

Guide for using the timesheet Portal – Contractor Login

Portal link = [Build Space Portal](#)



Sign In [Forgot username?](#)
[Forgot password?](#)

Remember me?

[Login](#)

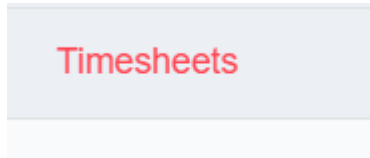
User ID and Password will be emailed to you direct.

Once Logged in you will see a screen similar to below.

📅 Activity
Schedule
Timesheets
☆ Downloads
Payslip
P60
📁 General
Contact Us
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Entering Hours/Expenses On The Timesheet

Click on Timesheets.



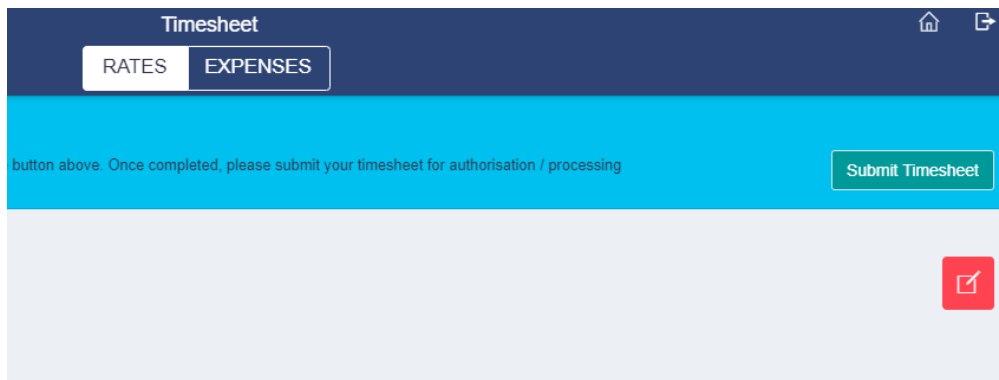
Then you will see



To enter your hours/shifts you will have timesheets in '**Action Required**' - select this and then you will get a list of all the timesheets you are able to enter hours/expenses against.

Click on the timesheet required.

To the right-hand side click on the red button.



You will then see the screen below.

Total Hours: 0 hrs

Total Pay: £0

Quickly Set Multiple Days

Select Days Worked:

Mon Tue Wed Thur Fri Sat Sun

Set Time:

0.00

- + [grid icon] Set

Click on each day you have worked and enter your hours/shifts in the set time section.

i.e. if you are on a shift rate set time will = 1

Then click the red 'Set' button.

Quickly Set Multiple Days

Select Days Worked:

Mon Tue Wed Thur Fri Sat Sun

Set Time:

1

- + [grid icon] Set

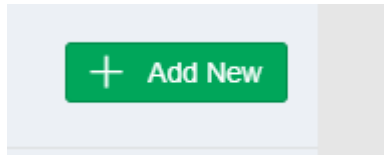
This will update the days you have worked. Your total pay at the top will update so please check this is correct.

You can also amend each day individually in the boxes shown below.

Mon	1.00	- + [grid icon]
Tue	1.00	- + [grid icon]
Wed	1.00	- + [grid icon]
Thu	1.00	- + [grid icon]
Fri	1.00	- + [grid icon]
Sat	0.00	- + [grid icon]
Sun	0.00	- + [grid icon]

Once you have checked your shifts and total pay are correct click 'Save'.

Once you have entered this you can then click on Expenses and click on the Add New button. You must enter any expenses before you submit your timesheet.

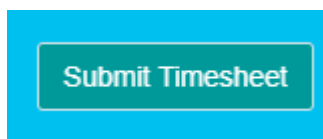


Here you will be asked to select an expense type along with the total for claiming and the description against the expense – then click Save.

Expenses Type

- Select '**Expenses U**' if you are paid via a payroll company.
- Select '**Expenses**' if you are paid via your own limited company.

Once all the timesheet hours and expenses are added click on the Submit Timesheet button. This will send an email to your line manager letting them know they have a timesheet to approve.



If you then click on the home icon

Then on the main screen you have the option to look at.

- Payslips
- P60's (if applicable)