

# Contingent Worker User Guide

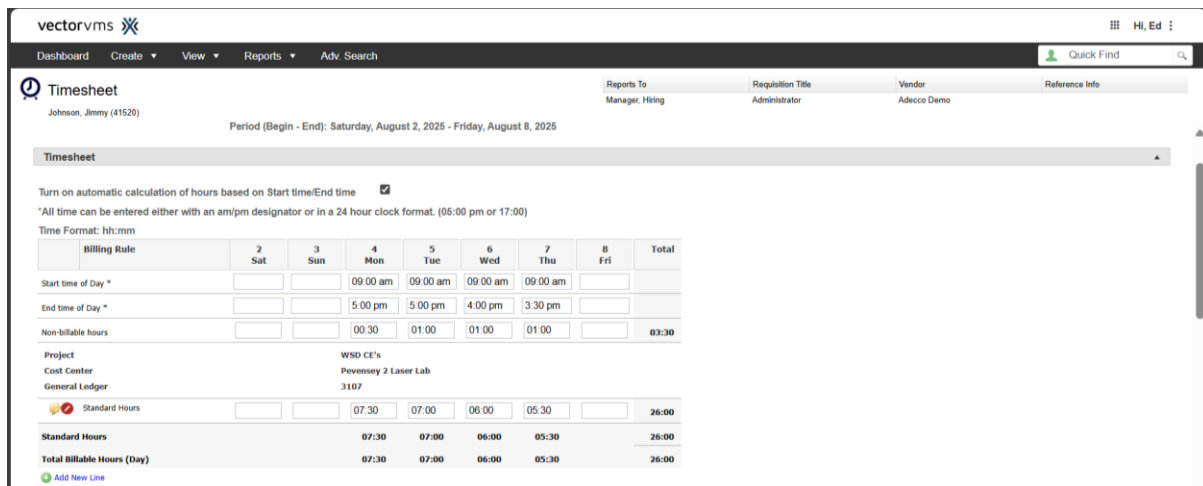
Updated September 2025

**For additional support on the topics referenced within this guide, please contact your agency representative**

## Submitting Time

We recommend that you submit your hours after your final shift of the week

1. Sign in to VectorVMS using your username and password.
2. From the Home dashboard, navigate to the top toolbar, and hover over **Create**
3. Click **Timesheet**.
4. Enter units in the box for each day worked. You should submit this in hh:mm in increments of 15 minutes. If entering in days, you should submit this as 0.5 for half a day worked or 1 for a full day worked.
5. Non Billable Hours is where you insert any break/lunch periods you have taken.



The screenshot shows the VectorVMS Timesheet interface. At the top, there's a navigation bar with 'Dashboard', 'Create', 'View', 'Reports', and 'Adv Search'. A 'Quick Find' search bar is on the right. The main header area includes 'Timesheet' with a user icon and name 'Johnson, Jimmy (41520)', and a 'Period (Begin - End): Saturday, August 2, 2025 - Friday, August 8, 2025'. Below this, there's a table with columns for 'Billing Rule', days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri), and 'Total'. The table contains time entries for 'Start time of Day', 'End time of Day', and 'Non-billable hours'. A summary section at the bottom shows 'Standard Hours' and 'Total Billable Hours (Day)'.

Billing Rule	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	Total
Start time of Day *			09:00 am	09:00 am	09:00 am	09:00 am		
End time of Day *			5:00 pm	5:00 pm	4:00 pm	3:30 pm		
Non-billable hours			00:30	01:00	01:00	01:00		03:30
Project	WSD CE's							
Cost Center	Pevensey 2 Laser Lab							
General Ledger	3107							
Standard Hours			07:30	07:00	06:00	05:30		26:00
Standard Hours			07:30	07:00	06:00	05:30		26:00
Total Billable Hours (Day)			07:30	07:00	06:00	05:30		26:00

6. When you are happy with your timesheet, click **Submit**. This will now be sent to your line manager for approval.

## Entering Overtime

(NOTE: The working week runs from Saturday to Friday with Saturday being the first working day and Friday being the seventh working day)

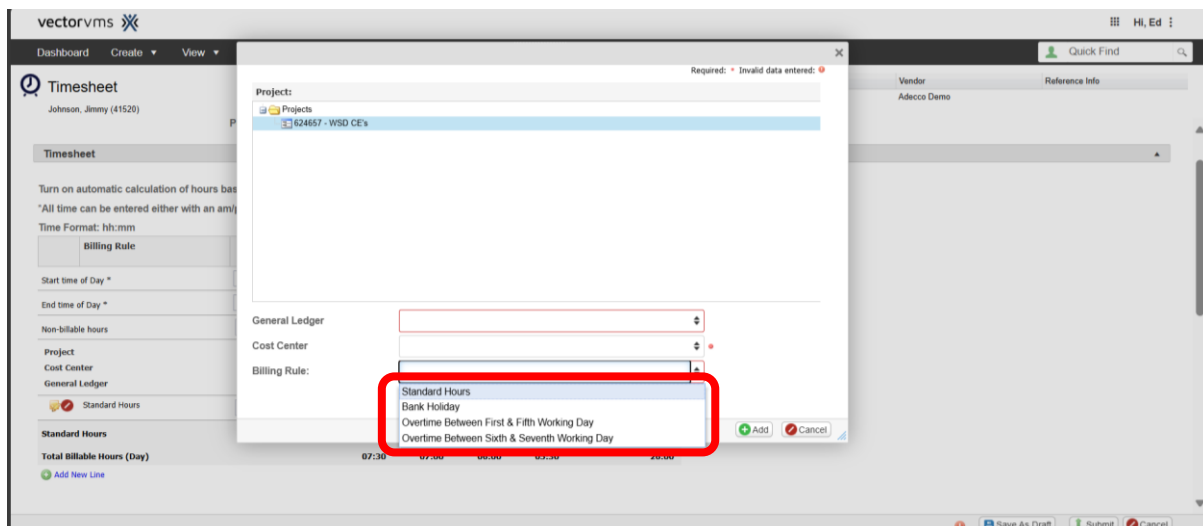
(NOTE: Only certain grades are able to claim overtime as per policy. If you cannot see options for overtime entry, this is because you are not entitled to claim. Please speak to Adecco for support/guidance if you believe this to be incorrect)

1. If you need to enter overtime hours, please click Add New Line as highlighted in red below:

Period (Begin - End): Saturday, January 28, 2023 - Friday, February 3, 2023

Timesheet									
Time Format: hh:mm									
Billing Rule	28 Sat	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri	Total	
Total Billable Hours (Day)									
<a href="#">Add New Line</a>									

2. Highlight the relevant code from the drop-down list and then in the billing rule, select the relevant overtime rate you would like to add and select the add button



The screenshot shows the VectorVMS Timesheet interface. A modal window is open for adding a new line. The modal has the following fields:

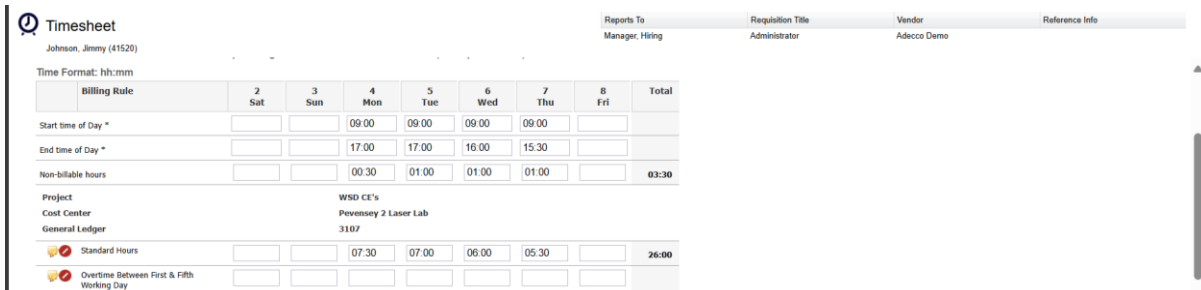
- Project: 624657 - WSD CE's
- General Ledger: [Empty]
- Cost Center: [Empty]
- Billing Rule: [Open dropdown menu]

The Billing Rule dropdown menu is open, showing the following options:

- Standard Hours
- Bank Holiday
- Overtime Between First & Fifth Working Day
- Overtime Between Sixth & Seventh Working Day

The 'Add' button is highlighted in red.

- You will then have either a standard rate or another line on your timesheet for you to upload your overtime hours against.



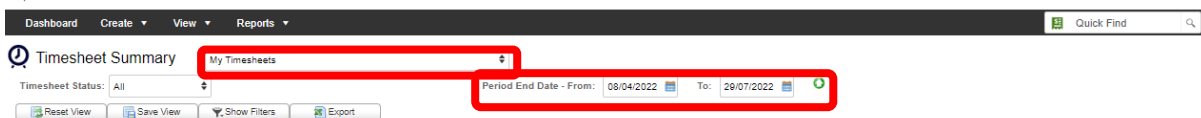
**Timesheet**  
Johnson, Jimmy (41520)

Time Format: hh:mm

Billing Rule	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	Total
Start time of Day *			09:00	09:00	09:00	09:00		
End time of Day *			17:00	17:00	16:00	15:30		
Non-billable hours			00:30	01:00	01:00	01:00		03:30
Project	WSD CE's							
Cost Center	Pevensey 2 Laser Lab							
General Ledger	3107							
Standard Hours			07:30	07:00	06:00	05:30		26:00
Overtime Between First & Fifth Working Day								

## Saving As Draft/Updating A Timesheet

- Hover over the view button at the top of the page and select timesheets
- Change timesheet status to all and amend the date range to include the date of the timesheet you are looking for
- This will then display all of your submitted or saved timesheets



Dashboard Create View Reports Quick Find

**Timesheet Summary** My Timesheets

Timesheet Status: All

Period End Date - From: 08/04/2022 To: 29/07/2022

Reset View Save View Show Filters Export

- Next, click on the clipboard next to your draft timesheet and click View Timesheet
- Update your hours and then either save as draft again or submit your hours