



Online Timesheet Portal

Client User Guide

Online Timesheet Authorisation

By using the online timesheet portal, you will be able to authorise timesheets electronically rather than needing to sign and send back the timesheet to the agency. The portal can also be used to view and reject timesheets.

Email Activation

You will receive an email asking for you to activate your online account. Contained within the email will be a link to take you to the Account Activation page.


Your name and Username will automatically be set based on your forename and surname, decide on a new password and enter it here. You will then be required to confirm the password that you have entered.

You will be also required to read and agree to Maxxima's terms and conditions. Please ensure you read these terms carefully and note your responsibilities whilst using the portal and processing timesheets.

Account Activation

Please enter a password to be used for your logon and click Activate.

Name: john smith7
User ID: john.smith7

 Password

☐ Show Password

Min Length: 12

Min Lower Case: 2

Min Upper Case: 2


Min Numeric: 2

Min Special eg &\$%: 2

No Consecutive Identical eg aaa:

No Sequential Characters eg abcd:

Prohibited Words:

 Confirm Password

Please Note: This is a private site and all logins and login attempts are logged and monitored. If you are not john smith7, do not proceed and contact your agency.

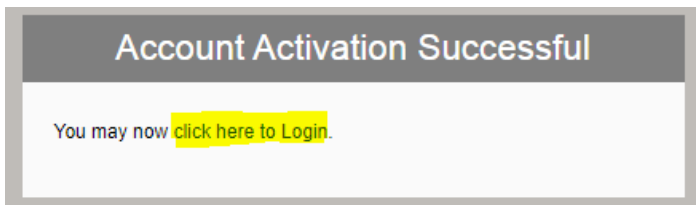
User IP: 217.158.31.205

☐ I agree to the [Terms and Conditions of Authorisation](#)

Activate Account

Please view our [password policy](#).

Click on Activate Account. The following message will then be displayed if the account activation has been successful:



At this stage you are asked to click on the link to login to the online timesheet portal:

A screenshot of a login form titled "Login" in a dark grey header. The form has a light grey background and contains two input fields. The first field is labeled "Username:" and contains the text "john.smith7" next to a small person icon. The second field is labeled "Password:" and contains a series of dots next to a small key icon. Below the password field is a dark grey "Login" button. At the bottom of the form, there is a blue link that says "Forgotten Username OR Password - click here".

If you have any difficulties logging in, please contact Payroll@maxximagroup.com

Logging Onto The Online Timesheet Portal

Once your account has been established you can authorise Maxxima Group Ltd Timesheets by logging onto your account via the following link:

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



or you can follow the secure link from the email that will be sent to you whenever there is a timesheet submitted for approval by the temp. By choosing this option you will bypass the normal logon requirement to enter your user and password which will speed up online authorisation for you.

Authorising Timesheets

On successful login to the secure online timesheet portal you will be taken to the home page of your account, this can be seen below:

Authoriser - Test Klaudia

Timesheets Awaiting Authorisation

Name	Client	Job	No	Units	Total Charge	End Date	(Select All)
Simon TEST Smith TEST	Espirita	Medical Laboratory Assistant	 OLT95	8 Standard3 Mileage (Site to site)20 Food Expenses2.5 Travel Expenses50 Accommodation Expenses	£313.25	05-Sep-2021	

Note - Hours authorised include breaks deducted

Authorise Selected

Reject Selected

Purchase Order Number (If applicable)



Reason: Incorrect value entered

Message to Candidate (free text)

Authorise

Reject

Maxxima Group [Terms and Conditions](#) of Authorisation

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You will be presented with a list of timesheets that are being held waiting electronic authorisation. Each line represents a different timesheet, select the timesheet you wish to view by clicking on the image next to the timesheet number. The timesheet will be displayed as below:

Start Date: Mon 30-Aug-2021

End Date: Sun 05-Sep-2021

Client Ref:

Timesheet View (OLT95) - Submitted For Approval

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00							
End	18:00							
Breaks	1.00							
Total	8							8
Standard	8	0	0	0	0	0	0	8
Mileage (Site to site)	3	0	0	0	0	0	0	3
Food Expenses	20	0	0	0	0	0	0	20
Travel Expenses	2.5	0	0	0	0	0	0	2.5
Accommodation Expenses	50	0	0	0	0	0	0	50

Authorisers should ensure that they acknowledge any additional receipt images if shown below: [Uploaded image found, click to view.](#) [Uploaded image found, click to view.](#)

To verify attached expenses receipts, go to 'Uploaded image found'. An image will open in a separate tab.

If the information displayed on the timesheet(s) including the hours entered and claimed expenses are correct, you can then electronically authorise the timesheet(s). Close the timesheet and you are taken back to the home page.

Note: Mileage units represent the number of miles and other expenses categories i.e. food, travel and accommodation represent monetary value of the expense.

Next to the timesheet line, there is an option to select those timesheets you wish to authorise.


Authorisation can be run for all timesheets, in batches or individually. To authorise the selected timesheets, click on Authorise selected, prior to this, if required enter a purchase order number to be displayed on the timesheet. Once the timesheets have been authorised the status will change:

Name	Client	Job	No	Units	Total Charge	End Date	(Select All)
Simon TEST Smith TEST	Espirita	Medical Laboratory Assistant	OLT95	8 Standard3 Mileage (Site to site)20 Food Expenses2.5 Travel Expenses50 Accommodation Expenses	£313.25	05-Sep-2021	Authorised

Note - Hours authorised include breaks deducted

Rejecting Timesheets

To reject timesheets, select the timesheet(s) to be rejected and then assign a reason.



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[View Home](#)[Authorised Timesheets](#)[Help](#)[Logout](#)

Authoriser - Test Klaudia

Timesheets Awaiting Authorisation

Name	Client	Job	No	Units	Total Charge	End Date	(Select All)
Simon TEST Smith TEST	Espirita	Medical Laboratory Assistant	OLT95	8 Standard3 Mileage (Site to site)20 Food Expenses2.5 Travel Expenses50 Accommodation Expenses	£313.25	05-Sep-2021	

Note - Hours authorised include breaks deducted

Authorise Selected

Purchase Order Number (If applicable)

Authorise

Reject Selected

Reason

Incorrect value entered

Message to Candidate (free text)

Reject

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You are then able to enter a message detailing the reason for the timesheet rejection, this message would appear on the email notification received by the temp as well as on the online timesheet. Click on Reject to reject the timesheet. The status of the timesheet will change to rejected.

Reminders

If a timesheet has not been authorised within a set period of time a reminder email will be sent to the primary and secondary authorisers using the email address supplied during authoriser creation.

View Of Authorised Timesheets





To view all timesheets that have been electronically authorised by yourself, click on 'View Authorised Timesheets', this option can be found at the top of the home page:



[Home](#) [View Authorised Timesheets](#) [Help](#) [Logout](#)

Authoriser - Test Klaudia

Timesheets Authorised

Name	Client	Job	No	Current Status	Units	End Date
Doug Rowley (iMerit Test)	Espirita	Medical Laboratory Assistant	 OLT77	Rejected - Cancelled	5.00 Day Rate10.00 Mileage (Site to site)5.00 Mileage (To/From Home and work)6.00 Travel Expenses300.00 Accommodation Expenses100.00 Food Expenses	15-Aug-2021
Doug Rowley (iMerit Test)	Espirita	Medical Laboratory Assistant	 OLT70	Rejected - Cancelled	5.00 Day Rate50.00 Mileage (Site to site)25.00 Mileage (To/From Home and work)125.00 Expenses Non-Taxable	01-Aug-2021
Simon TEST Smith TEST	Espirita	Medical Laboratory Assistant	 OLT76	Rejected - Cancelled	16.00 Standard8.00 Weekend6.00 Mileage (To/From Home and work)30.00 Mileage (Site to site)60.00 Food Expenses15.00 Travel Expenses225.00 Accommodation Expenses	12-Sep-2021
Simon TEST Smith TEST	Espirita	Medical Laboratory Assistant	 OLT95	Authorised Online	8.00 Standard3.00 Mileage (Site to site)20.00 Food Expenses2.50 Travel Expenses50.00 Accommodation Expenses	05-Sep-2021

Click on back to take you back to the home page. If all timesheets have been authorised the home page will now display as follows:


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Authoriser - Test Klaudia

Timesheets Awaiting Authorisation
No timesheets awaiting authorisation

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