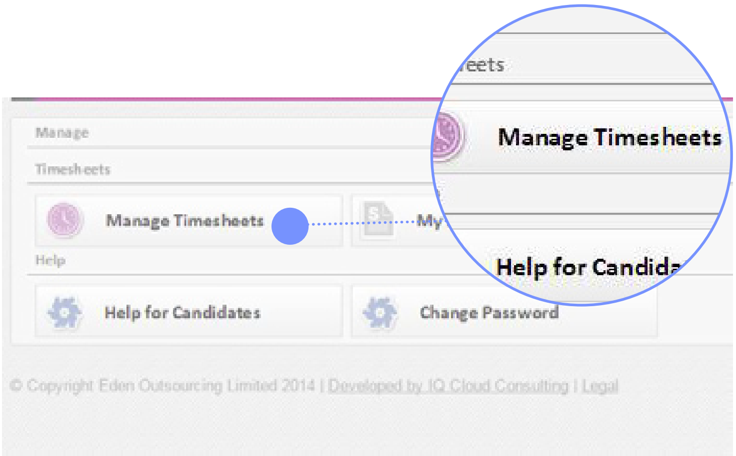
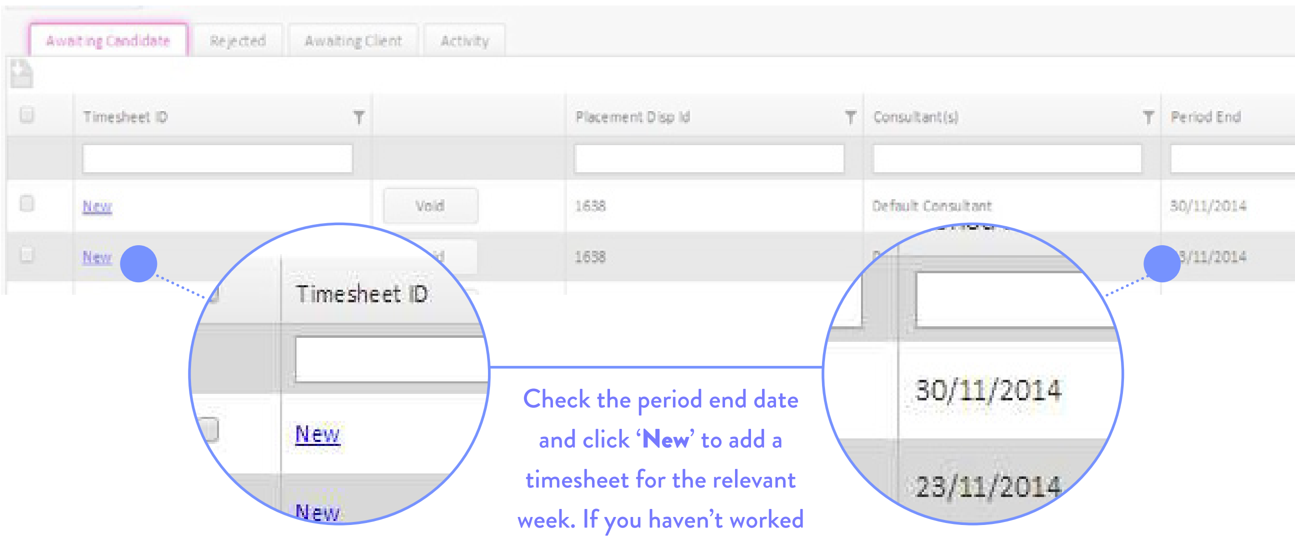
ADDING YOUR ONLINE TIMESHEET

AHP + MH HUNTER GATHERER

THE STEPS: CLICK ON THE LINK PROVIDED IN YOUR EMAIL AND ENTER YOUR LOG IN DETAILS.



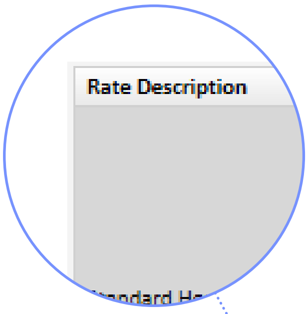
Click on 'Manage Timesheets' to find any timesheets that are due.



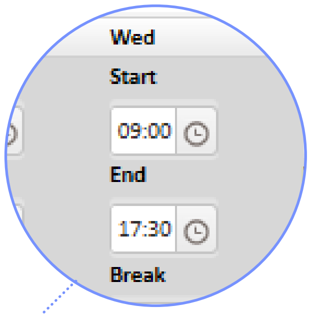
Check the period end date and click '**New**' to add a timesheet for the relevant week. If you haven't worked please click the 'Void' button and select a reason from the dropdown list.

ONLINE TIMESHEET INSTRUCTIONS

THE STEPS:

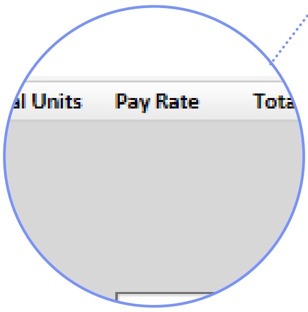


Please Make sure you submit with the correct Code as each code has a different rate.

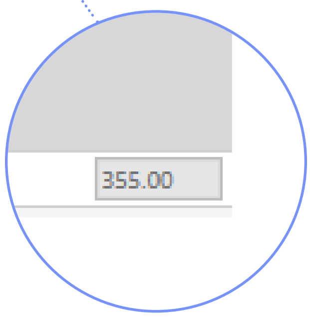


Add your Start/End times including Break time worked each day. The total hours for the day will appear at the bottom and the total for the week will appear on the right.

Each Pay Rate is different depending on the Code



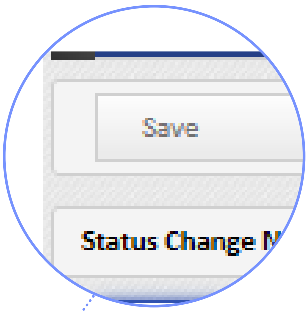
The Total Net Pay will appear here. Vat, if applicable will be added automatically



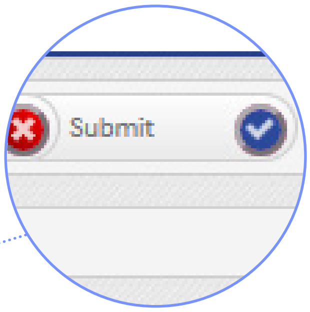
ONLINE TIMESHEET INSTRUCTIONS

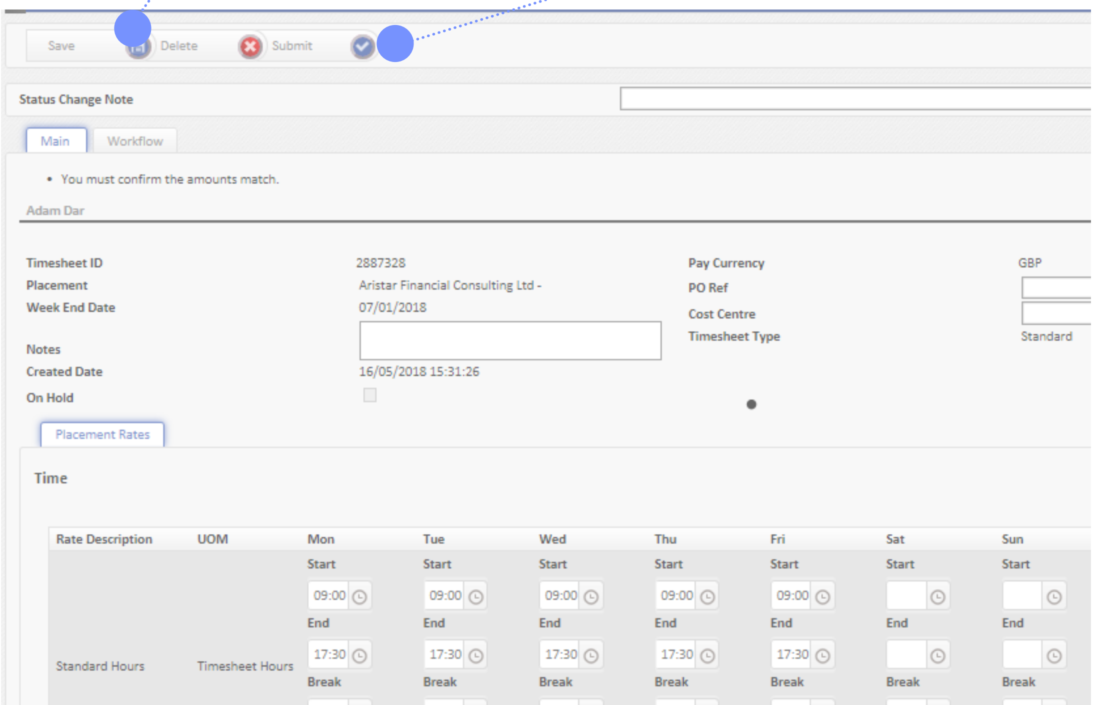
THE STEPS:

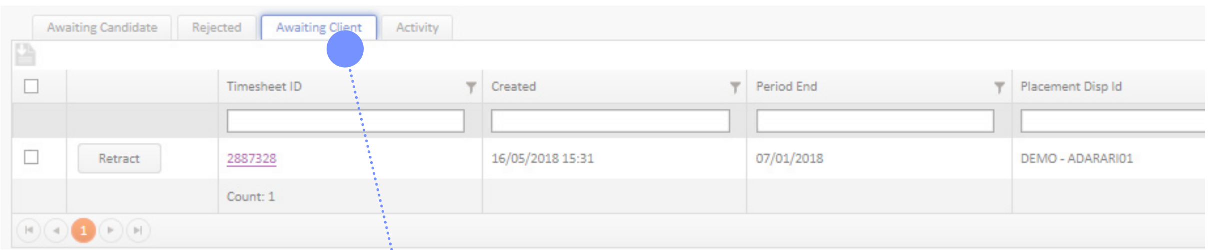
Once you have finished adding your timesheet, please click 'Save' to save the timesheet to your account.

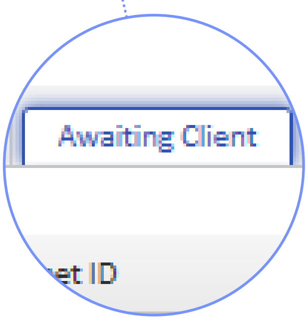


Then click 'Submit' to send your timesheet through for approval.









Once you have submitted your timesheet, it will appear in the tab 'Awaiting Client' in 'Manage Timesheets'. This is now pending approval.