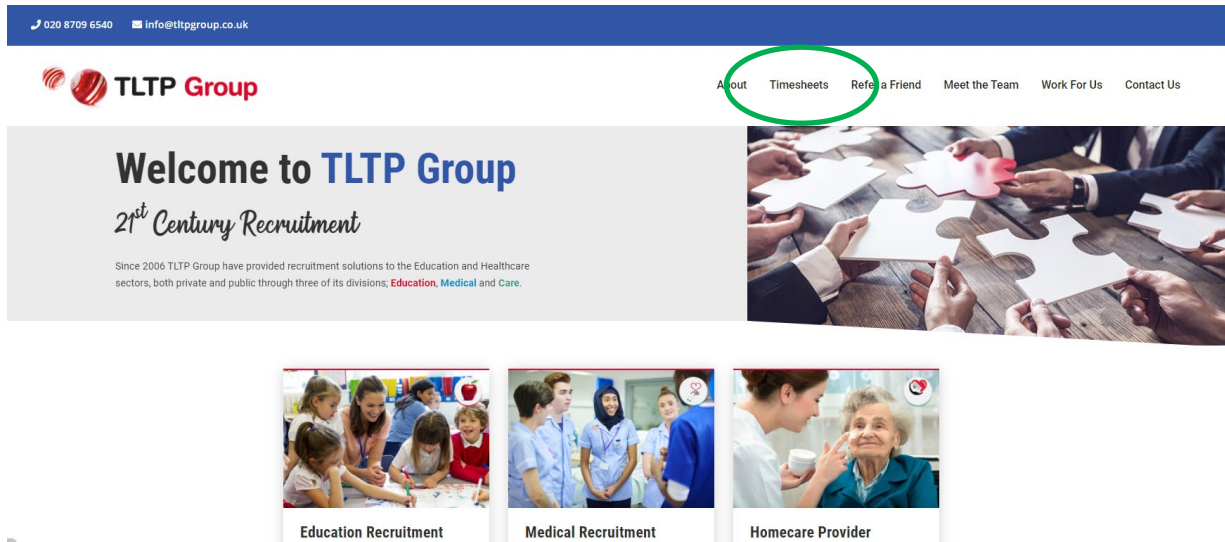


Timesheet Portal – Step by Step Guide

1. To access the portal please go to: www.tltpgroup.co.uk
2. Click on the 'timesheet' tab – depending on your device your view will differ as follows.

Desktop view – click on 'timesheets' in the header

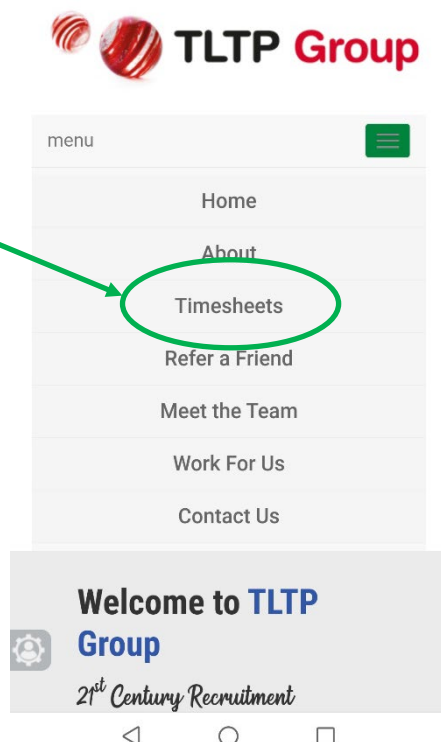
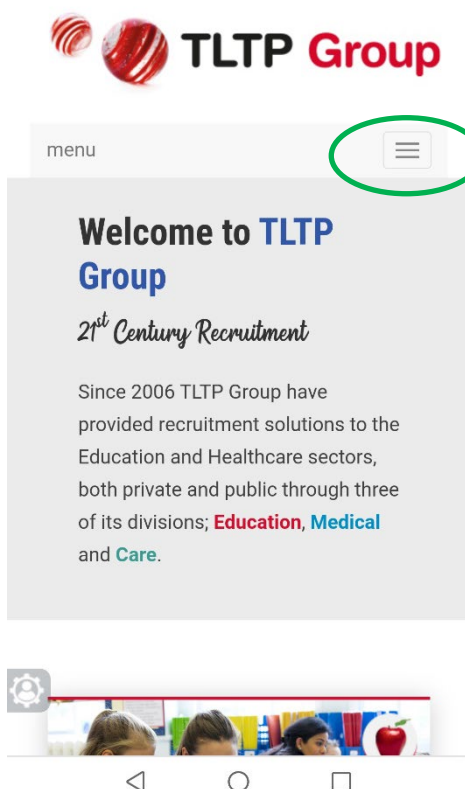
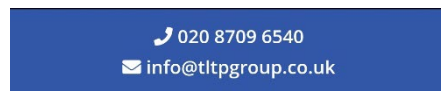


Mobile or Tablet view

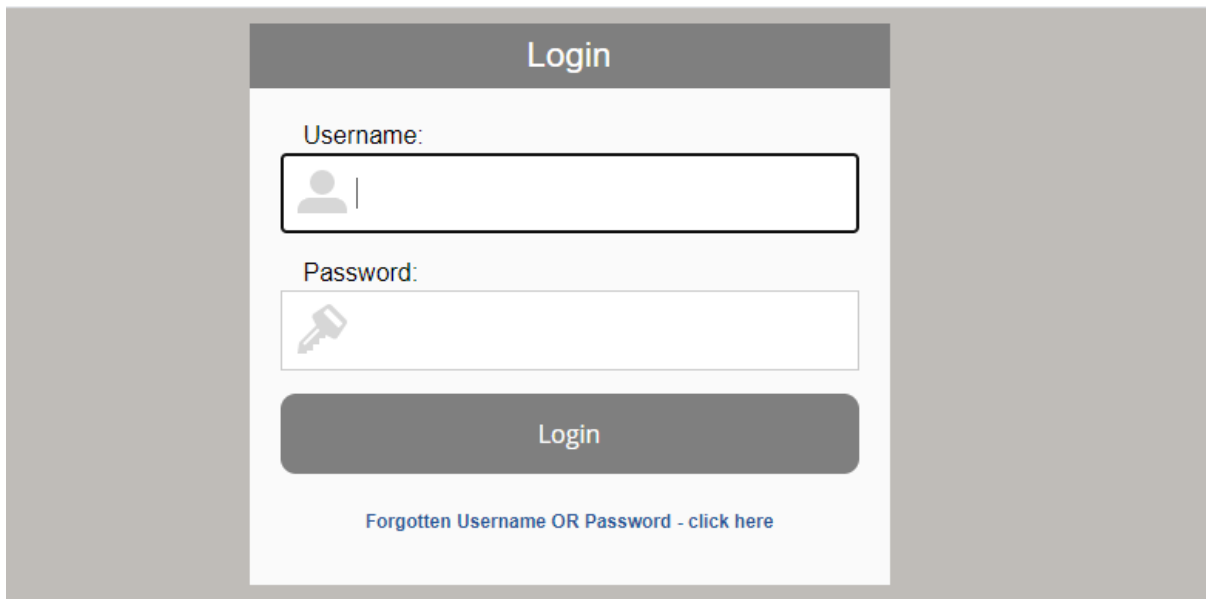
1) Click on the three lines on the right-hand side. The menu will expand.



2) Click on 'timesheets' in the menu. The menu will expand. Click 'Timesheet Portal'.



- You will be forwarded to the login page for easy time.
Type in your username and password to login.



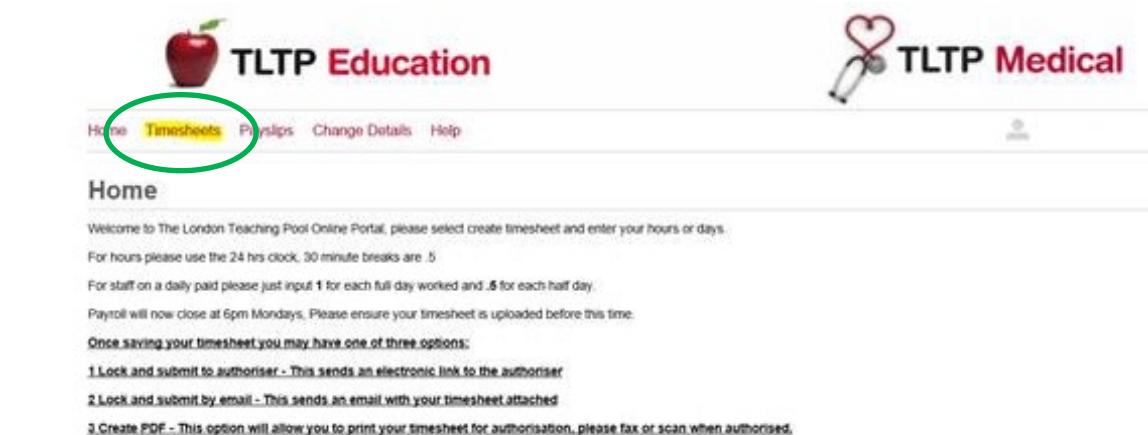
The image shows a login form titled "Login" on a grey background. The form has a white background and contains the following elements: a "Username:" label above a text input field with a person icon; a "Password:" label above a text input field with a key icon; a grey "Login" button; and a blue link "Forgotten Username OR Password - click here" below the button.

- This will take you into your account.



The image shows the top section of a website. On the left is the "TLTP Education" logo with a red apple icon. On the right is the "TLTP Medical" logo with a red heart and stethoscope icon. Below the logos is a navigation menu with links: "Home", "Timesheets", "Payslips", "Change Details", and "Help". A "Logout" button is visible in the top right corner. Below the navigation menu is a "Home" section with a welcome message and instructions for creating a timesheet.

- Select 'timesheets' at the top.



The image shows the same website header as above, but with the "Timesheets" link in the navigation menu highlighted with a green circle. The rest of the page content, including the "Home" section, remains the same.

- Select create 'timesheet' on relevant placement.

Placements

No.	Start Date	End Date	Client	Job Description	Reference
12698	01-Oct-2018	30-Dec-2019	Phoenix Primary School	Teaching Assistant	Create Timesheet

Timesheets

Period	Client	Job Description	Number	Status
28-Feb-2019 to 03-Mar-2019	Phoenix Primary School	Teaching Assistant	DLT74526	Processed
04-Mar-2019 to 10-Mar-2019	Phoenix Primary School	Teaching Assistant	DLT74133	Processed
04-Mar-2019 to 10-Mar-2019	Phoenix Primary School	Teaching Assistant	DLT74525	Processed
04-Mar-2019 to 10-Mar-2019	Phoenix Primary School	Teaching Assistant	DLT74071	Cancelled

- Type in start time, finish time and any breaks*. Then click save timesheet. (*please see below 'Further Information' about breaks).

Timesheet Entry

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00							
End	15:15							
Breaks	0.50							
Total	5.75							5.75
Hourly Paid	5.75							5.75

[Back](#) [Save Timesheet](#)

*Further information

Please be aware that the system only recognises times in 15-minute intervals, for example if you start at 8:50 this can only be input at 8:45 or 9:00. Break information is as follows:

Length of break	Number to Input
15 minutes	0.25
30 Minutes	0.50
45 Minutes	0.75
60 Minutes	1

8. Finally select lock timesheet & submit for approval. This will send your timesheet to your authoriser.

If no authoriser is set up please click lock timesheet and create pdf. This will give you the option to print the timesheet to get signed manually.

If you are unable to do this please advise your consultant.

TLTP Education TLTP Medical

Home Timesheets Payslips Documents Change Details Help

Placement 12698 - Teaching Assistant for client Phoenix Primary School from 01 Oct 2018 to 30 Dec 2019

Start Date: Mon 22-Jul-2019 End Date: Fri 26-Jul-2019 Client Ref:

Timesheet Entry (OLT83668)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00							
End	15:15							
Breaks	0:50							
Total	5.75							5.75
Hourly Paid	5.75	0	0	0	0			5.75

[Back](#) [Delete Timesheet](#) [Lock Timesheet & Create PDF](#) [Lock Timesheet & Submit For Approval](#) [Save Timesheet](#)