



Experis™
ManpowerGroup

Experis Portal User Guide

Timesheets & Expenses Printed for Signing

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Logging on to the Worker Portal

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

The Worker Portal login screen:



The screenshot shows the top of the login page with the Experis ManpowerGroup logo on the left. Below the logo is a link for "Logout Home >". On the right side, there is a "Log In" header above two input fields: "User Name" and "Password". Below these fields is a "Log In" button.

Logging In for the First Time

To log into the Worker Portal enter your user name (ordinarily your email address) and the password sent to you.



This screenshot shows a form titled "Please login below". It contains two input fields: "User Name" and "Password". Below the "Password" field is a "Log In" button. At the bottom of the form is a link that says "Forgotten Your Username/Password?".

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

Clicking the *Reject* button on the *Terms and Conditions* screen will take you back to the *Login* screen.

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

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

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

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?](#)

Please login below

User Name

Password

[Forgotten Your Username/Password?](#)

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

Forgotten Password

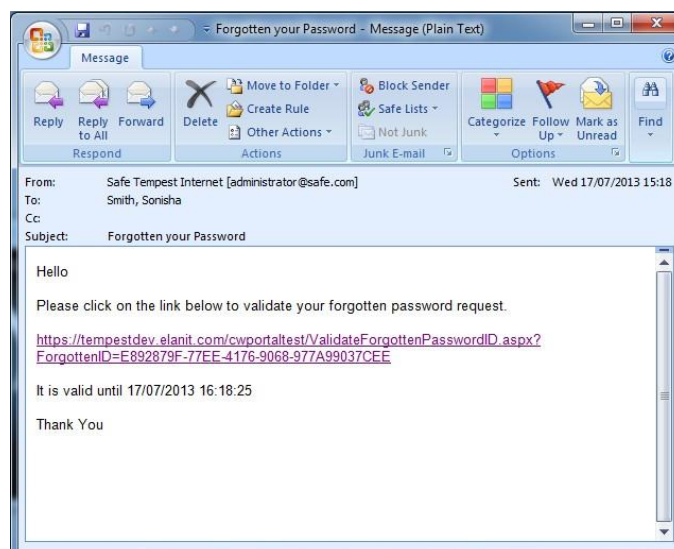
If you believe you are authorised to access this site but have forgotten your password, please fill in the details below and press submit. Thanks

Please enter your user name:

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

Submit

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

Change Password

Change Password

New Password

Confirm Password

Change

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

Worker Portal Menu

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



Upcoming Timesheets

Upcoming timesheets will show you all timesheets available to you for submission.

Exactly how to submit timesheets and more information about Upcoming Timesheets is included in the Entering Timesheets and Expenses to Print for Signing section.

Timesheet History

Click on the Timesheet History link in order to see a list of timesheets already submitted.

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

- Upcoming Timesheets
- Timesheet History
- Authorisation Sheet History
- Payment History
- My Details
- Change Password
- My Security Question
- Expense History

Timesheet History

Timesheet Number	Timesheet Date	Timesheet Status	Pay Date	Client	Amount
timesheet number	dd/mm/yyyy		dd/mm/yyyy	client	timesheet amo
P867969	01/01/2012			BUPA LTD	£500.00
GEM0148952	08/04/2012		13/04/2012	BUPA LTD	£2,500.00

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

The Release dates (last column) relates to when the funds are released by Experis. Payment normally takes 3 days to clear from this date.

To view the details of the timesheet, click on the [Timesheet Number](#).

Experis Ltd					
Timesheet Number	R867969	Timesheet Date	01/01/2012		
Tax Year	2011	Tax Period	40		
Contractor Name	Paye Test	Contact No	PAYETEST		
Client Name	BUPA LTD	Client Ref	DBUP01		
Consultant	Chris Malyan	Contract No	006030		
Worker Submitted	06/03/2012 08:02:23	Supplier Submitted			
Client Authorisor	Chris Malyan	Client Submitted	06/03/2012 08:12:16		
Consultant Authorisor		Consultant Submitted	06/03/2012		
	Units	Pay	Frequency	Total	WTR
Basic Daily	1.00	500.00	Daily	500.00	<input checked="" type="checkbox"/>

Note: Only Experis Contractors will have the ability to see their pay rates. For Managed Agency contractors, this field will not be visible.

Documents such as Purchase Invoices and Expenses can be uploaded against a timesheet here in [Timesheet History](#) or within the saved timesheet in [Upcoming Timesheets](#). See [Uploading Documents](#) and [Submitting Expenses](#).

Authorisation Sheet History

This section is only applicable for contractors who submit the timesheets for online authorisation.

Experis also offers a fully automated timesheet authorisation system, 'Experis Online,' whereby your manager can authorise your timesheet online without the need to print and send a copy.

If you would like to benefit from using this fully automated method, check with your line manager to see if they are happy to use the system and refer to your Contractor Care representative for more information.

Payment History

Please note that this section only shows for contractors that work via their own Limited Company. This will **not** show for Managed Agency or Umbrella contractors.

Under this tab you will be able to see the payment day and if you click on this date it will show you a copy of the self-bill invoice/remittance that relates to this for your records.

Pay Day	Period	Tax Session	Pay Method
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="yyyypp"/>	<input type="text" value="Session"/>	<input type="text"/>
18/07/2008	2008 / 14	2	UK BACS
11/07/2008	2008 / 13	2	UK BACS
04/07/2008	2008 / 12	2	UK BACS
27/06/2008	2008 / 11	2	UK BACS
20/06/2008	2008 / 10	2	UK BACS
13/06/2008	2008 / 9	2	UK BACS

My Details

The **MyDetails** section will allow you view the static details held on the Experis system for you. If any of these are incorrect you would need to contact your Contractor Care representative and they should be able to arrange for these to be updated.

Your Personnel Details

Agency	Experis Ltd	Worker Ref	PAYETEST
Gender	Male	PAYE Code / Basic	0T /1
First Forename	Paye	Surname	Test
Second Forename		Third Forename	
Known As		Telephone	
Address	123 High Street London	Work Telephone	
		Mobile Telephone	
		Email Address	chris.malyan@elanit.co.uk
		Timesheet Rejection Notification	<input type="text" value="Email"/>
Postcode	W1 3DU		
Country			
Travel Method	<input type="text" value="PAYE Cars and Va"/>		

Change Password

Go to the **Change Password** section in order to change your password.

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	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Change"/>	<input type="button" value="Cancel"/>

My Security Question

In order to view your question, which will allow you to have your password resent to you in the event of forgetting it, go to the [My Security Question](#) section.

[Logout](#)

- Upcoming Timesheets
- Timesheet History
- Authorisation Sheet History
- Payment History
- My Details
- Change Password
- My Security Question
- Expense History
- PayBill Queries

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

Expense History

Click on the [Expense History](#) section in order to see a list of expenses already submitted.

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

- Upcoming Timesheets
- Timesheet History
- Authorisation Sheet History
- Payment History
- My Details
- Change Password
- My Security Question
- Expense History
- PayBill Queries

Expenses History

Timesheet Number	Timesheet Date	Pay Date	Client	Amount	Tax Year	Tax Period	Timesheet Status	Personnel Ref
ELANEX282	17/04/2011		Adept Advisory	146.00	2011	3	Received by payroll	C123456
ELANEX279	10/04/2011		Adept Advisory	95.00	2011	2	Processed ready for payroll	C123456
ELANEX281	03/04/2011		Adept Advisory	864.00	2011	1	Awaiting payroll	C123456

The **Release dates** (last column) relates to when the funds are released by Experis. Payment normally takes 3 days to clear from this date.

To view the details of the expenses, click on the [Expense Number](#).

Entering Timesheets and Expenses to Print for Signing

To enter time, follow these simple steps:

Enter time/expenses within the timesheets showing in [Upcoming Timesheets](#)

Once complete, print the timesheet(s) and/or expense(s) for submission

Once submitted view the status of these timesheets/expenses within [Timesheet History](#) or [Expense History](#).

Upcoming time sheets

Click on the [Upcoming Timesheets](#) section to view a list of timesheets that can be completed by you.

Ordinarily you would have 2 weeks of timesheets in advance displayed on this page, although if timesheets from future weeks are submitted these will only be processed by payroll once the actual week has passed.

Submit	Status	Timesheet Number	Total Units	Assignment	Client Name	TS Date	Personnel Ref	Cut Off Date
	Edit	R1056929	0.00	006483	BUPA LTD	24/02/2013	CPZZ000	25/02/2013 17:00:00
	Edit	R1057073	0.00	006483	BUPA LTD	30/06/2013	CPZZ000	01/07/2013 17:00:00
	Edit	R1056925	0.00	006483	BUPA LTD	07/07/2013	CPZZ000	08/07/2013 17:00:00

Note: Timesheets will only be editable once the one above has been submitted; This forces submission of all timesheets in chronological order.

Entering Timesheet Details

To enter hours against a timesheet, click on the *Edit* timesheet link in **Upcoming Timesheets** and the timesheet screen will be displayed.

Contractor Name **Jessy Mouse** Timesheet Number **R1056925**
 Timesheet Date **07/07/13** Client Name **BUPA LTD**
 Cut-Off Date **08/07/2013 17:00:00**

Day	Start	Lunch	finish	Total Time	Decimal Total Time
Monday		<i>tEt</i>			
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total				00:00	0.00

Select Authoriser _____

Rate Description	Pay Rate	Frequency	Units	Total
Basic Hourly	9.08	Hourly	0.00	0.00
Total			0.00	0.00

Upload Documents

Type	Subject	Filename
Purchase Invoice	...	Browse... [Add]

[Print for Auth](#) | [Printable call Out Form -'](#) | Not Worked | Create Expense | Save

The fields in the Timesheet screen are as follows:

Day	Start	Lunch	Finish	Total Time	Decimal Total Time
Monday	09:00	01:00	18:00	08:00	8
Tuesday	09:00	01:00	18:00	08:00	8
Wednesday	09:00	01:00	18:00	08:00	8
Thursday	09:00	01:00	18:00	08:00	8
Friday	09:00	01:00	18:00	08:00	8
Saturday	09:30	00:30	16:00	06:00	6
Sunday					
Total				46:00	46.00

To enter time, click on the symbol and select your Start, Lunch, and Finish times for each day.

Clicking on the icon allows you copy and paste the hours from the previous day

The **Total Time** and **Total Hours** fields will be calculated automatically, determined by the values entered into the Start, Lunch, and Finish boxes.

If you make an error on one of the days, you can use the icon to delete that entry.

Once you have completed the top section of your timesheet you will need to enter a summary of the hours worked, as per the example below:

Rate Description	Pay Rate	Frequency	Units	Total
Basic Hourly	9.08	Hourly	46.00	417.68
Total			46.00	417.68

Note: Please take note of the **Frequency** value in this section;

If this states **Daily** you should only enter 1 unit per day worked in the **Units** box (i.e. 5 days worked = 5 units).

If this states **Hourly** then you should enter the hours worked per week in the **Units** box, as per the above example.

You cannot submit a timesheet without completing this field.

Note: Only Experis Contractors will have the ability to see their pay rates. For Managed Agency contractors, this field will not be viewable.

There are five buttons at the bottom of the timesheet, which are as follows:



Submitting Time sheet

To print your completed timesheet for authorisation you should click the *Print for Auth* button; this will display a bar-coded image of your timesheet, with your hours pre-populated on it.

Print the timesheet and ensure that you and your manager then both sign it.

Note: You must still print out the timesheet, have it signed by your manager and fax/email to Experis Payroll at the usual address. We cannot pay you without a signed copy of your timesheet.

Experis also offers a fully automated timesheet authorisation system, 'Experis Online,' whereby your manager can authorise your timesheet online without the need to print and send a copy.

If you would like to benefit from using this fully automated method, check with your line manager to see if they are happy to use the system and refer to your Contractor Care representative for more information.

Submitting Not Worked Timesheets

All timesheets need to be submitted, regardless of whether you worked those weeks or not.

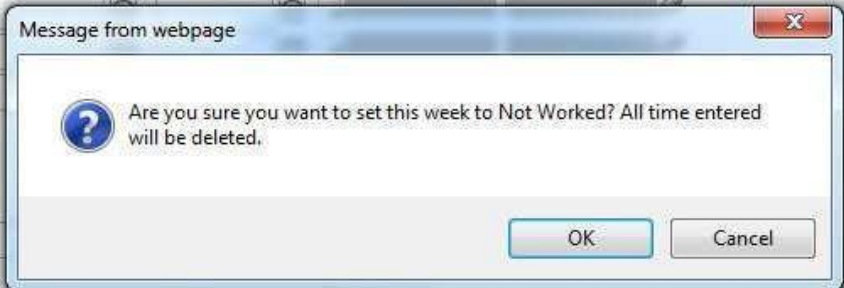
All timesheets need to be submitted in chronological/sequential order.

For the weeks where you did not complete any billable time, all you need do is click in to *Edit* the timesheet as usual and then select the *Not Worked* button; when prompted whether you are sure, click *OK*.

This timesheet status changes immediately to Authorised.

Note: You will not be able to amend this timesheet again. Please take care and only use the *Not Worked* button for specific weeks you have not worked.

Thursday
Friday
Saturday
Sunday



Select Authoriser

Rate Description	Pay Rate	Frequency	Units	Total
Basic Hourly	9.08	Hourly	0.00	0.00
Total			0.00	0.00

Submitting an Expense

If you need to submit expenses related to that timesheet weekending date then you should press the *Create Expense* button.

This will take you to the Expense claim form. For more information on how to submit expenses please see the *Submitting Expenses* section.

Saving a Timesheet

If you click the *Save* button at the bottom of a timesheet, you have saved the timesheet and it will be ready for you to review and amend in *Upcoming Timesheets* at a later stage.

Uploading Documents

What you can upload?

Purchase Invoices
Call out/stand by forms
Non Bar-coded Timesheet

There is now the facility to upload documents so that they are attached to the timesheet (maximum of 1MB). The document types accepted are as follows:

pdf
jpg
gif
tiff

Note: We do not accept Word or Excel documents, as these are easily amendable and do not hold signatures.

Within upcoming timesheets, enter the timesheet relating to the week you are submitting the document for.

Once you have saved time against the timesheet, you will have the ability to upload documents.

To upload a document, follow the steps below:

Select the type of document being uploaded

Click the *Browse* button to browse to the document

Click the *Add* button to add the document

Click the *Upload* button to save the document to the timesheet

This document is then transferred to Experis Payroll for payment processing.

Submitting Expenses

If you wish to submit expenses pertaining to the week you are submitting time for click [Create Expense](#).

The fields in the Expense screen are as follows:

Contractor Name	Jessy Mouse	Expense Number	EX15342				
Client Name	BUPA LTD	Timesheet Date	24/02/13				
Current Travel Method	PAYE Cars and Vans edit						
Select Authoriser	<input type="text"/>						
Adhoc Items	Expense Date	Description	Units	Amount	VAT	Total	Upload Receipt
Please Select	18/2/2013 <input type="text"/>	<input type="text"/>	0.00	0.00	0.00		<input type="button" value="Browse..."/> <input type="button" value="Add"/>
Total Expenses						0	
<input type="button" value="Delete This Expense"/>		<input type="button" value="Print for Auth"/>		<input type="button" value="Save"/>			

Select the expense type from the [Adhoc Items](#) dropdown.

Enter the date of the expense, by either typing it in, or using the calendar function. This date will need to be one that is included in the corresponding timesheet week

Enter a brief description what the expense relates to in the [Description](#) box. You may need to use the tab key to enter text in the description field rather than clicking into the box.

The total unit(s) is greyed out to '1.00' unless you're submitting mileage ([see below for details on entering VAT](#))

The [Total](#) field will be calculated automatically.

Upload the receipt(s) relating to the expense by clicking [Browse](#) and locating the document.

Press [Add](#), and the line will be saved.

Clicking the [Save](#) button will allow you to save the expense and return to it at a later stage.

Press [Print for Auth](#) to display a barcoded image of your expense, with your expenses pre-populated on it. Print the expense and ensure, you and your manager have both signed it.

You are able to submit expenses after you have submitted a timesheet. To do this go to:

- Timesheet History
- Select the week the expenses relate to
- Click on the timesheet number

Timesheet Number [R1108419](#)

- Which will bring up the already submitted timesheet and you will see a create expense button at the bottom of the screen

Business Name	Timesheet Number R1097790
Timesheet Date	Client Name Department for Transport
Worker Submitted	Cut-Off Date 24/06/2013 17:00:00

Day	Start	Lunch	Finish	Total Time	Decimal Total Time
Tuesday					
Wednesday	09:00	00:30	17:00	07:30	7.5
Thursday	09:00	00:30	17:00	07:30	7.5
Friday	09:00	00:30	17:00	07:30	7.5
Saturday					
Sunday					
Total				22:30	22.50

Chosen Authoriser

Rate Description	Frequency	Units
Basic Daily	Daily	3.00
Total		975.00

Upload Documents

Type	Subject	Filename
Purchase Invoice		

Printable Call Out Form Copy **Create Expense**

NOTE REGARDING MILEAGE CLAIMS:

There is an option within the expenses form to select 'mileage' from the 'ad hoc items' drop down. The mileage rate for this expense type is fixed at 45 pence per mile. If you are paid 45 pence per mile then please select this option when entering your mileage claim in the portal.

If your agreed mileage rate differs from this please select 'expenses' and type 'mileage' into the description column, entering the number of units (miles) and the amount claimed per mile (e.g. 25 pence.)

If you are unsure of your agreed mileage rate please contact your Line manager for advice.

Note: You must still print out the expense, have it signed by your manager and fax/email to Experis Payroll at the usual address. We cannot pay you without a signed copy of your timesheet or expense.

Experis also offers a fully automated timesheet authorisation system, 'Experis Online,' whereby your manager can authorise your expenses online without the need to print and send a copy. If you would like to benefit from using this fully automated method, check with your line manager to see if they are happy to use the system and refer to your Contractor Care representative for more information

Note: You will be asked to confirm if you have done less than 10,000 business miles when submitting mileage.

I confirm that I have done less than 10,000 business miles?

Yes No

Entering VAT

VAT registered contractors: Enter the net cost of the expense in the 'Amount' box and the VAT separately in the 'VAT' box as per your receipt (if the expense incurs no input VAT e.g. a train ticket, enter the total receipt value in the 'Amount' box and do not add VAT)

NON-VAT registered contractors and PAYE workers: Enter the total value of the receipt in the 'Amount' box. Do not enter anything in the 'VAT' box.

Recalling a Timesheet or Expense

If you have made an error on your timesheet you have the ability to recall it **prior** to it being processed by Experis payroll.

To do this you will need to go to the **Timesheet History** tab and click into the by relevant **Pending** timesheet.

You will then need to press the green timesheet number towards the top of this page so you see the display similar to the below. You should then press the **Recall** button just underneath the details shown.

Once confirmed the timesheet will be available to edit and re-print in the **Upcoming Timesheets** section.

Contractor Name Jessy Mouse **Timesheet Number** R1056929
Timesheet Date 24/02/13 **Client Name** BUPA LTD
Worker Submitted 07/08/2013 16:12:32 **Cut-Off Date** 25/02/2013 17:00:00

Day	Start	Lunch	Finish	Total Time	Decimal Total Time
Monday	09:00	01:00	17:30	07:30	7.5
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total				07:30	7.50

Chosen Authoriser

Rate Description	Pay Rate	Frequency	Units	Total
Basic Hourly	9.08	Hourly	7.50	68.10
Total			7.50	68.10

Upload Documents

Type	Subject	Filename
Purchase Invoice		

For expenses, follow the same process.

To delete an expense (for example if claimed in error) click the expense reference in your portal to open the expense. Once opened, click the **Delete** button to permanently delete the expense.

Statuses

There are a few places to find the status of your timesheets:

[Upcoming Timesheets](#)

[Timesheet History](#)

[Expense History](#)

Upcoming time sheets

Edit – This status means that the timesheet has yet to be submitted, or is a recalled timesheet ready for resubmission.

Pending – This status means Experis Payroll are still awaiting receipt of the signed timesheet

Timesheet History

Timesheet Printed by Worker – This status means that the timesheet has been printed

Received by payroll – This status means that the timesheet has hours/units on the timesheet and the electronic hours have been received By Experis Payroll

Validated by Payroll – This status means that the timesheet has been validated by Experis Payroll and is now waiting for the calculation

Timesheet will be Paid – This status is used when the timesheet has been calculated and therefore will be paid as per terms

Held from Payroll – there are issues concerning this timesheet, which affect it being processed. It will be not paid until they are resolved.

Paid – Once Payslip/Remittance/Self Bill Invoice has been printed and paid.

Expense History

Received by payroll – This status means that the expense has hours/units on the timesheet and the electronic hours have been received By Experis Payroll

Validated by Payroll – This status means that the expense has been validated and is now waiting for the calculation

Timesheet will be Paid – This status is used when the expense has been calculated and therefore paid in this period or a prior period.

Held from Payroll – there are issues concerning this expense, which affect it being processed. It will not be paid until they are resolved.

Paid – Once Payslip/Remittance/Self Bill Invoice has been printed and paid.

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** please contact the Payroll Helpdesk:

timesheet.query@experis.co.uk | 020 3122 040