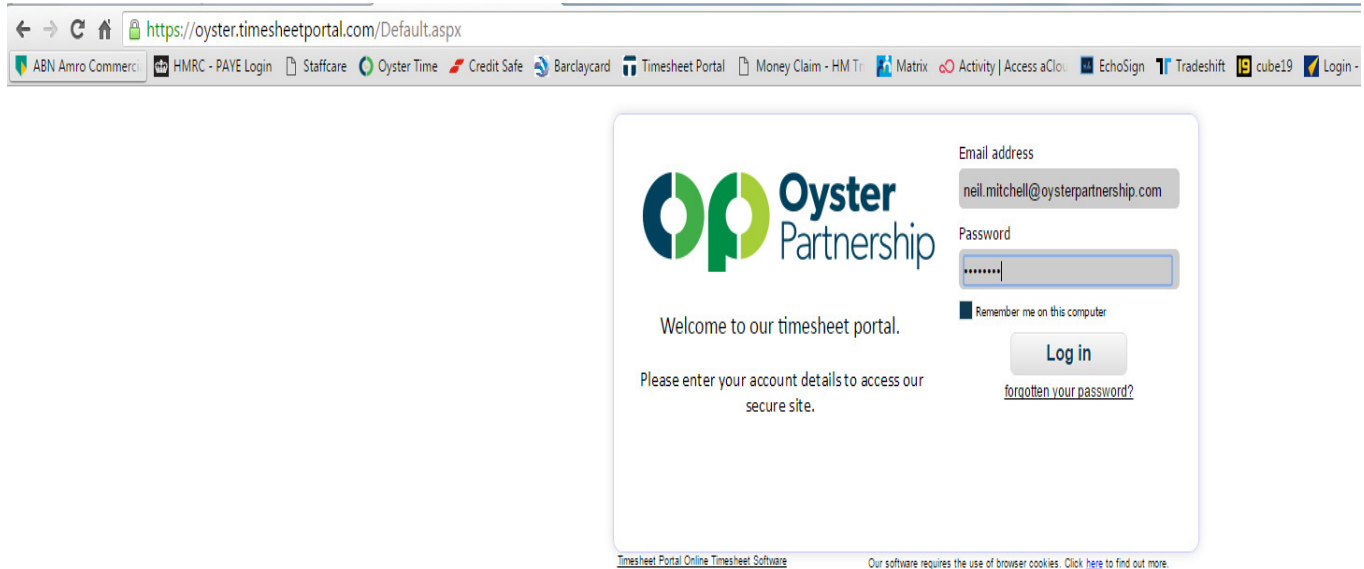


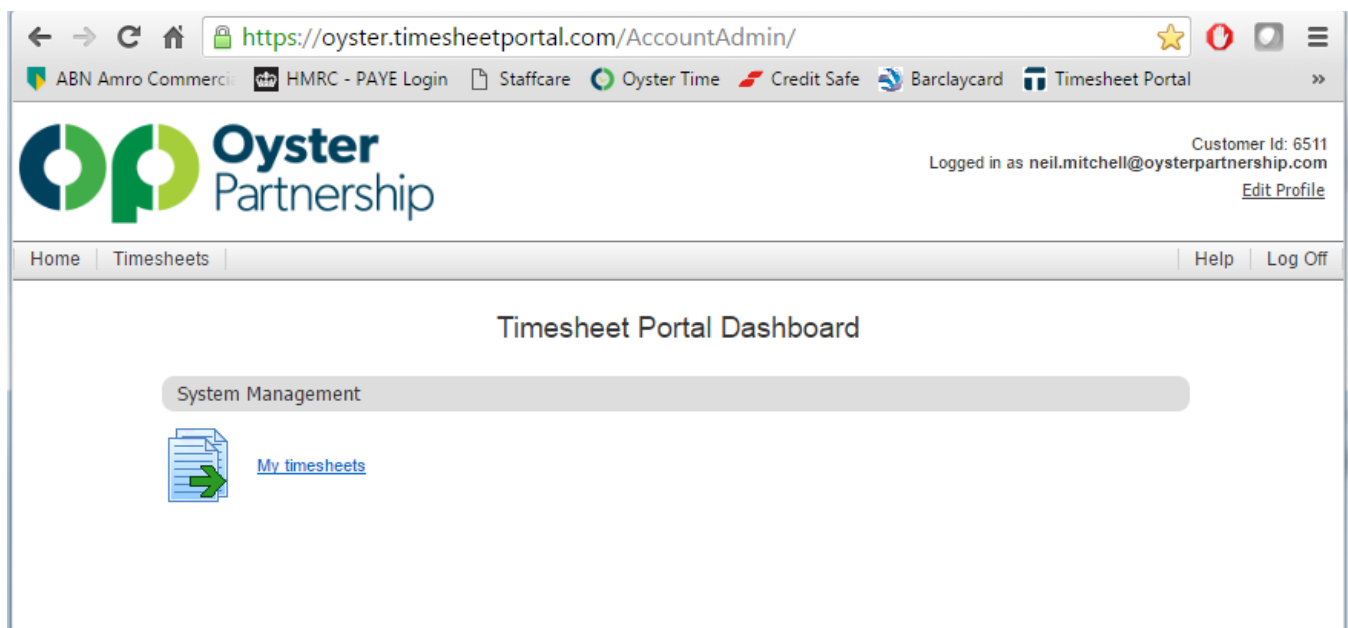
OYSTER TIMESHEET PORTAL GUIDE

You will have received a welcome email from 'noreply@mail.timesheetportal.com', with your login name and password. Either click on the link or type in the link as below:

1. Type in <https://oyster.timesheetportal.com>



2. Type in your log-in details and press 'log in'. If you don't remember your password, click 'forgotten your password' link. The finance department can you reset your password if needed, however they will not know your password.
3. Either click on my timesheets from the home menu, or click on timesheets (next to home)



4. Select the correct week by using the arrows on the Top of the timesheet. You can also use the calendar on the left of the screen. Please note it will default to the current week the date is on, so you will more than likely need to go back one week. We cannot pay timesheets dated in the future, whether it's been approved or not.

Home | Timesheets

My timesheets

Timesheet reports

View current week

July 2016

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

My timesheets

You have rejected timesheets that require resubmission for the week starting 20/06/16. [Click here to view them](#)

[11:27:04] Timesheets must be approved by Tuesday 12pm or you won't be paid.

25/07/16 - 31/07/16

Timesheet Details **Draft**

Client: Accent Group Limited

Job: Test Job

	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun
Hours start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Hours finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Hours break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Mileage:	0	0	0	0	0	0	0
Other Expenses:	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Saturday Rate start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Saturday Rate finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Saturday Rate break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Sunday Rate start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Sunday Rate finish:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Sunday Rate break:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
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

Pay rates: Hours: £15.00 Mileage: £0.45 Other Expenses: £1.00 Saturday Rate: £20.00 Sunday Rate: £25.00

Show actions Hide notes Save draft Submit

Select an approver to approve this timesheet: Oyster Accounts

- Enter your hours in to the timesheet, and add miles/expenses if required. If you cannot see the mileage or Other Expenses, please speak to your consultant or finance department to get this added. Expenses must be pre-approved before we can add these. If you get paid a higher rate for working on a Saturday or Sunday, please enter these hours in the Saturday or Sunday box (below the normal hours). This will activate the additional rate
- At the bottom of the page, you can now select your approver for this timesheet. If your approver is on holiday, select your agreed secondary approver, or if not listed, contact your consultant.
- Once you are happy with your timesheet, press submit. If you don't want to submit the timesheet, you can save your progress, but must come back and press submit in order for it to be approved