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

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

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

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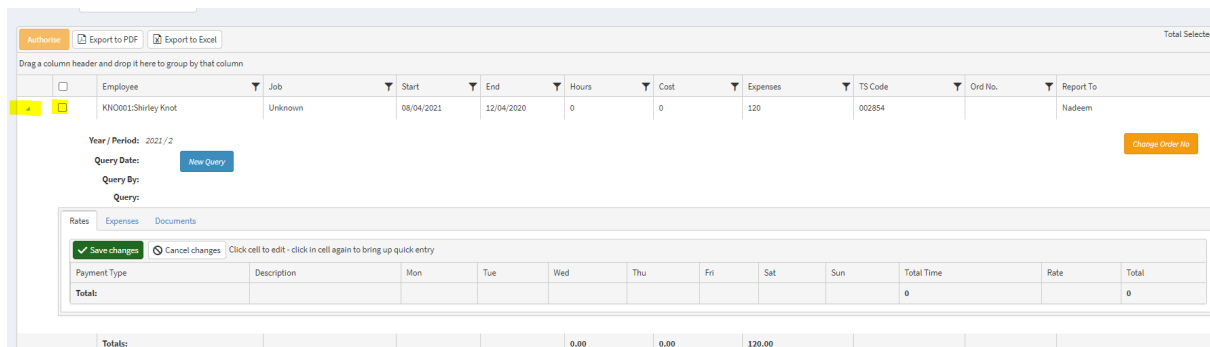   - These are timesheets that the contractor has not yet entered hours into
- **Un-authorised Timesheets**
    - These are the timesheets that you need to check and authorise
- **Authorised/Ready**
    - These are timesheets that have already been authorised ready to be paid/billed
- **Processed Timesheets**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

To authorise a timesheet

Click on the Un-authorised button
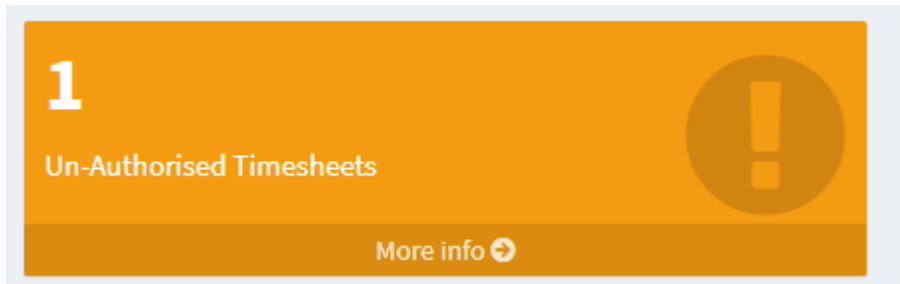
This will then open a screen similar to the below

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

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

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