



Rig Healthcare Recruit

Helping you to help others

Online Timesheet Portal Candidate User Guide

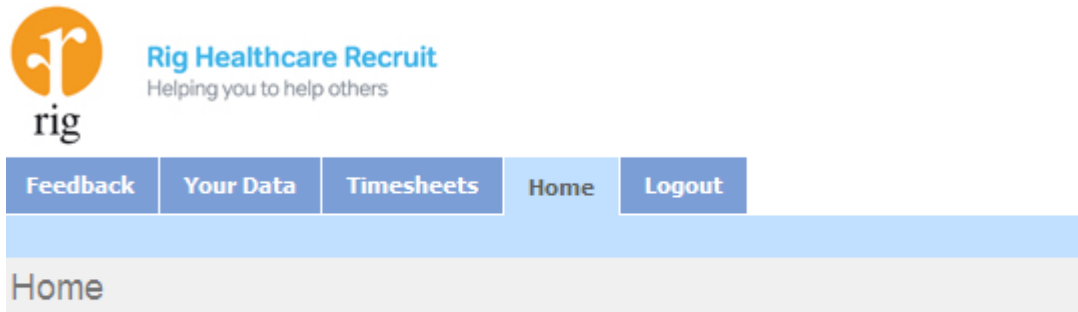
Getting Started

- You should have received 2 emails from the Administrator at Rig Healthcare.
- One email confirms your user ID and the other your user Ref. You will need both of these numbers to log in for the first time.
- Follow the instructions in the email to set up your log in to the timesheet portal. It is important that you input your details exactly as they have been emailed to you and you use the same email address that received the emails.
- You can access the portal anytime over the internet. You can save the log on page to your favourites or access the portal from the Rig Healthcare Website (www.righealthcare.co.uk) by clicking on Timesheet Portal.
- If you do not receive your emails or need help call the Rig Healthcare Admin support team on 0345 363 1187.



Using The Portal

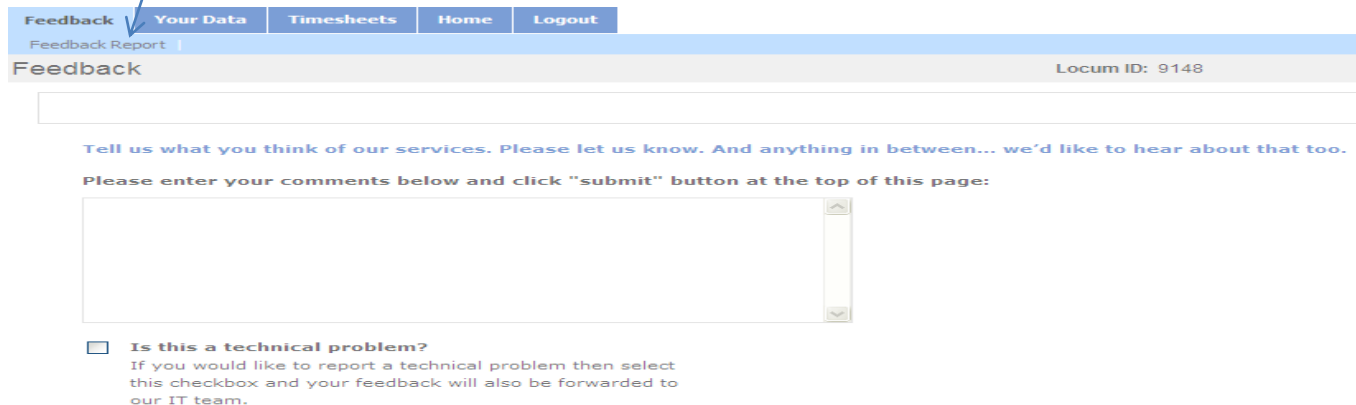
- Once logged in you will see the options below (Feedback, Your Data, Timesheets, Home and Logout)
- Home is simply the welcome page and Logout will disconnect you from the portal.
- If you cannot see these options or need help please call us on 0345 363 1187.



Welcome to the RIG Healthcare Recruit Candidate Portal

Feedback Tab

- The Feedback Tab allows you to enter questions for our online support team.
- The response to your question will be emailed to you within 24 hours.
- The online feedback report shows a history of any feedbacks you have submitted and the responses provided.



Feedback | Your Data | Timesheets | Home | Logout

Feedback Report | Locum ID: 9148

Feedback

Tell us what you think of our services. Please let us know. And anything in between... we'd like to hear about that too.

Please enter your comments below and click "submit" button at the top of this page:

Is this a technical problem?
If you would like to report a technical problem then select this checkbox and your feedback will also be forwarded to our IT team.



Your Data

- Your Data – shows a summary of the information RIG holds about you.
- If any of this data is incorrect please contact us using feedback so we may update our records. You are not able to change your personal details online.
- Within Your Data you have the following options, placements, trackers, change password, company details, alerts and remittance.

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Your Data	Timesheets	Home	Logout
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Details	Locum ID: 9554	Name: John Test
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Placements	Trackers	Change Password	Company Details	Alerts	Remittance
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Company:	Rig Medical Recruit Ltd (RD)	Locum ID:	9554	Forename:	John	Surname:	Test
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Your Data – Further Options

- Placements – shows a summary of the assignments you have with Rig and the end clients
- Trackers – shows all your timesheets received, when they have been paid and if any adjustments have been made
- Change Password – allows you to amend your password to the online timesheet portal
- Company Details – displays the payroll company your timesheet funds have been sent to
- Alerts – allows you to set up an email or SMS when your timesheet is processed
- Remittance – allows you to view the self bill remittance advice issued to your payroll company



Timesheets – Enter your timesheet data

- The timesheet tab allows you to enter your timesheet data online.
- Select the placement (assignment) you would like to enter timesheet data for.
- Select the period end the timesheet data is for and then complete the requested timesheet information below.
- If the end client requires a purchase order or cost centre number you can also add these numbers in the boxes displayed.
- Once you have entered your timesheet information you have the following options;
 - Print Timesheet this will create a new window to open to view and print your timesheet
 - Submit by Email for Authorisation
 - Submit for Online Authorisation

Back Your Data **Timesheets** Home Logout

Timesheets

timesheet Locum ID: 9148 Name: Jacqui King

Save Print Timesheet Submit by Email for Authorisation Submit for Online Authorisation Back

Locum ID: 9148	Placement: 6386 - Timesheet Testing 23.3.11 - 01/01/2011 to	
Company: Rig Medical Recruit Ltd (RD)	Period Ending: SUNDAY - 29/05/2011	Purchase Order: <input style="width: 100%;" type="text"/>
Cost Centre: <input style="width: 100%;" type="text"/>	Billing ID: RHRD2121-1	
Authoriser: Anne test (annetest@1234.co.uk)		

Rate Description	Mon Units 1/4 1/2 3/4	Tue Units 1/4 1/2 3/4	Wed Units 1/4 1/2 3/4	Thu Units 1/4 1/2 3/4	Fri Units 1/4 1/2 3/4	Sat Units 1/4 1/2 3/4	Sun Units 1/4 1/2 3/4	Total Units 1/4 1/2 3/4	
Clear All	Clear	Clear	Clear	Clear	Clear	Clear	Clear		
Hourly Rate (R017)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Timesheet Submission - Options

Print Timesheet

- Allows you to access a PDF copy of your timesheet which you can print from the new window created by the portal.
- Please print your timesheet, obtain the client signature and fax it to the number on the timesheet before mid day on a Tuesday to be paid into your limited company account on Friday of the same week.
- When you have printed your timesheet please use the back button within the portal (not on your browser) to return to the front screen. Please do not click cancel authorisation as this will remove the record of your timesheet.
- During this process you will see **Awaiting Checking**, this is correct as the system is storing your timesheet data and checking your details whilst we await receipt of your faxed timesheet.
- If you make a mistake or wish to add extra hours to a timesheet you have already printed, please click cancel authorisation which will remove the previously entered timesheet . You can then start again.
- ***It is really important you do not click on cancel authorisation unless you have made a mistake or want to adjust a previously printed timesheet.***



Timesheet Submission - Options

[Submit by Email for Authorisation](#)

Allows you to submit your timesheet for authorisation to the end client by email. The end client will then print your timesheet, sign it and fax it to the timesheet portal. You should check with the end client that they are happy to receive timesheets in this way as the authoriser will then have to print and fax the timesheet for payment. (*The end client cannot email the timesheet for payment*).

[Submit for Online Authorisation](#)

If the end client has agreed with Rig Healthcare to authorise timesheets online you will be able to submit your timesheet for online authorisation. Once you have clicked submit for online authorisation you cannot amend your timesheet unless rejected by the online authoriser.

- If your timesheet is rejected by the online authoriser you will receive an email advising you
- You will need to amend the timesheet as instructed by the online authoriser and resubmit for online authorisation
- It is a good idea to set up the alerts (within your data) so that you will receive an email or SMS when your timesheet has processed which confirms the online authoriser has authorised your timesheet
- You can view the status of your timesheet by logging into the timesheet portal and within the timesheet screen selecting the placement and period end you have previously submitted



Need Help?

- The Rig Healthcare Admin support team can be contacted on 0345 363 1187.
- You can add a feedback online at any time and we will come back to you within 24 hours.

