



Sand Online Timesheet Entry Guide

Click on the link emailed to you, to choose a password and activate your account

Welcome to InterQuest ONLINE timesheets.


Please click on the link below and choose a password to activate your online account.

http://eezytime.co.uk/MeritPortal/activate_account.aspx?id=UWE4ITTba6A7SiuCQEK6Q8WSsjInzHwToMA5aWWhHJ4%3d

Once your account has been established you can enter and track your InterQuest Timesheets by logging onto your account.

If you have changed your email recently you may have received this email to confirm your new email address.

This is an automated e-mail - please do not reply.



Login

User ID:

Password:

[Forgotten Username OR Password - click here](#)

Your home page will display your placements with the start and end dates

Placements

No.	Start Date	End Date	Client	Job Description	Reference	
500009392	01-Jan-2011	27-Feb-2011		Property Management	7149977/ (Exp PO 715	Create Timesheet
500009619	28-Feb-2011	01-Apr-2011		Property Management	7149977/ (Exp PO 715	Create Timesheet
500009627	04-Apr-2011	30-Jun-2011		Property Management	7149977/ (Exp PO 715	Create Timesheet

Click on the relevant placement to enter your days or hours (You will notice that the timesheet will reflect the 445 payment schedule). Please note that if your current placement has ended mid month and an extension has been raised, you will need to enter 2 timesheets, one in the current placement and one in the extended placement.

Contractor: (500059673)

Placement 500009627 - Property Management for client (CAPU) from 04 Apr 2011 to 30 Jun 2011 ref 7149977/ (Exp PO 715

Period : 04-Apr-2011 to 01-May-2011

PO Number/Mangers ID :

Timesheet entry

Week Ending	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours Total	Rate	Total
04-Apr-2011	1.00	1.00	1.00	1.00	1.00			5.00	250.00	1250.00
11-Apr-2011	1.00	1.00	1.00	1.00	1.00			5.00	250.00	1250.00
18-Apr-2011	1.00	1.00	1.00	1.00	0.00			4.00	250.00	1000.00
25-Apr-2011	0.00	0.00	0.00					0.00	250.00	0.00
Totals								14.00		3500.00

Hours/Days Total	Rate	Total
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Overall Pay 3500.00

[Back](#) [Save Timesheet](#)

Enter 1 if you are on a daily rate for each day worked, or enter the amount of hours worked each day if you're on an hourly rate. You will need to enter "0" for any days not worked or any days taken as holiday etc.

The timesheet will calculate what your invoice value should be so you need to make sure your invoice matches this amount when submitting your invoice.

	Hours/Days Total	Rate	Total
W/ends, bank hols + out of hours (Smallest -half day)		250.00	0.00

Overall Pay 13200.00

If you have online email approvers – click on [Save Timesheet](#)



Followed by **Lock Timesheet & Submit For Approval** an email will then be sent to your line manager, who will log in and approve your timesheets.

If you need to have the timesheet physically signed off, click on **Save Timesheet** followed by **Lock Timesheet & Create PDF** you can then fax/email this back to the contact details on the timesheet.

Once the timesheet has been approved you will receive an email advising the change of status from “Submitted for approval” to “Approved” or “Processing”

If you have any problems or questions please feel free to call us on 0207 025 0145 or email payroll@sand-uk.com