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Adecco eTime Client User Guide

This guide is for Adecco Clients who use the Adecco's Electronic Time Capture and approval system.

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1 Authorisation Process

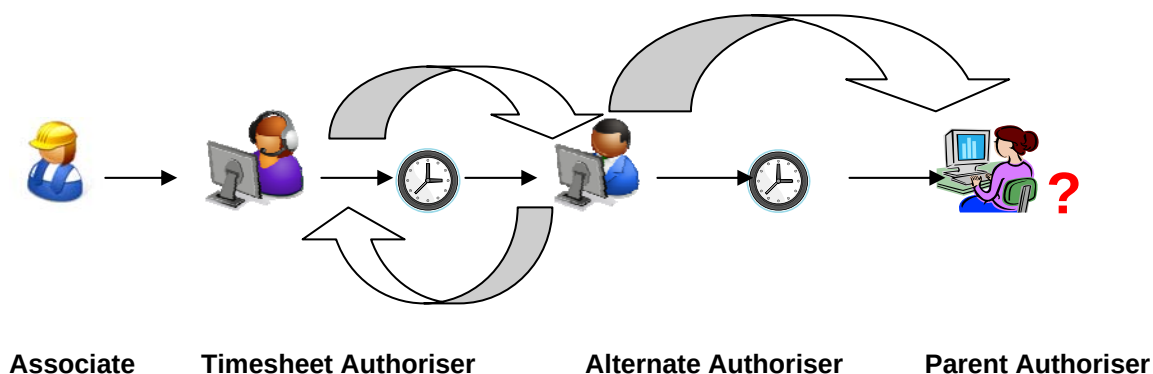
A hierarchy of timesheet authorisers has been applied so that, should a timesheet be submitted by an Associate that is not authorised within a certain period of time, an email will automatically be sent to the next person in the authorisation hierarchy to ensure an Associates timesheet is authorised.

Should a new or additional authoriser be required, please contact your Adecco branch providing the following information and they will create the required access to Adecco e-Time.

- Forename/Surname
- Email address
- Level of authorisation required
 - ↳ **Parent** = Main Authoriser
 - ↳ **Alternate** = Alternative Authoriser

Once the above information has been supplied, allocated authorisers will receive an email notification with their username and password.

NB: For the initial setup of authorisers, this information has already been captured by Adecco.



- **Associate** – Submits their timesheet online via Adecco eTime
 - **Timesheet Authoriser** – This is the Associates' immediate line Manager and the person responsible in the 1st instance for authorising his/her timesheet
 - **Alternate Authoriser** – This is a secondary authoriser, set-up to authorise timesheet(s) in the absence of Timesheet Authoriser. They will only receive an email if the Timesheet Authoriser fails to action timesheet within a certain period of time
 -  - **Time:** delay between authorisation notification email being automatically forwarded between Timesheet and Alternate Authoriser. After **2 hours** an email advice will be sent to the Alternate authoriser advising of an outstanding timesheet.
- (If no Parent authoriser is setup, after **2 hours** the timesheet will bounce back to the previous authoriser this will continue in a cycle until the timesheet is approved)
- **Parent Authoriser** – If required, the system can be set up to include a 3rd authoriser to the cycle as described in the point above. If required and setup, any unauthorised timesheets escalated to the Alternate authoriser, would pass to the Parent Authoriser who would continue to receive email notifications until the timesheet is authorised.

2 Accessing Adecco eTime

To gain access to the e-Time Client Portal, you will need to have received a 'welcome' email from Adecco e-Time. You will be sent 2 emails, one will provide you with your username and password and the second will provide your unique pin number without which you will not be able to authorise timesheets. (Examples of the email notices are provided below).

Username and Password email.

Welcome to Adecco e-Time, Adecco's Online Timesheet system. Here are your login details:

Username: USERREF
Password: PASSWORD

Please follow this link: <https://timesheets.adecco.co.uk>

Shortly, we will send you your unique pin number, please ensure you keep this information safe.

Should you have any queries, please contact your local Adecco branch

Pin number email.

Here is your new pin number for Adecco e-Time.

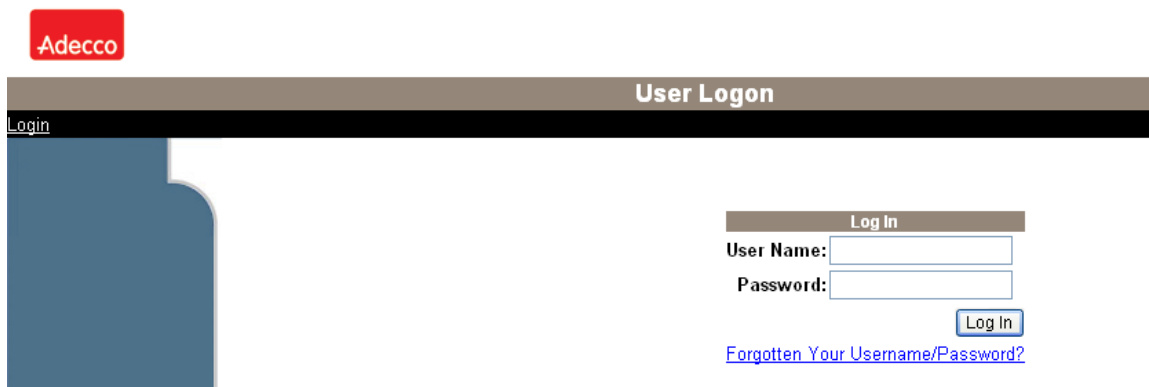
Pin Number: PIN

Please ensure you keep this information safe.

Should you have any queries, please contact your local Adecco branch

3 Logging in to Adecco e-Time

To login to Adecco eTime, click the **web link** that is provided in your Username and Password email. The following User Logon screen will be displayed.



The screenshot shows the Adecco e-Time User Login interface. At the top left is the Adecco logo. Below it is a dark header bar with the text 'User Logon'. To the left of the main content area is a blue sidebar. The main content area is white and contains a login form. The form has two input fields: 'User Name:' and 'Password:'. Below these fields is a 'Log In' button. To the right of the button is a link that says 'Forgotten Your Username/Password?'. There is also a 'Login' link in the top left corner of the main content area.

Enter your **User Name** and **Password** and click **Log in**.

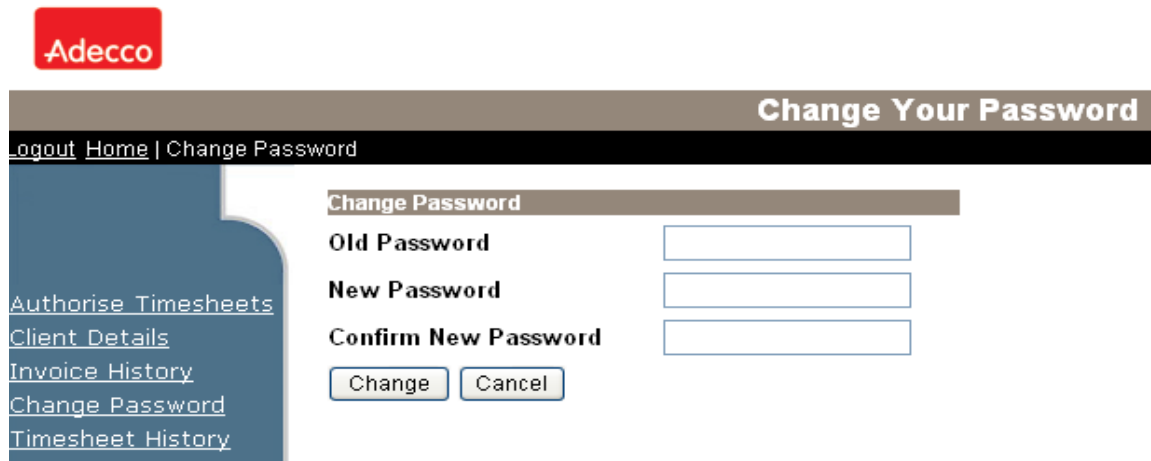
Once logged into the system you will be presented with a Client Terms and Conditions page. Please ensure you read these T&C's and click **Accept** to enter the Portal. If Reject is clicked, then access to the portal will be denied.

Note: Client Terms and Conditions will have been accepted previously when agreeing for Adecco to supply temporary/permanent services to you.

3.1 Change password

The first time you log into Adecco eTime using your new username and password the system will prompt you to change your password.

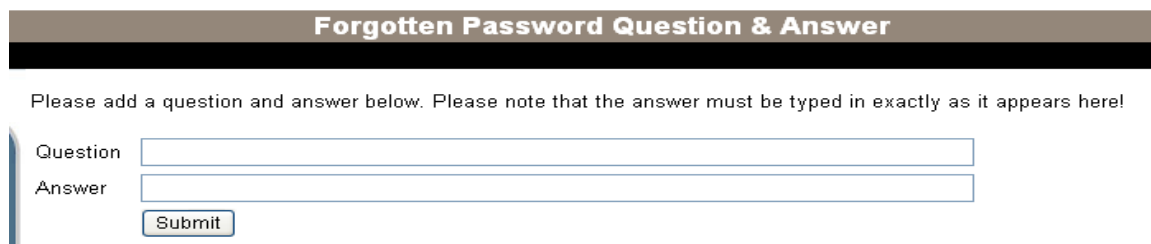
The following screen will be displayed.



The screenshot shows the Adecco logo in the top left. The main heading is 'Change Your Password'. Below this is a navigation bar with links: 'Logout', 'Home', and 'Change Password'. On the left is a blue sidebar menu with links: 'Authorise Timesheets', 'Client Details', 'Invoice History', 'Change Password', and 'Timesheet History'. The main content area has a sub-heading 'Change Password' and three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields are two buttons: 'Change' and 'Cancel'.

First, enter your **Old Password**, then add a **New Password** the Confirm your **New Password** and click **Change**.

The system will ask you for a security question.



The screenshot shows the heading 'Forgotten Password Question & Answer'. Below this is a text prompt: 'Please add a question and answer below. Please note that the answer must be typed in exactly as it appears here!'. There are two input fields: 'Question' and 'Answer'. Below the 'Answer' field is a 'Submit' button.

Enter a **Question** and the **Answer** and click **Submit**. This question will be used as a prompt, should you forget your password or username and have clicked on 'forgotten you username / password? Link on the login screen.

You can change your password at any time. To change it, simply select **Change Password** from the main menu on the right, the screens above will appear.

3.2 Forgotten Pin

In the event you forget your Pin or require your Pin to be reset, please contact your Adecco location. They will be able to issue you with a new Pin which you will receive via a system generated email.

4 Authorisation Request Notification

When a completed timesheet has been submitted by an Associate for authorisation, you will receive an email notification.

The email will read as follows:

Associate Name has submitted a timesheet via Adecco e-Time that now awaits your approval.

Please follow this link: <https://timesheets.adecco.co.uk> to login to Adecco e-Time to authorise this timesheet.

To enable us to make prompt payment of wages to our candidate, please authorise the timesheet at your earliest convenience.

Thank you

5 View & Authorise Timesheets

Once you have received the email notification, please login to Adecco e-Time and click the **Authorise Timesheets** main menu option on the left hand side. You will be presented with a list of all timesheets that are awaiting your authorisation. An example is provided as below.

Timesheet Summary						
Logout Home Timesheet Summary						
Timesheets that require authorisation						
Timesheet No	Worker Name	For Date	Total Units	Total Charge	A	
ADEA16	O'brien, dean	24/04/2009	24.50	0.00		☐

Bulk Authorise Selected Timesheets

To view and authorise the timesheet(s) click the **Timesheet No**. The Timesheet information will be displayed as shown below.

Worker	dean O'brien	Timesheet No	ADEA16
Client	WATKIS ENTERPRISE LTD	Week Ending Date	24/04/09
Daily Hours	7.0	Cut-off Date	27/04/2009 10:30:00
Worker Submitted	21/04/2009 13:11:14		

Day	Start	Lunch	Finish	Total Time	Total Hours
Saturday	09:00	00:30	17:00	07:30	7.5
Sunday	08:00	00:30	18:00	09:30	9.5
Monday	09:00	01:00	17:30	07:30	7.5
Tuesday					
Wednesday					
Thursday					
Friday					
Total				24:30	24.5

Select Authoriser paul read

Rate Description	Time (H)
Basic Adecco Rate	24.50
Total	24.50

Authorise Reject

Check the information on the timesheet and if correct, click the **Authorise** button. The following screen will be displayed.



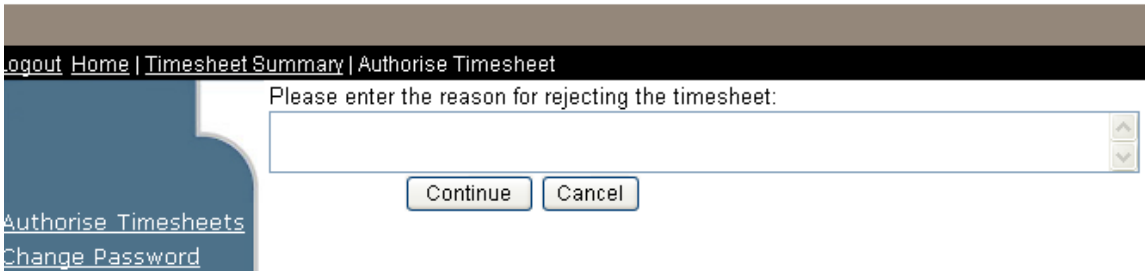

Enter your **Authorisation Pin** and click **Verify PIN**. Confirmation that the timesheet has been authorised will be shown at the top of the screen.

Repeat this step for all timesheets in your "Authorise Timesheets" view and following any further Authorisation Notification emails you receive.

6 Reject Timesheets

Click the **Timesheet No** to access the timesheet, view the timesheet details. If the timesheet contains incorrect information you can reject the timesheet which will send it back to the Associate to amend and re-submit

To do this, click the **Reject** button at the bottom of the timesheet view. The following screen will be displayed.

Enter the **reason** you are rejecting the timesheet in the text box provided and click **Continue**.

The Associate will receive an email informing them of the rejection and reason. The Associate can then amended and re-submitted the timesheet accordingly. You will receive a new notification email advising of the re-submission of the timesheet for authorisation.

The actions in Step 4 can then be repeated.

7 Logging Out

When you have finished submitting information on Adecco e-Time you can logout by going to the top left of the screen and clicking on the logout menu item.

8 Appendices

8.1 Client Terms & Conditions Content

Below is a copy of the Adecco Terms and Conditions for Clients which you will be asked to read and accept each time you access the E Time portal.

Adecco have taken all reasonable steps to confirm the identity of the named associate and that they have the experience, training, qualifications and authorisation detailed to us by the associate to meet your requirements in respect of this assignment and that the associate is willing to work in the agreed position.

Client declaration

By selecting 'authorise' against a workers e-Timesheet within Adecco e-Time, I certify that the TOTAL hours have been satisfactorily worked and that payment in accordance with the agreed terms of business will be made. By selecting 'accept' I confirm my acceptance to the Adecco terms of business (unless otherwise agreed)."