



HUDSON RPO

**Approver
Time2Pay Guide**

Hudson RPO

October 2020

Purpose

The purpose of this document is to provide instructions for the timesheet approver community on how to navigate through the Hudson RPO Time2Pay portal.

This guide will cover the following topics:

1. How to approve a timesheet
2. How to approve an expense claim

If you run into any issues with the Time2Pay portal please either contact your onsite RPO administrator in the first instance or our support team on the details below:

Email: contractorqueries@hudsonrpo.com

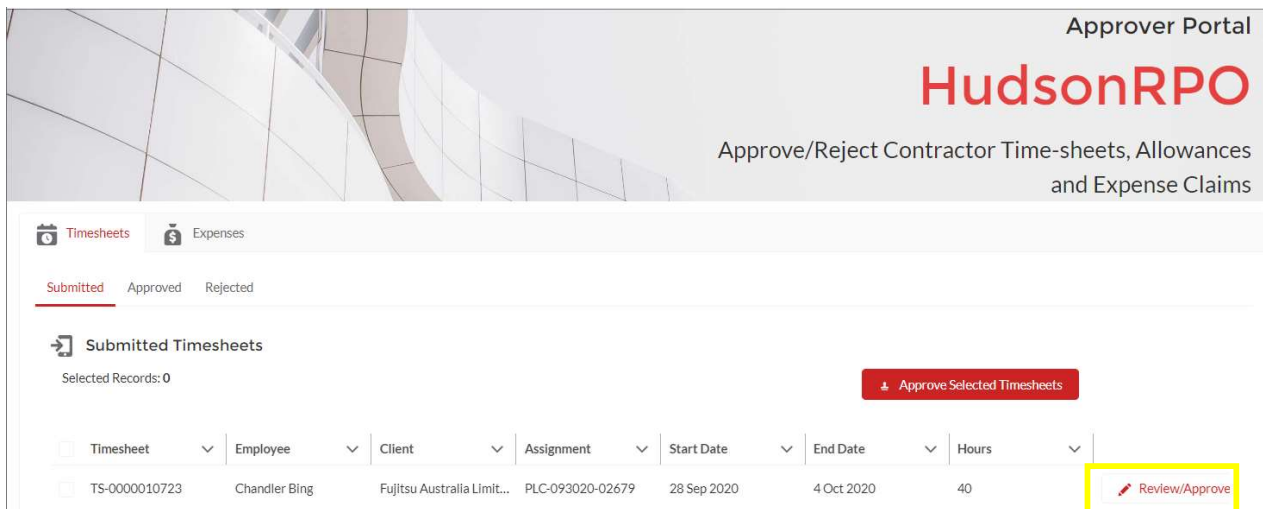
Phone: 1300 TIMESHEET (1300 846 374)

1. How to approve a timesheet

When a contractor submits a timesheet via the portal, you will receive an email instantly requesting your approval. This email will be titled **“IMPORTANT: Hudson RPO (Aust) Pty Limited Timesheets to Approve”**.

You do not need to login to the portal, you will receive a **unique link token** in the email to allow you to review the timesheets from any device.

Once you click on the link it will take you to all the timesheets awaiting your approval as per the screen shot below.



The screenshot displays the 'Approver Portal' for HudsonRPO. The header includes the text 'Approver Portal' and 'HudsonRPO' in large red letters, with a subtitle 'Approve/Reject Contractor Time-sheets, Allowances and Expense Claims'. Below the header, there are tabs for 'Timesheets' and 'Expenses'. Under 'Timesheets', there are sub-tabs for 'Submitted', 'Approved', and 'Rejected'. The main content area is titled 'Submitted Timesheets' and shows 'Selected Records: 0'. A red button labeled 'Approve Selected Timesheets' is visible. Below this, a table lists timesheet records with columns: Timesheet, Employee, Client, Assignment, Start Date, End Date, and Hours. The first record is: TS-0000010723, Chandler Bing, Fujitsu Australia Limit..., PLC-093020-02679, 28 Sep 2020, 4 Oct 2020, 40. A red button labeled 'Review/Approve' is highlighted in a yellow box at the end of the first row.

Please note that this **unique link token** does change with each timesheet so please do not save the approval link to your favourites bar on your browser.

Click on the 'Review/Approve' button the right of the timesheet submitted and check the time inputted by your contractor.

Timesheets Expenses

Go Back

Employee: Chandler Bing
 Timesheet: TS-0000010723
 Assignment: PLC-093020-02679
 Client: Fujitsu Australia Limited
 Total Hours: 40.00

Submitted

Timesheet Period: 28/09/2020 - 04/10/2020

Employee Notes:
 Employee Notes:

ENTRY DATE	PROJECT CODE	START TIME	END TIME	BREAK START	BREAK END	BREAK 2 START	BREAK 2 END	NOTES FOR THIS ENTRY	HOURS
Mon	28 Sep 2020	8:00:00 AM	5:00:00 PM	12:00:00 PM	1:00:00 PM				8
Tue	29 Sep 2020	8:00:00 AM	5:00:00 PM	12:00:00 PM	1:00:00 PM				8
Wed	30 Sep 2020	8:00:00 AM	5:00:00 PM	12:00:00 PM	1:00:00 PM				8
Thu	1 Oct 2020	8:00:00 AM	5:00:00 PM	12:00:00 PM	1:00:00 PM				8
Fri	2 Oct 2020	8:00:00 AM	5:00:00 PM	12:00:00 PM	1:00:00 PM				8
Sat	3 Oct 2020	12:00:00 AM	12:00:00 AM						0
Sun	4 Oct 2020	12:00:00 AM	12:00:00 AM						0

Approve Timesheet

Reject Timesheet
 Rejection Comment:
 Please provide a reason before rejecting a timesheet...

You have the option to approve or reject the timesheet and add a comment.

2. Timesheet FAQs

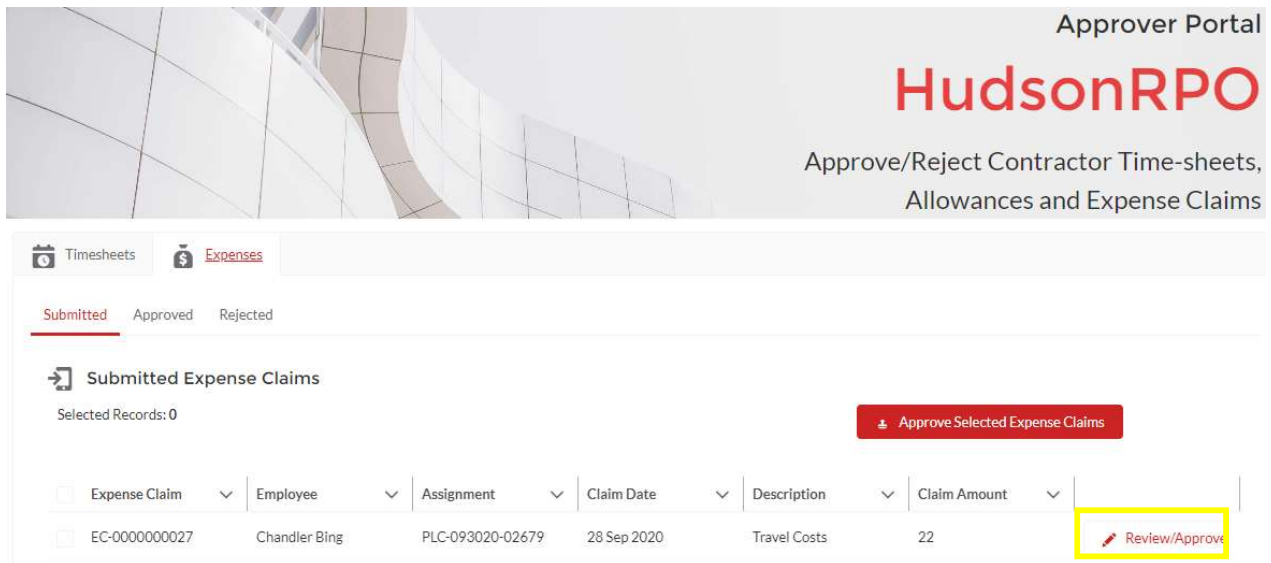
- **Approving a timesheet**
Once approved your contractor will receive an email notification. To ensure your contractor is paid on time, please ensure you approve all timesheets by the deadline of each Monday at 7.00pm AEST.
- **Rejecting a timesheet**
If you decide to reject the timesheet a notification will be sent to the contractor for them to make the required changes and resubmit.
- **Changing timesheet approvers**
If you are unavailable to approve your contractor's timesheet, we ask that you organise an alternate approver with your contractor or the contractor support team. Just send the alternate approver's name and email address to contractorqueries@hudsonrpo.com or call 1300 TIMESHEET (1300 846 374)
- **If you are approving more than one contractor**
If you are approving more than one contractor you will receive an email each time the contractor submits their timesheet for approval. We appreciate that this can fill up your inbox so we recommend that you create a rule in your outlook to move all timesheet emails to a folder and once you are ready to approve you will need to go to the most recent email with the unique link token to approve all the timesheets that contractors have submitted in bulk.
- **Approving a timesheet in error**
If you have approved a timesheet in error please contact the contractor payroll team immediately on contractorqueries@hudsonrpo.com or call 1300 TIMESHEET (1300 846 374). Please provide them with the details of the contractor and the week ending. The contractor payroll team will reject the timesheet and ask for the contractor to submit the right time again through the portal for it to be included in the pay run.
- **If your contractor did not work that week**
If your contractor did not work for that week they will submit a timesheet with zero hours for you to review and approve.
- **Timesheet reminders and deadlines**
The deadline for timesheets is each Monday at 7.00pm AEST. Your contractor will receive an SMS reminder each Monday at 2pm. If you have any issues with the timesheet please ensure you contact your onsite RPO contact or our support team on contractorqueries@hudsonrpo.com or call 1300 TIMESHEET (1300 846 374)
- **Who do I go to for portal support?**
Please ensure that you are logging in using a Chrome browser and not Internet Explorer. If you are using Chrome and still experiencing issues please send screenshots with clear steps and explanation of your issue to contractorqueries@hudsonrpo.com.

3. How to approve an expense claim

When a contractor submits expenses via the portal, you will receive an email instantly requesting your approval.

You do not need to login to the portal, you will receive a link in the email to allow you to review the expenses and receipts from any device.

Once you click on the link it will take you to all the expenses and receipts awaiting your approval as per the screen shot below.



Click on the 'Review/Approve' button the right of the submitted expense and check the claim and receipts in the portal.

Go Back

Employee: Chandler Bing

Expense Claim: EC-0000000027

Assignment: PLC-093020-02679

Client: Fujitsu Australia Limited

Submitted

Claim Date: 28/09/2020

Employee Notes:

Date Incurred	Type	Description	Ex Tax	Tax Amount	Total (inc Tax)
2020-09-28	Taxi Fare	Taxi	20	2	22

[Approve Expense Claim](#) [Reject Expense Claim](#)

Rejection Comment
Please provide a reason before rejecting an expense claim...

Taxi Recei...

[Taxi Receipt](#)
[View File](#)

You have the option to approve or reject the expenses and add a comment.

It is very important that your contractor submits a Tax invoice with their expense claim. This is a tax and compliance requirement. Tax invoice/receipts are also required to be included in the invoice that is sent to your organization. If any information provided is incorrect including the allocation of GST to the appropriate invoice or missing invoice/receipts, then the expense claim will be rejected by our contractor payroll team and the contractor will be asked to resubmit.