



Experis™
ManpowerGroup

Experis Online Timesheet and Expenses

Authorising Worker Timesheets and Expenses Online

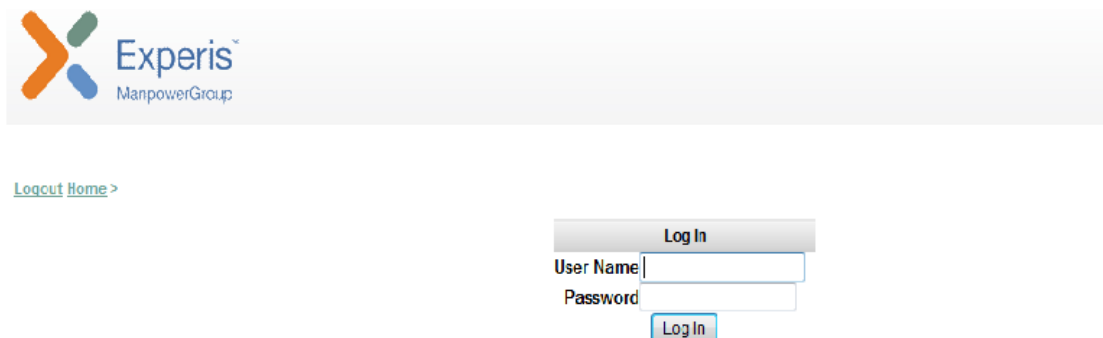
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Logging on to the Client Portal

The Authoriser Portal is accessed from: <https://portal.experis.com/>

The Authoriser Portal login screen:



Logout Home >

Log In

User Name |

Password |

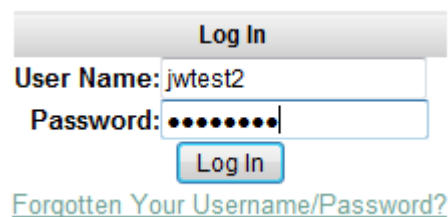
Log In

Logging In for the First Time

You should have received an email from Experis Online with your username and password.

You should also receive a subsequent email from Experis Online with your authorisation PIN number. Please note that the PIN is not required as part of the log in but will be needed later in the approval process.

To log into the Authoriser Portal enter the username (ordinarily your email address) and the password sent to you.



Log In

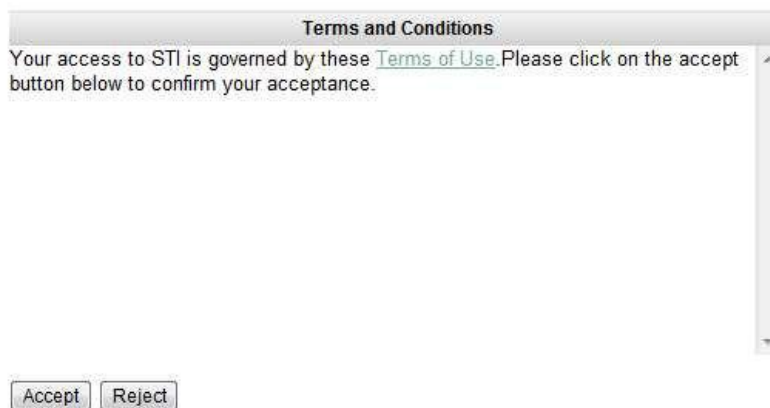
User Name: jwtest2

Password: ●●●●●●●●

Log In

[Forgotten Your Username/Password?](#)

Clicking the *Log In* button the first time takes you to the *Terms and Conditions* screen.



Terms and Conditions

Your access to STI is governed by these [Terms of Use](#). Please click on the accept button below to confirm your acceptance.

Accept Reject

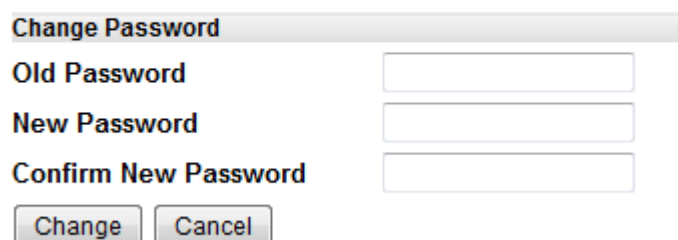
Clicking the *Reject* button will take you back to the *Login* screen.

Clicking the *Accept* button takes you to the *Change Your Password* screen.

You can view these *Terms and Conditions* by clicking on the link.

In the *Change Your Password* screen, enter the *Old Password* and then enter the *New Password* twice in order to confirm the new password and then click the *Change* button.

Change Your Password



Change Password

Old Password

New Password

Confirm New Password

Change Cancel

After changing your password, you are taken to the *Forgotten Password Question and Answer* screen.

Forgotten Password Question & Answer

Please add a question and answer below. Please note that the answer must be typed in exactly as it appears here!

Question

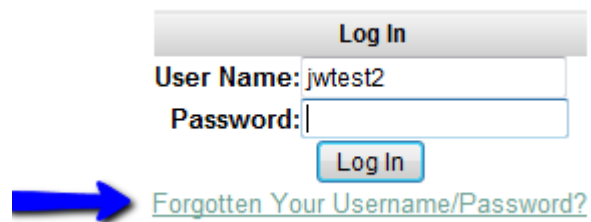
Answer

Submit

Type in a question and answer; these will be used as a security question if you have forgotten your password in future logons. Click *Submit* when completed. From there you are taken to the Main Menu.

Forgotten Username/Password?

If you have forgotten your username or password, you can click on the *Forgotten Your Username/Password?*



The screenshot shows a login form with a grey 'Log In' button at the top. Below it are two input fields: 'User Name: jwtest2' and 'Password:'. A blue 'Log In' button is positioned below the password field. A blue arrow points from the left towards a blue underlined link labeled 'Forgotten Your Username/Password?' located below the login form.

You are then taken to the *Forgotten Password* screen where you can enter your user name and press the *Submit* button

Forgotten Password

If you believe you are authorised to access this site but have forgotten your password, please fill in the details below and press submit. Thanks

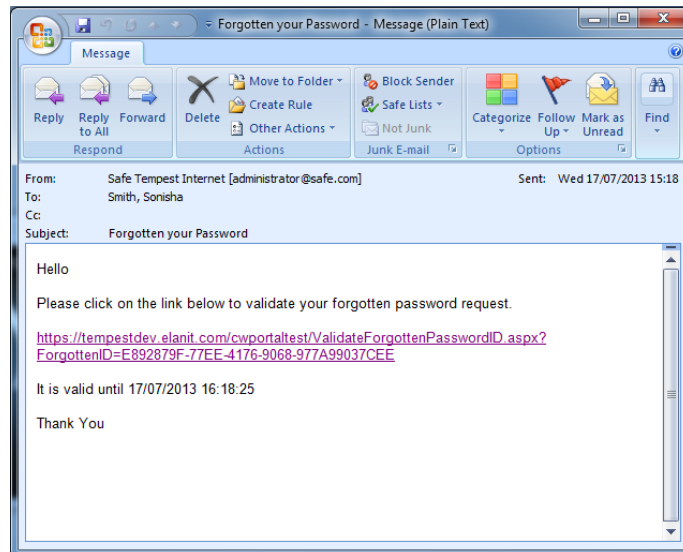
Please enter your user name:

Submit

After clicking the *Submit* button, you will be sent an email with a link for you to retrieve your password.

Forgotten Password

Thank you, an email will be sent to you.



You will then be taken to the **Forgotten Password** screen which will ask you for the answer to your security question you set up when you first logged into the system.

Forgotten Password

Security Question:
Where do i work

Once you press *Submit* you will be taken to the **Change Password** screen.

Change Password

Change Password

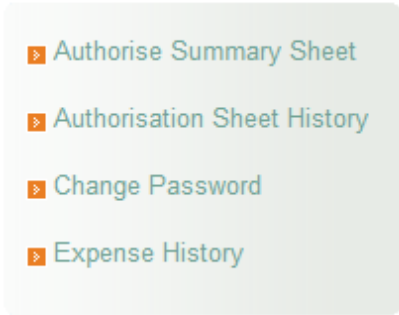
New Password

Confirm Password

Your Password has expired. Please create a new one. Thank you.

Authoriser Portal Menu

When you login to the authoriser portal the following menu will be displayed:



Authorise Summary Sheet

This section will display any authorisation sheets pending your approval. Timesheets for a contractor are grouped into authorisation sheets; this is so that where more than one timesheet is submitted by the contractor at one time you can approve these timesheets together.

You can view the individual timesheets making up the authorisation sheet by clicking into the authorisation sheet number. Below are examples of how the authorisation sheets will show depending on whether they have a single or multiple timesheets submitted on them:

A Single Timesheet:

Authorise Timesheet

Authorisation Sheet ELANA33206

Contractor Name	Client Name	Supplier
Wells Jeff	ADEPT ADVISORY	Test2 Ltd
Contractor No	Assignment No	
C123456	005626	

	Timesheet Week Ending	R645121 03/04/2011					TOTAL	
Basic Daily		5.00	0.00	0.00	0.00	0.00	5.00	Days
Sat & Sun		0.00	0.00	0.00	0.00	0.00	0.00	Hours
Bank Holiday		0.00	0.00	0.00	0.00	0.00	0.00	Hours

Multiple timesheets:

Authorise Timesheet

Authorisation Sheet ELANA33208

Contractor Name	Client Name	Supplier
Wells Jeff	ADEPT ADVISORY	Test2 Ltd
Contractor No	Assignment No	
C123456	005626	

Timesheet Week Ending	R645122 10/04/2011	R645123 17/04/2011				TOTAL	
Basic Daily	5.00	5.00	0.00	0.00	0.00	10.00	Days
Sat & Sun	10.00	0.00	0.00	0.00	0.00	10.00	Hours
Bank Holiday	0.00	0.00	0.00	0.00	0.00	0.00	Hours

The details of each timesheet are visible if you click the timesheet number above the corresponding timesheet weekending date:

[Logout Home](#) > [Timesheet History](#) > Timesheet

-
-
-
-

Timesheet

Business Name Test2 Ltd **Timesheet No** R645122
Client Adept Advisory **Week Ending** 10/04/2011
Personnel Ref C123456 **Cut-off Date** 11/04/2011 17:00:00
Worker Submitted

Main Authorisor Jefferson Wells

Rate Description	Rate Freq	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Total
Basic Daily	D	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00	3000.00
Sat & Sun	H	0.00	0.00	0.00	0.00	0.00	5.00	5.00	10.00	800.00
									15.00	3800.00

When a worker submits expenses for approval a message will appear in your portal to advise you of this and to inform you how many forms are awaiting approval.

Outstanding Authorisation Sheet(s)

1 expense form(s) waiting to be approved, [please click here to view and authorise](#)

Authorisation Sheet	Worker Name	Total Units	Total Charge	Authorise
ELANA33206	Jeff, Wells	5.00	3,000.00	<input type="checkbox"/>
ELANA33208	Jeff, Wells	20.00	6800.00	<input type="checkbox"/>

[Approve Selected Sheets](#)

By clicking on the link [please click here to view and authorise](#) you are then able to view an overview of the expenses. From this screen you are also able to bulk authorise the claims by ticking the box next to each expense and selecting **Bulk Authorise Selected Expenses**.

Items that require authorisation

Expense No	Worker Name	Expense Date	Total Units	Total Charge	
ELANEX279	Jeff, Wells	10/04/2011	1.00	95.00	<input type="checkbox"/>
ELANEX281	Jeff, Wells	03/04/2011	1.00	864.00	<input type="checkbox"/>
ELANEX282	Jeff, Wells	17/04/2011	1.00	146.00	<input type="checkbox"/>

[Bulk Authorise Selected Expenses](#)

By clicking on the relevant expense number you are able to view a breakdown of the expense and any uploaded receipts. You can also approve or deny the individual expense claim within this screen by selecting the **Authorise** or **Reject** button underneath the details accordingly.

Authorise Timesheet

Business Name Test2 Ltd **Timesheet No** ELANEX279
Client Adept Advisory **Timesheet Date** 10/04/11
Current Travel Method Cars and Vans
Worker Submitted 09/12/2011 14:00:04

Select Authoriser Jefferson Wells

Adhoc Items	Date	Description	Units	Amount	VAT	Total	Upload Receipt
Expenses	4/4/2011	Hotel	1.00	95.00	0.00	95.00	Koala.jpg
						95.00	

[Authorise](#) [Reject](#)

Authorisation Sheet History

When timesheets are authorised or rejected, they are removed from the [Authorise Summary Sheet](#) section, and placed here in [Authorisation Sheet History](#).

Here you still have full access to view all timesheets you have authorised or rejected and can refer back to them when necessary.

You will need to click into the [Summary Sheet No](#) to view the individual timesheets making up that summary sheet.

Summary Sheet No	Worker Authorised Date	Worker	Amount	Total Units	Status	Personnel Ref
ELANA33210	09/12/2011 18:42:28	W. Jeff	3,000.00	5.00	Completed By Client	C123456
ELANA33211	09/12/2011 18:49:34	W. Jeff	6,800.00	20.00	Completed By Client	C123456

Change Password

Here you can change your password and security question.

Change Your Password

Change Password

Old Password

New Password

Confirm New Password

Expense History

When expenses are authorised or rejected, they are removed from the [Authorise Summary Sheet](#) section, and placed here in [Expense History](#).

Here you still have full access to all expenses you have authorised or rejected and therefore can refer to them when needed.

By clicking into the Expense Number, you can view the details of the expense.

Timesheet Number	Timesheet Date	Pay Date	Worker	Amount	Invoice Number	Tax Year	Tax Period	Personnel Ref
ELANEX282	17/04/2011		W. Jeff	146.00		2011	3	C123456
ELANEX279	10/04/2011		W. Jeff	95.00	0	2011	2	C123456
ELANEX281	03/04/2011		W. Jeff	864.00		2011	1	C123456

Authorisation & Rejection of Timesheets & Expenses

Authorising Timesheets & Expenses

There are two ways to authorise timesheets & expenses:

- Multiple Authorisation Sheets/Expense Sheets (bulk authorise)
- Individual Authorisation Sheets/Expense Sheets

Multiple Authorisation Sheet Approval

In the *Authorise Summary Sheet* section you can tick the check box next to each *Authorisation Sheet* and press the *Approve Selected Sheets* button.

Outstanding Authorisation Sheet(s)

1 expense form(s) waiting to be approved, [please click here to view and authorise](#)

Authorisation Sheet	Worker Name	Total Units	Total Charge	Authorise
ELANA33206	Jeff, Wells	5.00	3,000.00	<input type="checkbox"/>
ELANA33208	Jeff, Wells	20.00	6800.00	<input type="checkbox"/>

You will be prompted to enter your PIN number

Please enter your Authorisation Pin:

This *Summary Sheet* is now visible in *Authorisation Sheet History* with the status *Completed by Client*. The Contractor is informed via email of your authorisation.

Note: If multiple timesheets are included on an authorisation sheet and one of these timesheets is incorrect then the whole authorisation sheet will need to be rejected. You will not be able to approve and deny these individually.

Single Authorisation Sheet Approval

By clicking the *Authorisation Sheet Number* in the *Authorise Summary Sheet* section you can view the timesheets making up the sheet.

Outstanding Authorisation Sheet(s)

1 expense form(s) waiting to be approved, [please click here to view and authorise](#)

Authorisation Sheet	Worker Name	Total Units	Total Charge	Authorise
ELANA33206	Jeff, Wells	5.00	3,000.00	<input type="checkbox"/>
ELANA33208	Jeff, Wells	20.00	6800.00	<input type="checkbox"/>

Once in the sheet you will have the ability to action the sheet from this screen by clicking the *Authorise* or *Reject* buttons accordingly. There can be multiple timesheets in this sheet.

Authorise Timesheet

Authorisation Sheet ELANA33208

Contractor Name	Client Name	Supplier
Wells Jeff	ADEPT ADVISORY	Test2 Ltd
Contractor No	Assignment No	
C123456	005626	

Timesheet Week Ending	R645122 10/04/2011	R645123 17/04/2011				TOTAL	
Basic Daily	5.00	5.00	0.00	0.00	0.00	10.00	Days
Sat & Sun	10.00	0.00	0.00	0.00	0.00	10.00	Hours
Bank Holiday	0.00	0.00	0.00	0.00	0.00	0.00	Hours

Note: You cannot authorise only one timesheet unless the summary sheet is made up of only one timesheet.

You will be prompted to enter your PIN number

Please enter your Authorisation Pin:

This Summary Sheet is now visible in [Authorisation Sheet History](#), with the status *Completed by Client*. The Contractor is informed via email of your authorisation.

Expense Authorisation

When a worker submits expenses for approval a message will appear in your portal to advise you of this and to inform you how many forms are awaiting approval.

Outstanding Authorisation Sheet(s)

1 expense form(s) waiting to be approved, [please click here to view and authorise](#)

Authorisation Sheet	Worker Name	Total Units	Total Charge	Authorise
ELANA33206	Jeff, Wells	5.00	3,000.00	<input type="checkbox"/>
ELANA33208	Jeff, Wells	20.00	6800.00	<input type="checkbox"/>

By clicking on the link [please click here to view and authorise](#) you are then able to view an overview of the expenses.

Multiple Expense Sheet Approval

From the overview screen you are able to bulk authorise the claims by ticking the check box next to each expense and selecting *Bulk Authorise Selected Expenses*.

Items that require authorisation

Expense No	Worker Name	Expense Date	Total Units	Total Charge	
ELANEX279	Jeff, Wells	10/04/2011	1.00	95.00	<input type="checkbox"/>
ELANEX281	Jeff, Wells	03/04/2011	1.00	864.00	<input type="checkbox"/>
ELANEX282	Jeff, Wells	17/04/2011	1.00	146.00	<input type="checkbox"/>

Single Expense Sheet Approval

By clicking on the relevant expense number in the overview screen you are able to view a breakdown of the individual expense and any uploaded receipts. You can approve or deny the individual expense claim within this screen by selecting the *Authorise* or *Reject* button underneath the details accordingly.

Authorise Timesheet

Business Name Test2 Ltd **Timesheet No** ELANEX279
Client Adept Advisory **Timesheet Date** 10/04/11
Current Travel Method Cars and Vans
Worker Submitted 09/12/2011 14:00:04

Select Authoriser Jefferson Wells

Adhoc Items	Date	Description	Units	Amount	VAT	Total	Upload Receipt
Expenses	4/4/2011	Hotel	1.00	95.00	0.00	95.00	Koala.jpg
						95.00	

Whichever way you action the expense claims you will be prompted to enter your PIN number.

Please enter your Authorisation Pin:

Rejecting Timesheets & Expenses

If you opt to reject a timesheet or expense a reason for rejection is required – this reason will be sent to the worker via email and will also be visible against the refected timesheet or expense in their portal.

Please enter the reason for rejecting the timesheet:

As with authorising, you will need to add your PIN number in order to reject a timesheet.

Please enter your Authorisation Pin:

Note: The worker can resubmit a rejected summary sheet, but the edited Summary Sheet will have a new reference number. The original Summary Sheet will always remain “rejected”.

Forgotten your PIN?

If you have forgotten your PIN or have entered it incorrectly more than 4 times you will need to email the Experis Online helpdesk at experisonline@experis.co.uk stating your name, company and title.

The team will then reset this for you and the new PIN will be sent to you via email.

Quick Reference Guide

Receive email stating timesheets/expenses awaiting authorisation.

Logon at <https://portal.experis.com/>

Go to Authorise Summary Sheet

Ready to Authorise?

Bulk authorise OR authorise one sheet at a time after viewing timesheets/expenses

Enter PIN

Need to Reject?

Press reject on the incorrect timesheet or expense

Enter reason for rejection

Enter PIN

Need to view Authorisation Sheets/Expense Sheets previously actioned?

Approved Authorisation Sheets go to Authorisation Sheet History with a status of: Authorised by Client

Approved Expenses Sheets go to Expense History with a status of: Authorised by Client

Rejected Authorisation Sheets go to Authorisation Sheet History with a status of: Rejected by Client

Rejected Expenses Sheets go to Expense History with a status of: Rejected by Client

Contacting the Helpdesk

For any **technical issues** relating to the portal please contact the Experis Online Helpdesk:

experisonline@experis.co.uk | 0161 924 3932

For **timesheet or expense processing** and **payment queries** relating to the portal please contact the Payroll Helpdesk:

timesheet.query@experis.co.uk | 020 3122 0440