

New Candidate profile

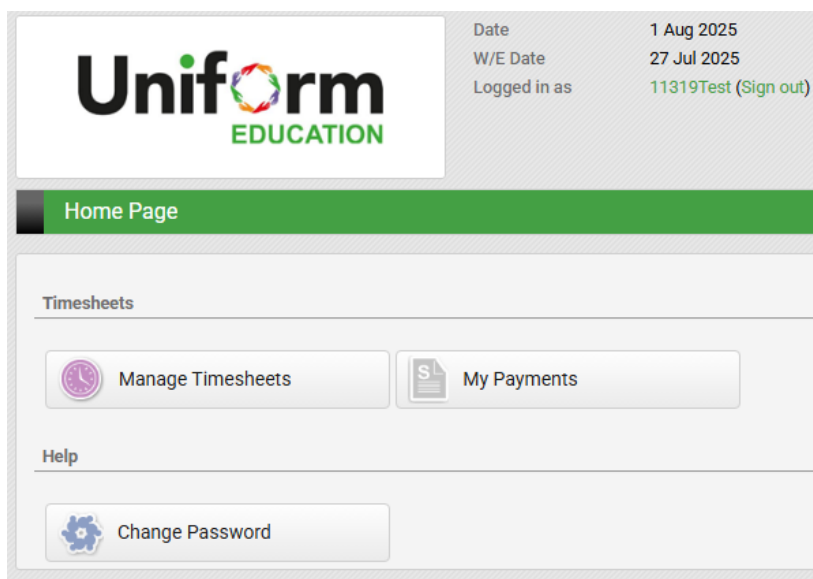
In the first instance you will receive an email to create a password for your profile.

Dear **(Candidate)**,

A new account with the username **(Username)** has been created for you on the **(AgencyName)** portal. Please complete the account creation by confirming your account and setting your password by going to **(Link)**

After login to this is the page, you will see below.

Candidate home page



If you are using online timesheet method, you can enter your hours in the 'Manage Timesheets.' section

Open timesheets awaiting hours select 'New' next to the correct weekending

Timesheet Method: All

Show More

Awaiting Candidate Rejected Awaiting Client Activity

<input type="checkbox"/>	Timesheet ID	Period End		Placement Disp Id
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	New Timesheet	03/08/2025		1234
Count: 1				

Entry using total hours/days as below. Then submit and this will be sent to your approver to action and approve.

Save Submit

Status Change Reason

Main Workflow

Training Account

Placement 1234 Pay Currency
 Week End Date 03/08/2025 PO Ref
 Notes Cost Centre
 Created Date 01/08/2025 10:45:25 Timesheet Type
 On Hold ☐

Placement Rates

Time

AWR Week: 2

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
Standard Days	Timesheet Days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	150.00	0.00
									0.00		0.00

Candidates view of payslips. You will have received an email but also by logging into your account you can review prior documents if needed by selecting the Ref.

My Payments

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

	Ref	Date	Week End Date	Candidate
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶	70173	01/08/2025	27/07/2025	Training Account