDF) with a 'Choose File' button and the text 'No file chosen'.
- Agency ***: A dropdown menu currently set to 'All'.
- Sickdays (0)**: A counter for the number of sick days.
- Report as sick days**: A blue button to submit the request.

The sidebar on the left shows the 'Sick days' link highlighted.

Example of the completed form:

The screenshot shows a web browser window with the URL `itiro1.oberginettest.co.uk/sickdays`. The page title is "Sick days". On the left is a sidebar menu with the following items: Dashboard, Timesheets (7), Payslips (2), Holiday requests, Sick days (selected), and Change password. The main content area contains the following form fields:

- Start date ***: A date picker showing 23/09/2020.
- End date ***: A date picker showing 30/09/2020.
- Notes**: A text area containing the text "I would like to claim sick pay for last week, please."
- Upload image:** A section for uploading a doctor's note (JPG, PNG or PDF) with a "Choose File" button and the text "No file chosen".
- Agency ***: A dropdown menu showing "All".
- Report as sick days**: A blue button at the bottom of the form.

At the top right of the main content area, it says "Sickdays (0)". At the bottom left of the sidebar, the user's name "Ian Anderson" and a "Log out" link are visible.