How the Timesheet Portal works

You will be sent a welcome email from Silver Arrow Timesheet Portal. On this email it will have the link to the portal, your username (which is your email address) and a password.

Click on the link and it will take you to the sign in page. Enter your username and also the password provided.

It will ask you to change your password. Ensure this is memorable.

Once you have done this it will take you to the home page.

Click on submit time sheet button.

This will bring up a list of timesheets – Click onto the correct one for the previous week.

It will bring up the page below; along the top you will see the days SUN – SAT with the DATE above.

Ensure you are in the correct week.

Above you can see a breakdown of the different rates types:

**Monday – Fri** = Day/Night - Start
Day/Night - Finish
Day/Night - Break

**Overnight Rate** = 1 for Night Out

Overtime will have an extra column if applicable

**Saturday Rate** = Sat - Start
Sat - Finish
Sat - Break

**Sunday Rate** = Sun - Start
Sun - Finish
Sun - Break

**Monday – Friday**: select either Days/Nights – then enter your times into the Start/Finish section. If you have a break to take off – Deduct from column Days/Night Break (E.g. 45 mins = 00:45)

**Saturday or Sunday**: please select the Saturday/Sunday Rate and follow the process above.

**Night out** enter a 1 in the overnight rate row.
These hours can be split like 06:00-18:00 =days 18:00-06:00= nights.

If the client has a different rate between days and nights, that changes at a set time, you will be advised before starting work. (please speak to your consultant if you’re not sure)

For those who have an overtime rate – it works the same as above – Split your different rates.

Once your times are entered correctly hit submit and this will be automatically sent to the client to be approved. (Once submitted you cannot edit the timesheet until we unlock it – Ensure it is correctly completed the first time)

If you work with several clients over the week, you will have a separate timesheet for each client (You need to submit each one individually)

EXPENSE INPUT

On your expenses please use the week ending date, and for the description write ‘expenses’
Select the client and your job.

Input the date. A description (i.e. parking). Then input your expense total.

Once completed click “Submit”
This should cover how to submit your time sheet and expenses.
However, if you have any issues at all please contact one of the Silver Arrow Team, we will be happy to help.
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