



Online Timesheet Process

Online Timesheet Process - Candidates

1. Email Activation

An automated email will be sent to your email address asking you to register for the online portal. The email that is sent contains a link that needs to be followed in order to create a password for access as shown below.

Welcome to Your World Recruitment Group ONLINE timesheets.

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

https://uatmeritcloud.co.uk/MeritPortal/activate_account.aspx?id=F4XiSmAQwXggo1rmEpO66qf%23-%23-%23kcV6DpoEzL3Q4xHc6F26%23-%23-%23dTsrUdIA%3d%3d

Once your account has been established you can enter and track your Your World Recruitment Group Timesheets by logging onto your account.

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

2. Registration and Logging in

A username will be generated for you based on forename.surname (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. Please make a note of this password so you do not forget it and ask your computer to save the login credentials.

Account Activation

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

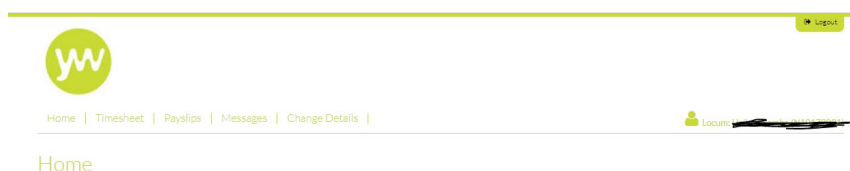
Name: Dummy Recruitment
User ID: dummy.recruitment

Activate Account

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

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

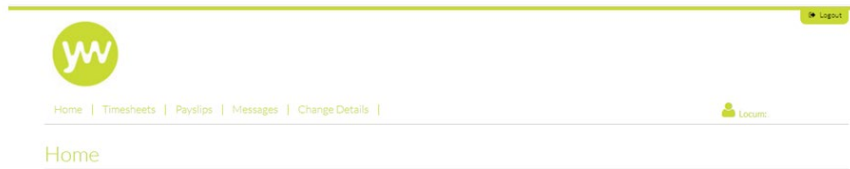
Once registration is complete, the link within the email becomes invalid. It can no longer be used to log in to the portal. From that point on, you will need to navigate to the web address of the log in page in order to access the portal via the following link: [Secure Web Portal Login \(onlinets.co.uk\)](#).



Your World Online Timesheet Process - Candidates

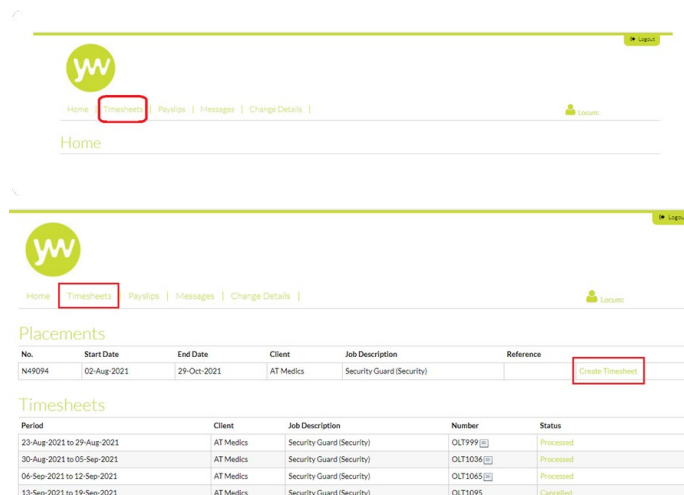
4. Home Screen

The below screen is the Home page you will see after you log in for the first time.



5. Timesheets

The portal will give access to your placement for timesheet entry. You will need to click Create timesheet next to the relevant placement for the shifts worked and it will take you to the timesheet entry screen.



Enter hours using the drop-down boxes as appropriate.

The breaks will default to 30 minutes for 6 hours worked and 1 hour for 9 hours worked. If you have taken a shorter break, then you will need to add a comment to the Comments box and Save the timesheet to be able to submit the timesheet.

Timesheet Entry

Using 24 Hour Format, please use the drop-down boxes below to select your hours worked and breaks taken.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	08:00	08:00						
End	19:00	19:00						
Breaks	00:15	00:30						
Total	10.75	10.50						21.25
Booking Ref								

Comments
 Shorter breaks agreed.

Your World

Online Timesheet Process - Candidates

Save the timesheet to be given the options for submission:

To submit your timesheet, select your authoriser from the “Please choose Authoriser Method” drop down box and click Submit for Approval:

Using 24 Hour Format, please use the drop-down boxes below to select your hours worked and breaks taken.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	08:00	08:00						
End	19:00	19:00						
Breaks	00:15	00:30						
Total	10.75	10.50						21.25
Booking Ref								
Please choose Authoriser Method:	Please select a value							
<input type="button" value="Back"/> <input type="button" value="Delete Timesheet"/> <input type="button" value="Save Timesheet"/>								
<input type="button" value="Submit for Approval"/>								
Comments Shorter breaks agreed.								

Delete timesheet - will remove the timesheet.

Save Timesheet - to save now and return to the timesheet to complete later.

If submitted for approval, the authoriser on the placement will receive notification. If it is rejected a notification is sent to the worker and the status updated on the user’s portal.

6. Forgotten Username and Password

If the User ID and or password have been forgotten it is possible to have a reminder sent to your registered email address. To enable this, go to the portal home page (www.eezytime.co.uk), the following will be displayed: -

Click on the “Forgotten Username OR Password” link, the following will then be displayed: -

If the password has been forgotten / lost, enter in the username normally used to login to the portal as well as the registered email address. Alternatively, if the username has been forgotten / lost, enter in the password normally used to login to the portal as well as the registered email address. An email will then be sent to you informing you of your credentials.