

Guide for using the timesheet Portal – Company login

The below is a guide on how to authorise timesheets that have been entered by the contractors

First you will need to log onto the portal via the link below, your ID and password will be emailed to you direct

Portal link = [BuildSpace Portal](#)



Sign In Forgot username?
Forgot password?

Remember me?

Login

After logging in you will see a screen similar to the below

The screenshot shows the BuildSpace portal dashboard. At the top, there is a teal navigation bar. Below it is a red banner with the text "Urgent Please submit your timesheets today!". The dashboard is divided into four colored boxes: a red box for "Incomplete Timesheets" (0), a yellow box for "Un-Authorised Timesheets" (1), a blue box for "Authorised/Ready" (0), and a green box for "Processed Timesheets" (0). Below these boxes is a section titled "Latest Invoices" with a table of invoice data and buttons for "Download All", "Export to PDF", and "Export to Excel".

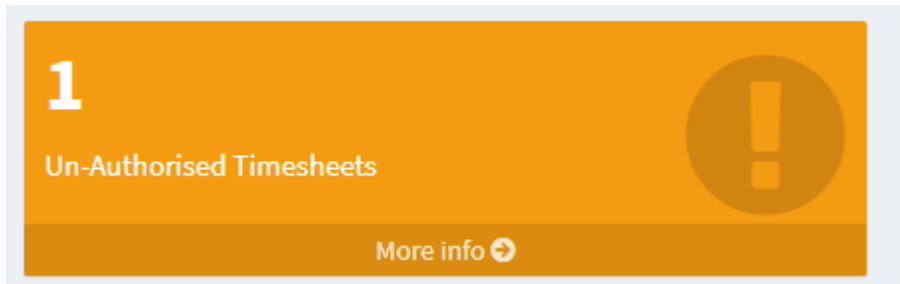
Invoice Code	Net	VAT	Total	Year	Period	Date	Download
0000000576	600	120	720	2020	23	04/09/2020	Download Preview
0000000576	570	114	684	2020	22	03/09/2020	Download Preview

You will see there are various elements in coloured sections for timesheets

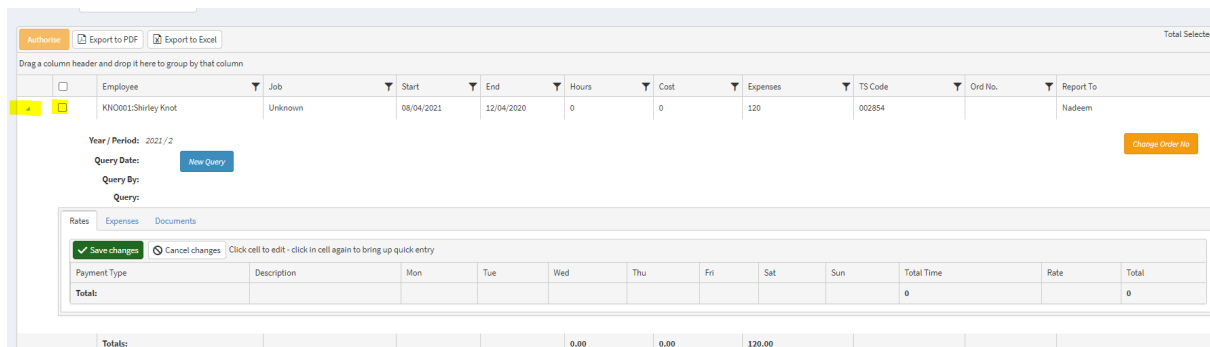
- **Incomplete Timesheets**
 - These are timesheets that the contractor has not yet entered hours into
- **Un-authorized Timesheets**
 - These are the timesheets that you need to check and authorise
- **Authorised/Ready**
 - These are timesheets that have already been authorised ready to be paid/billed
- **Processed Timesheets**
 - These are the timesheets that have been actioned and the contractor paid and the invoices raised

To authorise a timesheet

Click on the Un-authorized button



This will then open a screen similar to the below



Employee	Job	Start	End	Hours	Cost	Expenses	TS Code	Ord No.	Report To
KNO001:Shirley Knot	Unknown	08/04/2021	12/04/2020	0	0	120	002854		Nadeem

Year / Period: 2021 / 2

Query Date: [New Query](#)

Query By:

Query:

Payment Type	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Time	Rate	Total
Totals:									0		0

Totals: 0.00 0.00 120.00

What you will see is there are 2 items highlighted at the top left

- One is an arrow which when clicked will expand the screen as above
- The second is a tick box
 - Once you have confirmed you are happy with any hours that have been entered (there are none as yet on the above) you would then put a tick in the box and click on the Authorise button (top left)
- If you have a query with the timesheet you can press the query button and enter a message which will be sent to the payroll department

- Also on the screen you can change the order number which will then update the timesheet and also the invoice which will be created



When finished click back on the home button (top left of the web screen)

Invoices

To view your invoices when you are on the home screen you will see a list of all the invoices attached to your account as below

Latest Invoices

Download All | Export to PDF | Export to Excel

Drag a column header and drop it here to group by that column

Invoice Code	Net	VAT	Total	Year	Period	Date	Download
0000000578	600	120	720	2020	23	04/09/2020	Download Preview
0000000576	570	114	684	2020	22	03/09/2020	Download Preview

You can from here click on the arrow at the side which will expand the view

Invoice Code	Net	VAT	Total	Year	Period	Date	Download
0000000578	600	120	720	2020	23	04/09/2020	Download Preview

Timesheets

Employees

BAC001: Daniel Svendsen

Rates Expenses

Job	Type	Time	Rate	Net	Auth By	Start	End	TS Code	Reports To	Order
<Unknown>	Basic Pay	40	15	600	DanielSvendsen	31/08/2020	31/08/2020		Daniel Svendsen	123415
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
		8	8	8	8	8	0	0	40	

You can also Download the invoice as well – just press the download button on the right hand side