

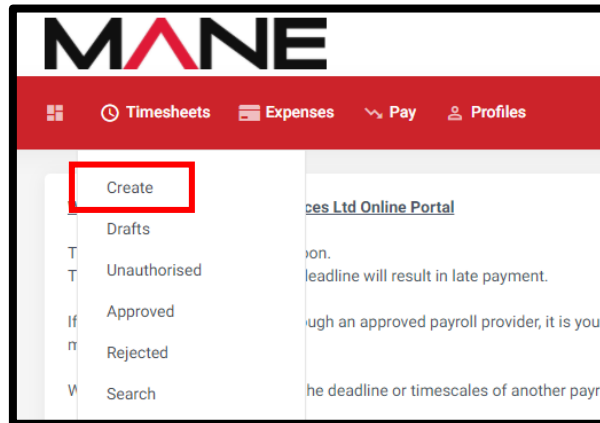
## Timesheet Submission

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

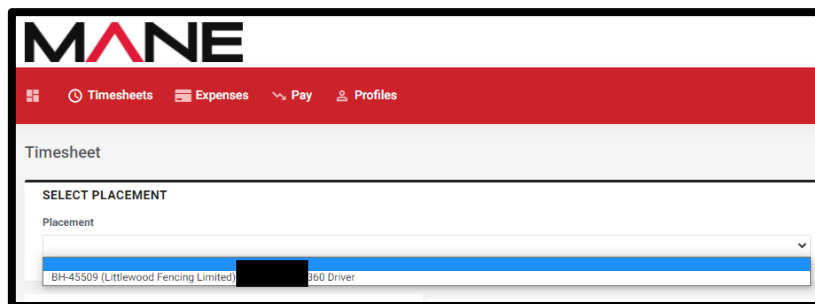
You can access the portal here: <https://tsportal.mane.co.uk/>

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

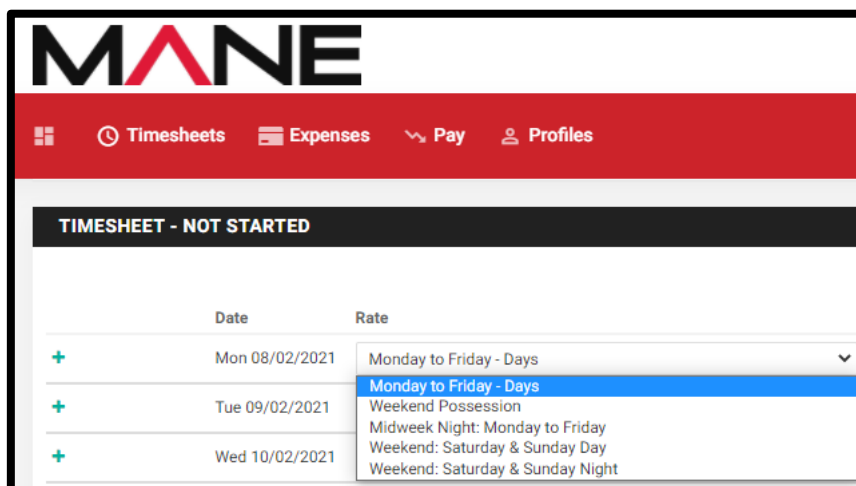
Step 1 – Click on Timesheets, then Create.



Step 2 – Select the relevant Placement.

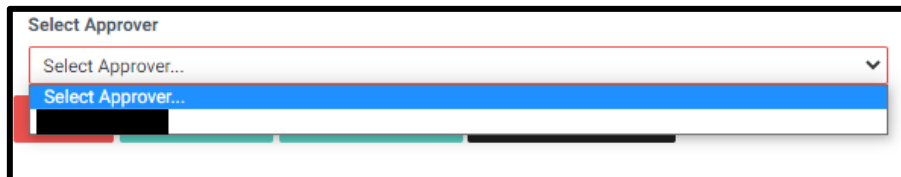


Step 3 – Select the Timesheet Period and you will see a calendar. Click on the relevant date and scroll down to see the timesheet. From the rates drop down menu, select the rate you are entering hours for.



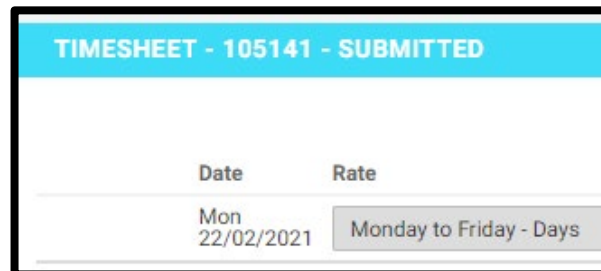
Step 4 – Enter the hours that you are to be paid for. For example, if you are not paid for breaks, do not include these in the hours. Hours/shifts can be added as you go and will be saved as a draft.

Step 5 – Below the timesheet, you will see an Approver drop down menu, select the person who will be approving your timesheet.



A screenshot of a web form element titled "Select Approver". It features a dropdown menu with a white background and a blue border. The text "Select Approver..." is visible in the dropdown, and a small downward-pointing arrow is on the right side. The dropdown is currently open, showing a blue highlight on the selected option.

Step 6 – Check that you have entered your dates and hours correctly and then click on Save and Submit. You will see a message at the top of the timesheet that indicates that the timesheet has been submitted.



A screenshot of a confirmation message. At the top, there is a blue banner with the text "TIMESHEET - 105141 - SUBMITTED" in white. Below the banner, there is a table with two columns: "Date" and "Rate". The "Date" column contains the text "Mon 22/02/2021". The "Rate" column contains the text "Monday to Friday - Days".

Date	Rate
Mon 22/02/2021	Monday to Friday - Days