



THE FISER GROUP

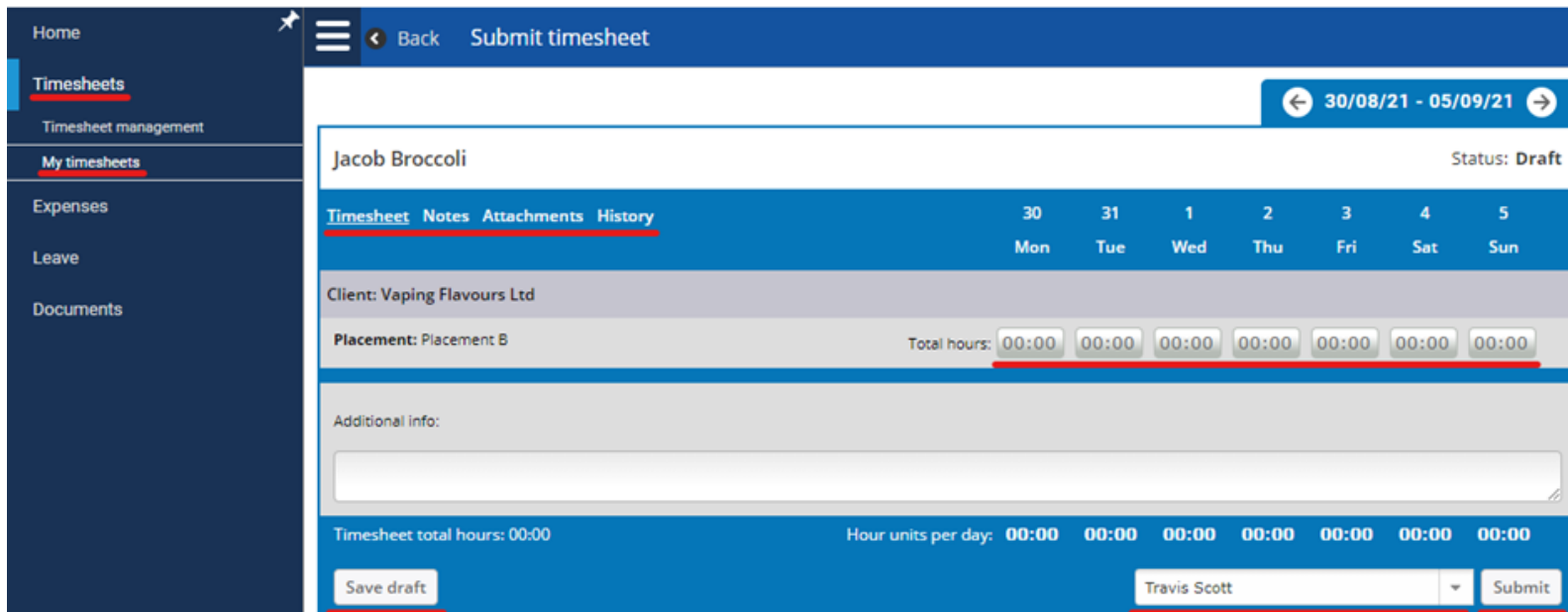
HOW TO SUBMIT A TIMESHEET



How to submit Timesheets as a Contractor

To log and submit time, login to the account using the credentials provided to you, if you have any queries, please email payroll@thefisergroup.com.

Once logged in, head to Timesheets on the left-hand menu panel, then My timesheets. There, you will find any placements you've been assigned to along with the ability to view/create a timesheet for those placements based on the units. From the screenshot below, we can see the unit is measured in hours, therefore the contractor assigned to this placement would need to enter the number of hours worked per day.



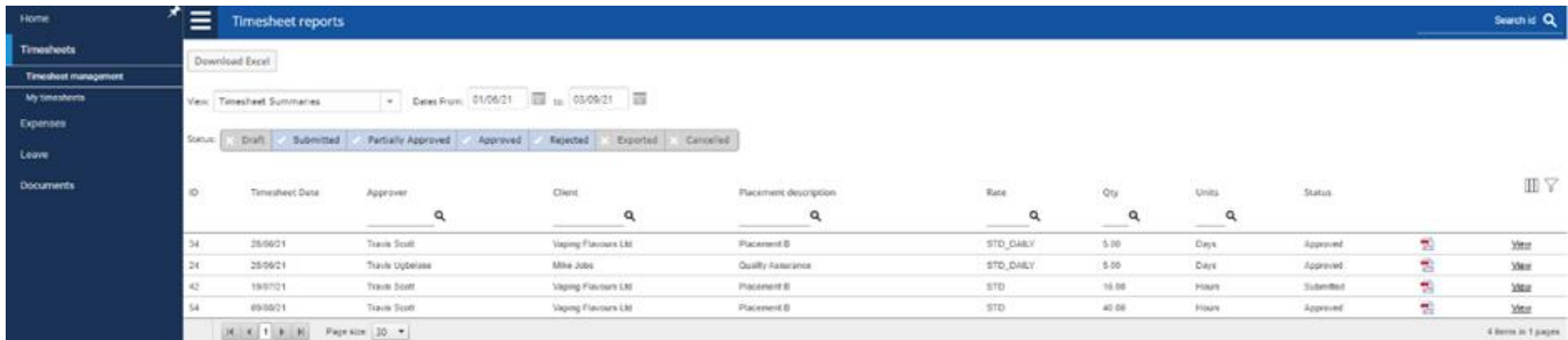
The screenshot shows the 'Submit timesheet' interface for user Jacob Broccoli. The interface includes a left-hand navigation menu with options like Home, Timesheets, Expenses, Leave, and Documents. The main content area shows the user's name, a date range of 30/08/21 to 05/09/21, and a status of Draft. Below this is a table for entering hours per day for each day of the week. The table has columns for days 30 (Mon), 31 (Tue), 1 (Wed), 2 (Thu), 3 (Fri), 4 (Sat), and 5 (Sun). Each column has a corresponding input field for hours. The total hours for the placement are currently 00:00. There is also a section for 'Additional info' with a text input field. At the bottom, there are buttons for 'Save draft' and 'Submit', along with a dropdown menu for the user's name (Travis Scott).

Timesheet	Notes	Attachments	History	30	31	1	2	3	4	5
				Mon	Tue	Wed	Thu	Fri	Sat	Sun
Client: Vaping Flavours Ltd				Total hours: 00:00 00:00 00:00 00:00 00:00 00:00 00:00						
Placement: Placement B										
Additional info:										
Timesheet total hours: 00:00										
Hour units per day: 00:00 00:00 00:00 00:00 00:00 00:00 00:00										

How to submit Timesheets as a Contractor cont.

Contractors can also add notes, attach supporting documents and view a history of this timesheet using the menu buttons highlighted on the top-left of the timesheet interface and once all relevant details have been entered, the contractor can choose to save this timesheet as a draft before submitting or going ahead with submission to the timesheet approver.

Upon submission, the approver will receive an email to either approve or reject this timesheet and the contractor will also receive an email once the timesheet is approved or rejected. The Timesheet Management page will also provide contractors with an overview of previously submitted timesheets along with their various statuses.



The screenshot shows the 'Timesheet reports' page in a web application. The page has a dark blue sidebar on the left with navigation options: Home, Timesheets, Timesheet management, My timesheets, Expenses, Leave, and Documents. The main content area is titled 'Timesheet reports' and includes a 'Download Excel' button, a 'View' dropdown set to 'Timesheet Summaries', and date filters for '01/06/21' to '03/09/21'. Below these are status filters: Draft, Submitted, Partially Approved, Approved, Rejected, Exported, and Cancelled. The main table lists timesheet entries with columns for ID, Timesheet Date, Approver, Client, Placement description, Rate, Qty, Units, and Status. Each row includes a 'View' button and a status icon.

ID	Timesheet Date	Approver	Client	Placement description	Rate	Qty	Units	Status
34	25/06/21	Travis Scott	Vaping Flavours Ltd	Placement B	STD_DAILY	5.00	Days	Approved
24	25/06/21	Travis Uptlass	Mike Jobs	Quality Assistance	STD_DAILY	5.00	Days	Approved
42	19/07/21	Travis Scott	Vaping Flavours Ltd	Placement B	STD	16.66	Hours	Submitted
54	09/09/21	Travis Scott	Vaping Flavours Ltd	Placement B	STD	40.00	Hours	Approved

At the bottom of the table, there are navigation controls including 'Page size' set to '20' and a footer indicating '4 items in 1 pages'.

Key contacts at FISER

If you have any queries at all, please do reach out to us:

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