
# Brightwork Online

Temporary Worker / Contractor Guide

# Contents

# Accessing Brightwork Online

To get started with Brightwork Online, first open your web browser. Next, enter **www.brightwork.co.uk** in the browser location bar or address bar. You will be presented with the Brightwork homepage and should select Brightwork Online on the upper navigation menu (top left). **(See image 1).**

Once the Brightwork Online site has opened, you will be prompted to select your temporary worker / contractor status, then provide your Username and Password, which will have been generated and sent to you directly from the Brightwork Online system or via your Brightwork consultant.

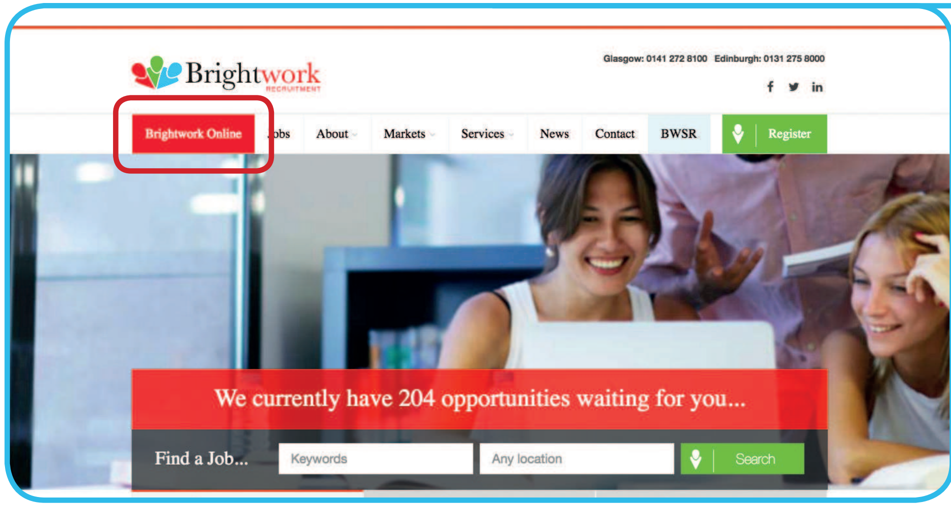


**Image 1**

# The Main Menu

Once you have logged in, you will be presented with your main homepage within your self service portal. The navigation menus are located across the top of the page, starting with the Home menu item on the left.

The menu bar options are likely to include the following as shown on the right: **(see image 2)**

- Timesheets – this provides access to new, draft and previously submitted timesheets.
- Expenses – which allows temporary workers and contractors to submit new and access historical expense claims where applicable.
- Invoicing – provides ability to access invoices and credit notes (applicable for Limited Company Contractors only).
- Contract Documents - Currently Unavailable
- Profiles – this gives details of your placements.
- My Details – where you can update your contact details and change your system preferences providing your consultant has given you permission to do so.
- Contact – access to information and forms, change of address and statement of earnings.
- Log Out – click here to log out, closing browser window will not end the session.

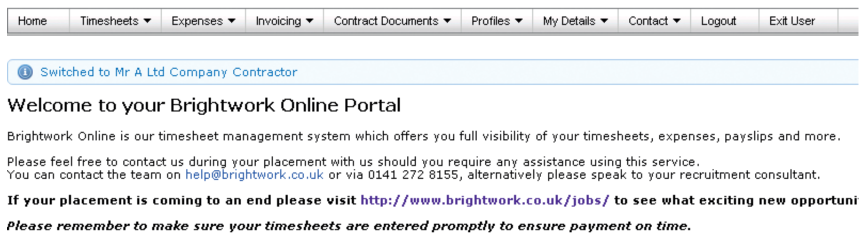


**Image 2**

# Your Self Service Portal

In addition to submitting timesheets and expenses, you have access to the following functions:

- All placement information including information requests.
- Your profile information, including the ability to update.
- Reporting of historical placement data.
- Viewing individual timesheet history and approval routes.
- Action Brightwork information requests and/or submit queries using the in system comments feature.
- Viewing and printing payslips, self-bill invoices or advice notes and remittances.
- If you are a Limited Company contractor, the uploading of your supplier invoices against advice notes.
- Summary dashboards which include; recent timesheets, purchase invoices (for Ltd Company Contractors only) and current placements **(see image 3).** By selecting the Show all button on the Recent Timesheets dash you can view all your timesheets. You will also have the option to filter the timesheets by selecting specific filters, including Client, Manager, Consultant and Status.

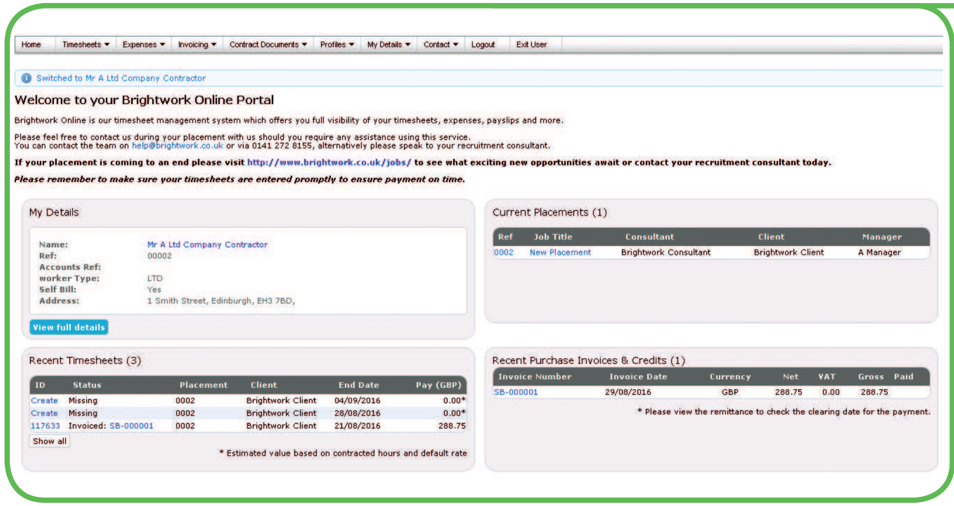


**Image 3**

# Timesheet and Expense Basics

Timesheet status explained: **(see image 4)**

**Missing:** Timesheets that should be received during a specified date range but have not yet been created.

**Draft:** Saved but not yet submitted. There are no draft expenses.

**Submitted:** Created and submitted for approval. Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.

**Approved:** Approved by your manager for payment.

**Rejected:** Rejected by your manager. This is usually because of incorrect hours or expense lines. The manager may have provided a comment as to why the timesheet or expenses was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting. Expenses can be edited via the expenses Rejected menu option.

Recent Timesheets (5)

| ID | Status | Placement | Client | End Date | Pay (GBP) | Charge (GBP) |
|---|---|---|---|---|---|---|
| Create | Missing | 00001 | Brightwork Client | 04/09/2016 | 0.00* | 0.00* |
| 117635 | Draft | 00001 | Brightwork Client | 28/08/2016 | 0.00* | 0.00* |
| 117634 | Draft | 00001 | Brightwork Client | 21/08/2016 | 0.00* | 0.00* |
| 117636 | Approved | 00001 | Brightwork Client | 14/08/2016 | 288.75 | 367.50 |
| 117637 | Submitted | 00001 | Brightwork Client | 07/08/2016 | 288.75 | 367.50 |

Show all

* Estimated value based on contracted hours and default rate

**Image 4**

# Entering your Timesheet

To begin, hover over Timesheets from the main menu bar at the top of the screen and select Create. You will then be prompted to select the Placement from the drop down box to which to enter time for, as well as the Week Ending Date. You can use the provided calendar popup to help you select the correct date.

Alternatively select Create against the missing timesheet on your Recent Timesheets dashboard **(see Image 4).**

You will now be presented with a blank timesheet. The form will have a timesheet ID created once saved plus details of the placement against which the time is being entered. In the centre of this form is a time entry area where you will be presented with each day of the selected placement **(see image 5).**

The basic rate is selected by default here, so you can start entering your time for each of the days. The Total Hours (or Hours Claimed) is calculated automatically.

If you require additional rates, simply select the appropriate item from the Rate drop-down. The previously entered times will then move further down the screen allowing for more time to be entered in the Time Entry area.

When you are satisfied with the data entered, click the Save and Submit button to issue the timesheet for approval. Alternatively click the Save as Draft button to submit or edit at a later stage.

If you have saved your timesheet as draft, you will be presented with two buttons, Edit and Submit.

Clicking the Edit button will allow you to make changes to your draft timesheet. By clicking Submit your draft timesheet will be sent to your manager for approval. Please note, once a timesheet has been submitted you will not be able to modify this timesheet again, unless your manager rejects it due to errors or inaccuracy.

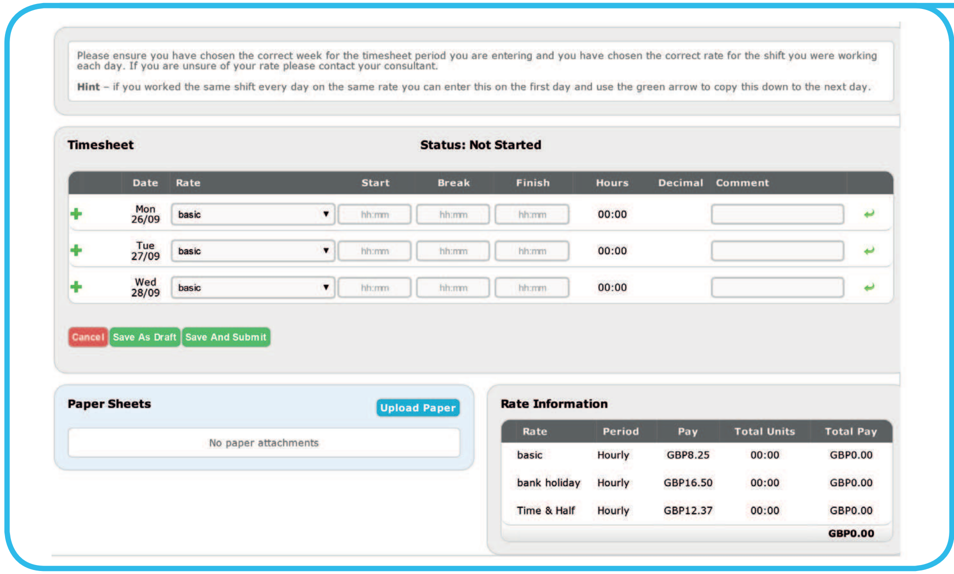


**Image 5**

# Draft Timesheets

If you have created timesheets and saved them previously (without submitting), you can still access them by selecting Drafts from the Timesheet Menu **(see image 6).** In order to modify (or submit) a timesheet click on the ID of the timesheet. You will then be taken to the timesheet form described in the Entering Your Timesheet section. Please refer to these instructions to edit and submit your draft timesheet.

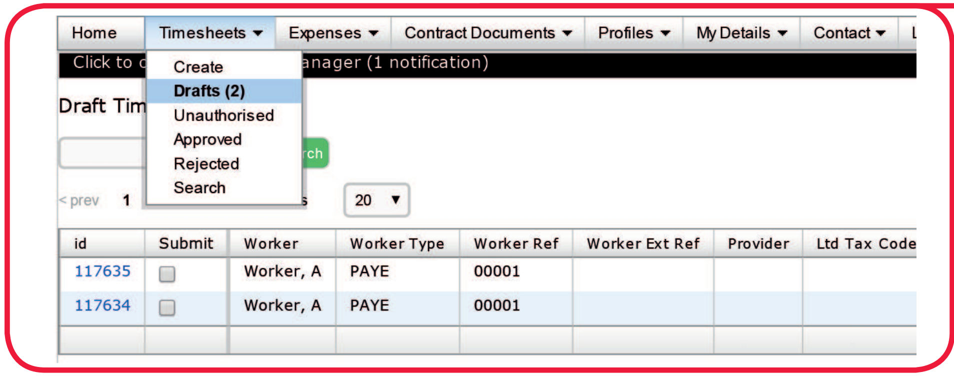


**Image 6**

# Submitted Timesheets

If you need to check details of your submitted timesheets, or to see whether your manager has approved them, select Unauthorised, Approved or Rejected from the Timesheets menu. Note that rejected timesheets will appear in your Rejected section and approved timesheets will appear in your Approved section automatically.

You can now view the status and summary of your submitted timesheet. By clicking the timesheet ID you can also see a detailed view of the same timesheet. Note that you can only modify rejected timesheets. You can also view recent timesheets via the worker dashboard (if enabled).

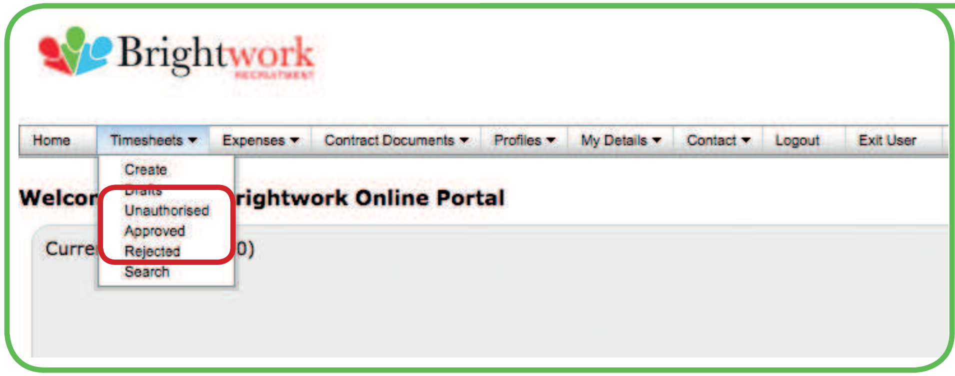


Image 7

# Entering Your Expenses

Expenses can only be claimed on certain placements. Please speak to your recruitment consultant if you believe you should be able to claim expenses on your current placement.

First click Claim Expenses from the Expenses menu at the top of the screen. You will then be prompted to select the Client and Placement you wish to claim against **(see image 8).**

You will now be presented with a blank expenses claim form.

In this example, a default template and a gross value entry method are already selected for you. If these are correct for your claim, you can immediately start entering the details of your claim. Otherwise, simply select the correct template and entry method from the provided dropdowns before continuing.

Once you have filled in all the required fields and saved, you should see a screen similar to **image 9** on the next page.

If you need to edit your claim please click the Edit button option. Once you have finished your claim, just click the Submit button.

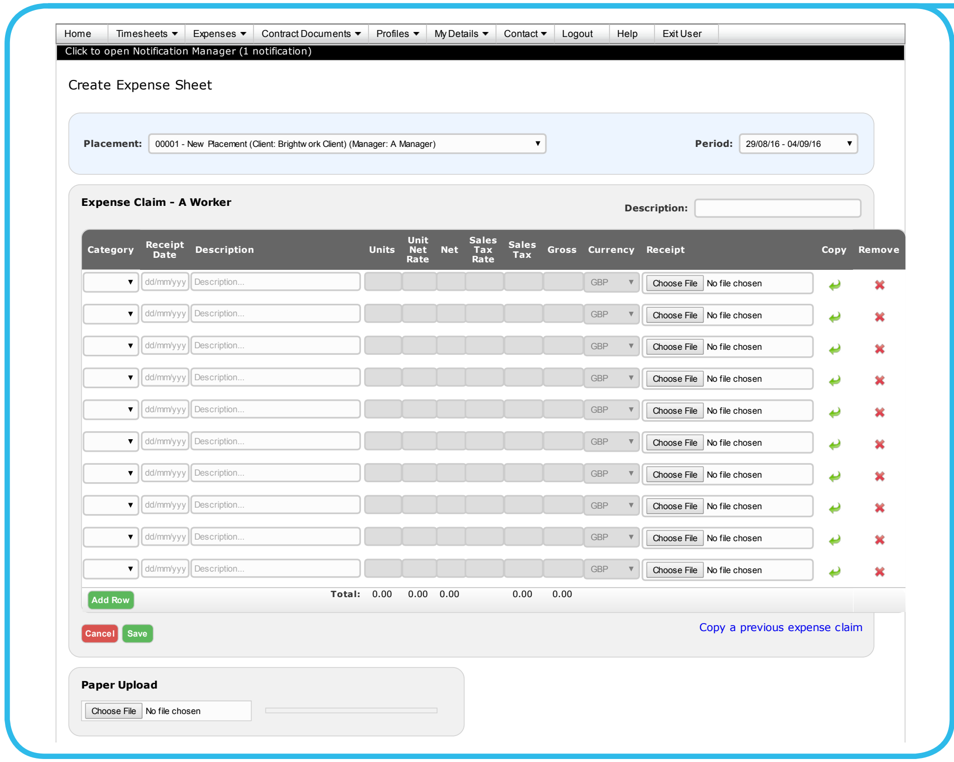


**Image 8**

# Submitted Expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised, Approved or Rejected on the Timesheets menu. Note that rejected expenses will appear in your Rejected section and approved expenses will appear in your Approved section automatically.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense **(see image 9).** Note that you will only be able to modify rejected expense claims.

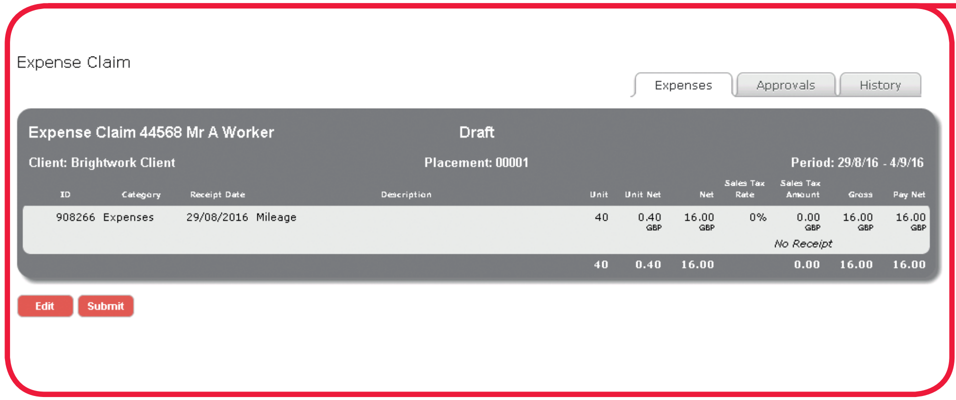


**Image 9**

# Invoice and Billing

If you have signed a self bill agreement with Brightwork, we will create your invoices on your behalf and you are therefore not required to submit an invoice to Brightwork.  You can access your self bill invoices via your dashboard or by selecting 'list invoices' from Invoicing on the main menu. You will be able to see your invoice details and a note of when it was paid.

If you have not signed a self bill agreement, you will need to supply an invoice before we can pay you. To do this from the menu bar, select Invoicing then Advice Notes, then List Advice Note.

Use the filters to search for advice notes waiting for you to create an invoice against. For example, by leaving the filters at their defaults and selecting Search, the system will return all advice notes; or you could search for just the advice notes that do not have an uploaded invoice against them by selecting Supplier Invoice status: Not Uploaded.

In the list of advice notes, click Upload to upload an invoice to match the advice note **(see image 10).**

- In the Your Invoice Number field, enter your own invoice reference.
- In the Your Invoice Date field, set the date of your invoice.
- The Net field is pre-populated with the amount from the advice note.
- The Sales Tax Code field is pre-populated with the information from the placement.
- The Sales Tax Amount is pre-populated based on the Net and Sales Tax Code fields.
- If required, enter a description for the invoice.
- Click Browse to search for the invoice on your computer and click Upload.
- When the file is uploaded, a red line appears across the name of the upload file.
- Click Save and the Invoice details are saved.

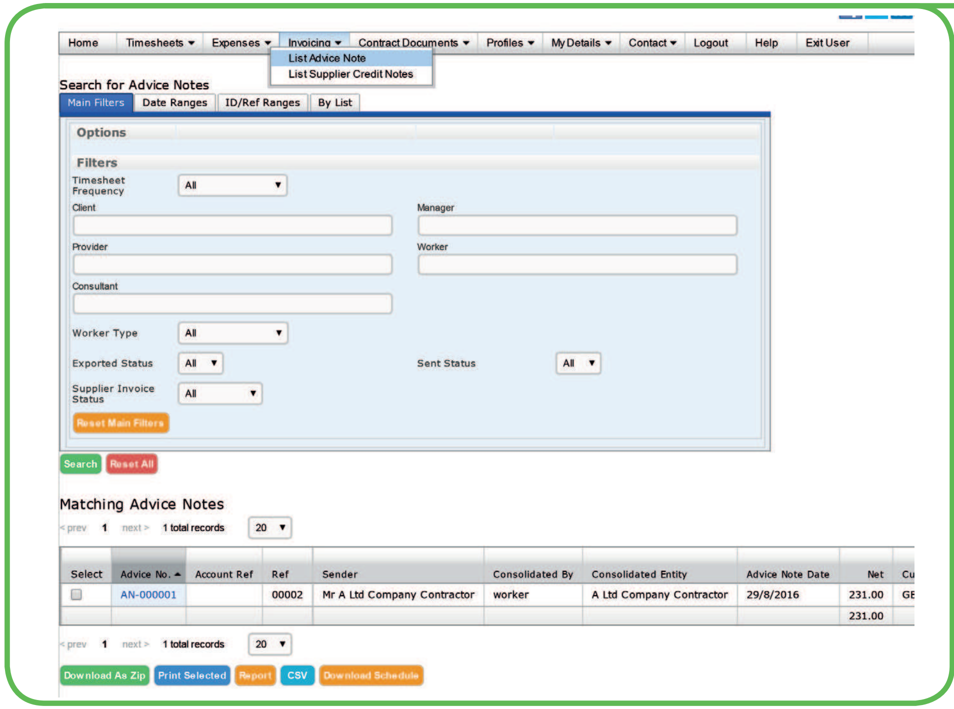

**Image 10**

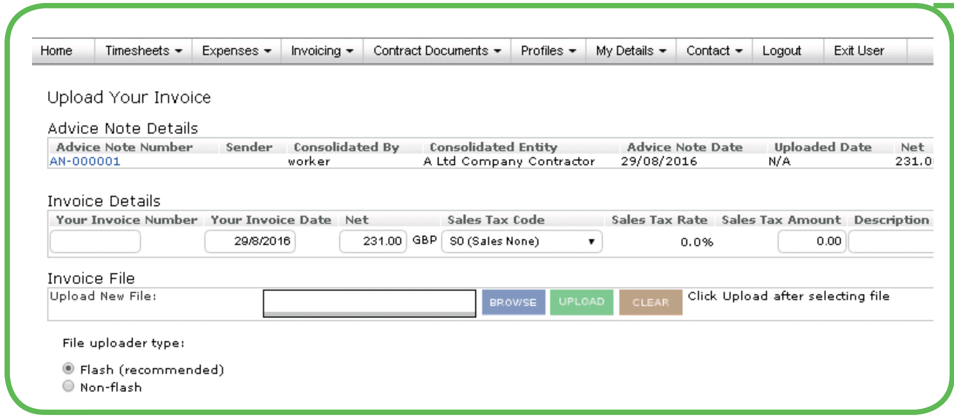

**Image 11**

# Help

If you need help, please contact your Recruitment Consultant or contact us at the following:

**Email: help@brightwork.co.uk**

**Phone: 0141 272 8148**