Manual time registration system

professionals

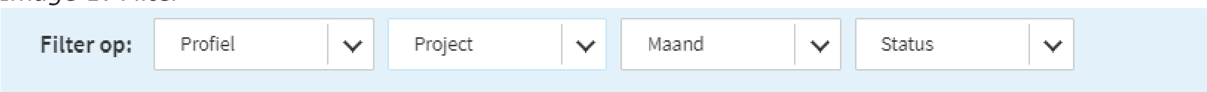
Register your hours in Select? With this manual, we explain to you step by step how this works.

How does the time registration system work?
We link your profile in Select to the project that belongs to our client where you perform your work. If you do not yet have a profile in Select you will receive an activation email, after which you can complete the registration. After that, you can view the digital timesheets of the project linked to you, enter hours and submit it to your manager who approves your hours. We explain the entire process below.

1. Log in to Select
2. Click on *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. Project – the projects linked to you are shown here;
    b. Maand – here you can search by a specific month;
    c. 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 your hiring manager are responsible for timely approval of the worked hours.

By default, you only get to see timesheets where an action is expected from you. This timesheet can have the status ‘Open’ (open), ‘Heropend’ (Reopened) or ‘Afgekeurd’ (Rejected).

Image 1: Filter



Explanation ‘Status’

- Status ‘Open’ (Open)

A timesheet which has not yet been submitted to your manager has the status ‘Open’ (Open). In this timesheet you can still submit hours, overtime and stand-by hours. As long as the timesheet has the status ‘Open’ (Open) you can submit and/or adjust hours. When you present the hours to your manager, the status will automatically changes to ‘Wachten op goedkeuring’ (Waiting for approval).

- Status ‘Heropend’ (Reopened)

You can adjust a submitted timesheet to your manager when it’s not been approved yet. Click to the option ‘heropenen’ (Reopen). A pop-up will appear (see image 3) where you will be given the opportunity to add a comment for yourself. Then click on ‘heropenen’. The status of the timesheet will change from ‘Wacht op goedkeuring’ (Waiting for approval) to ‘Heropend’ (Reopened). You can now adjust hours and present the timesheet again.

- Status ‘Afgekeurd’ (Rejected)

A timesheet which is rejected by your manager will get the status ‘Afgekeurd’ (Rejected). First check the comment field, your manager may have given an explanation about the required adjustment (see image 4), so always check the comments first (see image 2). To adjust your timesheet first click ‘Heropenen’ (Reopen). A pop-up will appear (see image 3) where you will be given the opportunity to add a comment for yourself. Then click on ‘heropenen’ (Reopen). It is now possible to adjust your timesheet.

Image 2: Tab comments on timesheet

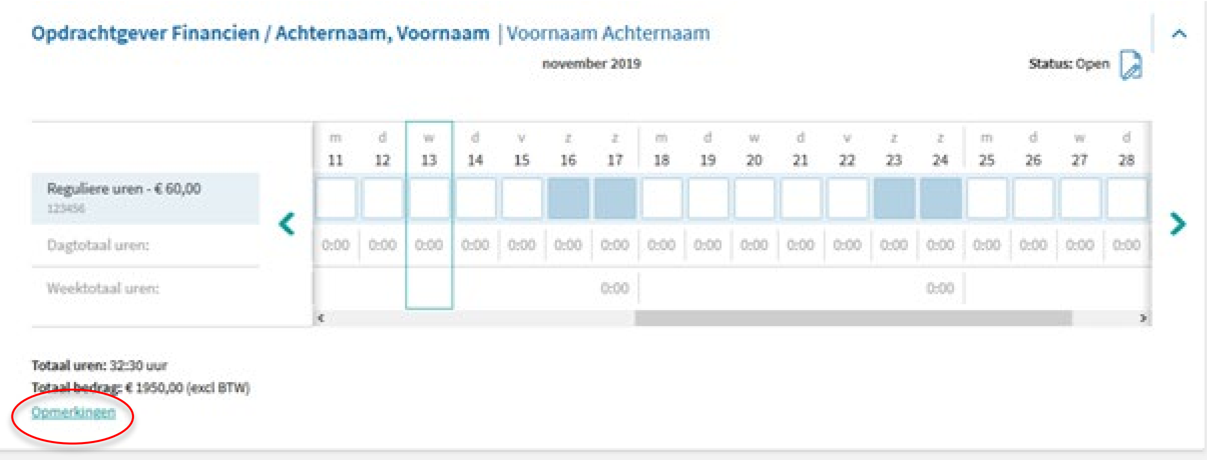
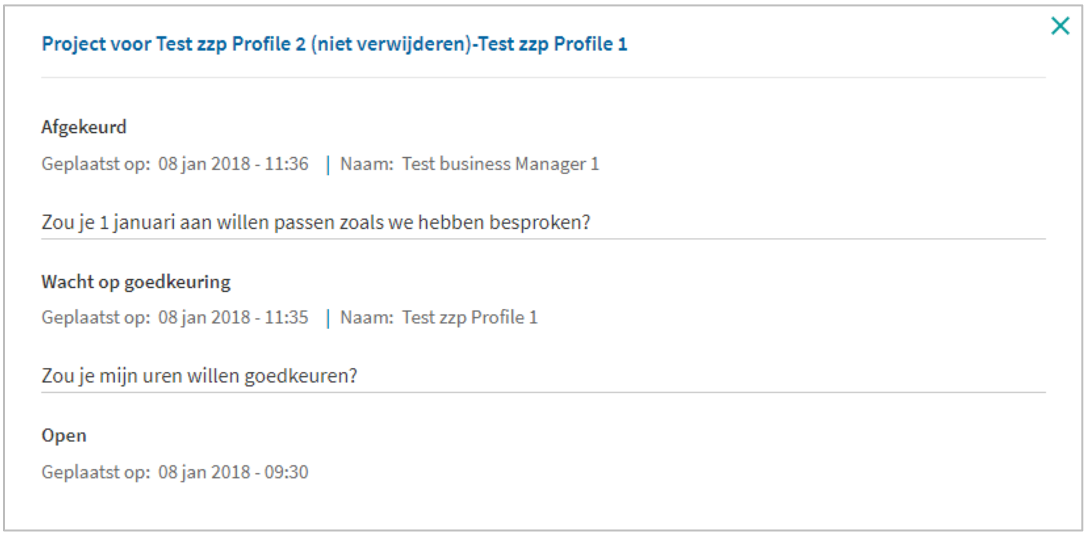


Image 3: Pop-up with 'reopen' timesheet

Image 4: General remarks field in timesheet



- <u>Status 'Wacht op goedkeuring' (waiting for approval)</u>

The timesheet has been submitted to your manager. Your manager verifies the hours and approves or rejects them. When the timesheet has been approved – or rejected – you will automatically receive a message from us by email.

- <u>Status 'Goedgekeurd' (Approved)</u>

A timesheet that has the status 'Goedgekeurd' (Approved), has been approved by your manager. In this case, we will create an invoice for your employer and our client.

Explanation timesheet
The timesheet contains the following information (see image 5):

1. Discription of the project;
2. Your name;
3. The declarable month;
4. The status of the timesheet;
5. The agreed rates applicable for that month. This include a regular rate, overtime rate, stand-by rate;
6. The monthly calendar in which you fill in your hours on a daily basis. We have set the following conditions by default:
   a. You can never enter more than 24 hours at day level
   b. You can enter up to 59 minutes (60 minutes is up to 1 hour)
   c. Hours can be written on weekend days and / or public holidays
   d. For each line you can add a comment for a specific day (see image 6)
7. The daily and weekly totals;
8. The total number of entered hour and the total invoice amount excluding VAT;
9. The button to submit your hours. Make sure that you only submit the hours when the timesheet is completely filled in. After approval from your manager, the timesheet can no longer be adjusted. When you click on the button 'Uren indienen' (Submit hours), there will be a pop-up where you will be able to add a comment that your manager can see (see image 7). Click on 'Uren indienen' (Submit hours) to submit the timesheet to your manager. Your manager will receive an email asking him/her to reject or approve the hours. If he/she rejects the timesheet, you will receive an email and the timesheet will be open again as an action. If your manager approves the timesheet, we will create and sent an invoice for you and your manager.

Image 5: Data on the timesheet

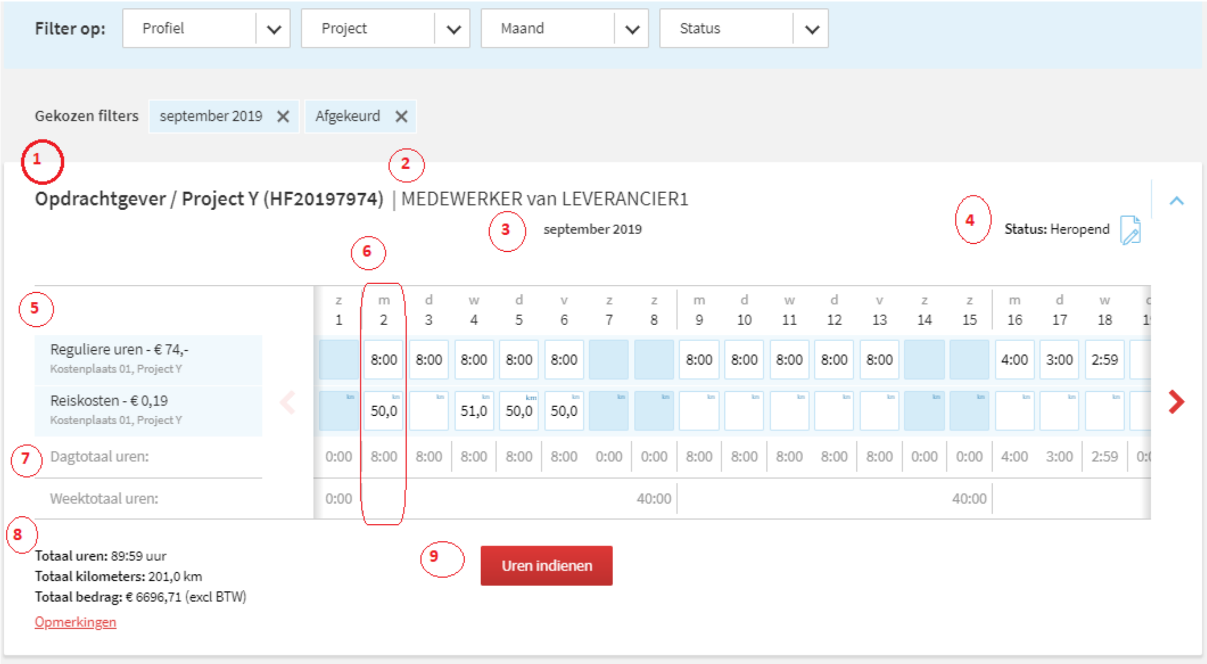


Image 6: Comments field on day level

Image 7: Comments field in which an explanation can be written for the hiring manager

Questions?
Do you have any questions and/or remarks? Please contact HeadFirst Group's finance department via +31 (0)23 - 568 56 30.