Guide to:
Timesheets and Expenses
This guide explains:

- Submitting your timesheet [Page 3]
- Recalling an incorrect timesheet [Page 7]
- Resubmitting a rejected timesheet [Page 8]
- Submitting timesheets on a mobile device [Page 9]
- Submitting expense claims [Page 14]
- Recalling an incorrect expense claim [Page 18]
- Resubmitting a rejected expense claim [Page 19]
Submitting your timesheet – Step 1

1. Log in to XMS by clicking the link below – www.xms-portal.com

On your **Homepage** you have different Pods for all your timesheets:
- Unsubmitted
- Unauthorised
- Authorised
- Rejected

2. Click on a Pod to take you to the relevant timesheets.

To **submit** a timesheet click on the **Unsubmitted Timesheets** pod.

**N.B.** You do not need to submit a timesheet with 0 Hours if you have not worked that week. A warning validation message will be displayed when submitting 0 hours/days/activities claimed.

If you have any questions regarding timesheets, please contact your Consultant.
Submitting your timesheet – Step 2

1. A Tile will display for each Unsubmitted Timesheet. Use the details, such as ‘date’, to find the timesheet you want to submit.

2. If you are in working in more than one place, you can use details such as Job Title and Working Address to find the right timesheet.

Click on Actions, then View to go into the timesheet.
Submitting your timesheet – Step 3

1. Enter the **Start Time** and **End Time** for the days you have worked.

   Times need to be entered in **24 hour format**, so if you worked from 9am to 1pm, type 09:00 and 13:00.

2. Add any **Unpaid Breaks** by typing in the number of hours, then minutes.

3. Once you have entered your hours the last column will automatically populate to confirm the total hours you have worked.

4. You can add comments for your Manager in the **Candidate’s Comments** box if there are any aspects of the timesheet that you want to make them aware of.
Submitting your timesheet – Step 4

1. If you have worked two shifts on one day, click on the + icon to add an extra row.

2. You can click on the X icon to delete the extra row if you no longer need it.

3. Once you’ve completed the timesheet click Submit.

Top Tip: If you want to keep track of your hours during the week, you can enter your hours each day, clicking Save each time to save the timesheet and come back to it later.
Recalling an incorrect timesheet

If you have submitted a timesheet but need to change something, you are able to correct it by recalling and resubmitting the timesheet.

1. Click into the **Unauthorised Timesheets** pod on your Homepage.

2. Find the correct timesheet from the list and click **Actions then View**.

3. In the timesheet, click **Actions**, then **Recall** to make the timesheet editable so you can make changes.

4. Once you are ready to resubmit the new version of your timesheet, Click **Actions then Submit**.
Resubmitting a rejected timesheet

If your Manager queries your timesheet or wants you to amend something they can reject it so that it comes back to you. If this happens it will appear in the Rejected Timesheets pod on your Homepage.

1. From your Homepage, click on the Rejected Timesheets Pod

2. Open the Timesheet by selecting Actions then Redo. The Timesheet is now editable and you can make changes.

3. If you want to see any Manager comments, click on the previous version and then come back to the current version to make the changes.

4. Once you are ready to resubmit the new version of your Timesheet, click Submit.
Submitting your timesheet on a mobile device – Step 1

1. Log in to XMS, on a mobile device, by clicking on the link www.xms-portal.com

2. Tapping on a pod will take you through to a list of relevant timesheets.

On your Homepage you have different Pods for all your timesheets:
- Unsubmitted
- Unauthorised
- Authorised
- Rejected

N.B. – You do not need to Submit a Timesheet with 0 Hours if you have not worked that week.

If you have any questions regarding completing your timesheet, please contact your Consultant.
Submit your timesheet on a mobile device – Step 2

1. Use the details, such as ‘date’, to find the timesheet you want to submit.

2. If you are in more than one Booking, you can use details such as Job Title and Authorising Manager to select the correct Timesheet.

Tap on the three dots at the top of the timesheet, then View.
Enter your hours for each day in a 24 hour format. For example if you worked from 9am to 5pm type 09:00 and 17:00.

You can add the length of any Unpaid Breaks in the Hours and Minutes boxes.

Once you have entered your hours the last section will automatically populate to confirm the total time you have worked.

You can add comments to your Manager in the Candidate’s Comments box if you need to make them aware of anything.
If you worked two shifts on one day, tap on the + icon to add an extra slot.

For example:
If you worked from 09:00 to 12:00, then from 15:00 to 18:00, enter these in two different time slots.

Fill in the hours for the second shift in the new slot that appears.
Once you have completed the timesheet, tap the Submit button.

Top Tip: If you want to keep track of your hours during the week, you can enter your hours each day, clicking Save each time to save the timesheet and come back to it later.
Submitting expense claims – Step 1

Expense Claims are linked to timesheets. An Expense Claim needs to be created from the timesheet for the relevant week.

1. Find the timesheet you wish to submit your Expense Claim against.

2. Click on Actions and Create Expense Claim.

N.B. You can only submit an Expense Claim against a Timesheet that has been authorised.
Expense Claims are broken down into different Expense Items. Each Item should be a different expense. E.g. Mileage to drive to a hotel might be one Expense Item, and the cost of the hotel would be another Expense Item.

To add an Expense Item, click + Add.
Select the **Expense Type** from the drop down menu.

Input a date and the cost of the Expense.

Attach a scanned copy of your receipts. Or, if you don’t have the receipt, select a reason in the drop down menu.

You can add comments for your Manager in the **Further Details** box.

Once you have filled in all the details, click **Save**.

Please note that when adding mileage claims, the claim is defaulted to 45pm per mile.
You can add as many “items” as you need to the same Expense Claim.

Once you have completed the Expense Claim click **Submit**. If you want to retain your changes but not submit the claim, you can just click **Save** to come back to it later.
Recalling an incorrect expense claim

If an Expense Claim is incorrect, you are able to correct it by Recalling and Resubmitting the Expense Claim.

1. Click on the **Unauthorised Expenses** pod on your Homepage.

2. Find the correct Expense from the list and click **Actions** then **View**.

3. Click **Actions** and **Recall** to make it editable.

4. Once you are ready to Resubmit the new version of your Expense Claim, click **Actions**, then **Submit**.
Resubmitting a rejected expense claim

If an Expense Claim is rejected by your Manager, it will appear in the Rejected Expense Claims Pod on your Homepage.

1. Click on the Pod to view the Expense Claim that has been rejected and open the Claim by clicking **Actions** then **View**.

2. Click **Redo** in the Actions dropdown.

3. This will make the Expense Claim editable so you can make any necessary changes.

4. You can see any comments that the Manager has left here.

Once you are ready to Resubmit the new version of your Expense Claim, click **Actions** then **Submit**.