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iMerit online timesheet portal
User guide for workers



Accessing the portal

You will receive your welcome email from Pulse (onlinetimesheets@pulsejobs.com), please complete the setup process by following the link and instructions within the email.

If you have any difficulties logging in, please contact AHPHSS.payroll@pulsejobs.com .

Once successfully logged in, you are required to read Pulse's terms and conditions. Please ensure you read these terms carefully and note your responsibilities whilst using the portal and submitting timesheets.

Important information will be displayed on the home page. Here you will find updates such as changes to approval deadlines around Bank Holidays or seasonal events.

Entering timesheets and expenses

Once your account has been activated, log in to the portal via the following link:

<https://onlinetimesheets.pulsejobs.com/>

You will be directed to the home page of the portal, where you will need to select Timesheets:

Logout

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Home | Timesheet | Messages | Change Details | Document Upload |

Candidate: Karolina TEST (1002908)

Home

Welcome to Pulse Online Portal.

Once selected, you will be presented with all open placements that are configured to work with your online portal access:

Select the "Create Timesheet" hyperlink.

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Home | Timesheet | Messages | Change Details | Document Upload |

Candidate: Karolina TEST (1002908)

No.	Start Date	End Date	Client	Job Description	Reference
BH53457	08-Jan-2024		Sheffield Teaching Hospitals NHS Trust	Cardiac Physiologist	Create Timesheet

The timesheet screen will open, and you will be required to:

- Enter the start date and end date of the working week you wish to submit hours for
- Enter your start time/end time (24hr format) and any applicable breaks
- Enter your business mileage / Mileage (site to site) - the figure entered should relate to the number of miles
- Enter your business general expenses (Travel, Food Expenses, Accommodation) – the figure entered should relate to the monetary value
- Click 'Save Timesheet'

Your timesheet will display all applicable rate descriptions i.e. 'Standard Hours', 'Weekend', 'On Call' etc. and you will need to indicate the number of hours relating to each rate type in the designated boxes, the total hours will be calculated automatically, see an example below:

(Please contact AHPHSS.payroll@pulsejobs.com if you cannot view all the rates applicable to your role).

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Placement BH53457 - Cardiac Physiologist for client Sheffield Teaching Hospitals NHS Trust from 08 Jan 2024

Start Date: End Date: Client Ref:

Timesheet Entry

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Start	09:00	09:00				09:00	09:00	
End	18:00	18:00				15:00	15:30	
Breaks	01:00	01:00				01:00	00:30	
Total	8.00	8.00				5.00	6.00	27.00
Weekend						5	6	11.00
Standard	8	8						16.00

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

Timesheet can be electronically authorised by Karolina Szymakowska (Primary Authoriser) and Gemma Orr **Notes**

When entering your break we use an HOURS:MINUTES format. So 0040, will be read by the form as a 00:40, for a 40minute break. 0140 for example, would be read by the table as 01:40, as 1hour and 40minutes.

Timesheets can be updated and saved daily and/or weekly however **only one** timesheet for a specific week ending can be **submitted** for online client authorisation. This means hours and expenses must be submitted together on the same timesheet.

Once you have entered the relevant expense information in the relevant boxes, you are required to upload receipts. Go to 'Click to upload receipt image' button which will take you to the Upload Files window. Click the 'Select' button to choose the desired document and click upload. Once the upload completes, close the window.

Placement BH53457 - Cardiac Physiologist for client Sheffield Teaching Hospitals NHS Trust from 08 Jan 2024

Start Date: Mon 08-Jan-2024

Upload Files

Select a file to upload below.

Select file

Close

	Mon					Sat	Sun	Total
Start	09:00					09:00	09:00	
End	18:00					15:00	15:30	
Breaks	01:00	01:00				01:00	00:30	
Total	8.00	8.00				5.00	6.00	27.00
Weekend	0	0	0	0	0	5	6	11.00
Standard	8	8	0	0	0	0	0	16.00

Back

Delete Timesheet

Lock Timesheet & Create PDF

Lock Timesheet & Submit For Approval

Save Timesheet

Click to upload receipt image.

Timesheet can be electronically authorised by Karolina Szymakowska (Primary Authoriser) and Gemma Orr **Notes**

When entering your break we use an HOURS:MINUTES format. So 0040, will be read by the form as a 00:40, for a 40minute break. 0140 for example, would be read by the table as 01:40, as 1hour and 40minutes.

Submitting the timesheet

Once you have completed your timesheet and uploaded expenses receipt, select 'Lock Timesheet & Submit For Approval' button.

Once submitted, your approver will receive an email notification requesting they log onto the portal to authorise. If your primary approver fails to approve by close of business, your timesheet authorisation will be escalated to your secondary approver the following morning.

If you require a change of approver, please send the relevant user information to

AHPHSS.payroll@pulsejobs.com

From now on, you can view your timesheet status under Timesheet tab, whether it is pending approval, authorised and processed by the Payroll Team. If your timesheet gets rejected, you will be immediately notified by email stating the reason. You will be able to amend the timesheet and resubmit for approval.

No.	Start Date	End Date	Client	Job Description	Reference
BH53457	08-Jan-2024		Sheffield Teaching Hospitals NHS Trust	Cardiac Physiologist	Create Timesheet

Timesheets

Period	Client	Job Description	Number	Status
08-Jan-2024 to 14-Jan-2024	Sheffield Teaching Hospitals NHS Trust	Cardiac Physiologist	OLT125	Pending Authorisation