



# Online Timesheet Process

# Your World

## Online Timesheet Process - Client

### 1. The Online Portal

Merit's multi-function responsive portal is an additional element to the Your World payroll team, enabling remote access for clients to approve timesheets that have been submitted by a candidate working for them.

The responsive nature of the pages themselves mean that they can be accessed, viewed and actioned on any mobile device with internet access.

### 2. Email Activation

An automated email will be delivered to the email address encouraging the user to register for the online portal.

Welcome to Your World Recruitment Group ONLINE authorisation.

Please click on the link below and choose a password to activate your authorisation account.

[https://uatmeritcloud.co.uk/MeritPortal/activate\\_account.aspx?id=tTz4aX69RaXv7jr8sexu0fBkhnTB4%23-%23-%23x8tXuDDILMsC%3d](https://uatmeritcloud.co.uk/MeritPortal/activate_account.aspx?id=tTz4aX69RaXv7jr8sexu0fBkhnTB4%23-%23-%23x8tXuDDILMsC%3d)

Once your account has been established you can authorise Your World Recruitment Group Timesheets by logging onto your account and selecting a timesheet to authorise or you can follow the secure link from the email that will be sent to you whenever there is a timesheet presented for authorisation.

If you have changed your email recently you may have received this email to confirm your new email address.

The email that is sent contains a link that needs to be followed in order to create a password for access.

### 3. Registration and Logging in

A username will be generated for the user based on **forename.surname** (often with the addition of a numerical character at the end if the name already exists) and a password must be first chosen, and then confirmed in order to gain access.

Account Activation

Please enter a password to be used for your logon and click Activate.

Name: Dummy Recruitment  
User ID: dummy.recruitment

Password

Confirm Password

Activate Account

\*Password must be at least 6 characters long and contain a minimum of one numeric character [0-9]

Once the details have been confirmed and created, the account details can be used to log in.

Once registration is complete, the link within the email becomes invalid. It can no longer be used to log in to the portal. From that point on, you will need to navigate to the web address of the log in page to access the portal via the following link: [Secure Web Portal Login \(onlinets.co.uk\)](#).

# Your World

## Online Timesheet Process - Client

### 4. Authorisation Emails

When a timesheet is sent to you for authorisation, it should look something like the below screenshot. If you agree to the hours worked, you can simply click on approve and this will take you to the login screen where the timesheet will automatically be authorised.

Should you wish to query the timesheet you can do this by clicking on Reject Timesheet. This will take you to the timesheet portal where you can leave a reason for the rejection in the Comments box.

From: <timesheets@onlinets.co.uk>  
 Sent: 13 November 2024 11:30  
 To: Subject: Timesheets for Authorisation Reminder

The following timesheets have been created but not authorised:

Timesheet OLT197 for week ending 15-Jan-2023 re: [Candidate Name]

Shift	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Start	09:00							
End	17:00							
Break	1.00							
Total	7							7

[Approve](#) timesheet

Please click on the link below or log into the Online Timesheet System to reject the candidate's timesheet and provide the rejection reason.

[Reject Timesheet](#)

By approving this timesheet, I can confirm I am authorised to confirm on behalf of my ward/department/NHS body that both the grade of Agency Worker and the hours/shift that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFSMS in England (or NHS CFS in Scotland) for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist (within England) or you may report any case of fraud, in confidence, to the NHS Fraud and Corruption Reporting Line on 0800 028 40 60.

### 5. Authorisation Screen

The home screen is where you will 'land' on upon each log in.

You can view the submitted timesheet by clicking small icon ( ) under No column. If the submitted timesheet is matching all the parameters for authorisation, please tick the relevant timesheet at the end of the row and click "Authorise" button which will authorise the timesheet. You can add a Purchase Order Number while Authorising the timesheet.

If the timesheet is not matching the authorisation parameters, it can be rejected by going into the "Reject Selected" section and select the Reason type. You can use the free text area to give more information to the candidate for the rejection. The authoriser can view all the approved timesheets by clicking "View Authorised Timesheets" on the top right hand side corner of the screen.

The screenshot shows the 'Authorisation Screen' interface. At the top left is the 'yw' logo. On the top right are navigation links: 'Home', 'View Authorised Timesheets', and 'Help Logout'. Below the logo, it says 'Authoriser - Julian Barford'. The main content area is titled 'Timesheets Authorised' and contains a table with the following columns: Name, Client, Job, No, Current Status, Units, and End Date. There are four rows of data, each representing a timesheet for Sarah Leake. Each row has a small icon in the 'No' column. At the bottom left of the table area is a 'Back' button. At the bottom right of the screen, there is a copyright notice: 'Copyright © 2019 - Your World Recruitment Group'.

Name	Client	Job	No	Current Status	Units	End Date
Sarah Leake	London Central And West Unscheduled Care Collaborative	Call Handlers Non - Trained (NIMNC)	OLT45	Authorised Online	17.50 Mon-Fri 6am-8pm	08-Sep-2019
Sarah Leake	London Central And West Unscheduled Care Collaborative	Call Handlers Non - Trained (NIMNC)	OLT46	Authorised Online	9.00 Mon-Fri 6am-8pm 2.00 Nights 8pm-6am 7.00 Sat	08-Sep-2019
Sarah Leake	London Central And West Unscheduled Care Collaborative	Call Handlers Non - Trained (NIMNC)	OLT43	Authorised Online	10.00 Mon-Fri 6am-8pm 9.00 Nights 8pm-6am 9.00 BH	01-Sep-2019
Sarah Leake	London Central And West Unscheduled Care Collaborative	Call Handlers Non - Trained (NIMNC)	OLT42	Authorised Online	11.50 Mon-Fri 6am-8pm 9.00 Nights 8pm-6am	23-Aug-2019