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WEB ACCESS

1. Enter the relevant Web Address below in the address field of your Internet Explorer:

   - Armagh Timesheets  https://etimesheetssouthern.eani.org.uk/live/Portal/
   - Ballymena Timesheets https://resourcelink-ner.eani.org.uk/live/Portal/
   - Belfast Timesheets  https://timesheet-br.eani.org.uk/live/Portal/
   - Dundonald Timesheets https://etimesheets-ser.eani.org.uk/live/Portal/index.xsp
   - Omagh Timesheets  https://etimesheets-omagh.eani.org.uk/live/Portal/

2. It is recommended that you add this address to your favourites or create a shortcut on your desktop.

3. If the Web Browser’s “refresh” icon is used any changes since the last save will be lost.

LOGGING ON

1. Enter your 7 digit Employee Number (this will be your current Employee Number with a zero at the beginning) in the User Name field and press Tab.

2. Enter the Password (initially 1111) in the Password field. **Note:** It is recommended that you change this to another memorable password. This password can either be all numbers or letters and is also referred to as a pin number.

3. Click on Sign in or press Return.
WELCOME

1. Click “here” on the timesheet option to move to the Location List screen.

2. Clicking on “home” when using the timesheet will return you to this screen.

3. You can also change your password at this screen by clicking on “change pin”.

LOCATION LIST

This screen lists all location/locations that you have been given access to by frequency and period.

<table>
<thead>
<tr>
<th>Central Group</th>
<th>Type</th>
<th>Period Number</th>
<th>Date Range</th>
<th>Status</th>
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<td>L1</td>
<td>Lunar</td>
<td>04</td>
<td>11/03/2005 to 10/04/2005</td>
<td>OPEN</td>
</tr>
<tr>
<td>L1</td>
<td>Lunar</td>
<td>09</td>
<td>11/04/2005 to 08/05/2005</td>
<td>OPEN</td>
</tr>
<tr>
<td>M1</td>
<td>Monthly</td>
<td>12</td>
<td>01/02/2005 to 28/02/2005</td>
<td>OPEN</td>
</tr>
<tr>
<td>M1</td>
<td>Monthly</td>
<td>01</td>
<td>01/03/2005 to 31/03/2005</td>
<td>OPEN</td>
</tr>
</tbody>
</table>

The status of the timesheets change depending on what stage the timesheet is currently at. The timesheet statuses are;

- **OPEN** Timesheet can be entered and amended.
- **CLOSED** Timesheet cannot be amended, but can be viewed.
- **POSTED** Timesheet cannot be amended, but can be viewed.

Click on a Date Range line to select the Weeks for the Period.
WEEKS LIST

This screen splits the pay period down into individual weeks for which there will each be a timesheet.

As on the Location List screen the status of the timesheets change depending on what stage the timesheet is currently at. The timesheet statuses are;

- **OPEN** Timesheet can be entered and amended.
- **SAVED** Timesheet can be entered and amended.
- **PRINTED** Timesheet cannot be amended but can be viewed.
- **SUBMITTED** Timesheet cannot be amended but can be viewed.
- **REVIEWED** Timesheet cannot be amended but can be viewed.
- **CLOSED** Timesheet cannot be amended but can be viewed.
- **POSTED** Timesheet cannot be amended but can be viewed.

Click on a selected Date Range line to move to the main timesheet screen.
TIMESHEETS MAIN SCREEN

**Note**: The overall colour of the selected timesheet will be **Blue**. It cannot be amended if **Grey**.

The selected timesheet can only be amended if the week status is **OPEN** or **SAVED**.

1. Lists all employees allocated to the selected timesheet.
2. **ACTIONS >>** shown will depend on the Status of the timesheet initially –: [save] [print reports] [add a new employee] [preview].
3. It is recommended to make all changes to one employee before moving onto the next.
4. It is **not necessary** to enter flexi on the timesheet; the flexi sheets manage this.
5. The displayed days run from Monday to Sunday.
6. On Monthly Timesheets some week columns will be **Grey** if they are outside the current month.
7. The **Basic Hours** in the day fields are automatically populated by the System from the Working Pattern table.
8. Certain **absences** and **standard closures** in the day fields will also be populated by the System from tables.
AMENDMENTS

When there are amendments to be made submit the timesheet to Payroll using the following procedure:

Absences

Basic Hours and Additional Hours may be amended. Basic Hours should be the ACTUAL HOURS worked, which may differ from the hours initially displayed based on the work pattern.

1. Select an Absence Code by clicking on the AM/PM fields drop down window.

2. If an Absence Code is entered or present in both AM and PM, any basic or additional hours will automatically become zero.

3. If there is an Absence Code in only AM or PM, the basic hours for the non-absent half day must be entered.

4. Click on the chevron symbol >> to enter a full week’s absence.

5. Click on Previous or Next to move to an earlier or later timesheet.
   Note:— Any changes will be saved automatically before changing the week.

6. If required enter further information regarding the absence in the comments box which can be accessed by clicking on the [Comments] tab.
7. The various absence codes are as follows;

**Absence codes**

- **AM** Working
- **PM** Working
- **S** Sick
- **H** Annual leave
- **SC** School closure
- **SH** Statutory Holiday
- **M** Maternity
- **O** Other Absences (enter the reason for the absence)
- **I** Industrial Injury
Basic/Additional/Overtime Hours

1. Amend the basic hours and additional hours to hours actually worked if different from the hours initially displayed.

2. Enter only genuine additional hours in the additional hours field.
   Note: Overtime should not be entered in this field.

3. Enter details of overtime by clicking on the [overtime] tab.

4. Window on the Start Date to select a day. Press Tab.

5. Window on the End Date to select a day. Press Tab.

   Note: Times are input in 24-hour format e.g. 09:00 for 9a.m./ 21:00 for 9p.m.

7. Enter an End Time. Press Tab.

8. Enter the Description/Reason.

9. Click the “+” to save the line and present a new line for entry.

10. Click the “-“ to delete a line.

11. Click Save to keep the changes made.

12. Clicking Close will ignore the changes.
Add A New Employee

1. Click on [add a new employee] which can be found as one of the actions on the main timesheet.

2. Enter the new employee’s name and post description to the ADD NEW EMPLOYEE TO TIMESHEET window which will appear.

3. Clicking on [Close this window] will ignore the new employee information.

4. Enter any previous employee number and other information in the [Comments] box.

5. Click on [Save these details].

6. A new line will open at the bottom of the timesheet highlighted in Green.

7. Enter any hours/absences/overtime etc in the new line for the new employee.
Comments Box

The comments box can be accessed by clicking on the [comments] tab.

1. A timesheet comments box will appear

2. Enter comments in this box to assist the processing of the timesheet.

3. Click on [Save these details].

4. Clicking on [Close this window] will ignore any changes.

Once all amendments have been made to the timesheet follow the steps outlined under the No Amendments section.
NO AMENDMENTS

When there are no amendments to be made submit the timesheet to Payroll using the following procedure:-:

1. Check all details on timesheet are correct.

2. Click on [save].

3. Click on [preview] which can be found on the ACTIONS>> bar.

4. This will display a Preview Timesheet that can be viewed or printed. The timesheet can be printed by clicking on [print this report] and setting your printer to landscape. To return to the main timesheet click on [close this window]. Note:-: The timesheet at this stage can still be amended.

5. If you are happy with the data on the timesheet the next stage is printing your Detailed Timesheet Report.

6. Click [print reports] which can be found on the ACTIONS>> bar on the main timesheet to display a Detailed Timesheet Report.

Note:-: Once [print reports] has been selected a warning message will appear detailing that once printed no further changes will be possible on the timesheet.
7. Click on [Print this report] to view or print a copy of the Detailed Timesheet for authorisation.

8. Click [View Summary Report] on Detailed Timesheet Report to view or print a copy of the Summary Timesheet for authorisation.

9. Click on Close this window to return to the Main Timesheet.

10. Click [Submit] which can be found on the ACTIONS>> bar on the main timesheet to send the timesheet to Payroll.
11. Once the [Submit] option has been chosen a warning window will appear on screen informing you that once submitted, reports for this timesheet can not be printed.

![Warning Window]

12. If you are happy at this stage click on OK to send the timesheet to payroll or select Cancel to return to your main timesheet to print another copy.

LOGGING OFF

1. Click on Sign Out.

   Note:- Always Save any changes before closing the timesheet.