

STEP 1:

Log into the e-timesheet site with your details – these would have been sent to you via email as a screen shot.

Select **TIMESHEETS** from the top orange tool bar:

The screenshot shows a web browser window with the URL <https://networkit.apay.esos.co.uk/Payslip/Summary>. The page header includes the 'it NETWORK RECRUITMENT' logo and the 'ePayTime' logo. A navigation bar contains links for 'PAYSLEIPS', 'TIMESHEETS', 'FAQ', 'CONTACT', 'PROFILE', and 'LOG OFF'. The main content area is titled 'Pay Summary' and contains two tables:

Payslips				Show Values	View All
Actions	Week Ending Date	Gross Pay	Net Pay		
	27/01/2017				
	20/01/2017				
	13/01/2017				
	06/01/2017				

Pay Documents			View All
Actions	Date	Summary	

STEP 2:

Select the timesheet you would like to enter by clicking the magnifying glass icon next to the date:

The screenshot shows a web browser window with the URL <https://network.apay.esos.co.uk/Timesheet/Summary>. The page features the 'it NETWORK RECRUITMENT' logo and an 'ePayTime' icon. A navigation bar includes links for 'PAYSLEIPS', 'TIMESHEETS', 'FAQ', 'CONTACT', 'PROFILE', and 'LOG OFF'. The main content area is titled 'Timesheets Summary' and contains a table with the following data:

Timesheets											View All
Actions	W/E Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Client Name	Approver	Status
	03/02/2017	-	-	-	-	-	-	-	Wolverhampton City Council		Incomplete

STEP 3:

Enter the number of hours worked each day, select your 'Approver Name' and then 'Send for Approval'

- If you are a contractor on a DAY rate, you will have to enter the number of days you worked with a '1'

The screenshot shows the 'ePayeTime' web application interface. At the top, there is a navigation bar with links for 'PAYSLEIPS', 'TIMESHEETS', 'FAQ', 'CONTACT', 'PROFILE', and 'LOG OFF'. Below this is a header section with the 'NETWORK it RECRUITMENT' logo and the 'ePayeTime' logo. The main content area is titled 'Incomplete Timesheet - W/E: 03/02/2017'. It displays employee details for Michael Turnbull, including his temp number (272102297), job title (Asset Project Manager), timesheet number (272166606), and contracted hours (0.0000). Client details for Wolverhampton City Council are also shown, including order number (16059102), ordered by (Laura Palmer), report to (Julia Nock), and booking reference (107248). Below the details is a 'Weekly Timesheet' table with columns for 'Day', 'Clone', and 'Total (Decimal)'. The table shows entries for days 30 Mon through 05 Sun, with a total of 0. The '30 Mon' row has a '1' entered in the 'Total' column. To the right of the table is an 'Approver' section with a dropdown menu for 'Approver Name' and a message 'Please select an approver for this timesheet'. Below that is an 'Employee Notes' section with a text area for 'Enter Notes'. At the bottom right, there is an 'Actions' section with buttons for 'Print', 'Save as Draft', 'Send for Approval', and 'Back'.

Day	Clone	Total (Decimal)
30 Mon		1
31 Tue	Copy	0
01 Wed	Copy	0
02 Thu	Copy	0
03 Fri	Copy	0
04 Sat	Copy	0
05 Sun	Copy	0
Total		0

**** Please note, your timesheet will not be paid unless the approver logs into the system and confirms the total of days / hours worked. ****