

Candidate Instructions...

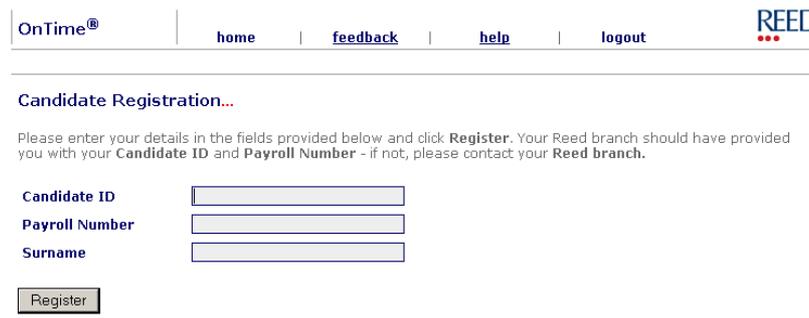
Reed OnTime is part of a continuing development by Reed to offer timesheet systems to Clients, Contractors and Temporaries that are efficient and accurate. The Reed OnTime system uses web based technology to allow weekly completion and authorisation of Reed timesheets online. It also offers Reed Temporary Employees the facility to view current and previous payslips, request and track paid holiday, and it also allows Contractors the facility to manage invoices.

To access Reed OnTime: <https://candidate.reedglobal.com>

Create a password...

Before using the OnTime system, you will need to create a password. Your password must contain at least 8 characters, including 1 upper case letter, 1 lower case letter and 1 number.

Firstly obtain your unique Candidate ID and Payroll Number from your Reed consultant. Then go to: <https://candidate.reedglobal.com> and click on the Register link. Enter your Candidate ID and Payroll Number along with your Surname and click the Register button. You will then be able to create a password and set your security question. Setting up a security question has been added as an extra form of security and is also required should you forget your password.



The screenshot shows the 'Candidate Registration...' page. At the top, there is a navigation bar with 'OnTime®' on the left and 'home', 'feedback', 'help', and 'logout' in the center. The 'REED' logo is on the right. Below the navigation bar, the page title is 'Candidate Registration...'. A message reads: 'Please enter your details in the fields provided below and click Register. Your Reed branch should have provided you with your Candidate ID and Payroll Number - if not, please contact your Reed branch.' There are three input fields: 'Candidate ID', 'Payroll Number', and 'Surname'. Below these fields is a 'Register' button.

Once this process is complete, you are ready to log in.

Login...

To enter the OnTime system you must enter your 7 Digit Payroll Number, your Surname and your Password.

Once you have entered the required login details, please click on the Login button.

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Welcome ...

- Welcome to the Reed OnTime timesheet system. This allows you to view, check and enter timesheets at the touch of a button.
- If you do not know your **Payroll Number**, please contact your Reed branch.
- If you experience any **technical difficulties**, please contact OnTime Support. Please find the contact number [here](#), or alternatively [email us](#). Our support line is available from 08:00 to 18:00 Monday to Friday, excluding Bank Holidays and other Public Holidays.

Log in...

Please enter your payroll number here,

...and your surname here,

...and your password here.

If this is your first visit to OnTime, please [Register](#).

Forgot your password? Don't forget that your password is case-sensitive.

Once you have successfully logged into OnTime, messages from Reed may be displayed on the next page where applicable i.e. Christmas timesheet deadlines/closure dates notice.

The first time you log in to OnTime you will be prompted to enter the following personal information, some details may already be inserted. You will only then be asked quarterly to check and confirm that the details are still correct:

Personal Details ...

Before you can proceed, please confirm that the personal details we have on record for you are up-to-date. If incorrect please overtype. By clicking **Continue** you are confirming the details are correct.

We are required by HMRC to submit temporary worker details to them every quarter. Please ensure that the information we hold is correct.

If you have any queries, please email EmploymentIntermediaries.Reporting@reedglobal.com or visit <https://www.gov.uk/government/publications/employment-intermediaries-reporting-requirements/what-this-means-for-a-worker>.

Please note: * indicates mandatory field.

First Name	<input type="text" value="Test"/> *
Last Name	<input type="text" value="Candidate"/> *
Title	<input type="text" value="MR"/>
Home Address	<input type="text" value="120 Coombe Lane"/> *
	<input type="text" value="Raynes Park"/> *
	<input type="text"/>
Town	<input type="text" value="London"/>
County	<input type="text"/>
Postcode	<input type="text" value="SW20 0BA"/> *
National Insurance Number	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text" value="29/01/1971"/> *
Gender	<input type="text" value="M"/> *
Unique Taxpayer Reference Number	<input type="text"/>
Email	<input type="text" value="test.test@reedglobal.com"/>

I confirm that these details are correct for submission to HMRC

OnTime Main Page:

View Options...

Once you are logged into the OnTime Main Page, you will be presented with the following options. (Please note that the options displayed will differ for Limited Company Contractors, and are dependant on candidate and timesheet type):

Timesheets-This section allows you to view/enter hours onto your current timesheet or check the status of previous timesheets.

Some candidates may also see Expense Claims.

Payslips-This section allows you to view your current or previous payslips.

Holidays-This section allows you to submit a request for paid holiday or view previous holiday requests.
Some candidates may also see Expense Claims.

Other Options-This section allows you to maintain your personal details and view useful OnTime documentation and varies depending on candidate type and branch. (Please see the 'Other Options' section for more details.)

Please remember that you can enter your line manager's email address within the 'change your preferences' section. Supplying your line manager's email address will enable OnTime to send them a notification that you have submitted your timesheet. Please inform your line manager of this facility before entering their email address.

Please select one of the following options:



Timesheets...

View your [current timesheet](#) or check the status of [previous timesheets](#).



Payslips...

View your [current payslip](#) or view [previous payslips](#)



Holidays...

Submit a [holiday pay claim](#) or view a [previous holiday pay claim](#).

Other Options...

Maintain your profile, or view useful OnTime documentation.

Please note that if you have transferred to Reed from another agency Reed's standard terms and conditions and temporary employee handbook may not apply to you; and you should contact your Reed consultant if you have any questions.

- Manage your [Personal Details](#).
- Manage your [security questions](#).
- Change your [preferences](#) (including password, email address and Payslip medium (if applicable)).
- View your [P60\(s\)](#).
- View [Terms and Conditions](#).
- Terminate [Your Employment and Request your P45](#).
- View Useful [Documentation](#).
- View [Reed Think](#).
- View [Payroll Deadlines](#).
- View [Bank Details](#).
- Request [Eye Test](#)
- Submit [P46 Details](#).
- View the [P46 FAQs](#).
- Retrieve your [Statement Of Earnings](#).
- View the [Expenses Guides](#).
- View [List of Recent Activities](#).
- View or Opt-in to the [Pension Scheme](#).
- View [Workplace Support](#).

Timesheets and entering hours...

If your current timesheet does not appear, please contact your Reed office.
Enter your start time, finish time, and total daily hours claimed using the twenty-four hour clock, the system will automatically calculate your total hours for the week. Meal breaks should be entered using hours/min e.g. 0.15, 0.30, 0.45, 1.00. You will only be able to save the daily hours if the total number of hours entered does not exceed the number of hours worked, i.e. the difference between the start time and the finish time minus any breaks:

	Example	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Start Time	8.30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Finish Time	17.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Meal Break	0.45	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hours Claimed	7.45	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
By clicking submit you confirm that the hours or days for which you are claiming are a true account of the time actually worked.									
back save submit auto entry		Enter Hours Claimed to the nearest quarter of an hour (eg. 7.15, 6.45, 8.00 etc) and meal breaks in hours and minutes (hh.mm). To fill timesheet from a previous weeks timesheet click 'auto entry'.							

Auto Entry

Clicking the auto entry option (next to submit), allows the auto hours population for the current timesheet with the hours held against the most recently authorised timesheet, saving you time entering the same start, finish, and meal times (and reducing possible errors) where you work the same hours each week. Please note that the timesheet type has to be the same as the previously authorised timesheet, and that the auto entry option will not be available if there is not a previously authorised timesheet.

Submitting Hours...

To submit hours for authorisation at the end of the working week, click the 'Submit' link, which will set the status to 'Awaiting Authorisation' and make your timesheet available for your line manager to authorise. Please note that by clicking Submit you are confirming that the hours or days for which you are claiming are a true account of the time actually worked. You can make amendments to submitted hours before your timesheet is authorised using the 'Recall Timesheet' link. To edit an authorised timesheet, your manager must 'Unauthorise' the timesheet before you can make amendments to it. Again you can make amendments using the 'Recall Timesheet' link.

(Remember to re-submit the timesheet for authorisation once any required amendments have been made). Once a timesheet has a status of 'Passed for Payment' it cannot be edited. You will be able to view the authorising manager's name, and the date and time the timesheet was authorised.

	Example	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Start Time	8.30	<input type="text"/>	<input type="text"/>	9.00	9.00	9.00	<input type="text"/>	<input type="text"/>	
Finish Time	17.00	<input type="text"/>	<input type="text"/>	18.00	18.00	18.00	<input type="text"/>	<input type="text"/>	
Meal Break	1.15	<input type="text"/>	<input type="text"/>	1.00	1.00	1.00	<input type="text"/>	<input type="text"/>	
Hours Claimed	7.15	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	24.00
back		Enter Hours Claimed to the nearest quarter of an hour (eg. 7.15, 6.45, 8.00 etc) and meal breaks in hours and minutes (hh.mm).							
These details are awaiting authorisation. To edit them					recall timesheet				

Please remember that you can enter your line manager's email address within the 'change your preferences' section. Supplying your line manager's email address will enable OnTime to send them a notification that you have submitted your timesheet. Please inform your line manager of this facility before entering their email address.

Some temporaries may be required to complete a daily timesheet, which requires the selection of 0.5 or 1 from the drop-down:

Days	
Saturday	0
Sunday	0
Monday	0.5
Tuesday	1
Wednesday	0
Thursday	0
Friday	0
Total	0

[View Previous Timesheets...](#)

Within the previous timesheets link you will be presented with the following options:

1. **Enter hours onto this week's timesheet** – This allows you to enter hours onto the current week's timesheets. (Always check the date).
2. **Enter hours onto previous timesheets** – If there are any outstanding timesheets from previous weeks this option will be available.
3. **View next week's timesheet** – This option only appears on a Friday.
4. **View recent timesheet** – This displays all timesheets that you have submitted and have been passed for payment in the last three months.
5. **View archived timesheets** – This shows all timesheets older than three months that have been submitted and passed for payment.

Payslips...

If your payslip medium is electronic within the preferences section, then you have the ability to view your current and previous payslips within OnTime.

Current Payslips...

To view your current payslip select the current payslip link.

Previous Payslips...

The previous payslips option allows you to view an Interim Payment advice that has been produced during the past 4 weeks, or a more detailed payslip dating further back than 4 weeks.

Click on the 'View' link alongside any one of the payslip records to view the detail.

There may also be a Timesheet Adjustment Summary link, this will only contain data if relevant to you.

[Holidays and submitting a Paid Holiday Claim...](#)

Reed temporary employees accrue paid holiday hours as soon as you start working for Reed. As bookings are completed for Reed, the accrued holiday hours build up. When you decide to take paid holiday you simply choose how many of the hours in the accrued pot you wish to use.

The paid holiday hours are displayed on your payslip each week as **Holiday Hours Accrued** and **Holiday Pay Rate**.

All paid holiday must be requested using OnTime. The dates requested will be forwarded to your Temporaries Consultant for authorisation. You should give at least two weeks notice.

To submit a paid holiday claim, select the 'holiday pay claim' link, this opens the 'Submit a Holiday Pay Claim' page.

Use the drop-down to select the week for the paid holiday claim. All holiday should be requested in advance.

This then opens the 'Submit a Holiday Pay Claim' page where the number of hours and dates being requested can be entered.

Enter a whole value for the number of hours beside the relevant date. The number of hours claimed per day must be more than 1.00 and less than 8.00 and not more than the number of hours accrued, which is detailed at the top of the page. Temporary employees can change the week at any time before they submit the claim by selecting a new week from the drop-down menu. In the 'additional comments' field you can add a reason note i.e. moving house, and click Submit.

A message will be displayed stating that the request has been submitted successfully to your Reed branch.

An email request will automatically be sent to your branch, and they can also view and action this via the branch recruitment system.

Viewing Previous Holiday Pay Claims...

All previous paid holiday claims that have been submitted or cancelled can be viewed in the previous holiday pay claims table, by clicking the previous holiday pay claim link.

To view more details about a specific paid holiday claim, click the link alongside any of the records.

Cancelling Holiday Pay Claim...

A paid holiday claim can be cancelled before it has been processed, i.e. while it still has a status of **Submitted**.

To cancel a paid holiday claim, select the cancel link alongside the paid holiday claim record and click the 'Confirm' button. The request will be cancelled as a whole, so if the request contained 2 days holiday both days will be cancelled.

Please see the UK Temp Handbook for further information regarding paid holiday claims or contact your Reed Temporaries Consultant.

Other Options...

Within this section you can maintain your profile or view useful OnTime documentation. Currently the following options are available, but it will depend on your candidate and timesheet type as to which of the options are visible to you:

- Manage your Personal Details

You will be required to keep your Personal details up-to-date.

Personal Details ...

Your personal details: If incorrect please overwrite and click **Save** to update. Click **Back** to return to the main menu.

We are required by HMRC to submit temporary worker details to them every quarter. Please ensure that the information we hold is correct.

If you have any queries, please email EmploymentIntermediaries.Reporting@reedglobal.com or visit <https://www.gov.uk/government/publications/employment-intermediaries-reporting-requirements/what-this-means-for-a-worker>.

Please note: * indicates mandatory field.

First Name	<input type="text" value="Test"/> *
Last Name	<input type="text" value="Candidate"/> *
Title	<input type="text" value="MR"/>
Home Address	<input type="text" value="120 Coombe Lane"/> *
	<input type="text" value="Raynes Park"/> *
	<input type="text"/>
Town	<input type="text" value="London"/>
County	<input type="text"/>
Postcode	<input type="text" value="SW20 0BA"/> *
National Insurance Number	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text" value="29/01/1971"/> *
Gender	<input type="text" value="M"/> *
Unique Taxpayer Reference Number	<input type="text"/>
Email	<input type="text" value="test.test@reedglobal.com"/>

I confirm that these details are correct for submission to HMRC

- Manage your security questions

Setting your security question...

When you first register with OnTime you will be prompted to set a security question, however if you would like to amend it, you can do so by selecting the security questions link.

As a security measure changes will not be saved unless you can confirm your current password.

- Change your preferences (including password, email address and Payslip medium (if applicable) and Reed Rewards).

Change your preferences...

You can set your various preferences within this section, e.g. Change your Password, supply your Manager's Email address, opt out of the Reed Rewards scheme and select to Receive a Timesheet Authorised Email. Again as a security measure you will need to confirm your current password before any changes can be saved.

- View your P60(s)
- View Terms & Conditions
- Terminate Your Employment and Request your P45
- View Useful Documentation
 - view Temp Handbook (Updated Apr 2016)
 - view Reed Rewards FAQ
 - view Temp Discounts
 - view Print Payroll Forms
 - view Candidate OnTime User Guide
 - view Contractor OnTime User Guide
- View Reed Think
- View Payroll Deadlines
- View Bank Details

- Request Eye Test
- Submit P46 Details
- View the P46 FAQs
- Retrieve your Statement of Earnings
- View Expenses Guides
 - view the Guide to Completing a PAYE Expenses Form
 - view the Guide to Completing Expenses on OnTime
- View List of Recent Activities
- View or Opt-in to the Pension Scheme
- View Workplace Support

Candidates who have opted out of the Reed Rewards Scheme will not see the following link:

- view Reed Rewards FAQ

Forgotten Password...

You get 5 attempts to log in to your account using an incorrect password before it is locked. If your account gets locked you must ring the OnTime Support Desk to have your account unlocked on 0333 240 8510. On the 4th time of entering the incorrect password you will be directed to a re-set password page:

If you are unsure of your password or have forgotten it you can use the forgotten password option. Click the 'Forgotten Password' link to the left of the login page. You will be required to enter your Surname, Candidate ID and Payroll number. Then click the 'Find My Details' button:



OnTime® | home | feedback | help | logout | REED

Forgotten Password...

Please complete the fields below and click **Find my details**. If you do not have a record of your **Candidate ID**, please contact your Reed branch.

Please complete all the fields marked with a *

Surname *

Candidate ID *

Payroll Number *

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You will then be taken to a page that provides the security question that you selected when you registered. You must answer this question and click the Security Check button.

If you answer the security question correctly you will be able to create a new password for your account. This page will also display how many times you failed to enter your password correctly.

To reset your password, enter the new password twice to confirm. Remember that the password must be at least 8 characters, one of which must be a lower case letter, one upper case and a number.

When you click the 'Reset Password' button, you will be informed that your password has been reset, and you can then click the 'Back to log in' button to log in with your new password.

Limited Company Contractors will see other information, please see the Contractor OnTime User Guide for further information.