



Search Hub Client Factsheet



SEARCH HUB

Search Consultancy's online Hub enables the following:

- Candidates to add their timesheets online
- Clients to authorise timesheets electronically
- Clients can also view, edit and reject timesheets (if necessary)
- PO numbers can be added to timesheets
- Access is also given to view historical authorised timesheets

The Hub is a simple, user friendly, online replacement of our paper timesheet process. The Hub is web based and accessed via an internet connection. The hub is compatible with most web browsers and devices including Android and IOS.

A client is given access to the hub via an activation email that is generated by Search. This contains a link to the hub detailing a unique User ID. To activate the account the user must create a password.

Search can hold a primary and secondary authoriser for each candidate placement. *(see note on page2 regarding setting up folder for high volume of emails).*

Once a candidate creates and submits a timesheet for authorisation, this will be available for the authorisers to approve. Three times a day the Hub will email the authorisers to advise that timesheets are pending approval. The email contains a link that directs the client to timesheet(s) awaiting authorisation. Within this screen a client can authorise, edit & authorise or reject timesheet(s). Once completed (authorised, edited or rejected) the candidate will receive an email advising that their timesheet status has been updated. If rejected the email will contain details of the rejection and advise the candidate to add a new timesheet.

As the hub is web based, if the client authoriser is off site without access to emails they can still login to the hub at anytime to check and authorise timesheets www.searchhub.uk

Authorisers can be changed if a client requests this via your Search consultant.

At specific times of the week Search will issue reminder emails to authoriser's if timesheets remain unauthorised. Search's consultants will also be aware of these and necessary reminders will be made.

A copy of the online timesheet image will be provided with Search's invoice.

Expenses cannot be added and authorised via the Search hub. The hub does not accommodate this at this time. Expenses must be submitted to your Search consultant by 10am on a Monday for processing