



Temporary Worker Timesheet User Manual

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About Omni

Omni is a Recruitment Process Outsourcer (RPO) established in 1997 and winners of the Recruiter Award for Best Managed Service Provider 2008 and Outstanding Outsourced Recruitment Organisation 2010.

We are entirely independent of any agency and do not have a database of our own. We are managing the recruitment on behalf of Rydon and work with your agency and many others to provide candidates to Rydon.

In order to process the timesheets for your temporary assignments at Rydon, you need to log in to our recruitment system, Appellia. This manual will help you to use this system to ensure your timesheets receive the correct approval and you can be paid for the work you complete.

Point of Contact

If you have any problems or questions, please call Omni's Rydon Recruitment Hotline 0845 0940718 and ask for Sarah Stewart.

Getting Started

To access the Appellia system, go to <https://rydon.appellia.com>. This will take you to the login page below:

Rydon

Login

Login

To login, enter your email address and password then click 'Login'.
If you do not have an account on this site, please use the registration form below.

Email Address

Password

☒ Remember my email address on this computer
☐ Keep me logged in on this computer

LOGIN

Forgotten your password? Fill in your email address above, then click [here](#) and we will send you a new one.

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Figure 1

You should have already been set up with login details, so please refer to your email for login details.

If you have not yet received login details you should contact Omni's Rydon Recruitment Hotline 0845 0940718 and ask for Sarah Stewart.

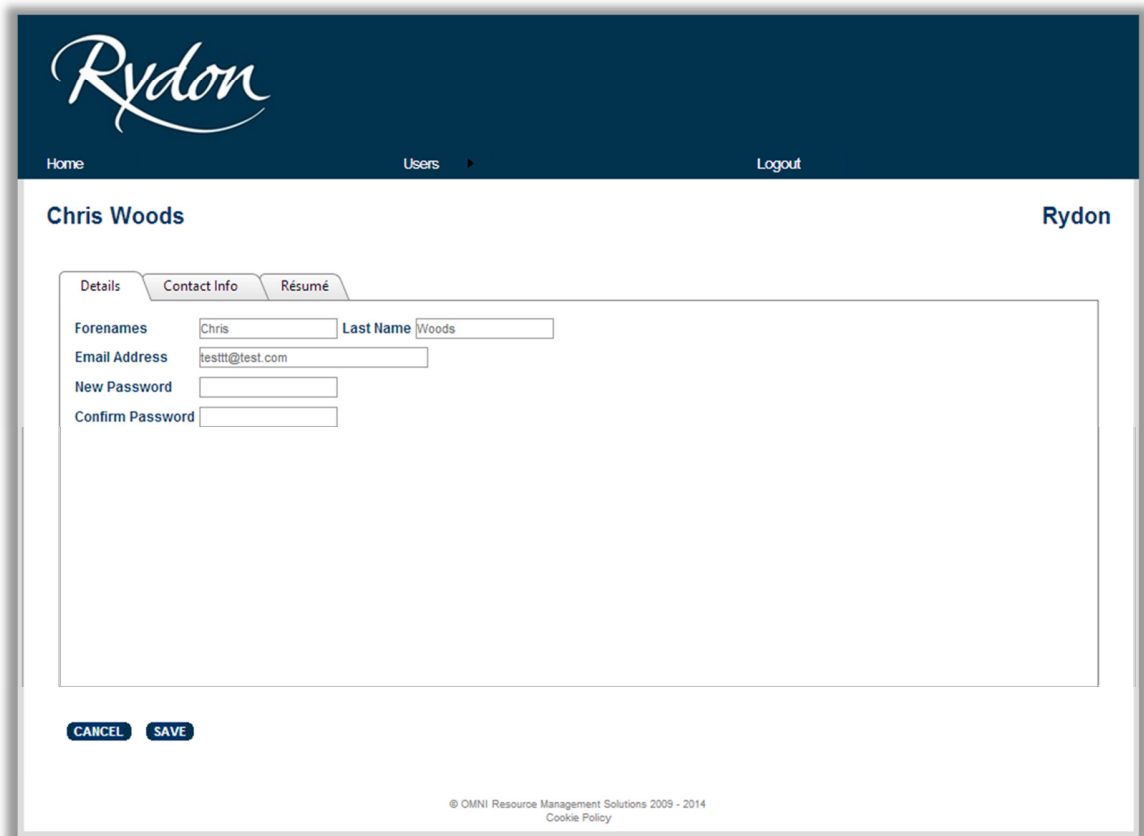
You will need to enter your email address (the one that your login details were sent to) in the Email Address field on the page, and enter the password that you received in the Password field.

Then click the Login button.

This will then take you to your own personal homepage.

Amending Your Password

If you wish to amend your password, hover over 'Users' in the grey toolbar and select 'My Account'.



The screenshot shows the Rydon user interface. At the top is a dark blue header with the Rydon logo on the left and navigation links for Home, Users, and Logout on the right. Below the header, the user's name "Chris Woods" is displayed on the left and the Rydon logo on the right. The main content area features three tabs: "Details" (selected), "Contact Info", and "Résumé". Under the "Details" tab, there is a form with the following fields: "Forenames" (containing "Chris"), "Last Name" (containing "Woods"), "Email Address" (containing "testtt@test.com"), "New Password" (empty), and "Confirm Password" (empty). At the bottom of the form are two buttons: "CANCEL" and "SAVE". The footer of the page contains the text "© OMNI Resource Management Solutions 2009 - 2014" and a link to the "Cookie Policy".

Figure 2

You will then be taken to your Account Details page where you are asked to enter a new password and then confirm this password.

Click the 'Save' button to save these changes and return to your Homepage.

Homepage

When you login, you will be taken to your personalised homepage.

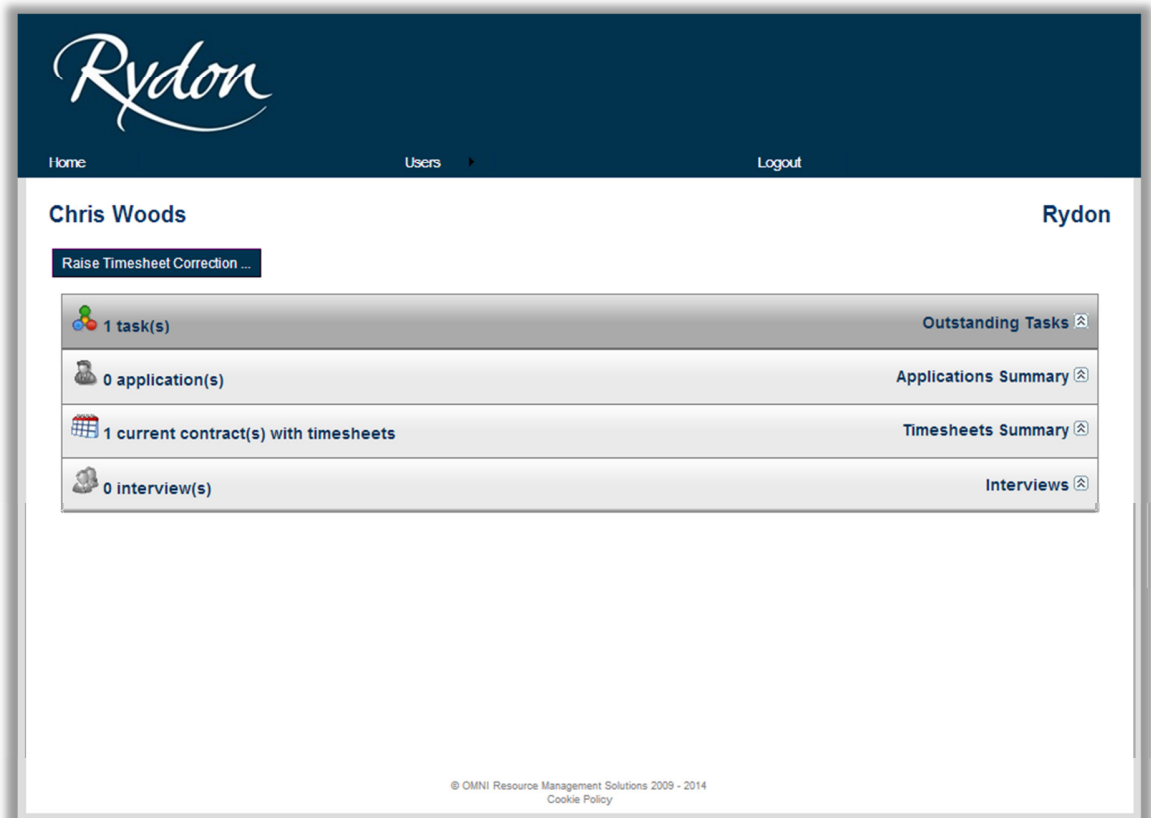


Figure 3

Outstanding Tasks

The homepage is designed to give you easy access to all of your personal recruitment tasks. Any tasks that you have outstanding will display in the Outstanding Task list. For the timesheet process, these tasks will be any timesheets that you have started to enter but not completed, or that have been returned to you to amend.

Timesheet Summary

A list of your contracts/assignments are detailed under the Timesheets Summary. If there is more than one contract, only contracts with timesheets that have not been submitted will display.

Adding Timesheets

To add the latest timesheet choose the 'Add' button on the right hand side of your contract details.

When you click 'Add' the timesheet will display.

At any time you can choose the 'Save' button which will allow you to save the details and return to your timesheet at a later stage.

Rydon

Home Users Logout

Chris Woods - Enter Timesheet **Rydon Construction**

SAVE **COMPLETE** **DELETE TIMESHEET**
(Please only click the selected button once)

Week Ending

Timesheet

Rate	Period	Project Number	Detail	Sat 17th	Sun 18th	Mon 19th	Tue 20th	Wed 21st	Thu 22nd	Fri 23rd	Hrs/Units	Edit
Standard	Hourly											Add

SAVE **COMPLETE** **DELETE TIMESHEET**
(Please only click the selected button once)

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Figure 4

The Week Ending field is a dropdown-list which will display all timesheets within your contract period. Please ensure that the correct week ending date is selected.

Under '**Timesheet**', in the '**Rate**' column ensure you choose the correct rate.

The rate should be chosen in accordance with the type of time worked and will have been agreed upfront as part of your contract/assignment.

Examples include:

- Standard
- Overtime

- Annual Leave
- Sickness Absence

The **Period** field displays when a timesheet is added. The type of period is predefined and displays different periods according to the Rate selected. The different types include:

- Hour
- Day
- Week

Please level the **Project** and **Detail** fields blank.

For standard, overtime rates, annual leave and sickness absence, a box will display under each day for you to enter the total number of days/hours under each project number at each pay rate.

You must click 'Add' in order for each entry to be captured.

If you want to delete a timesheet for a week where no time was worked, choose the button 'Delete Timesheet'. If you then wish to input a timesheet for a week you have cancelled, you will need to contact your Omni Account Manager.

Mid-week contract renewals

If your contract has expired and been renewed mid-week, you will have two contract records for that week which means that you will need to submit two timesheets for the same week – one timesheet will cover the days up to your last contract end date, and the other will cover the days from your new contract start date.

Expenses

If Expenses can be claimed as part of the assignment, the **Expenses** section will display and allows you to enter in any expenses incurred. To do this:

1. Choose a date from the date picker
2. Enter the amount in the Amount column
3. Provide a description of the expense
4. Choose the Add button

You can also upload a receipt should you want to. Simply:

1. Choose the Upload button
2. Choose the Browse button
3. Locate the file
4. Choose Open with the file selected
5. Choose Upload



[Home](#)
[Users](#)
[Logout](#)

Chris Woods - Enter Timesheet

Rydon Construction

SAVE

COMPLETE

DELETE TIMESHEET

(Please only click the selected button once)

Week Ending
Fri 23 May 2014

Timesheet

Rate	Period	Project Number	Detail	Sat 17th	Sun 18th	Mon 19th	Tue 20th	Wed 21st	Thu 22nd	Fri 23rd	Hrs/Units	Edit
Standard	Hourly			0	0	8	8	8	8	8	40	Edit Remove

Standard

Hourly

Add

SAVE

COMPLETE

DELETE TIMESHEET

(Please only click the selected button once)

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If you are happy with your timesheet choose the **Complete** button. The page will display shaded and a confirmation box will display.

Choose the **OK** button to confirm submission.

What Happens Next

The timesheet will then be sent to the Timesheet Approver you selected and they will be notified by email.

Returned timesheets

If a timesheet is returned to you to amend following submission, you will be able to click the link in the email to go straight back into the timesheet, or alternatively you can go to the Outstanding Tasks section of the homepage.

Click on 'Amend Timesheet' and you will be presented with the option to make further amendments to the timesheet, and see the Approvers comments.

The screenshot shows the Rydon user interface. At the top is a dark blue header with the 'Rydon' logo in white script. Below the logo are links for 'Home', 'Users', and 'Logout'. The main content area has a white background. On the left, the user's name 'Chris Woods' is displayed. On the right, the 'Rydon' logo is repeated. Below the name is a button labeled 'Raise Timesheet Correction ...'. The main section is titled '1 task(s)' and contains a table with the following data:

ID	Position	Unit	Process	Candidate	Action	Requested	Due
26350	Administrator	Rydon Construction	Rydon Online Timesheet Process	Chris Woods	Amend Timesheet	23 May 14 15:20	

Below the table are three summary sections:

- 0 application(s)** with a link to 'Applications Summary'.
- 1 current contract(s) with timesheets** with a link to 'Timesheets Summary'.
- 0 interview(s)** with a link to 'Interviews'.

At the bottom of the page, there is a small copyright notice: '© OMNI Resource Management Solutions 2009 - 2014' and a link to 'Cookie Policy'.

Figure 7

Timesheet Approver comments display at the bottom of the page with the option to make amendments to the timesheet.

Timesheet Progress

You can check the progress of timesheets submitted at any time via the Timesheet Summary. Expand the section and select your name from the contractor column. Again only contracts with timesheets that have not been submitted will display.

The screenshot shows the Rydon user interface. At the top is a dark blue header with the Rydon logo in white script. Below the header is a navigation bar with links for Home, Users, and Logout. The main content area is titled "Chris Woods" and "Rydon". Below this is a button labeled "Raise Timesheet Correction ...". The main section is titled "Timesheets Summary" and contains a table with the following data:

Contractor	Position	Start	End	Latest Timesheet	
Chris Woods	Administrator	02 May 2014	16 Sep 2014	23 May 2014	Add ...

Below the table is a button labeled "Add ...". To the left of the table, there are three summary items: "1 task(s)" with a task icon, "0 application(s)" with an application icon, and "1 current contract(s) with timesheets" with a calendar icon. To the right of these items are links for "Outstanding Tasks", "Applications Summary", and "Timesheets Summary". At the bottom of the section, there is a button labeled "0 interview(s)" with an interview icon and a link for "Interviews".

Figure 8

Figure 10 will display. The task column displays what stage in the process the timesheet is currently at. To view the timesheet for that particular date click on the date under the Week Ending column.

Type	Week Ending	Reference	Status	Notes
Timesheet	02 May 2014	10825-20140502	Submitted	
Timesheet	09 May 2014	10825-20140509	Authorised	
Correction	09 May 2014	10825-20140509-1	Submitted	Didn't work Saturday
Timesheet	16 May 2014	10825-20140516	Authorised	
Correction	16 May 2014	10825-20140516-1	Submitted	Did not work Saturday and Sunday
Timesheet	23 May 2014	10825-20140523	Pending	

ADD ...

Figure 9

Timesheet Corrections

If an original timesheet has been incorrectly input, the Appellia system allows you to raise a correction for any timesheets that have already been processed in order to amend the following:

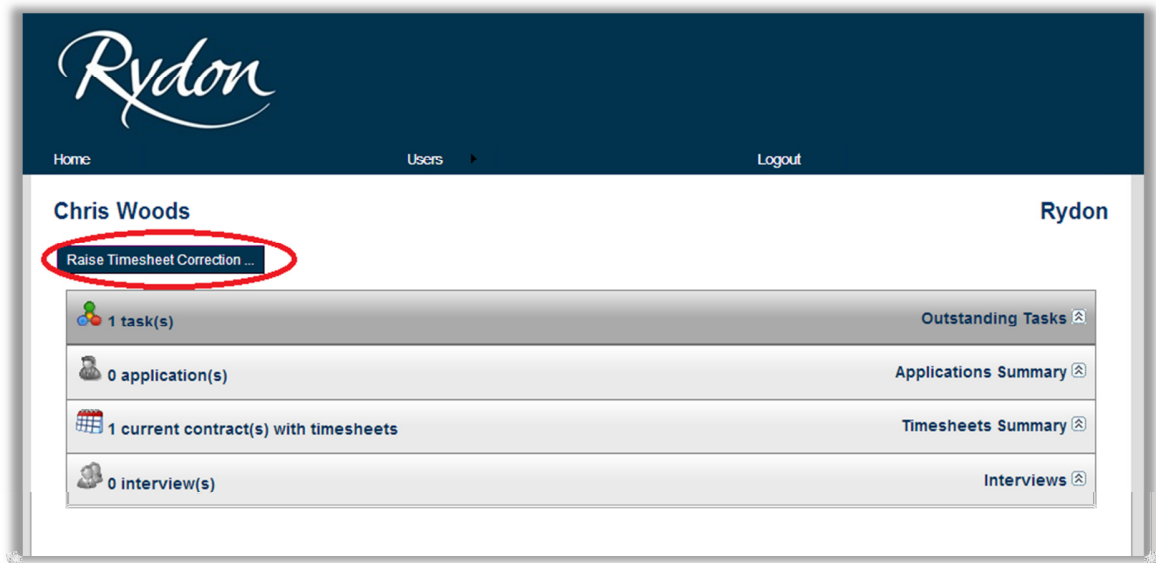
- The number of hours/days worked
- The type of rate selected against these hours/days (e.g. Overtime, Standard, Annual Leave)
- The expenses claimed (if these can be claimed for your assignment)

For any other queries, please contact your recruitment agency.

Raising a Correction

A 'Raise Timesheet Correction...' button will display under your name on the homepage.

NB. Please note that this button will be disabled if these timesheets have not yet been fully processed, in which case, please contact your agency if you feel that an amendment needs to be made to the timesheet.



Click on this button and a 'Raise Correction Memo' box will display:

The 'Raise Correction Memo' dialog box is shown. It contains the following fields and controls:

- Contract:** A dropdown menu showing 'Chris Woods (TC130514) 02 May 2014'.
- Week Ending:** A dropdown menu showing '16 May 2014'.
- Timesheet:** A table with columns for Rate, Period, Project Number, Detail, and days of the week (Sat 10th, Sun 11th, Mon 12th, Tue 13th, Wed 14th, Thu 15th, Fri 16th), followed by Hrs/Units.
- Comments:** A text area for entering comments.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Rate	Period	Project Number	Detail	Sat 10th	Sun 11th	Mon 12th	Tue 13th	Wed 14th	Thu 15th	Fri 16th	Hrs/Units
Standard	Hourly			2	2	2	2	0	0	0	8

If your assignment has been extended, you will have a number of contracts that appear in the 'Contract' drop-down list at the top of the box. You will need to select the correct contract by referring to the contract start date.

Select the 'Week Ending' date for the timesheet that needs to be amended.

The timesheet will then display below for you to view the Original Timesheet submitted.

Comments Box

In order to submit your correction, please enter comments in to the Comments box, to clarify what needs correcting in the original timesheet. You need to provide clear detail of what is required.

Once complete, please click 'OK' to submit.

Expenses Receipts

If you are adding additional expenses, you will need to email your receipts to accounts@omnirms.com, quoting your Name, Contract Reference (as displayed in the Contract drop-down list) and the week ending date for the expenses.

Corrections already raised

You may see a red message at the top of the box when you are selecting the relevant week ending date:

Raise Correction Memo

A new correction memo cannot be created for this timesheet as an existing one is being processed.

Contract: Chris Woods (TC130514) 02 May 2014

Week Ending: 16 May 2014

Timesheet

Rate	Period	Project Number	Detail	Sat 10th	Sun 11th	Mon 12th	Tue 13th	Wed 14th	Thu 15th	Fri 16th	Hrs/Units
Standard	Hourly			2	2	2	2	0	0	0	8

Comments:

OK Cancel

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This message indicates that a correction is already being processed for this week. Until this has been completed, you cannot raise another correction for this week.

You will need to contact your agency to ensure that amendments are made to the correction already raised before it is finalised.

Tracking the Progress of a Correction

Once you have submitted your correction, you can track its progress in the same way that you track timesheets. The Correction will be distinguished as a 'Correction' in the Type column.

Type	Week Ending	Reference	Status	Notes
Timesheet	02 May 2014	10825-20140502	Submitted	
Timesheet	09 May 2014	10825-20140509	Authorised	
Correction	09 May 2014	10825-20140509-1	Submitted	Didn't work Saturday
Timesheet	16 May 2014	10825-20140516	Authorised	
Correction	16 May 2014	10825-20140516-1	Submitted	Did not work Saturday and Sunday
Timesheet	23 May 2014	10825-20140523	Pending	

By clicking on the week ending date for the correction, or the original timesheet, you will be able to view both timesheet and correction together in one screen for the specified week.

Rejected Correction

If for any reason a Correction is declined by the Omni Recruitment Team or the Line Manager, you will receive an email from the system confirming the rejection.