

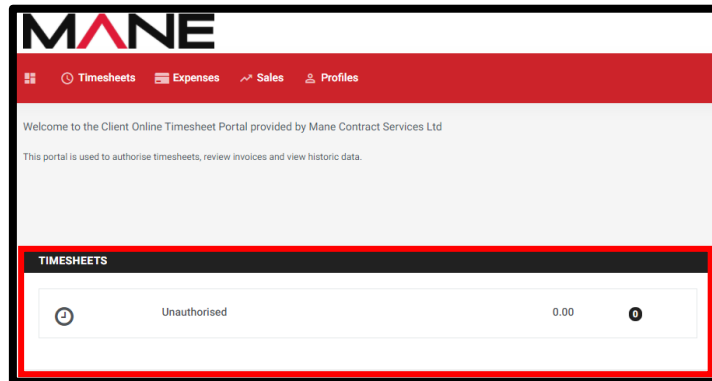
## Timesheet Approval

Log into the Online Timesheet Portal using the credentials that have been emailed to you.

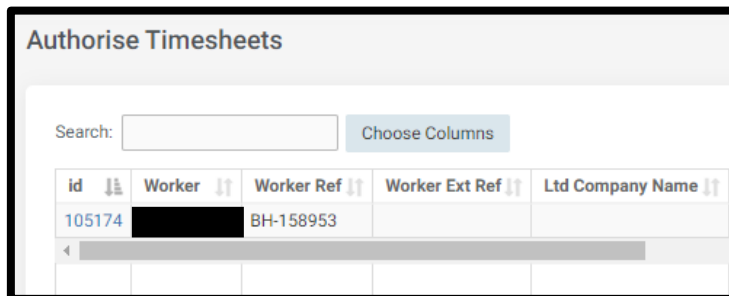
You can access the portal here: <https://tsportal.mane.co.uk/>

You will be asked to change your password when you log in for the first time.

On the Dashboard, you will see a section called Timesheets, this will show you how many timesheets are waiting for your approval. Click on the tab and you will be taken to the list of timesheets.

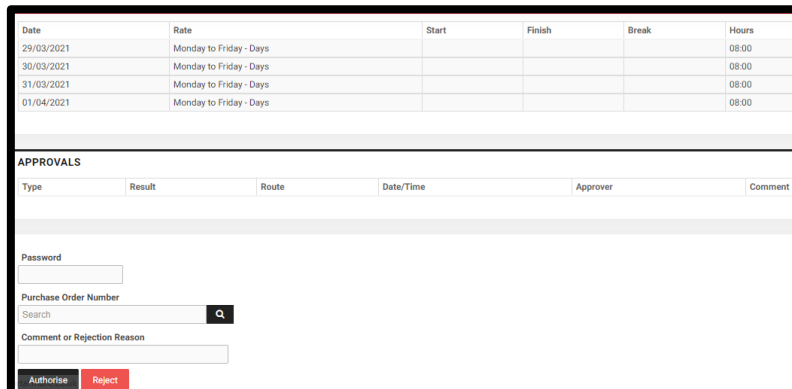


You will see a list of all the timesheets that are waiting for your approval. Click on the ID number to view the timesheet.



As you scroll down, you will see a breakdown of the hours/days that have been submitted by the Worker. Check the timesheet before approving! Things to look out for: dates, hours and rates. You will also have the option to add a Purchase Order/Job Number.

If you are rejecting a timesheet, please select the reason from the menu, this enables us to rectify promptly.



Once approved or rejected, you will be directed back to the list of timesheets to action the next pending timesheet submission.