Search Hub Client User Guide

Online Timesheet Authorisation

This enables customers to **authorise** timesheets electronically via the Search Hub. The hub can also be used to **view, edit** and **reject** timesheets.

Account Activation

A customer who has agreed to authorise timesheets via the hub will have to activate an online account.

Every customer will receive a Search generated email to their business email address that has been supplied to Search. Contained within the email will be a link to the Hub and they must set their password.

Once activated, customers will be able to logon to the Hub.

Each week once candidates submit their timesheets for authorisation the customer will receive an email to advise timesheets are pending approval. The email contains a link that will automatically direct customers to the timesheet(s).

To logon to the Hub at any other time customers will need their User Id and password. The Hub can be accessed via www.searchhub.uk

Welcome Screen

Upon logging into the hub it will automatically default you to the timesheet(s) awaiting authorisation section.

If you have multiple timesheets awaiting authorisation you can **select all** and authorise simultaneously.

To view a single timesheet in more detail you can click on the image box to open. This will open the timesheet in a new window. This will show details of the daily hours with start and end times and also the charge rates being applied against each rate type.

You can also edit the timesheet from here, please refer to the editing a timesheet section. (Page 3)

You can also add purchase order number(s) at this stage.   If your purchase order covers all timesheets and the timesheets are accepted for authorisation, add the purchase order number into the field and tick to select all of the timesheets and finally authorise.

If you need to add a different PO to each timesheet select the relevant timesheet, add PO number and authorise. You will need to do this until you have authorised all the timesheets.

Timesheet Authorisation Deadline

In order to ensure that timesheets are processed for payment in the current week they must be authorised no later than 8.00pm on a Tuesday.

Please note that the deadline for authorising timesheets may be subject to change during bank holiday periods.

SEARCH HUB

Editing Timesheets

Within the timesheet view you can edit the daily hours and the number of hours entered against the rate type.

1. Amend the start, end and break times (hours : mins) as required. The system will automatically update the total time worked for each day.

Timesheet Entry (OLT100283) - Pending Authorisation

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Charge
Start time	09:00	09:00	09:00	09:00	09:00			
End time	18:00	17:00	17:00	17:00	17:00			
Total breaks	01:00	01:00	01:00	01:00	01:00			

☐ Add Additional Shift

| Total time worked (hours:mins) | 08:00 | 07:00 | 07:00 | 07:00 | 07:00 | | | |

2. Now amend the number of hours in the pay type section. These must match the total time worked for that day.

Timesheet Entry (OLT100283) - Pending Authorisation

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Charge
Start time	09:00	09:00	09:00	09:00	09:00			
End time	18:00	17:00	17:00	17:00	17:00			
Total breaks	01:00	01:00	01:00	01:00	01:00			

☐ Add Additional Shift

| Total time worked (hours:mins) | 08:00 | 07:00 | 07:00 | 07:00 | 07:00 | | | |

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

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Charge
Standard Hours @ £17.00 -	07:00	07:00	07:00	07:00	07:00			£595
Overtime 1 @ £25.50 - Mon to Fri after 35 hours	01:00							£25.5
Overtime 2 @ £34.00 - Weekend hours only								

Apply Changes

3. Apply Changes

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NOTE: if the Total time worked does not match the pay type hours then an error message will appear.

Timesheet Entry (OLT100283) - Pending Authorisation

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

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Charge

Correct the timesheet and apply change. Close the timesheet window.

To refresh the units and total charge values on the timesheets awaiting authorisation screen, click on HOME. Any timesheets that you have already authorised or rejected will be removed from the view.

When a timesheet is edited an email will be generated to the candidate advising that you have made a change. They must log into the hub to view.

Rejecting Timesheets

You can also reject timesheets at this stage. Select the timesheet to be rejected, select the reason for the rejection from the dropdown list and add a message in the Message to Candidate box and select Reject. Once rejected an email will be generated to the candidate that details the reason for rejection and also what you have typed in the message box. *(see example below)*

Timesheets Awaiting Authorisation

Name	Client	Job	No	Units	Total Charge	End Date	PO Number	(Select All)
Demo Candidate2	ONLINE TEST CLIENT LTD	Temporary Worker	OLT100283	35 Standard Hours - 1 Overtime 1 - Mon to Fri after 35 hours	£620.50	30-Jul-2017	-	☑

Note - Hours authorised include breaks deducted

Authorise Selected   **Reject Selected**

Purchase Order Number (if applicable)

Reason
Incorrect week ending date selected ▼

Message to Candidate (free text)
Timesheet submitted against wrong week ending

[Authorise]   [Reject]

The candidate, upon receipt of the email, should resubmit a corrected timesheet.

Addition of Purchase Order Numbers After Timesheet Authorisation

If you are unable to add a PO number prior to authorisation then it can be added afterwards.

Select View Authorised Timesheets this will show all authorised timesheets. Any that do not hold a PO will have an ADD PO button. Click on this and add your PO and click OK.

Timesheets Authorised

Name	Client	Job	PO Number	No	Current Status	Units	End Date
Demo Candidate2	ONLINE TEST CLIENT LTD		Add PO	OLT100281	Authorised by Client	35.00 Standard Hours -	30-Jul-2017

Please enter PO Reference for timesheet - OLT100281

REF123

[OK] [Cancel]

If a PO is added late and the invoice has already been submitted to your company a revised copy will be sent when the PO is updated.

View authorised timesheets will show you all authorised timesheets.

A copy of the online timesheet will be provided with the invoice.

Help & Support

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