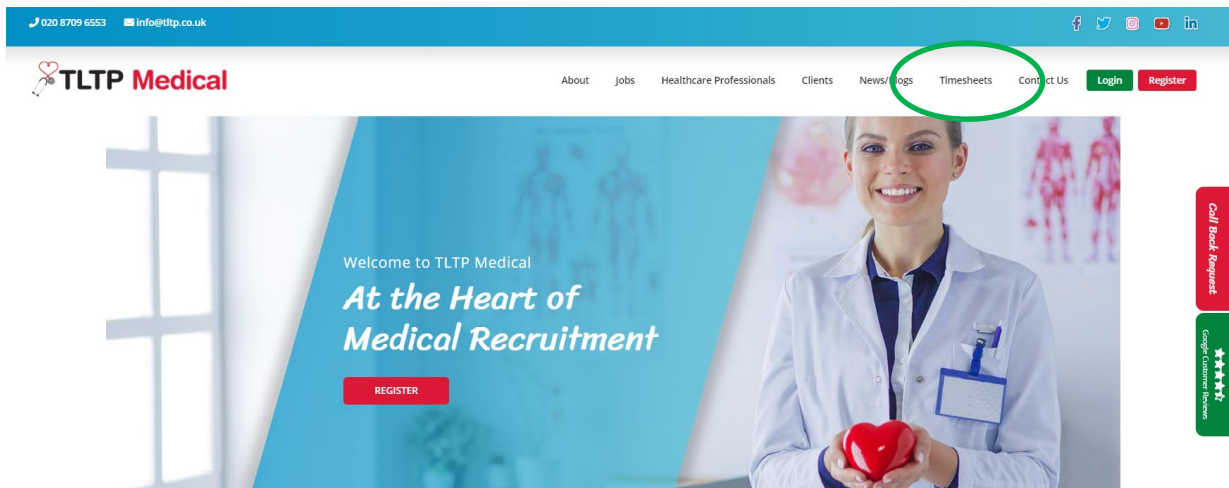


## Timesheet Portal – Step by Step Guide

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

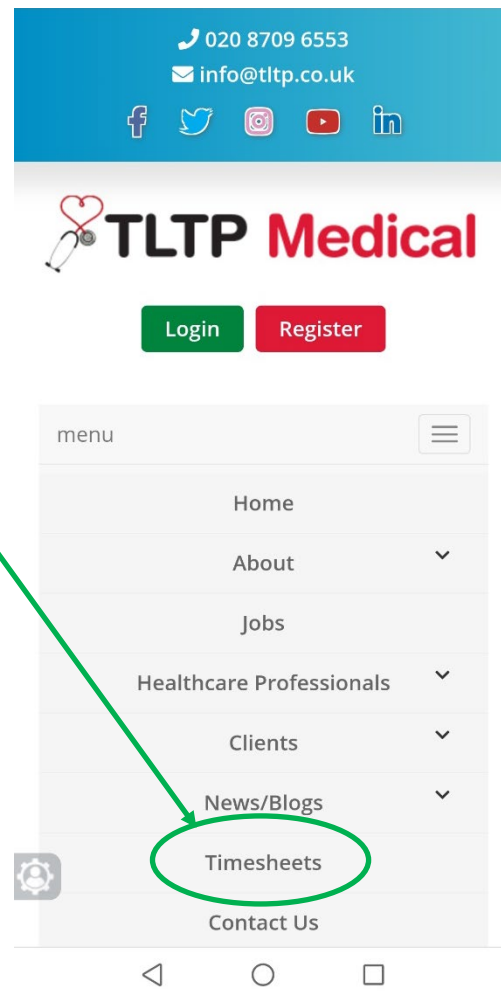
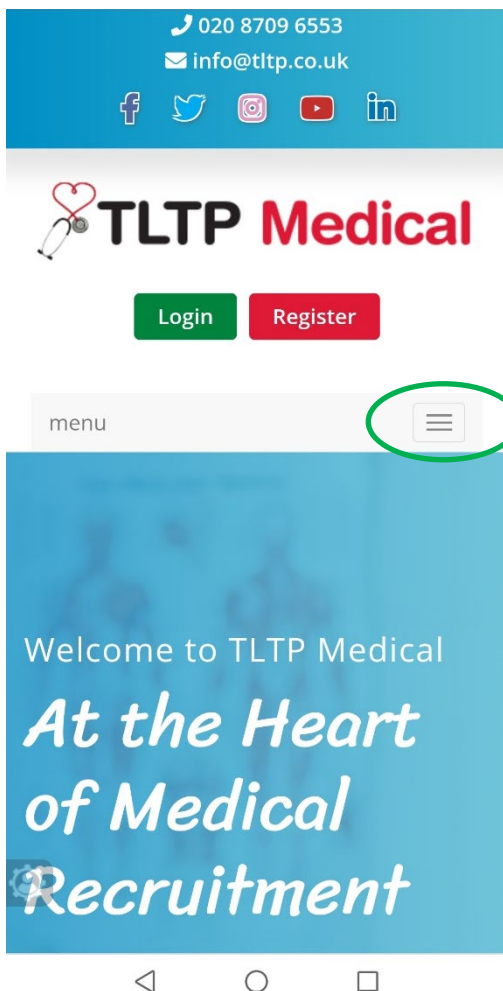
Desktop view – click on 'timesheets' in the header



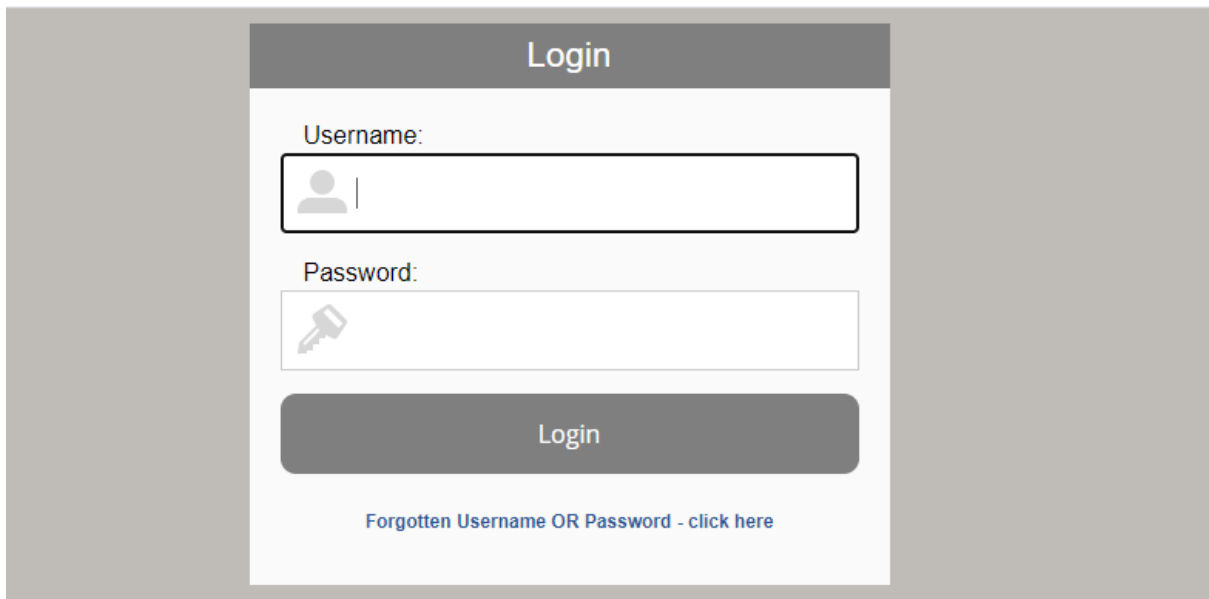
## Mobile or Tablet view

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'.

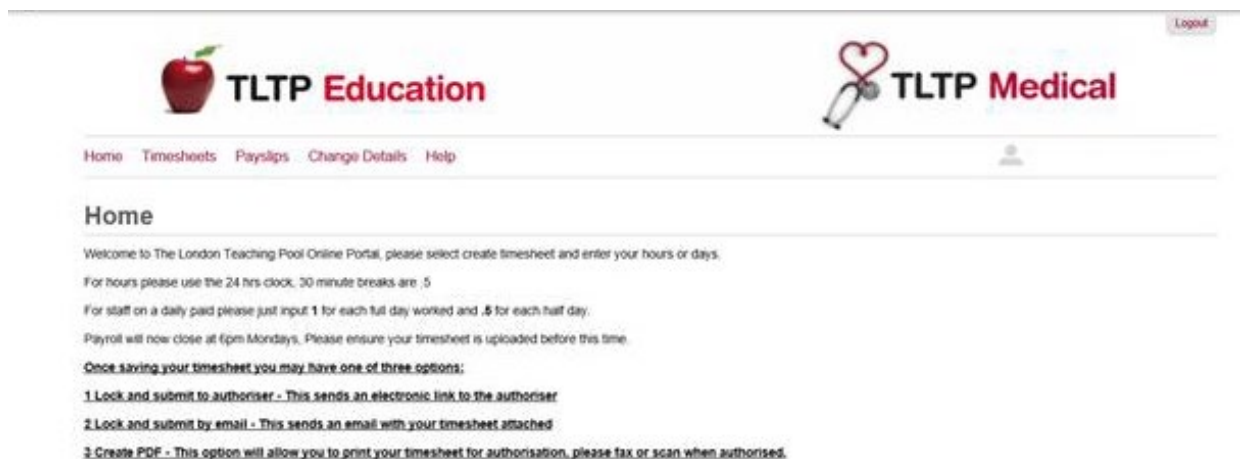


- You will be forwarded to the login page for easy time.  
Type in your username and password to login.



The image shows a login form titled "Login". It has a header with the word "Login" in white on a dark grey background. Below the header, there are two input fields: "Username:" with a person icon and "Password:" with a key icon. A dark grey "Login" button is positioned below the password field. 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 with a red apple icon. On the right is the "TLTP Medical" logo with a red heart and stethoscope icon. A "Logout" button is in the top right corner. Below the logos is a navigation menu with links: "Home", "Timesheets", "Payslips", "Change Details", and "Help". A user profile icon is on the right side of the menu. Below the menu is a "Home" section with a welcome message and instructions for using the timesheet system.

- Select 'timesheets' at the top.



This image is identical to the previous one, but the "Timesheets" link in the navigation menu is circled in green to indicate it should be selected.

- 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](#)