

Inspire e-Timesheets

Approver Guide

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1. Welcome to the Inspire e-timesheet system

Thank you for agreeing to be an approver for one or more of our Team Inspire consultants.

This user guide has been designed to provide you with the information you will need to approve timesheets and expense claims.

We hope you'll find the system intuitive and easy to use, but should you need any assistance please feel free to contact the Inspire Accounts or Contracts Team on 0870 224 0098 or help@theinspireteam.co.uk.

Best wishes,

A handwritten signature in black ink, appearing to read 'Sue Arnold', is written over a long, thin diagonal line that extends from the bottom left towards the top right.

Sue Arnold
Managing Director

Inspire Corporation Limited
Felcourt Farm
Felcourt Road
East Grinstead
RH19 2LQ
sue.arnold@theinspireteam.co.uk

2. The approval process

Inspire timesheets run to a week ending date; consultants are required to complete and submit their timesheets online by midday on the following Monday.

In order for Inspire to meet payment run deadlines, we require timesheets to be approved by midday on Tuesday.

For example, a timesheet for week ending Sunday 6 January should be submitted by the consultant on midday of Monday 7 January and should subsequently be approved by midday of Tuesday 8 January.

You will receive requests to approve timesheets in one of two ways:

ETZ Sign If you are approving timesheets for one or two consultants you will receive an ETZ Sign e-mail request.

Online approval If you are approving timesheets for three or more consultants we will provide you with log in details to manage timesheet and expense claim approvals online - which is much more convenient.

Of course, if you have a specific preference for managing your approvals we can arrange either ETZ Sign or online approval option for you.

3. ETZ Sign

When a consultant submits their Inspire timesheet or expense claim you will receive a Timesheet / Expense Authorisation Request e-mail (see below) containing a link:

Subject: Timesheet Authorisation Request from John Smith

Dear Manager

My completed timesheet has now been submitted and is available for your approval via this link: [ETZsign link](#)

I would be grateful if you could approve as soon as possible.

*Kind regards
John Smith*

Subject: Expense Authorisation Request from John Smith

Dear Manager

My completed expense claim has now been submitted and is available for your approval via this link: [ETZsign link](#)

I would be grateful if you could approve as soon as possible.

*Kind regards
John Smith*

Clicking on the ETZsign link will take you directly to an online copy of the consultant's timesheet or expense claim.



Etz Document Sign

Sign
 Reject
 Print



Felcourt Farm
Felcourt
East Grinstead
RH19 2LQ

TIMESHEET

Candidate:		Reference:	1883583
Client:		Date Ending:	06 Jan 13

	Date	Hours	Days
Sunday	06 Jan 2013	4.00	1.00
TOTAL		4.00	1.00

Units Summary
1.00 Hours (Day) Day Rate

I declare that the above named contractor has worked the total hours shown and that all work was completely satisfactory. I therefore authorise you to issue an invoice for the total hours worked at the agreed rate. Signature of the timesheet is taken as receipt of, and agreement to, the Terms and Conditions laid down in our contract.

PLEASE PRINT AUTHORISER'S NAME IN FULL:

AUTHORISER'S JOB TITLE:

AUTHORISED SIGNATURE:

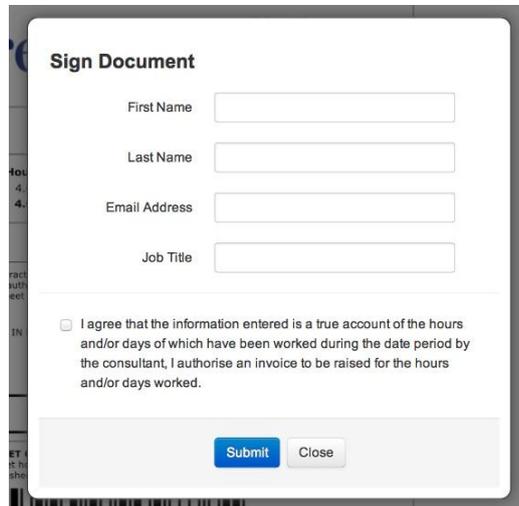
DATE:

INSTRUCTIONS (PAPER TIMESHEET ONLY): Obtain the client's signature above and fax the completed timesheet to the timesheet hotline on **+44 (0)845 299 2234**. You do not need to include a fax header page. A copy of this timesheet will be available on the web site for future reference.



If you agree that the time recorded or expense claimed by the consultant is accurate, select **Sign**.

Complete the pop up form, leaving your e-mail address blank, and tick the box next to the declaration, and then select **Submit**.



Sign Document

First Name

Last Name

Email Address

Job Title

I agree that the information entered is a true account of the hours and/or days of which have been worked during the date period by the consultant, I authorise an invoice to be raised for the hours and/or days worked.

Submitting this ETZ signed document will send through an “electronically signed” approval to the Inspire Team, including a date and time stamp and the IP address of the computer used to sign off.

You will receive a copy of the ETZ signed timesheet or expense claim by e-mail for your records.

If you do not wish to approve the timesheet or expense claim, select **Reject**.



Reject Document

First Name

Last Name

Email Address

Job Title

Reject Reason

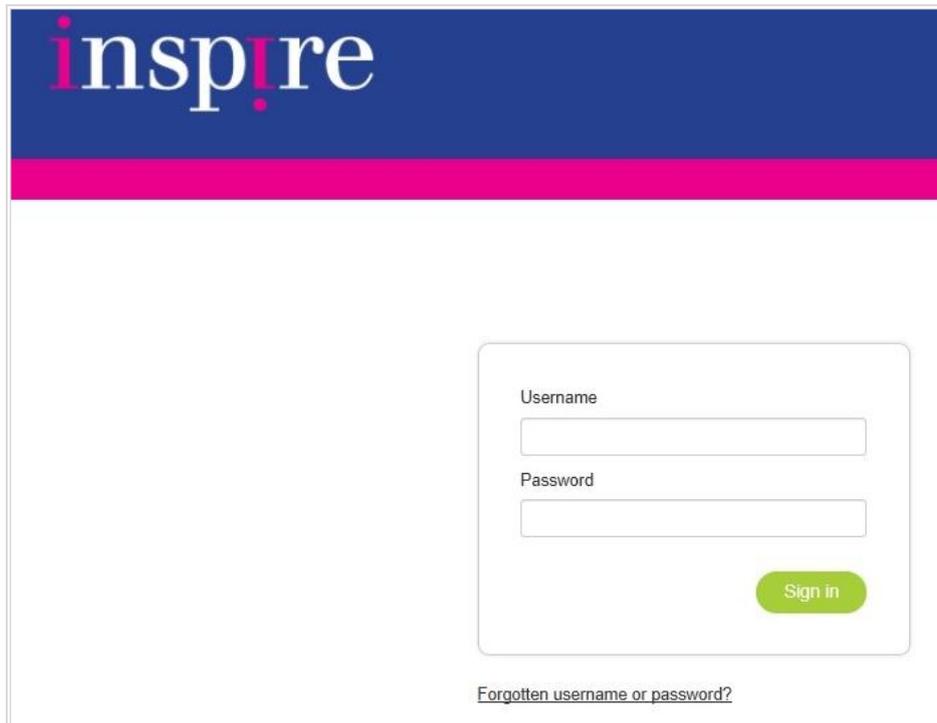
Complete the pop up form, entering the reason(s) you are rejecting the timesheet or expense claim, and any actions required on the part of the consultant should they need to resubmit, and then select **Reject**.

NB: Please leave the e-mail address field blank.

4. Online approval

As an online approver you will receive a welcome e-mail containing your log in details and a link to the timesheet system.

Use the link within the e-mail to log in to the system - on first log in, you will be prompted to change your password.



The screenshot shows the login interface for the 'inspire' system. At the top, there is a dark blue header with the 'inspire' logo in white and pink. Below the header is a white main area. In the center, there is a white rounded rectangle containing the login form. The form has two input fields: 'Username' and 'Password'. Below the 'Password' field is a green 'Sign in' button. At the bottom of the form area, there is a link that says 'Forgotten username or password?'.

If you lose or forget your log in or password, please let us know by e-mailing help@theinspireteam.co.uk and we will reset your details for you.

Alternatively use the 'Forgotten username or password?' link on the e-timesheet login page and follow the screen prompts.

When a consultant submits their Inspire timesheet you will receive a Timesheet Authorisation Request e-mail request (see below) containing a link to the online system.

Subject: Timesheet Authorisation Request from John Smith

Dear Manager

A timesheet has been submitted by John Smith for your approval.

Please use your log in details at [System Link](#) to authorise or reject the timesheet.

If you have not yet received, or have forgotten, your user ID and/or password, just click on the link 'send me my username and password' on the login page and then enter your e-mail address – your user ID and password will be e-mailed to you.

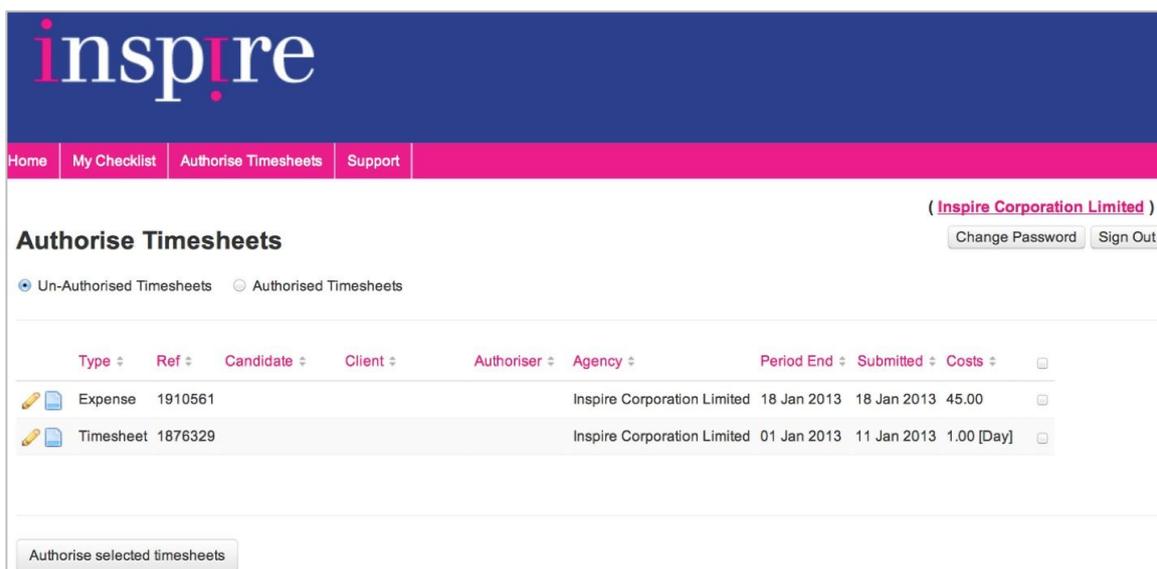
If you have any questions or require assistance, please do not hesitate to contact us directly via help@theinspireteam.co.uk.

Kind regards

Sue Arnold
Managing Director

Inspire Corporation Ltd

Once you've logged in you will be able to see all open **Un-authorised Timesheets** and expense claims awaiting your approval and **Authorised Timesheets** and expenses by toggling between the two links from your **Home** screen.



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Home My Checklist Authorise Timesheets Support

(Inspire Corporation Limited)

Change Password Sign Out

Authorise Timesheets

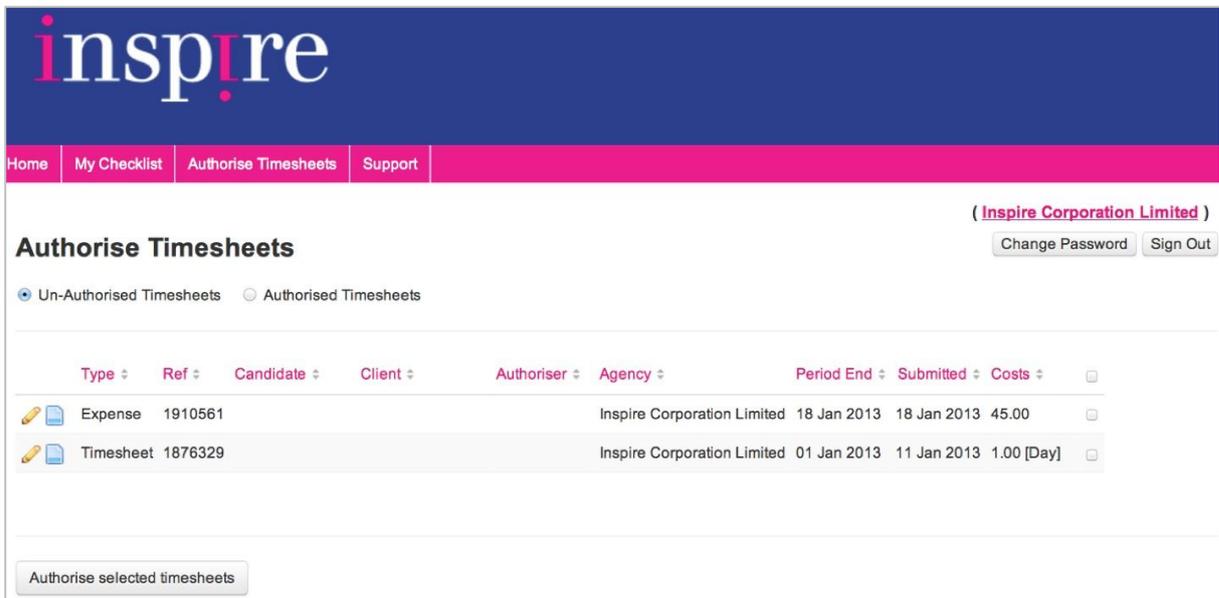
Un-Authorised Timesheets Authorised Timesheets

Type	Ref	Candidate	Client	Authoriser	Agency	Period End	Submitted	Costs	
Expense	1910561				Inspire Corporation Limited	18 Jan 2013	18 Jan 2013	45.00	<input type="checkbox"/>
Timesheet	1876329				Inspire Corporation Limited	01 Jan 2013	11 Jan 2013	1.00 [Day]	<input type="checkbox"/>

Authorise selected timesheets

Approving timesheets or expenses from the Home screen

Approving from the Home screen is a particularly convenient way to approve multiple timesheets and/or expense claims.



Authorise Timesheets (Inspire Corporation Limited) Change Password Sign Out

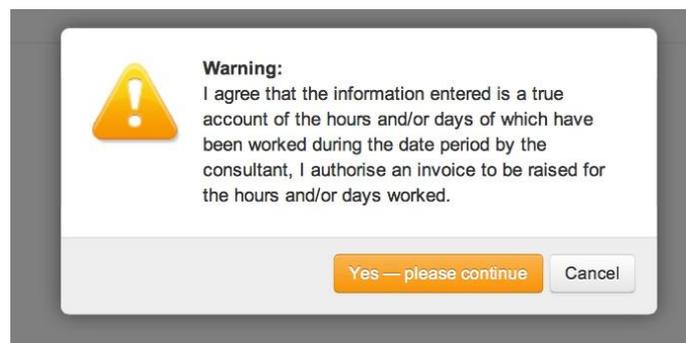
Un-Authorised Timesheets Authorised Timesheets

Type	Ref	Candidate	Client	Authoriser	Agency	Period End	Submitted	Costs	
 Expense	1910561				Inspire Corporation Limited	18 Jan 2013	18 Jan 2013	45.00	<input type="checkbox"/>
 Timesheet	1876329				Inspire Corporation Limited	01 Jan 2013	11 Jan 2013	1.00 [Day]	<input type="checkbox"/>

Authorise selected timesheets

Click on the blue document icon to open a PDF copy of the submitted timesheet or expense claim.

If you agree that the time recorded or expense claimed by the consultant is accurate tick the check box to the right of the item on the authorisation page and then click the **Authorise selected timesheets** button.

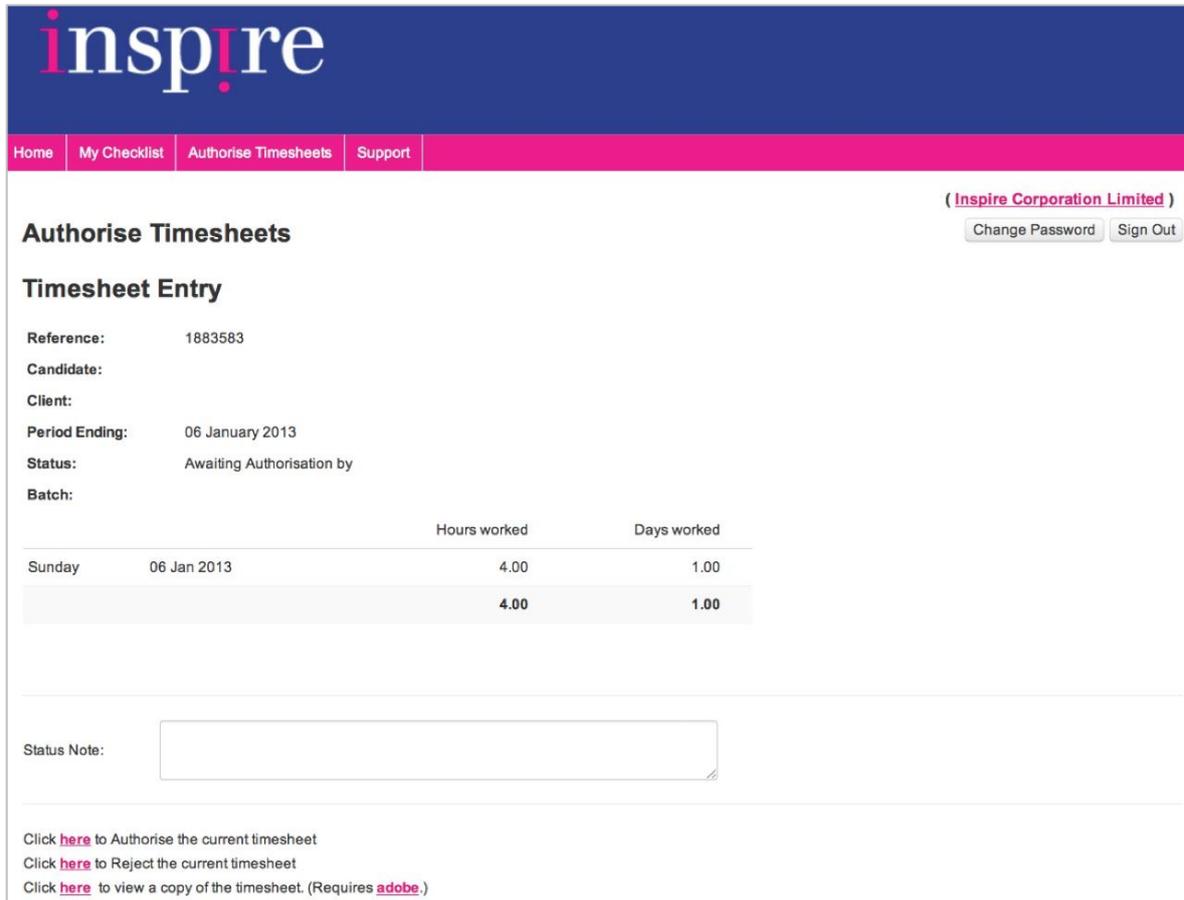


Confirm that you wish to continue at the warning prompt by selecting **Yes – please continue**.

The timesheet or expense claim will now appear in your **Authorised Timesheets** list.

From the timesheet screen

Click on the pencil icon next to the timesheet on your Home screen to view the entry on screen.



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Home My Checklist Authorise Timesheets Support

(Inspire Corporation Limited) [Change Password](#) [Sign Out](#)

Authorise Timesheets

Timesheet Entry

Reference: 1883583
Candidate:
Client:
Period Ending: 06 January 2013
Status: Awaiting Authorisation by
Batch:

		Hours worked	Days worked
Sunday	06 Jan 2013	4.00	1.00
		4.00	1.00

Status Note:

Click [here](#) to Authorise the current timesheet
Click [here](#) to Reject the current timesheet
Click [here](#) to view a copy of the timesheet. (Requires [adobe](#).)

If you agree that the time recorded by the consultant is accurate select **Click [here](#) to Authorise the current timesheet** at the bottom of the screen.

Confirm that you wish to continue at the warning prompt by selecting **Yes – please continue**.

The timesheet will now appear in your **Timesheets Authorised** list.

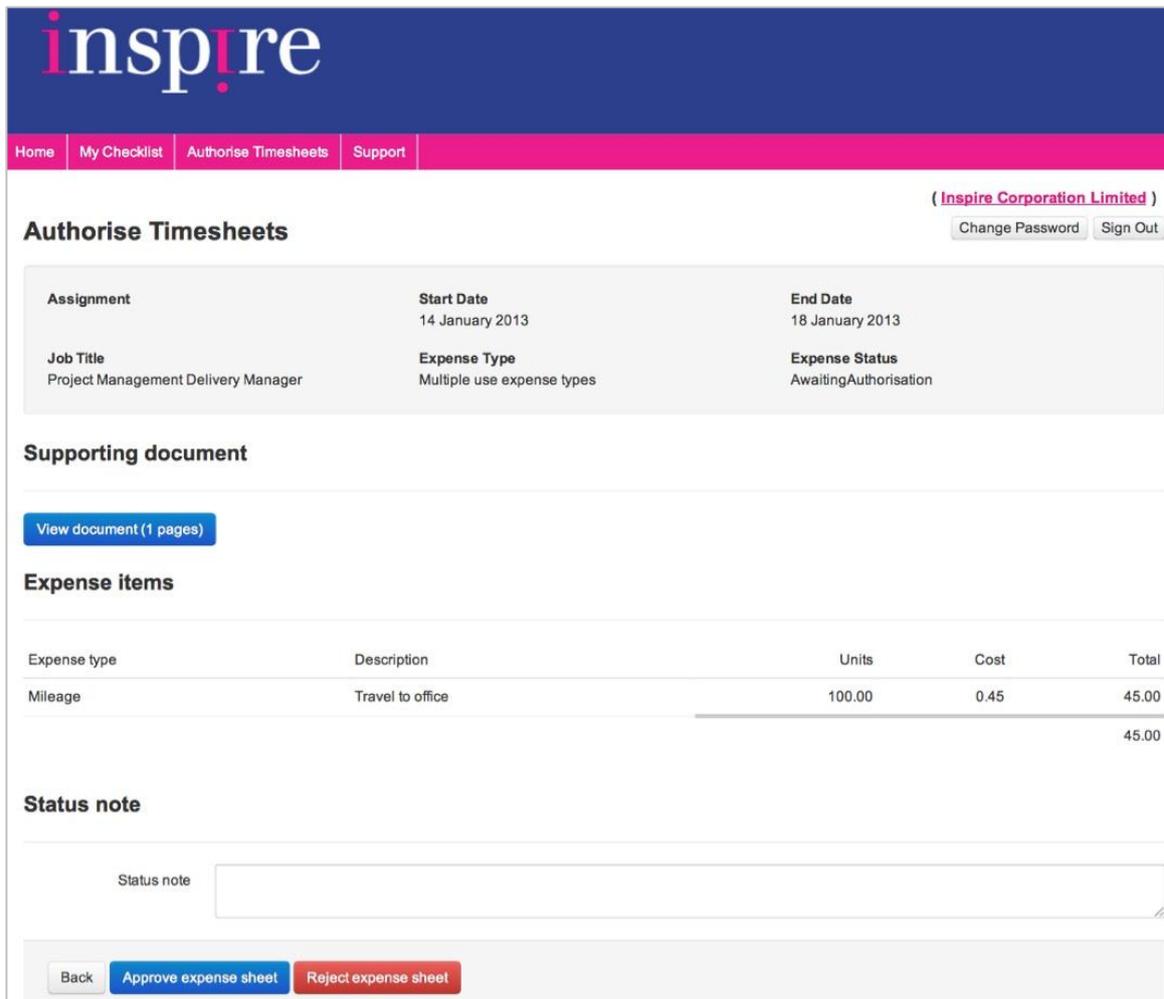
If you do not wish to approve the timesheet, enter the reason(s) you are rejecting the claim in the **Status note** section, and any actions required on the part of the consultant should they need to resubmit, and then select **Reject expense sheet**.

Confirm that you wish to reject the expense claim when the warning note appears.

The consultant will receive an e-mail containing your reason for rejecting the timesheet and will be able to amend accordingly.

From the expense claim screen

Click on the pencil icon next to the expense claim to view the entry on screen.



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Home | My Checklist | Authorise Timesheets | Support

(Inspire Corporation Limited)

Change Password | Sign Out

Authorise Timesheets

Assignment	Start Date 14 January 2013	End Date 18 January 2013
Job Title Project Management Delivery Manager	Expense Type Multiple use expense types	Expense Status AwaitingAuthorisation

Supporting document

[View document \(1 pages\)](#)

Expense items

Expense type	Description	Units	Cost	Total
Mileage	Travel to office	100.00	0.45	45.00
				45.00

Status note

Status note

[Back](#) [Approve expense sheet](#) [Reject expense sheet](#)

If you agree that the expense claimed by the consultant is accurate select **Approve expense sheet**.

Confirm you wish to continue when the warning appears.

The expense claim will now appear in your **Timesheets Authorised** list.

If you do not wish to approve the expense claimed, enter the reason(s) you are rejecting the claim in the **Status note** section, and any actions required on the part of the consultant should they need to resubmit, and then select **Reject expense sheet**.

Confirm that you wish to reject the expense claim when the warning note appears.

The consultant will receive an e-mail containing your reason for rejecting the expense claim and will be able to amend accordingly.

5. Contact

If you have any questions please feel free to contact the Inspire Accounts or Contracts Team on 0870 224 0098 or help@theinspireteam.co.uk.