

## A Customer's Guide to Kelly WebTime

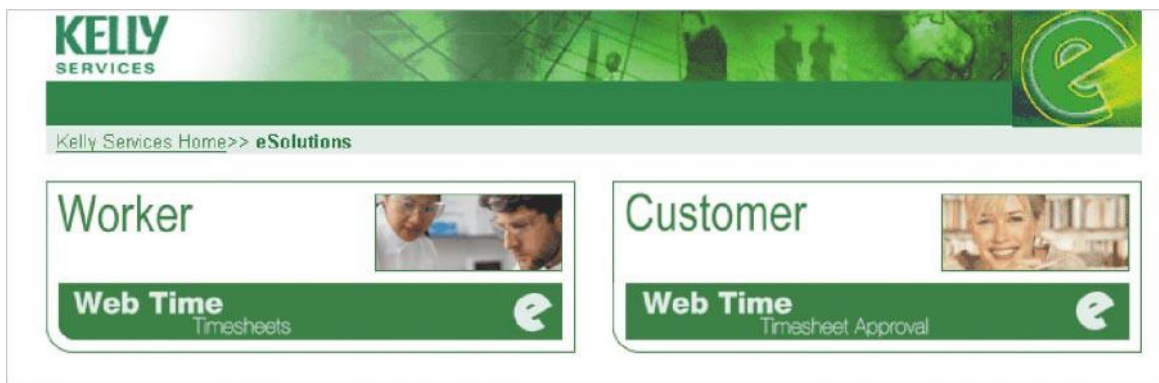
Kelly Web Time enables your Kelly workers to submit their timesheets via the Internet and also allows you to track and approve timesheets online. This quick reference guide will help you use the system and should answer any questions that may arise.

### Getting Help

If you have any questions or problems while using Kelly Web Time please check the **Frequently Asked Questions** first. You can find a link to these within Kelly Web Time. If you have any other questions contact your Kelly consultant or the UK Service Centre on 01952 236100.

### Logging on to Kelly Web Time

1. Launch your web browser and go to <https://Web Time.kellyservices.co.uk>.
2. The Kelly Web Time home page will appear. Click on **Customer - Web Time Timesheet Approval**.



3. The **Introduction to Kelly eSolutions** page will appear. Click on **Customer Login**.
4. Read the **Privacy Statement** and click **I Accept** to continue. You will be unable to continue if you do not accept our Privacy Statement.
5. The **Customer Login** page appears. Enter your **Reference Number** and **Password** and click **Submit**. If you have not been issued Login Details, please contact your Kelly consultant who will be happy to help.
6. If you have logged in successfully your **Profile Information Summary** will be displayed. Please keep your details up to date so we can easily contact you.
7. If you forget your reference number or password click on **Forgotten Reference No./Password**.

## Approving, Amending and Rejecting Timesheets

In order to approve timesheets using Kelly Web Time you will need to be assigned as an authorised “Approval Manager” or “Web Super User” by your Kelly consultant.

**Approval Manager** – The line manager responsible for the worker’s timesheet approval.

**Web Super Users** – A generic user who has the ability to authorise timesheets if the Approval Manager is unavailable. This might be an account manager, department head or member of your finance team.

1. Once a Kelly worker has submitted their timesheet via Kelly Web Time you will receive an email on Monday morning prompting you to approve your Kelly worker’s time.

Please note: if you do not approve hours before 4pm on the Monday this will be done on your behalf unless you expressly ask us not to. Please refer to Section 5 Timesheets in our Terms of Business.

2. Click on **Timesheets**. The **Timesheet Administration** page will appear.
3. From the drop down list select **Approval Manager** or **Web Super User** according to how you have been assigned by your Kelly consultant.
4. Select **Submitted Timesheets**. The **Submitted Timesheets** page will appear.
5. To review a timesheet in detail click on the **Week Ending Date**. The **Timesheet Details** page will appear.
  - To **approve** a timesheet if the time is correct, select the approve option next to the relevant timesheet. The worker will then receive email notification that their timesheet has been approved.
  - To **amend** a timesheet if the time is incorrect, amend **Monday to Sunday: Start Time(s), Total Unpaid Time(s)** and **Finish Time(s)** in 24-hour clock format (i.e. start at 8.15am, 45 minute unpaid time (lunch) and finish at 4.30pm would be entered as: start 0815, unpaid 0045, finish 1630).
  - To **reject** a timesheet select the Reject option next to the relevant timesheet. You can also add a Rejection Reason. The worker will receive email notification that their timesheet has been rejected.
6. Select **Save** to make the changes or **Cancel** to exit without saving. You will return to the **Submitted Timesheets** page. The worker will receive email notification that their timesheet has been amended.
7. When you have finished reviewing the submitted timesheets select **Submit**. You will return to the **Timesheet Administration** page.
  - I. On the **Timesheet Administration** you can complete additional actions:
  - II. View Approved Timesheets
  - III. View Rejected Timesheets
  - IV. Search Timesheet History



## Updating Your Profile

- Log into Kelly WebTime and click on **Update Profile**.
- Amend your details and click **Submit**.
- A confirmation page will appear to notify you that your profile has been successfully updated.
- The changes will be effective immediately.

## Changing Your Password

- Log into Kelly WebTime and click on **Update Password**.
- Enter your **Old Password** and then enter your **New Password**. Confirm your **New Password** by entering it again. Click on **Submit Password Change**.
- Your new password will be effective immediately.

## Request Forgotten Password

- If your login fails due to incorrect details being entered when attempting to access Kelly Web Time the **Login Failed** page will appear.
- To attempt to login again select the **Back** button in your browser.
- The **Forgotten Reference No./Password** page will appear.
- Enter your **Surname** and **Email Address** and click **Submit**.
- If your request was successful your Reference No and Password will be emailed to you.
- If your request was unsuccessful please contact your Kelly consultant.

## Logging off Kelly Web Time

- At the end of each session don't forget to log out.
- Click on the **Logout** icon.