



Search Hub Candidate User Guide



SEARCH HUB

Search Hub Overview

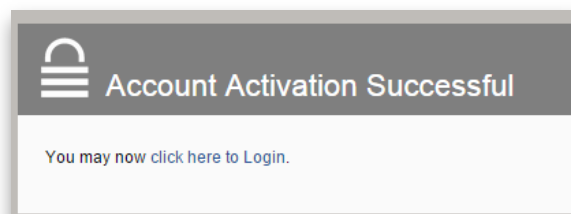
This hub enables you to:

- **Add hours via online timesheet section if your assignment utilises this function**
- Access your payment advice(s)
- Notify Search of a change to your bank details
- Notify Search of a change to your home address
- Access messages from Search Payroll department (regarding bank holidays, pensions etc.)

Account Activation

Once you have been placed on an assignment by Search you will receive an activation email. This will contain a link to the hub login screen that will allow you to create a secure password. This will also show your user ID. You must keep your user ID and password as you will need this to login in future.

To access the hub after activation use www.searchhub.uk



If you forget your Hub user ID or password you can reset them using the link on the login page





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Timesheet Overview

This timesheet overview screen will show

- a) Your placements that have the online timesheet function activated
- b) Any online timesheets created and their status

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Home | Timesheets | Messages | Change Details | Help | Name: Demo Candidate2 (TR1944462/01)

Placements

No.	Start Date	End Date	Client	Job Description	Reference
550102	03-Jul-2017	30-Jul-2017	TEST COMPANY 2 LTD	Temporary Worker	Create Timesheet
550104	03-Jul-2017	30-Jul-2017	TEST COMPANY LTD	Temporary Worker	Create Timesheet
550109	03-Jul-2017	30-Jul-2017	ONLINE TEST CLIENT LTD		Create Timesheet

Timesheets

Period	Client	Job Description	Number	Status
03-Jul-2017 to 07-Jul-2017	TEST COMPANY LTD	Temporary Worker	OLT100251	Processing for Payment
08-Jul-2017 to 14-Jul-2017	TEST COMPANY LTD	Temporary Worker	OLT100253	Processing for Payment
08-Jul-2017 to 14-Jul-2017	TEST COMPANY LTD	Temporary Worker	OLT100250	Processing for Payment

To add a timesheet select [Create Timesheet](#) within correct placement

Your timesheet can be created and updated daily with your hours worked or you can create it once the week is complete.

NOTE: start and end times must be added in the 24 hour clock i.e. 01.00 to 23.59



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Timesheet Entry

1. Enter your start, end and break times per day. The system will automatically populate the total time worked for each day.

Timesheet Entry

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Pay
Start time	09:00							
End time	18:00							
Total breaks	01:00							
<input type="checkbox"/> Add Additional Shift								
Total time worked (hours:mins)	08:00							
For each day please record below the hours:mins worked against the relevant pay type.								
Standard Hours @ £12.00 -								
Overtime 1 @ £18.00 - Mon to Fri after 35 hours								
Overtime 2 @ £24.00 - Weekend hours only								

2. Now add the number of hours against the relevant pay type per day. The notes against each pay type will help you apply the correct pay type.

Timesheet Entry

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Pay
Start time	09:00							
End time	18:00							
Total breaks	01:00							
<input type="checkbox"/> Add Additional Shift								
Total time worked (hours:mins)	08:00							
For each day please record below the hours:mins worked against the relevant pay type.								
Standard Hours @ £12.00 -	07:00							£84
Overtime 1 @ £18.00 - Mon to Fri after 35 hours	01:00							£18
Overtime 2 @ £24.00 - Weekend hours only								

Whether you add your hours daily or at the end of your working week you must **Save Timesheet** before you exit from screen



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If the total time worked and pay type hours do not match in any day you will be unable to save the timesheet and a warning will appear.

Timesheet Entry

- Tue - Times entered (07:00) doesn't match total time (06:00) against paytypes

	Mon	Tue	Wed

Correct the hours and [save the timesheet](#)

NOTE: the Hub will restrict the creation of timesheets to one per week. If you attempt to save a timesheet for a week already submitted the following message will appear. Correct the dates or cancel the timesheet.

www.searchhub.uk says:

WARNINGS:
 =====
 The timesheet cannot be saved as one has already been entered for this week.

Click ok to adjust your dates or cancel the timesheet.

OK

Once you have saved your timesheet you must Lock & Submit for Authorisation

For each day please record below the hours:mins worked against the relevant pay type.

Standard Hours @ Â£10.00 -	<input type="text" value="07:00"/>	<input type="text" value="07:00"/>	<input type="text" value="07:00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="£210"/>
Overtime 2 @ Â£20.00 - Weekends only	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Overtime 1 @ Â£15.00 - Mon to Fri after 8 hours	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Your timesheet must be Locked & Submitted to be authorised no later than 10.00am on a Monday.

Your authorisers will be emailed throughout the day to advise that your timesheet is pending approval.

Once approved the status of your timesheet on the hub will be Authorised by Client.

24-Jul-2017 to 30-Jul-2017	ONLINE TEST CLIENT LTD	Temporary Worker	OLT100283	Authorised by Client
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You will also receive an email advising that the status of your timesheet has changed

Timesheet status for timesheet OLT100283 for weekending 30 Jul 2017 has changed from Pending Authorisation to Authorised by Client

Please do not reply to this message as this is an un-monitored email box.

Regards,

Payroll Department





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Query or Rejected Timesheet

If for some reason the client authorising your timesheet has a query they can choose to **edit or reject** your timesheet. The client can amend the hours on your timesheet prior to authorising.

When the timesheet is edited you will receive an email advising of this and you need to log in to the hub to view the change.

Timesheet status for timesheet OLT100275 for weekending 28 Jul 2017 has changed from Pending Authorisation to Edited by Client
Please log into the Online Timesheets System to view these changes

Please do not reply to this message as this is an un-monitored email box.

Regards,

Payroll Department

If the client rejects your timesheet they must select a reason for the rejection. You will receive an email advising you of this (*see example below*). **It is important if you receive this email that you immediately rectify the query or contact your Search Contact to ensure that payroll deadlines are met.**

Timesheet status for timesheet OLT100279 for weekending 28 Jul 2017 has changed from Pending Authorisation to Timesheet Rejected – Re-submit required for the following reason.

Reason:-
Break times not deducted.

Please create a new timesheet and resubmit.

Please do not reply to this message as this is an un-monitored email box.

Regards,

Payroll Department

NOTE: the emails that are sent to advise of a missing, edited or rejected timesheet will always contain IMPORTANT in the email subject.



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Timesheet Status

Once your timesheet has been authorised by the Client it will be submitted to Search Payroll for processing. At each change in timesheet status you will receive an email advising you of the new status. The timesheet statuses are as follows:

- Unprocessed – you have saved your timesheet but have not submitted for authorisation
- Pending Authorisation – you have submitted a timesheet for authorisation by the Client
- Edited by Client – your timesheet hours have been updated by the Client
- Cancelled – you or your Consultant have cancelled the timesheet
- Timesheet Rejected – your timesheet has been rejected by the Client
- Authorised by Client – your timesheet has been authorised & submitted to Search
- Processing for Payment – your timesheet is being processed
- Payment Released – timesheet has been processed in the Payroll run and payment has been released.

NOTE: there can be delay between the Authorised by Client and Processing for Payment status. Online timesheets will be processed for payment on a Wednesday (subject to change during Bank holidays) and this is when the Processing for Payment emails would be generated.

You can access historical online timesheets via the hub whilst you are working on an assignment for Search.

NOTE: you can only access historical online timesheets created in the last 90 days

From the menu selection at the top of the Home screen you can also access your payment advices, pension & P60 documents and amend your personal details

[Timesheets](#) | [Payslips](#) | [Documents](#) | [Messages\[!\]](#) | [Change Details](#) | [Help](#) |

If you use a mobile device to login to Search Hub, the menu is available by clicking on this icon



Payment Advice(s)

These are available every Thursday and they detail all payments made. You can view your Payment Advice within the 'Payslips' section:

Once in the payslips screen you can view your Payment Advice by clicking on the Adobe icon under Pay Method against the relevant week ending date



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You can also view any P60s or Pension Notices within the 'Documents' section

Update Personal Details

You can notify Search of any changes to your personal details i.e. bank details, home address, using the 'Change Details' section of the hub

Once you are in the 'Change Details' section you can update all relevant information and 'submit form' to send the information to Search.

Change Details

Personal Details

Address:

Postcode:

Telephone:

Mobile:

Email:

Bank Details

Bank Name:

Account Number:

Sort Code:

Reference:

Additional Information:

Help & Support

If you have a query regarding accessing the Hub please call our helpdesk on 0141 227 7888 or email askhub@search.co.uk . All other queries should be directed to your Search consultant.