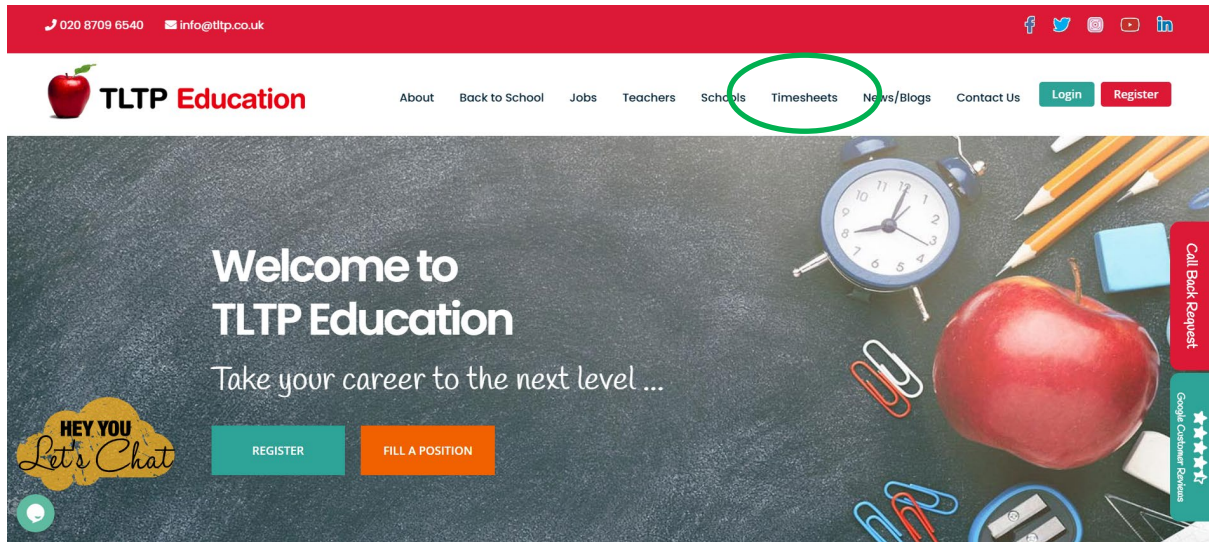


## Timesheet Portal – Step by Step Guide

1. To access the portal please go to: [www.tltp.co.uk](http://www.tltp.co.uk)
2. Click on the 'timesheet' tab – depending on your device your view will differ as follows.

Desktop view – click on 'timesheets' in the header

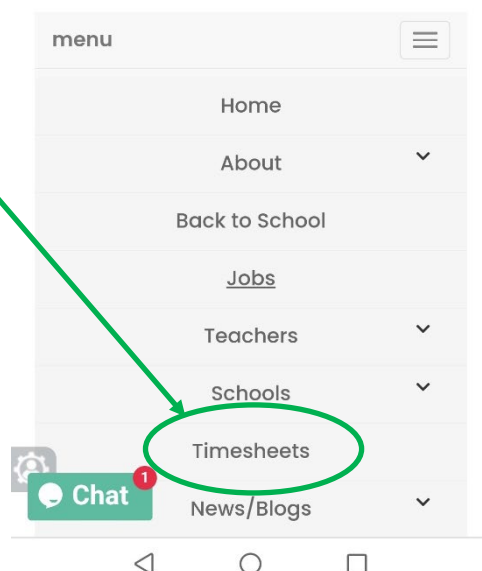
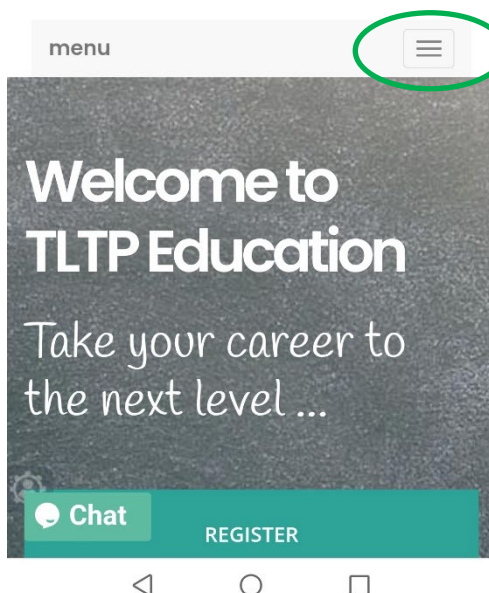


## Mobile or Tablet view

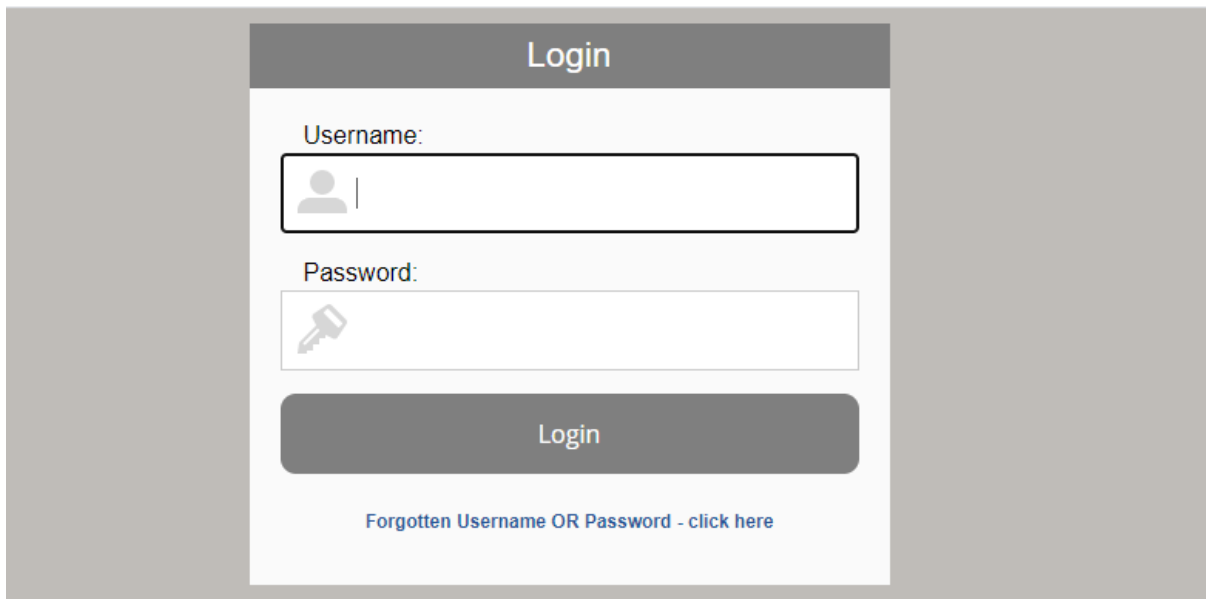
1) Click on the three lines on the right-hand side. The menu will expand.



2) Click on 'timesheets' at the bottom. The menu will expand. Click 'Timesheet Portal'.

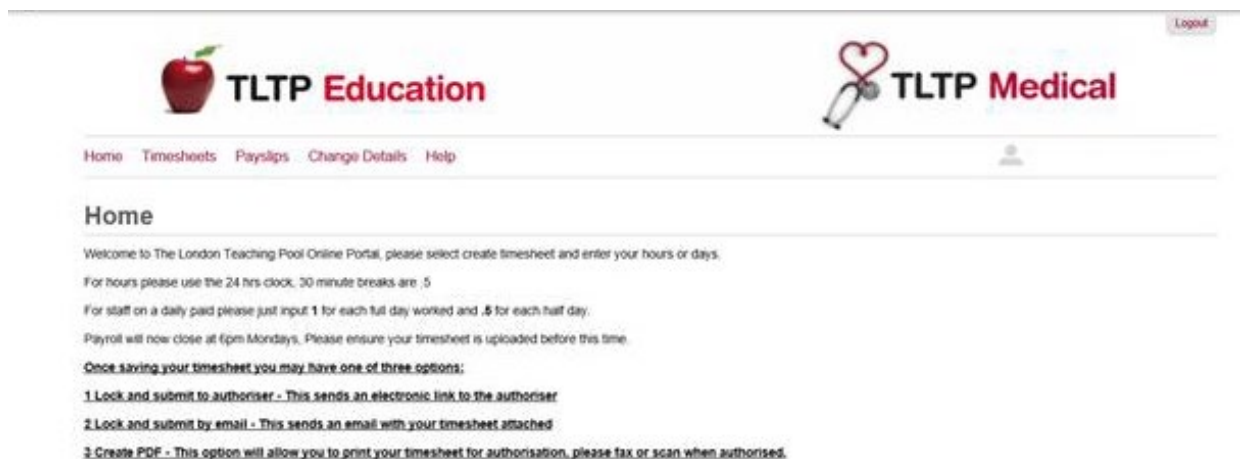


- You will be forwarded to the login page for easy time.  
Type in your username and password to login.



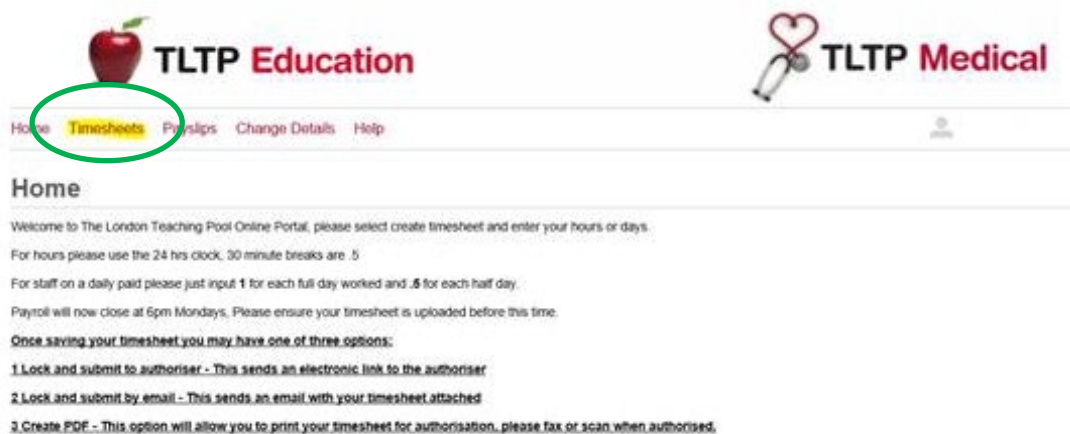
The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields. The first is labeled "Username:" and contains a grey person icon and a vertical line. The second is labeled "Password:" and contains a grey key icon. Below these fields is a dark grey button with the word "Login" in white. At the bottom of the form, there is a blue link that says "Forgotten Username OR Password - click here".

- This will take you into your account.



The image shows the top section of a website. On the left is the "TLTP Education" logo, which features a red apple icon. On the right is the "TLTP Medical" logo, which features a red heart icon with a stethoscope. Below the logos is a navigation menu with the following items: "Home", "Timesheets", "Payslips", "Change Details", and "Help". A "Logout" button is visible in the top right corner. Below the navigation menu, the page content begins with the heading "Home" and a welcome message: "Welcome to The London Teaching Pool Online Portal, please select create timesheet and enter your hours or days." This is followed by instructions on how to use the 24-hour clock and how to input hours for staff on a daily paid basis. It also mentions that the payroll will close at 6pm on Mondays and provides three options for submitting timesheets: 1. Lock and submit to authoriser (electronic link), 2. Lock and submit by email (email with attachment), and 3. Create PDF (print and scan).

- Select 'timesheets' at the top.



This image is identical to the previous screenshot, but with a green circle drawn around the "Timesheets" link in the navigation menu.

- Select create 'timesheet' on relevant placement.

- Type in start time, finish time and any breaks\*. Then click save timesheet. (\*please see below 'Further Information' about breaks).

**\*Further information**

Please be aware that the system only recognises times in 15-minute intervals, for example if you start at 8:50 this can only be input at 8:45 or 9:00. Break information is as follows:

| Length of break | Number to Input |
|-----------------|-----------------|
| 15 minutes      | 0.25            |
| 30 Minutes      | 0.50            |
| 45 Minutes      | 0.75            |
| 60 Minutes      | 1               |

8. Finally select lock timesheet & submit for approval. This will send your timesheet to your authoriser.

If no authoriser is set up please click lock timesheet and create pdf. This will give you the option to print the timesheet to get signed manually.

If you are unable to do this please advise your consultant.

TLTP Education TLTP Medical

Home Timesheets Payslips Documents Change Details Help

Placement 12698 - Teaching Assistant for client Phoenix Primary School from 01 Oct 2018 to 30 Dec 2019

Start Date: Mon 22-Jul-2019 End Date: Fri 26-Jul-2019 Client Ref:

### Timesheet Entry (OLT83668)

|             | Mon   | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|-------------|-------|-----|-----|-----|-----|-----|-----|-------|
| Start       | 09:00 |     |     |     |     |     |     |       |
| End         | 15:15 |     |     |     |     |     |     |       |
| Breaks      | 0:50  |     |     |     |     |     |     |       |
| Total       | 5.75  |     |     |     |     |     |     | 5.75  |
| Hourly Paid | 5.75  | 0   | 0   | 0   | 0   |     |     | 5.75  |

[Back](#) [Delete Timesheet](#) [Lock Timesheet & Create PDF](#) [Lock Timesheet & Submit For Approval](#) [Save Timesheet](#)