



## Online Timesheet Portal

### Worker User Guide

## Accessing the portal

You will receive your welcome email from Maxxima Group ([Timesheets@maxximagroup.com](mailto:Timesheets@maxximagroup.com)), please complete the setup process by following the link and instructions within the email.

If you have any difficulties logging in, please contact [Payroll@maxximagroup.com](mailto:Payroll@maxximagroup.com) .

Once successfully logged in, you are required to read Maxxima's terms and conditions. Please ensure you read these terms carefully and note your responsibilities whilst using the portal and submitting timesheets.

Important information will be displayed on the home page. Here you will find updates such as changes to approval deadlines around Bank Holidays or seasonal events.

## Entering timesheets and expenses

Once your account has been activated, log in to the portal via the following link:

<https://onlinetimesheets.maxximagroup.com/>

You will be directed to the home page of the portal, where you will need to select Timesheets:

Once selected, you will be presented with all open placements that are configured to work with your online portal access:

Select the "Create Timesheet" hyperlink.

No.	Start Date	End Date	Client	Job Description	Reference	
BH42647	03-Feb-2020		City Health Care Partnership CIC	Physiotherapist		<a href="#">Create Timesheet</a>
TEST123	26-Jul-2021	26-Nov-2021	Espirita	Medical Laboratory Assistant	PO12346	<a href="#">Create Timesheet</a>

The timesheet screen will open, and you will be required to:

- Enter the start date and end date of the working week you wish to submit hours for
- Enter your start time/end time (24hr format) and any applicable breaks (decimal format e.g. 0.5 for 30 mins)
- Enter your business mileage / Mileage (site to site) - the figure entered should relate to the number of miles
- Enter your business general expenses (Travel, Food Expenses, Accommodation) – the figure entered should relate to the monetary value
- Click 'Save Timesheet'

Your timesheet will display all applicable rate descriptions i.e. 'Standard Hours', 'Weekend', 'On Call' etc. and you will need to indicate the number of hours relating to each rate type in the designated boxes, the total hours will be calculated automatically, see an example below:

(Please contact [Payroll@maxximagroup.com](mailto:Payroll@maxximagroup.com) if you cannot view all the rates applicable to your role).

Placement TEST123 - Medical Laboratory Assistant for client Espirita from 26 Jul 2021 to 26 Nov 2021 ref PO12346

Start Date: 30-Aug-2021 End Date: 05-Sep-2021 Client Ref:

## Timesheet Entry

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00	09:00				09:00		
End	18:00	18:00				16:00		
Breaks	1.00	1.00				0.50		
Total	8	8				6.50		22.5
Standard	8	8						16
Weekend						6.5		6.5
Mileage (To/From Home and work)								0
Mileage (Site to site)	10	8.5				3		21.5
Food Expenses	20	20				20		60
Travel Expenses	2.6	2.6				3.1		8.3
Accommodation Expenses	50	50				50		150

[Back](#) [Save Timesheet](#)

Timesheet can be electronically authorised by Test Klaudia (Primary Authoriser)

Timesheets can be updated and saved daily and/or weekly however **only one** timesheet for a specific week ending can be **submitted** for online client authorisation. This means hours and expenses must be submitted together on the same timesheet.

Once you have entered the relevant expense information in the relevant boxes, you are required to upload receipts. Go to 'Click to upload receipt image' button which will take you to the Upload Files window. Click the 'Select' button to choose the desired document and click upload. Once the upload completes, close the window.

Placement TEST123 - Medical Laboratory Assistant for client Espirita from 26 Jul 2021 to 26 Nov 2021 ref PO12346

Start Date: Mon 30-Aug-2021

End Date: Sun 05-Sep-2021

Client Ref:

## Timesheet Entry (OLT94)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00	09:00						
End	18:00	18:00						
Breaks	1.00	1.00						
Total	8	8						22.5
Standard	8	8					0	16
Weekend	0	0					0	6.5
Mileage (To/From Home and work)								
Mileage (Site to site)	10	8.5	0	0	0	3	0	21.5
Food Expenses	20	20	0	0	0	20	0	60
Travel Expenses	2.6	2.6	0	0	0	3.1	0	8.299999
Accommodation Expenses	50	50	0	0	0	50	0	150

### Upload Files

Select a file to upload below.

Select file

Close

[Back](#)
[Delete Timesheet](#)
[Lock Timesheet & Create PDF](#)
[Lock Timesheet & Submit For Approval](#)
[Save Timesheet](#)
[Click to upload receipt image](#)

Timesheet can be electronically authorised by Test Klaudia (Primary Authoriser)

## Submitting the timesheet

Once you have completed your timesheet and uploaded expenses receipt, select 'Lock Timesheet & Submit For Approval' button.

Once submitted, your approver will receive an email notification requesting they log onto the portal to authorise. If your primary approver fails to approve by close of business, your timesheet authorisation will be escalated to your secondary approver the following morning.

If you require a change of approver, please send the relevant user information to

[Payroll@maxximagroup.com](mailto:Payroll@maxximagroup.com)

From now on, you can view your timesheet status under Timesheet tab, whether it is pending approval, authorised and processed by the Payroll Team. If your timesheet gets rejected, you will be immediately notified by email stating the reason. You will be able to amend the timesheet and resubmit for approval.

## Placements

No.	Start Date	End Date	Client	Job Description	Reference	
BH42647	03-Feb-2020		City Health Care Partnership CIC	Physiotherapist		Create Timesheet
TEST123	26-Jul-2021	26-Nov-2021	Espirita	Medical Laboratory Assistant	PO12346	Create Timesheet

30-Aug-2021 to 05-Sep-2021	Espirita	Medical Laboratory Assistant	OLT75	Rejected - Cancelled
30-Aug-2021 to 05-Sep-2021	Espirita	Medical Laboratory Assistant	OLT94	Pending Authorisation