

Ready to take control?

EMPLOYEE PORTAL: END-USER RAPID START GUIDE

BASICS OF TIMEGATE'S EMPLOYEE PORTAL

What is the Timegate Employee Portal? It's a time-saving cloud service that gives you access to your work information. You'll be able to log on all day, every day, to get critical information, using a compatible Internet

What can I do with it? Lots of useful job related things. For example, you can check duties, swap, give away or request more duties and book days off. You can view the latest news and company information, book holidays, report sickness, look at your personal details (including your qualification details) and even check hours worked reports. If you can't do what you want, you can always send your supervisor a message for help

How can I access my Employee Portal? It's simple. Visit the **URL** you have been given, or select **Portal** from the menu of the **Timegate Employee App**. Enter your **email address** and **password** to log on. Make sure you change your password the first time you login

How can I get the app? If your company uses the app, visit the Apple App Store or Google Play to download and install

FEATURES

Diary - view your diary (including duties), report when you're available for work, swap or give away duties, search for work /event work, and ask questions about your duties

Latest news - read the latest company news items, and announcements that are of interest to you

Documents - read your documents (e.g. your payslip) or shared documents that you have been given access to

Holiday - view your holiday allowance, see how much you've got left, book holidays, and send holiday queries

Reports - run reports about the hours you've worked, the amount you've earned, or your personal details

Your messages - send, read, and cancel message

Personal details - view and update your personal details including your photograph

Links - select to view useful information

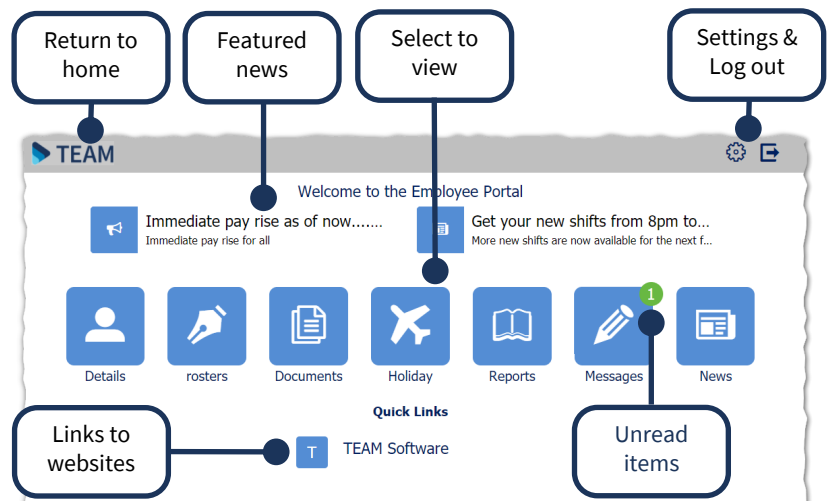
EMPLOYEE PORTAL—HOMEPAGE

When you log on to the Employee Portal, your Home screen will load. It will look similar to the one on the right, although it will have been changed to include your company logo/colours

Some buttons may have been removed by your administrator. Other buttons may have been added depending upon what tasks they want you to perform using the Portal

Latest news is shown at the top of the page

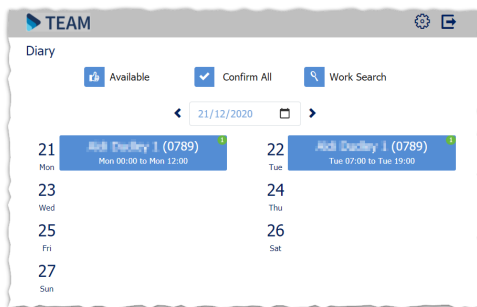
The top right corner comprises two buttons—one to display the settings and the other to log out of the Employee portal



DIARY

How do I view my diary?

Select **Diary** from **Home**. **Duties** and **diary events** appear for the current week. Select < or > to change the **date**, or type in a new **date**



How do I find out details about duties or diary entries?

Select the **duty/entry** to view. For **duties** a **location map** is shown. Any queries can be sent by selecting **Questions**

How can I let my management know I'm available to work?

Select **Available**. Enter your availability details. Select **Submit** to send the information to your supervisor

Where can I search for general work or event work?

Select either **Events Search** or **Work Search** depending on what you're searching for. Select the **Start Date**, **Finish Date** and **Distance**. Select **Submit**. If there're **duties** available for you, select them. Select **Request**. If there aren't duties available, broaden your search criteria and search again

How can I send a question about my availability or duties?

Simply select **Questions**. Enter your question in the **Comments** box. Select **Save**. Your supervisor will respond as quickly as possible

How do I return to the main diary page from the sub-pages?

Select **Diary** at the top of the screen

How can I give away a duty?

Open a duty to give away (for another employee to work). Select **Give Away**.

How do I swap a duty?

Open the duty you wish to swap. Select **Swap**. Search for a duty to swap with—enter a **Last Name**, date and time. Select **Search**. Having found the appropriate alternative duty, select **Confirm**.

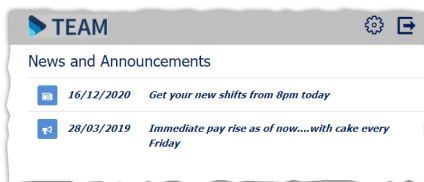
Will my changes/updates be made immediately?

No. Changes/updates made using the Employee Portal will only be visible after they have been approved by your supervisor

LATEST NEWS

How do I view the latest news and announcements from my company?

Select **Latest news**. A list of news/announcements appear. Select the **Date/Headline** on the left-hand side, to view the content of the news item on the right-hand side



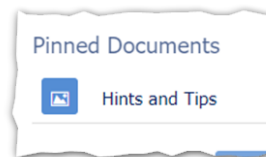
DOCUMENTS

How do I view documents?

Select **Documents**. Browse and navigate through the folders/subfolders. Select your chosen document to view it

Can I search for documents? Yes. From the **Documents** screen, enter your **keywords** into the **Search box**. Select **Search**. From the results, select a document to view it

What are Pinned Documents? These are documents your employer thinks are of specific importance to you. They appear when the **Documents** page loads



PERSONAL DETAILS

How can I update my details? Your image, name, address and telephone details can be updated by selecting **Personal Details**. Select the **Pencil** symbol. Make your changes. Add **Comments**. **Choose a file** to support changes e.g. photograph of utility bill for address change. Select **Save**. Your changes will be sent to your supervisor for approval. They will contact you if they have any queries. Please be aware you can only view Qualifications and not update them

HOLIDAY

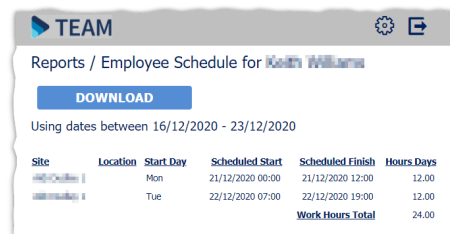
How much holiday do I have left? How much have I used? Select **Holiday**. Your **Approved**, **Requested** and **Approved** holiday will be shown in a chart at the top of the screen

How do I request a holiday? Select **Request** from the **Holiday** screen. Enter the **Start Date** and **Finish Date**. Select **Submit**. If you are allowed to take holiday in that date range, your supervisor will process the request when they receive it. If your dates are instantly rejected, talk to your supervisor

How can I send a holiday related query (message)? Select **Queries**. Enter your query in **Comments**. Select **Save**. Your supervisor will respond as soon as possible

REPORTS

What reports can I view and how? There are three that are viewed by selecting **Reports**. They are **Employee**



Details, Pay Details and **Employee Schedule**. The last two require dates to be selected from drop-down **Date Range** lists that appear when they're chosen. Select **Create** to view

Can I download reports? Yes. From the on screen report, select **Download** and choose where to save the file

OUR MESSAGES

How do I view messages I've sent? Select **Messages**.

From the **Messages** screen, select the message you want to look at

Can I cancel a sent message? Yes. View the message in the **Messages** screen. Select **Cancel**

How do I create a message? From the **Messages** screen, select the **New** button. Choose the message type from drop-down list. Select **Create**. Enter details required (this will differ for different message types). Select **Submit**