



Temporaries User Guide

1. Log-in and Password Reminders

When you are first added to Sprint, you will receive a welcome email containing your username and initial temporary password.

Clicking the link on the welcome email will take you to the Sprint **Log-In Page** -

click here.' and 'If you have any queries regarding Sprint, you can contact us on:'. Below the second bullet point, the contact information is listed: 'Email - info@sprintwebsolutions.co.uk' and 'Telephone - 0207 377 0751'. An arrow points from the 'click here' link in the second bullet point to the text below it."/>

SPRINT

Welcome to Sprint - Please Log In

Username:

Password:

[Sign In](#)

- If you have forgotten your password, please [click here](#).
- If you have any queries regarding Sprint, you can contact us on:
Email - info@sprintwebsolutions.co.uk
Telephone - 0207 377 0751

After you enter your initial details and clicked the **Sign In** button, you will be asked to change your temporary password to one you will be able to remember.

If you forgotten your user log-in details you can request a reminder email using this link. You will be asked to enter the email address registered for you on the Sprint system (the address the welcome email was sent to).

2. Creating a Timesheet

After you have successfully logged in you will be on the **Candidate Menu** –

Current User: **Charlie Hunt** Agency: **All Temps Agency**

Sign Off Help

Candidate - Main Menu

Timesheets

New Timesheets

Order	Client	Start	Finish	Line Manager	Week Ending	
CPS00004	Central Processing Service	15/06/07	31/06/07	J Brown	29/06/07	Select

Current Timesheets

Order	Agency	Client	Line Manager	Candidate	Week Ending	Status	
CPS00004	All Temps Agency	Central Processing Service	J Brown	Charlie Hunt	22/06/07	Current	Select

If you are currently assigned to a job, you will be able to select the Week Ending date for the timesheet you want to create.

Click **Select** next to the Week Ending date you want to create a timesheet against. A blank timesheet will load, ready for you to enter your hours.

Note: you can only create a timesheet for the current week or the previous week.

Once you have created a timesheet for a Week Ending date, the date will **no longer** appear in the New Timesheet list. The timesheet **will** appear in the Current Timesheet list.

3. Completing the Timesheet

You can now enter your hours. You can only enter hours into the current and previous days. E.g. if you create your timesheet on a Monday, you will only be able to enter your hours into the Monday row. If you create your timesheet on the Friday, you will be able to enter your hours in the Monday, Tuesday.....Friday rows.

Please enter your start and finish times using the 24 hour clock, e.g. 0900 and 1700.

You **do not need** to add a decimal point or any other punctuation.

	Start Time	Finish Time	Break	Total
Sat 16/06/07	<input type="text"/>	<input type="text"/>	0 <input type="button" value="v"/>	0 hours
Sun 17/06/07	<input type="text"/>	<input type="text"/>	0 <input type="button" value="v"/>	0 hours
Mon 18/06/07	0900 <input type="text"/>	1800 <input type="text"/>	15 <input type="button" value="v"/>	8.75 hours
Tue 19/06/07	0900 <input type="text"/>	1800 <input type="text"/>	30 <input type="button" value="v"/>	8.5 hours
Wed 20/06/07	0900 <input type="text"/>	1800 <input type="text"/>	30 <input type="button" value="v"/>	8.5 hours
Thu 21/06/07	0900 <input type="text"/>	1600 <input type="text"/>	30 <input type="button" value="v"/>	6.5 hours
Fri 22/06/07	0800 <input type="text"/>	1730 <input type="text"/>	45 <input type="button" value="v"/>	8.75 hours
Total Hours worked:				41 hours

Break times are entered in minutes. E.g. half an hour is 30 minutes, an hour 60 minutes, etc. If you are required to take a minimum break time, e.g. 15 minutes, you will not be able to enter less than the minimum time.

Click **Save for Later** to close the timesheet if you have not entered all your hours. Your timesheet will be available from the Current Timesheet list.

Click **Continuer** if you have fully completed your hours and are ready to send the timesheet to your line manager.

Click **Close** if you no longer want to continue with this timesheet. Clicking close will mean you will have to start your timesheet again – none of the information you entered will be saved.

Click **Delete** if you want to remove this timesheet from Sprint. If you click delete, you will no longer be able to create a timesheet for the week ending date. If you need to re-create the timesheet you have just deleted, you will need to speak to your **Consultant**.

4. Completing the Timesheet and Managing Overtime

If the hours you have entered are not correct, click the **Go Back** button to return to the hour entry screen.

You are about to submit your completed timesheet to your line manager. Please take a moment to check that the following information is correct.

If you need to correct the timesheet, click the 'Go Back' button.

	Start Time	Finish Time	Break	Total
Sat 16/06/07				0 hours
Sun 17/06/07				0 hours
Mon 18/06/07	0900	1800	15	8.75 hours
Tue 19/06/07	0900	1800	30	8.5 hours
Wed 20/06/07	0900	1800	30	8.5 hours
Thu 21/06/07	0900	1600	30	6.5 hours
Fri 22/06/07	0800	1730	45	8.75 hours
Total Hours worked:				41 hours

Hours worked at Standard rate:	<input type="text" value="40"/>
Hours worked at Overtime1 rate:	<input type="text" value="1"/>
Hours worked at Overtime2 rate:	<input type="text" value="0"/>

If you are entitled to work overtime, you will need to complete your overtime hours. If you are unsure how many hours to allocate to overtime 1 and 2, please check with your **Line Manager** or **Consultant**. If you have not worked any overtime, leave the figures for overtime 1 and 2 as Zero.

Note: you may be working for a client where the overtime is calculated for you automatically. If this is the case, you will not have to enter your overtime hours.

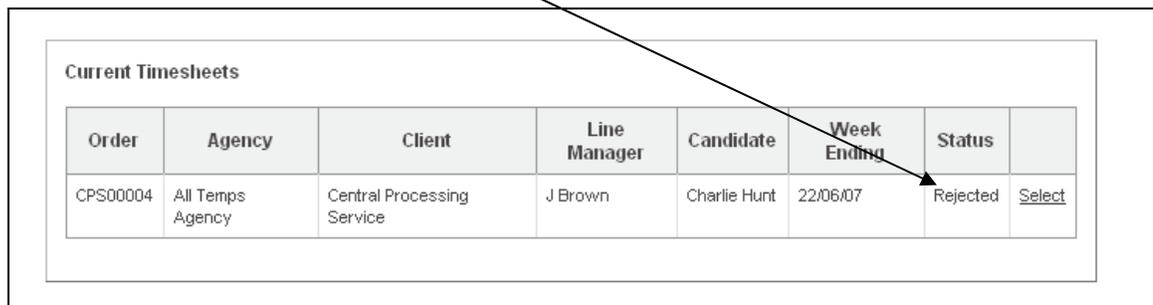
Now that your timesheet is ready for authorisation, click **Complete Timesheet**. Your timesheet will now be sent to your **Line Manager** for approval.

5. Correcting a Rejected Timesheet

If you have made a mistake when completing your timesheet, your **Line Manager** will return it to you for correction. You will receive a notification email containing the reason for the return. Clicking the link on the email will take you to the Timesheet Edit screen.

Change the incorrect hours and when you are satisfied the timesheet is correct, click the **Continue** button. Check that the overtime is correct and then click the **Complete Timesheet** button.

Returned timesheets can be found in the **Current Timesheets** listing. When first returned, the Timesheet will have the status of **Rejected**.



The screenshot shows a table titled "Current Timesheets" with the following data:

Order	Agency	Client	Line Manager	Candidate	Week Ending	Status	
CPS00004	All Temps Agency	Central Processing Service	J Brown	Charlie Hunt	22/06/07	Rejected	Select

An arrow points from the text above to the "Rejected" status in the table.

If you open the rejected timesheet and then click the **Save for Later** button, the timesheet will still be available from the **Current Timesheet** list, but it will now have the correct status of **Current**.