

Manual time registration system

Hiring managers

Easily check and approve the hours of the professionals working via one of the labels of HeadFirst Group? With the help of this manual we explain step by step how this works.

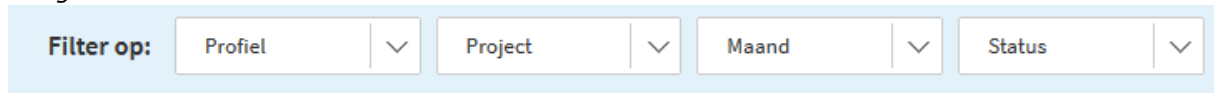
How does the time registration system work?

We link your manager profile - on our online platform Select - to the project that belongs to the external professional. Are you new to our system? Then you will automatically receive an activation email for HeadFirst Select. You can view and approve the digital timesheets of the professionals linked to your profile.

The complete process is explained below:

1. Login at [Select](#)
2. Go to *Time registration* at the top of the webpage
3. At the top of the time registration you will see various filter options (see image 1). Here you can set the following filters:
 - a. Profiel (profile) – the professionals linked to you are shown here;
 - b. Project - this will show the projects/agreements linked to you;
 - c. Maand (month) – here you can search by a specific month;
 - d. Status – Here you can change a number of statuses: "Open" (Open), "Heropend" (Reopened), "Afgekeurd" (Rejected), "Wacht op goedkeuring" (Waiting for approval) and "Goedgekeurd" (Approved). If you adjust a filter, click on the 'Tonen' (Show) button to refresh the current page.
4. If worked hours are not submitted and processed on time, we cannot invoice the hours. You and the professional are responsible for timely approval of the worked hours.

Image 1: filter

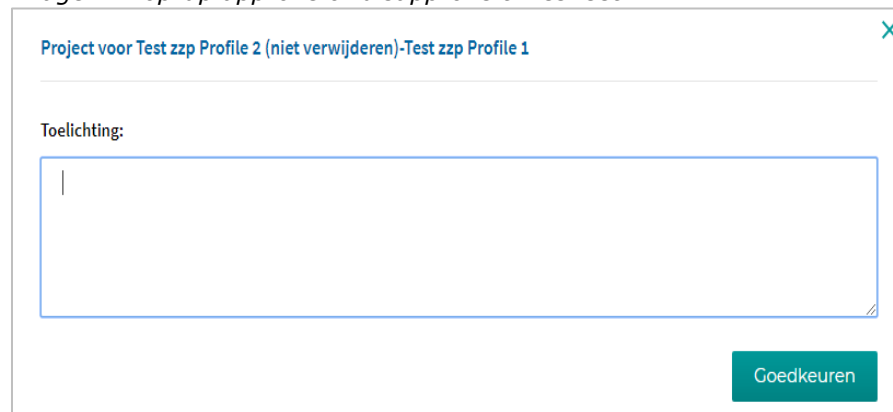


Explanation 'Wacht op goedkeuring' (waiting for approval)

By default you will only see submitted time sheets with the status 'Wacht op goedkeuring' (Waiting for approval). You have two options: approve or reject the timesheet. In both cases a pop-up will appear where you get the opportunity to make a comment (see Image 2). If you disapprove the hours, the timesheet will be returned to the professional and he/she can adjust the hours. When you approve the hours, the professional will receive an email and the invoice will be made out.

Attention: after approval there is no more possibility to adjust the timesheet.

Image 2: Pop-up approve or disapprove timesheet

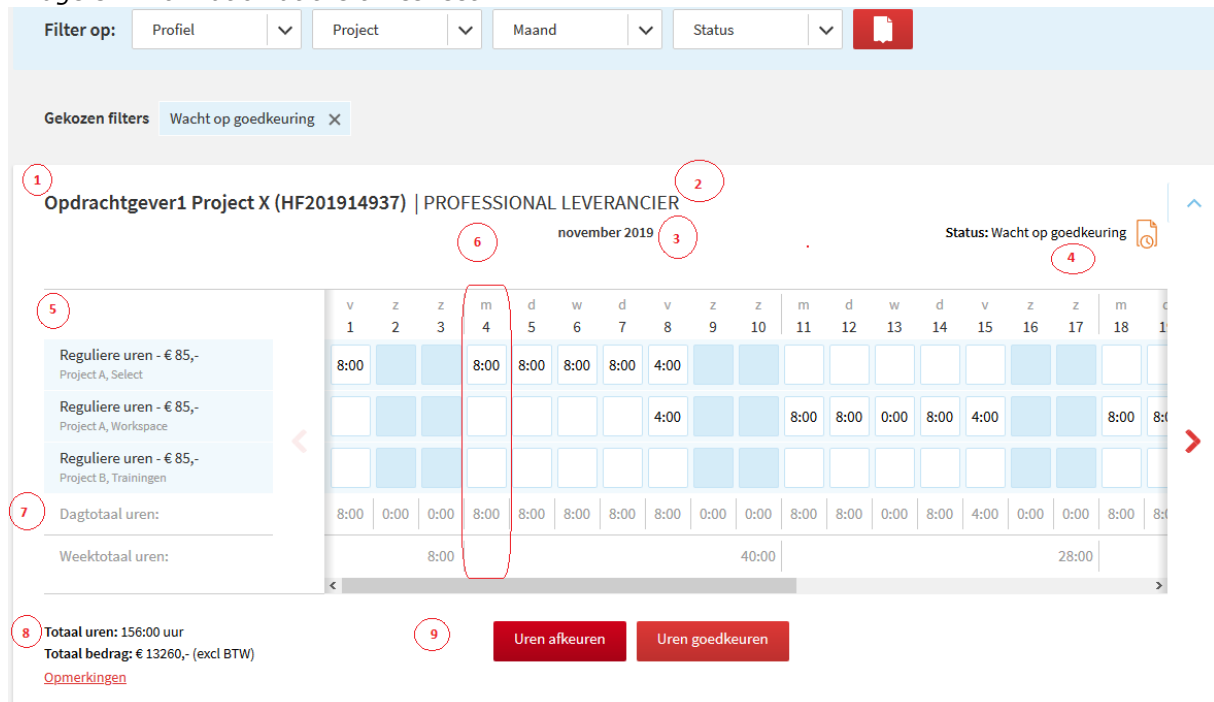


Explanation timesheet

The timesheet contains the following information (*Image 3*):

1. Description of the project/agreement;
2. Name of the professional;
3. The declared month;
4. Status of the timesheet;
5. The agreed rates apply for that month. Think of a regular rate, overtime rate and stand-by rate;
6. The monthly calendar in which the professional fills in his or her hours at day level. By default, we have set the following conditions:
 - a. The professional can never enter more than 24 hours at day level
 - b. The professional can enter up to 59 minutes (60 minutes is up to 1 hour)
 - c. On weekends and/or holidays hours can be written
 - d. Per line you can place a remark for that specific day (*Image 5*)
7. The daily and weekly totals;
8. The total number of hours entered and the total invoice amount excluding VAT;
9. Reject or approve hours;
10. Comment field. The professional can write a comment here (*Image 4*). If you place a comment at disapprove or approve, this text will also be placed here. There is also the possibility for the professional to write a comment at day level (*Image 5*). A dash will then appear on that line under the hours. By clicking on this day you will see the comment.

Image 3: Information at the timesheet

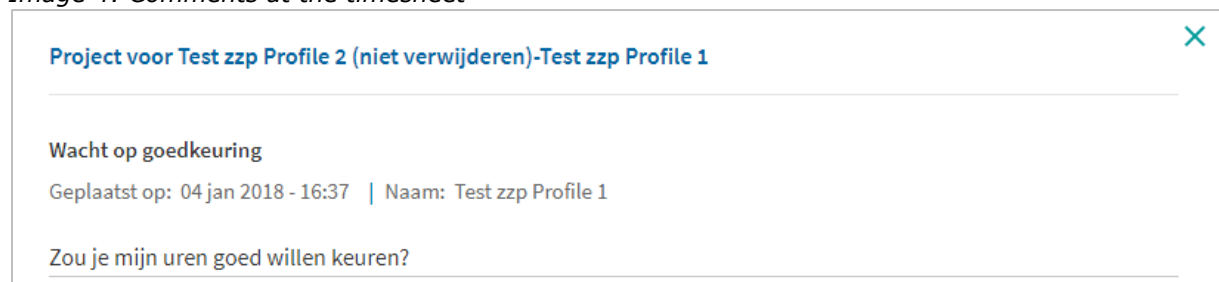


The screenshot shows the timesheet interface with the following elements and callouts:

- 1**: Filter options (Profil, Project, Maand, Status).
- 2**: Project name: Opdrachtgever1 Project X (HF201914937) | PROFESSIONAL LEVERANCIER.
- 3**: Month: november 2019.
- 4**: Status: Wacht op goedkeuring.
- 5**: List of agreed rates (Reguliere uren) for different projects.
- 6**: Monthly calendar grid for November 2019.
- 7**: Summary table for daily and weekly totals.
- 8**: Total hours and amount: Totaal uren: 156:00 uur, Totaal bedrag: € 13260,- (excl BTW).
- 9**: Action buttons: Uren afkeuren, Uren goedkeuren.

	v	z	z	m	d	w	d	v	z	z	m	d	w	d	v	z	z	m	d
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Reguliere uren - € 85,- Project A, Select	8:00			8:00	8:00	8:00	8:00	4:00											
Reguliere uren - € 85,- Project A, Workspace								4:00			8:00	8:00	0:00	8:00	4:00			8:00	8:00
Reguliere uren - € 85,- Project B, Trainingen																			
Dagtotaal uren:	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	0:00	8:00	4:00	0:00	0:00	8:00	8:00
Weektotaal uren:	8:00			40:00							28:00								

Image 4: Comments at the timesheet



The screenshot shows a comment field with the following content:

Project voor Test zzp Profile 2 (niet verwijderen)-Test zzp Profile 1

Wacht op goedkeuring

Geplaatst op: 04 jan 2018 - 16:37 | Naam: Test zzp Profile 1

Zou je mijn uren goed willen keuren?

Image 5: Comment field at day-level

Project voor Test zzp Profile 2 (niet verwijderen)-Test zzp Profile 1 ✕

Datum: vr 1 dec 2017

Tariefcode: Curaeridicul

Gewerkte uren: 8 : 40

Toelichting:

Ik heb vandaag 40 minuten overgewerkt.

Replacement

If you are unable to review hours due to leave or illness, you can appoint a colleague to approve or reject hours for you.

You can do this with the following steps:

Go via your profile to *Machtiging* (Authorisation).

Image 6: Authorisation

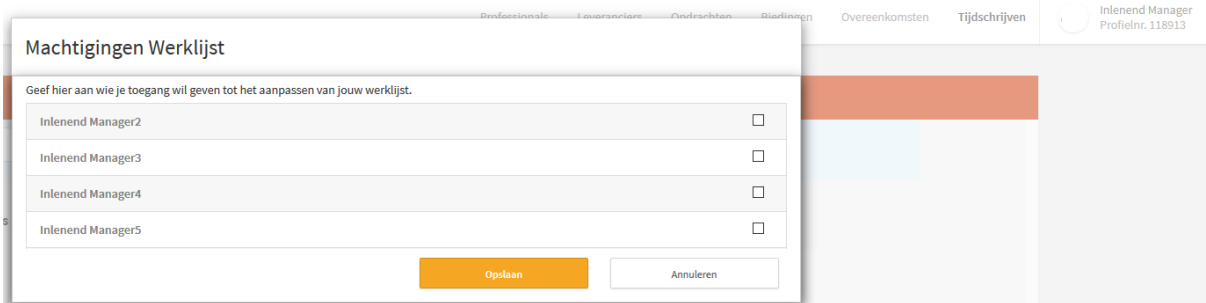
Opdrachten Biedingen Overeenkomsten Tijdschrijven

Inlenend Manager
Profielnr. 118913

- Profiel
- Taal
- F.A.Q.
- Machtiging**
- Gebruiksvoorwaarden
- Gebruiksvoorwaarden

- Select one or more replacement hiring managers and choose 'opslaan' (save).

Image 7: Select replacement hiring manager



- When the replacement manager logs in, your work list is added to the profile and reviewed on your behalf. You need to inform the replacement manager yourself, he/she will not be notified of this.

Any questions?

Do you have any questions? Please contact the finance department of HeadFirst Group via 023 – 568 56 30.